Moon Area Cyber Program

Handbook

MOON AREA CYBER PROGRAM

Moon Area School District launched the Moon Area Cyber Program (MACP) during the 2016-2017 school year. The program will be housed in the high school and provides students the flexibility, curriculum, and classroom support they need in order to succeed. The MACP offers Moon Area students, grade K through grade 12, the opportunity to learn in a full or part-time (high school only) online environment. Moon Area is proud to meet the needs of all students, parents, and stakeholders to deliver an alternate form of education while still allowing students to earn a Moon Area diploma.

MISSION

The MACP is an extension of the Moon Area School District. All policies, regulations, procedures, and guidelines set forth by the district, Board Policy, and Student Handbook apply to the MACP and all those students enrolled in the program.

BLENDED CYBER PROGRAM - at the High School

To provide students a blended style of education that enables students to take both online and regular classroom courses. This format maximizes the students' direct access to the teachers for help and guidance while also gives students the opportunity to take courses that are not typically offered online or are difficult to comprehend online.

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Moon Cyber Program Fact Sheet

- Available to students K-12 and provides them a full curriculum of subjects (courses) with the ability to stay at home.
- Course Structure
    - Accessed online through Clever or Accelerate
        - Directions to access courses will be sent to the student's (and parent/guardians) email once acceptance into the program is approved.
    - Separate, self-sustaining courses/subjects
    - The courses are not live. There is not direct, daily instruction from a teacher
    - Access to full semester course from Day 1 (unless adapted by content teacher)
    - Follow To-Do list or Daily Agenda of lessons to stay on pace
    - Course/subject curriculum created by outside vendor that is standards aligned
    - Students can access the course 24/7, any day including holidays.
- Student Expectations
    - Student must be self-motivated/driven
    - Students must be willing to work on their own without a teacher giving them daily tasks
    - Students must login daily and complete the suggested lessons for each course
        - Each course will give lessons or tasks to complete each day
        - It is highly recommended students login and access courses during school hours
    - Students should reach out to the Teacher of Record when they need help, guidance, or clarification
- Moon Teacher of Record
    - Each course is facilitated by a Moon Area District teacher
    - Teachers can be reached through their school email or TEAMS message system
    - Teachers will periodically reach out to the student and parent/guardian if they notice the student is struggling to keep pace and/or their grade is insufficient
- Commitment
    - Students are asked to stay in the program until the end of a semester
        - Helps with the transition for the student and teacher(s)
        - NOTE: If a student is struggling, administration can place the student back in a traditional, in-person learning environment.
- Parent Communication
    - Parents can access grades in Skyward
    - Parents are asked to reach out to the Teacher of Record if they are noticing their child needs help or guidance.
- Enrollment Process
    - Interested families can contact their building administrator
    - Acceptance into the program is on a case-by-case basis only with administrator approval
- Removal from the Cyber Program
    - Each student's academic success is important. If a teacher, administrator, parent notice that the student is having difficulty staying on pace with the course content, not demonstrating an understanding of the course material, or not logging in daily, the student can be removed from the Cyber Program and given a traditional, in-person schedule.

SUPPORT

Moon Area School District (MASD) faculty will facilitate the online courses and be available for tutoring.

Elementary and Middle School levels

Learning Program: Students are Full-Time Cyber students

- Elementary and middle school students will only be allowed to enter the MACP under certain circumstances that prevent the child from attending in person – approval by the Superintendent or Assistant Superintendent is required. Our district believes in person is the best form of education.

High School level

Learning Programs: Flexibility allows student to choose one (1):

- Full-Time Cyber: students have the ability to learn, work, and test from home. Students can schedule time to meet with teachers for tutoring.
    - o Requirements for Full-Time Cyber students:
        - ▪ Attendance: Daily login is required to be considered "PRESENT" for attendance records.
            - Students must login each day. The login does not need to be during school hours but must happen each calendar day that Moon Area School District is in session. Attendance is checked daily and if a student does not login, they will be marked "Absent"

        - ▪ Virtual Check In: Students will need to attend a virtual video call (ex: TEAMS call) every two weeks, or as determined by administration, to check in with a teacher to discuss progress.
            - Students need to have access to their Microsoft TEAMS chats and check them frequently. Teachers will reach out to set up a video call during school hours. Students will need to join a video call (through TEAMS) for a few minutes to discuss their progress. The video calls will be scheduled every two weeks but can be scheduled more frequently depending on the student's progress.

- Full-Time Attending: For those who wish to pursue a cyber education method but find themselves more productive attending school regularly, students can participate in the full-time attending option. In this option, students will complete all online coursework in the high school each day in the cyber classroom. Attendance will be taken daily.
- Blended Learning: Students prefer cyber education for certain classes but also wish to attend the high school regularly can elect the blended learning option. Students can attend school during regular school hours. They can complete their online courses in the cyber room and attend other in person classes. Attendance will be taken daily.

Computer and related equipment provided by Moon Area School District

Tutoring

The teacher of record for each course will be available for tutoring. Tutoring can be arranged before or after school. Depending on the student's and teacher's schedules, tutoring may be available during the regular school day. Tutoring can be scheduled with the teacher of record directly.

The teacher of record will periodically reach out to the student or family to check in, but it is on the student to ask for help when they need support or guidance.

CURRICULUM

MACP provides exceptional instruction to students in the core academic disciplines such as math, science, social studies, and English/language arts. Courses are aligned with the PA State Standards. Some elective courses are provided through the MACP. At the high school level, other electives are provided with participation in the mainstream classroom.

See the attached Course List for available courses. Student courses will match similar to a student schedule in a traditional setting.

ENROLLMENT

Students that express interest in enrolling in the Moon Area Cyber Program are expected to possess basic computer skills and be willing to follow all program and district guidelines. By nature of the self-paced learning environment, students must be able to manage their time and to work productively.

Enrollment Steps:

- Interested students and their parent/guardian(s) should contact their building administrator.
- A MACP coordinator or administrator will contact the family to arrange a meeting to discuss options, program guidelines, and a potential student schedule.
- Administration, guidance, the program coordinator, and the family determine if the MACP will benefit the student.
    - o High School only - The Learning Program for taking courses (full-time cyber, full-time attending, blended) is evaluated.
- Entry into the program and a schedule of courses is completed with final entrance approval by administration.
- The student and parent/guardian(s) can be asked to attend a Cyber Program Orientation to review the software, expectations, and answer any questions the family may have (this can be done online).

Enrollment in or out of the MACP is open at the beginning of the school year and at the beginning of the 2nd semester/3rd marking period. Exceptions to this will require consideration by an administrator and then approval. Documentation and/or medical verification may be required.

STUDENT EXPECTATIONS

All students will begin their online courses with an online orientation course.

At the high school level, students might be asked to start in the Cyber Classroom during the regular scheduled school day for the first two weeks of entry into the program. Regardless of the student's attending option (full-time cyber, full-time attending, or blended). This is a trial period to allow the student to learn the online software program, establish a routine, and be acquainted with the subject material before working from home. Once the student shows the ability to work independently as determined by the program coordinator, the student will be able to follow the learning option that has been selected. If the student has not shown an ability to work independently or if the program coordinator feels the student needs more time, the trial period will be extended, or the student can return to a traditional, in-person schedule.

Students are required to meet course benchmarks and earn passing grades. Course benchmarks are set by each course automatically. The benchmarks include daily/weekly lesson completion, which can include graded and non-graded work. Progress reports will be sent to parents/guardians periodically. Students need to be able to manage their own time and develop skills for studying and completing assignments. Students will need to ask for help when they have a question or are having difficulty. Questions can be asked directly through the online software system or by contacting the teachers directly.

Additional Expectations for Full-Time Cyber Students at Home

- Attendance: Daily login is required to be considered "PRESENT" for attendance records. Attendance is determined by checking the student's login times. Failure to login daily, at any point in the day, will result in the student being marked "ABSENT" for attendance purposes. Attendance performance is separate from course progress and grades.
- Virtual Check In: Students will need to attend a virtual video call (ex: TEAMS call) every two weeks, or as determined by administration, to check in with a teacher to discuss progress. The student must attend the video call, with camera on. The length of the call may only be a few minutes. The student and teacher can use this time to discuss course work and progress. Virtual Check Ins will be communicated and set up with the student via TEAMS chat or school email. Students must have access to their Microsoft TEAMS account and check their chat messages frequently.

Intervention

At the notification of failing grades, lack of timely course progress, or attendance issues (not logging in consistently), the program coordinator or the teacher of record will contact the student, parent/guardian(s), appropriate administration, and counselors. This contact will state the issues and focus on bringing the student back on track and creating an individualized academic recovery plan (ARP) for the student.

Tier 1 – Initial Intervention Warning

- In refocusing the student through the new ARP, the student's progress will be monitored daily, and the student will be contacted again to ensure that the newly implemented goals are being met.
    o Example: student needs to login each day and submit quality assignments throughout one week in an effort to make progress.
- If the student shows improvement in progress and/or grades within a determined time frame and is succeeding within the criteria set in the ARP, he or she will be able to continue working their selected Learning Program.

Tier 2 – Second Warning

- Parent contact will be made stating there is concern the current learning program for the student is not working. The student must make significant progress in order to continue current learning program.
- ***High School only*** – If the student does not show improvement in progress and/or grades within a determined time frame and is not succeeding within the criteria set in the ARP, then he or she will be required to report to the Cyber Classroom during the regular scheduled school day. Once the student has met the goals determined in their ARP, they may be able to continue their selected Learning Program.

Tier 3 – Regular Schedule/Return to In Person Learning

- If the student does not show improvement in progress and/or grades or has attendance issues within a determined time frame (typically two to three weeks), then the student may be removed from the MACP and returned to their regular school building and schedule. In determining removal, a meeting may be held with administration, program coordinator, guidance counselor, student, and parent/guardian(s).

NOTE: A student can be elevated immediately to Tier 3 if an administrator determines it is necessary for the student.

ATTENDANCE

Regular attendance is necessary to ensure your best performance in school and is also required by state law. Each student's attendance record at school is very important. Students should expect to spend approximately 2.5+ hours working online per course each week. At minimum students are expected to spend 40 minutes of on task time per school day on each cyber class. Students should be up to date on their successfully completed assignments and progress towards completing their required coursework to be considered "present". Instances of truancy (habitual non-attendance at school) will be handled according to Moon Area School District Board Policy. Students will be marked absent when not meeting the required login times. Failing grades and attendance concerns can result in removal from the cyber program or mandatory attendance in the Cyber Classroom at the high school level. Students attending the Cyber Classroom must remain in the classroom for the designated time period.

Use the following chart below to determine the minimum number of hours per week required by the Moon Area Cyber Program:

1 Cyber Course = 2.5 hours per week

2 Cyber Courses = 5 hours per week

3 Cyber Courses = 7.5 hours per week

4 Cyber Courses = 10 hours per week

5 Cyber Courses = 12.5 hours per week

6 Cyber Courses = 15 hours per week

7 Cyber Courses = 17.5 hours per week

8 Cyber Courses = 20 hours per week

GRADING POLICY AND COURSE GRADE ASSIGNMENT

Grading Scale

A – Superior   90-100%

B – Above Average   80-89%

C – Average   70-79%

D – Below Average   60-69%

F – Failing   0-59%

I – Incomplete

W – Withdrawn

WF – Withdrawn Fail

Course Grade Assignment

- ➢ Grades are generated each of the four (4) marking periods.
- ➢ Most one (1) credit courses are divided into two (2) semesters of material, Semester A and Semester B.
    - o Semester A is assigned at the beginning of the school year and Semester B is assigned at the completion of the coursework for Semester A *OR* at the beginning of the 3rd marking period
- ➢ Each 0.5 credit course has only one semester of material.

Deadlines for each marking period exist with specific course progress expectations. The expectations and deadlines are intended to ensure the student finishes all required work on time and help the student understand the material. The deadlines are at the end of each marking period. The expectation for each deadline is listed below.

1st marking period – Progress Report

- - 50% of all Semester A courses must be complete.
- - 50% of all 0.5 credit courses must be complete.

2nd marking period – Final Grades

- - 100% of all Semester A courses must be complete.
- - 50% of full year courses must be complete.

3rd marking period – Progress Report

- - 50% of all Semester B courses must be complete.
- - 50% of all 0.5 courses assigned in the second semester must be complete.

4th marking period – Final Grades

- - 100% of all courses must be complete.

When a student fails to meet the expectation for the deadline, a zero score will be assigned to all assignments not completed up to the given expectation. Students have the ability to continue working on their courses after the 1st and 3rd marking periods or midway through each semester. These marking periods serve as Progress Reports versus official final marking period grades. All courses will be closed at the end of each semester (2nd and 4th marking periods). Semester Final Grades will replace the Progress Report Grades of the 1st and 3rd marking periods.

Weekly Reports and Progress

The students will be given a weekly suggested progress percentage for each course they are enrolled. This percentage is a pacing guide to ensure the student finishes all their courses on time. Each course will give the students lessons to complete each day/week. Students will need to be on pace with the weekly lessons and keeping with the weekly course completion percentage expectation in order to continue to stay in the program at their selected Learning Program. Parent/guardian(s) can view grades in Skyward to check progress.

Extracurricular Participation

Students must maintain passing grades and must be in good attendance standing in order to be eligible to participate in Moon Area extracurricular activities. Extracurricular activities include sports, musicals, field trips, school dances, etc. Eligibility determination is based on current grades and progress of course material. Grades are reported weekly to the Athletic and Main Offices. Students in the MACP will be held to the same level of review based on the district's School Code of Conduct as all Moon Area students.

GRADUATION REQUIREMENTS

In compliance with Chapter 4 regulations of the Pennsylvania Department of Education and the Moon Area School District, each student must satisfactorily complete 24 credits of work during 9, 10, 11, and 12 grades as a requirement of graduation. Students must also fulfill Act 158 requirements. In addition, each student must achieve a score of proficient or advanced on the Keystone Algebra 1, Literature, and Biology exam or demonstrate 75% or better achievement on state standards-correlated classroom assessments in Math, Reading, and Writing.

 Note: Students who fail to submit their Career Project according to set deadlines will render themselves ineligible for ALL extracurricular activities including but not limited to, Prom, Semi, clubs and athletic contests. Participation may resume after the paper has been submitted and approved.

A minimum high school program includes the following credits:

English	4.0
Social Studies	4.0
Science	3.0
Mathematics	3.0
*Arts and Humanities	2.0
Health/Physical Education	2.5
Electives	5.5
TOTAL CREDITS	24.0

*Arts and Humanities includes foreign languages, elective social studies, art, fine arts (band and chorus) and practical arts (business, family and consumer sciences, and technical education.)

INTERNET POLICY

COMPUTER AND NETWORK USAGE AGREEMENT

During the beginning of the school year new students entering the school district will be issued an ELECTRONIC SYSTEMS USAGE AGREEMENT. (Existing 1st—12th grade students eligible for Internet use have agreements already on file). Students, parents, and guardians are asked to read and agree to stipulations for the district's expectations and usage of the Internet. Students that violate any of the electronic guidelines may have their user accounts restricted or terminated and face disciplinary action deemed appropriate by the building principal based upon the school discipline code.

Policy # 815. Policy can be found on the district website under the Moon Area School Board policies.

Students will follow all rules and guidelines as stated in the Moon Area High School, Middle School, and Elementary Handbooks.

MOON AREA CYBER PROGRAM

ENROLLMENT FORM

This form must be signed and returned to the Main Office of the Student's School when enrolling in the Moon Area Cyber Program.

Cyber Handbook Acknowledgement

I hereby acknowledge receipt of the Moon Area Cyber Handbook. By stating "YES" to the question below and sending your response back via email, I agree to abide by the policies and procedures contained therein. I further acknowledge that I have read and understand the handbook and agree to be bound by and comply with the handbook. I also understand that this handbook replaces any and all prior handbooks, policies and practices of Moon Area School District and understand policy may change. I also agree to comply with all policies listed on the Moon Area website and understand hard copies are in the district and school offices if needed. The contents contained in this handbook are an overview of rules and procedures, or district wide policies.   All conditions of this handbook may be added to, deleted or changed by moon area school district at its sole discretion.

Additional Full-Time Cyber at Home Students Acknowledgements:

- Attendance: daily login requirement to be marked "Present"
  o Students must login each day. The login does not need to be during school hours but must happen each calendar day that Moon Area School District is in session. Attendance is checked daily and if a student does not login, they will be marked "Absent"

- Virtual Check-In: joining a virtual video call with a teacher periodically (frequency determined by teachers)
  o Students need to have access to their Microsoft TEAMS chats and check them frequently. Teachers will reach out to set up a video call during school hours. Students will need to join a video call (through TEAMS) for a few minutes to discuss their progress. The video calls will be scheduled every two weeks but can be scheduled more frequently depending on the student's progress.

I have read and agree to follow the Moon Area Cyber Handbook ___YES or No____

Parent/Guardian Name: _____

Child's Name: _____