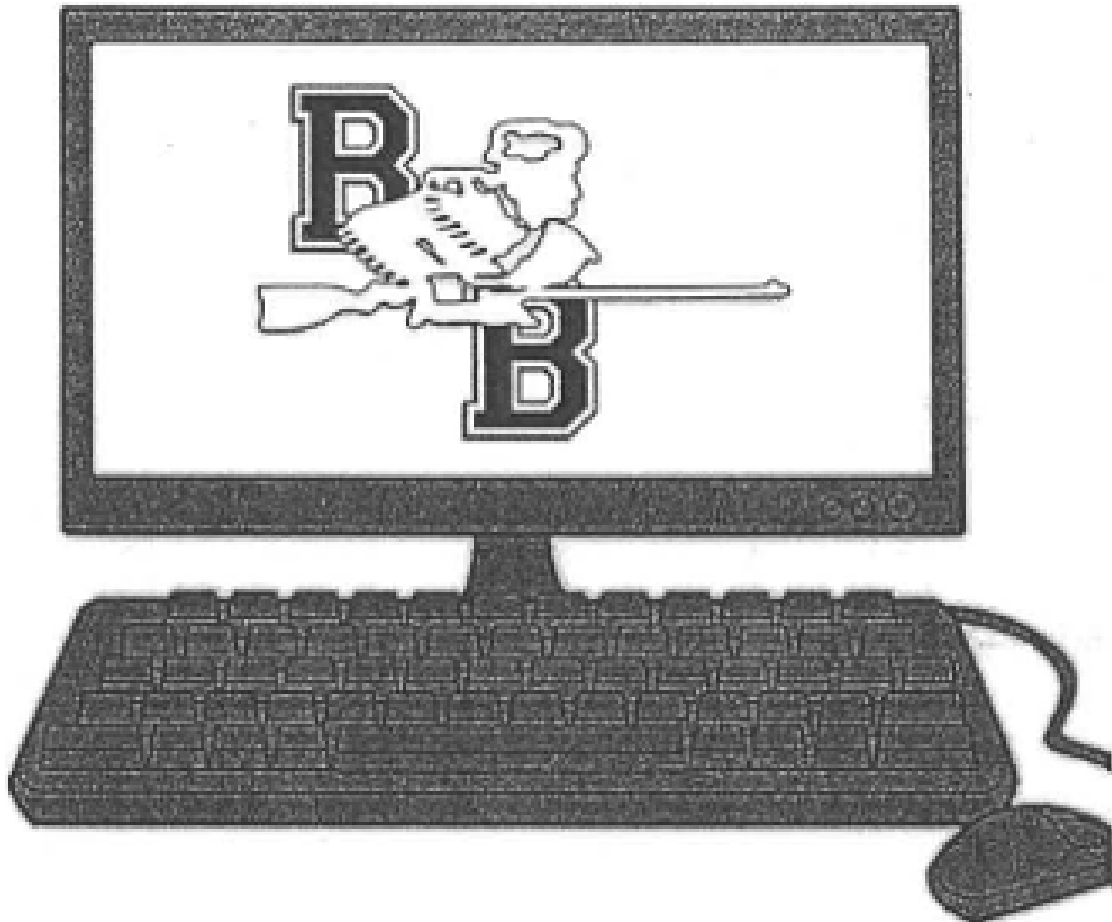


Berlin Cyber Academy

Student/Parent Handbook 2025-26



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About Berlin Cyber Academy

The Berlin Cyber Academy is committed to offering students the education they need to be prepared for life in the 21st century. The cyber program provides students with opportunities to learn and grow in an environment outside the traditional brick and mortar school setting. Berlin Cyber Academy aims to meet the needs and wants of the students and their parents with a quality academic online program.

Berlin is proud to offer various course offerings through the Cyber Academy. The quality of education remains as high as ever, but the courses are presented in a virtual way with a highly qualified teacher assigned to each course. No matter which program a student chooses to enroll in, successful completion will result in a Berlin Brothersvalley School District diploma. Students are also considered students of the district, and as such, they are eligible to participate in all activities and events offered by BBSD while enrolled.

Berlin Cyber students will complete daily course work using the online platform WATERFRONT LEARNING or WORLD OF LEARNING. Waterfront Learning is based out of AIU3 located in Pittsburgh, PA and World of Learning is based out of AIU8 located in Altoona, PA. Waterfront Learning and World of Learning are third party vendors outside of Berlin Brothersvalley School District, but provide state certified teachers to teach each course offered. Waterfront Learning is an asynchronous instructional platform, whereas World of Learning is a synchronous instructional platform.

Berlin Cyber Academy students will be issued a school district owned Chromebook. If any technology issues should arise, please contact Mr. Paul.

Berlin Cyber Academy students will follow the BBSD 2025-2026 school calendar.

Cyber Program Benefits

- Berlin Cyber students are eligible to participate in extracurricular activities with the following stipulations:
 - o Academic Eligibility and attendance policies will still be enforced through Berlin Cyber.
 - o It is the responsibility of the Berlin Cyber student to stay informed and contact teachers, advisors, coaches, etc. of their interest in a particular school activity
 - o All activities will be in-person---no such activities will be offered virtually
- Allow for flexibility of scheduling, traveling, and exploring career options.
- Teach students responsibility, time management, self-discipline, dedication, independence and a global perspective.
- Provide students with the opportunity to graduate and receive a diploma with their home school district.
- Provide students with a smooth transition to and from the traditional school setting.
- Convenient for both students and parents, as the online learning system is available 24 hours a day seven days a week.
- Provides highly-qualified teachers.
- Students who wish to register with SCTC will still be permitted to attend the tech center through Berlin.
- Students will be required to report to the building NO LATER than 11:25, in order to be transported over to SCTC.

Limitations for students in the Berlin Cyber Academy

- Berlin Cyber students are not eligible for in-person events including but not limited to....
 - o field trips
 - o Senior trip
 - o School assemblies
 - o School competitions, unless requirements are met

- Students are only allowed to transition to the Berlin Cyber Academy at the **beginning of the year and at the end of the quarter.**
- Any student wishing to transition in or out of Berlin Cyber should first schedule a conference with the respective school counselor and the cyber school coordinator.

Berlin Cyber Academy Athletic Eligibility

- Berlin Athletic Eligibility Policy states:
 - Students must be present for ***the entire school day*** in order to participate in a practice, game, or activity that day. Students may be excused for doctor or dental appointments or family emergencies as approved by the building administrator.
 - Berlin Cyber Policy for Athletic Eligibility, in accordance with this policy states:
 - Any Berlin Cyber student participating in extracurricular activities or athletics will be required to log into their cyber courses for a full day of participation in order to attend any practice, game, or activity. This means that a student must be logged in and show participation in *every course they are enrolled in* for a minimum of 30 minutes per day in order to be eligible. Any student who has a 0 logged for any class the day prior to a practice, game, or activity will not be allowed to participate the following day.
- Students enrolled in the cyber program will have academic eligibility checks completed by the Cyber Coordinator and Athletic Director weekly.
- Students who are failing 2 or more classes will not be eligible to participate until their grades are brought up to passing.
 - o Students will also need to provide proof through email that they are attending a tutoring session with their instructor at least 1 time throughout the week.

Berlin Cyber Academy Enrollment Procedures

1. Students interested in enrolling with the Berlin Brothersvalley School District cyber program should meet with the District Cyber Coordinator to submit an application.
2. Submit completed Berlin Cyber Academy Application to the Cyber Administrator.
3. The cyber application is reviewed by the school district's Cyber team which consists of the district cyber coordinator, the high school principal, and the high school guidance counselor.
4. The prospective cyber student, student's parent/guardian, cyber coordinator, building administrator, and other stakeholders will have a face-to-face meeting to discuss the possibility of online learning, expectations, and consequences for not progressing as required. The group will make a decision if they feel the student will be successful with online learning.
5. The Cyber Coordinator will enroll students in online courses if the student is approved for online learning.
6. A student may only enroll in the Berlin Cyber Academy at the beginning of the school year or at the end of the quarter. Students will be given a drop/add period at the beginning of each quarter. Once the drop/add period ends, students will not be permitted to enroll or drop cyber until the beginning of the next quarter.

Berlin Cyber Enrollment Procedures for Special Education Students

1. Students identified as Special Education Students who are interested in enrolling with the Berlin cyber program should meet with the Cyber Coordinator to submit an application.
2. The cyber application is reviewed by the school district's Cyber team which consists of the district cyber coordinator, the high school principal, special education director, and the high school guidance counselor.
3. The prospective cyber student, student's parent/guardian, cyber coordinator, building administrator, and other stakeholders will have a face to face meeting to discuss the possibility of online learning, expectations, and consequences for not progressing as

required. The group will make a decision if they feel the student will be successful with online learning.

4. The Cyber Administrator will notify the Special Education Coordinator who will determine Cyber IEP for the student.

5. An orientation meeting will be scheduled with the student and parents.

Student Participation and Expectations

Students participating in the Berlin Cyber Academy are required to be an organized, self-disciplined, and highly-motivated student. Online learning isn't for all students, and the goal of the Berlin Cyber Academy is to prepare our students for success. Not all students will be approved for the Berlin Cyber Academy. Failure to adhere to the rules and expectations set forth could result in the student being removed from the Berlin Cyber Academy.

- Students will be required to maintain daily attendance. Students are expected to not only log on each day, but they are required to be working in each class for an amount of time that will allow them to be successful as a cyber student. Failure to log in and work the specific amount of time will result in the student forfeiting their right to be a cyber student.
- Students are responsible for contacting their instructor if they are struggling academically, or Mr. Turner Paul if they are having any technology issues.
- Students will be required to participate in all state mandated testing and must meet district established graduation requirements to receive a high school diploma.
- Student participation in district sponsored athletic activities is subject to approval of the district administration and must meet all academic qualifications.
- Cyber students will not be permitted to participate in school day activities such as club meetings, school day functions, assemblies, and will have to meet academic qualifications to attend after school functions examples include the prom, concerts, etc.
- Cyber students will have access to school resources such as the library and guidance counseling by making arrangements in advance. It is the cyber student's responsibility to reach out to the school as needed.
- Any confirmed cases of cyberbullying, cyber stalking, or cyber harassment or other violations of the *BBSD Acceptable Use Policy* may result in immediate removal from the Berlin Cyber Academy.

Attendance Policy

Berlin Cyber Academy recognizes that good attendance is essential if students are to achieve and reach their potential. Attendance is recorded and monitored on a daily basis. In order for a student's legal attendance to be counted in the cyber environment, he/she MUST log into their Learning Platform each day that school is in session. If a student skips logging into their Learning Platform, it is the equivalent of skipping or arriving late to homeroom at a brick and mortar school and not checking in with the office before heading off to class. If students miss these important steps at a local school district they are marked absent for the day, therefore students are being held to the same standards with the Berlin Cyber Academy.

- Parents and students should refer to the student handbook for attendance policies including unexcused absences and non medical excuses. Berlin Cyber students are expected to follow all guidelines and policies set forth.
- Students enrolled in the Berlin Cyber program are required to follow the school calendar, which includes 180 school days. Attendance occurs on "school days" as listed on the school calendar. A student needs to log in to their Learning Platform each school day to be counted present.
- Students will be required to maintain daily attendance. Students are expected to log on each school day, based on the District's academic calendar. Students who repeatedly fail to log in daily on school days will be subject to the District's attendance policy.
- It is the responsibility of the parents to provide an excuse when their child is absent from school. If a student is absent without an excuse, the student will be considered truant.
- Daily attendance rules must be followed if a student plans to participate in extracurricular activities, prom, etc. A student's absence in cyber school for that day will have the same impact on the ability to participate in extracurricular activities as a student absent from the building.
- Students participating in extracurricular activities are subject to the same eligibility requirements as in-person students (this includes tutoring).

Handbooks

- All students at BBSD are required to read and sign a student handbook and all acceptable use policies, this includes all Berlin Cyber Academy students
- All BBSD students, including Berlin Cyber Academy students, are required to follow all rules and regulations set forth in the handbooks and policies. Failure to comply, will result in the appropriate action of the building administrator.

BBSD Cyber Program Expectations

Berlin Brothersvalley School District continues to stand committed to the vision of "Educational Excellence, Community Engagement, and Lifelong Success" for each student. This vision extends to our Cyber Academy as well. In staying committed to this vision, and in order to continue to provide our students with educational success, Berlin Brothersvalley has implemented the following guidelines/expectations for each student in our Cyber Academy. By signing this document, you agree to adhere to the following expectations outlined in this handbook. Failure to do so may result in removal from the Berlin Cyber Academy and return to in-person instruction.

Student Parent
Initials Initials

_____ Students should log an average of 30 minutes per course per day (Example: If the student is enrolled in 6 courses, they must log 180 minutes per day working on their coursework.)

_____ Students must log meaningful activity and be showing progress in their cyber coursework 5 days per week. Weekly attendance will be calculated from Monday through Friday.

_____ If enrolled in CPDLF (Extended Campus), students must attend weekly Zoom check-in meetings with their assigned learning guide.

_____ Parent(s)/Guardian(s) must submit a written excuse for any absence within 3 days of the absence to be considered lawful. Parent or medical excuses may be dropped off in the BBHS office, or emailed to jboyer@bbsd.com.

_____ If a student is falling behind in their courses or are showing a pattern of not consistently submitting assignments, BBHS administration reserves the right to require the student to report to the building on a daily basis to complete their cyber coursework.

_____ Students attending Somerset County Technology Center (SCTC) must report to BBHS by 11:25 a.m. daily to ride the bus to SCTC. Failure to attend SCTC while enrolled in the BBSD Cyber Program may result in removal from the cyber program and the return to in-person learning.

Student Signature

Parent/Guardian Signature

Building Guidance Counselor

Building Principal

Cyber Coordinator

