



SCRANTON
CYBER
... ACADEMY

2026-2027

Student Handbook

SCA

SCRANTON CYBER ACADEMY



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Scranton School District Cyber Academy Overview

The Scranton School District Cyber Academy (SCA) provides students with a flexible, online learning option while maintaining the quality and rigor of a traditional public school education.

The District recognizes that education is evolving and that many students benefit from non-traditional learning environments. Through SCA, students can access coursework online from any location with an internet connection, while still remaining part of the Scranton School District community.

SCA is designed to:

- Offer flexible, high-quality educational opportunities
- Maintain academic integrity and district standards
- Support students in completing a rigorous and relevant education

The District reserves the right to make decisions on an individual student basis in accordance with District policies and Pennsylvania state guidelines.

Required Equipment

To remain enrolled in SCA, students must have:

- A reliable internet connection
- A school-issued Chromebook or personal computer

Parents/guardians must notify SCA staff immediately if either becomes unavailable. If the issue cannot be resolved, the student may be returned to their home school.

Program Expectations (Important Reminders)

- Grades are issued **quarterly** (4 times per year).
 - Students **cannot submit past or future assignments outside the current marking period.**
 - Students must:
 - Log into each course daily
 - Submit **all work that is due for the week in all classes.**
 - Work must be completed within the current quarter; working ahead is not permitted.
 - Annual enrollment takes place in late August/early September.
 - **Students will remain enrolled in Scranton Cyber Academy for the 2027–27 school year unless they notify SCA in writing that they wish to return to their home school by June 30, 2027. Unless we are notified, students will remain in Scranton Cyber Academy until the end of the first marking period.**
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Enrollment Process

Students must attend a scheduled enrollment appointment and complete required documentation. Notifications will be sent via the student's district email. Students must bring their Chromebook.

Required forms include:

- District handbook acknowledgment
 - Acceptable Use Policy
 - Internet Policy
 - Media release
 - Library registration
 - Academic integrity agreement
 - Military questionnaire
 - Poverty guidelines form
 - Updated parent/guardian contact information
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Entering and Exiting the Program

- Students must remain in SCA for **at least one full marking period**.

Deadlines for Entry

- **Grades K–11:** Week 5 of Quarter 4

Additional requirements: Students in grades **5, 8, and 11** must complete **Smart Futures** before transferring.

Grading

- Students receive report cards **4 times per year**.
 - If transferring mid-quarter, grades from both schools will be averaged according to district policy.
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Attendance Policy

Regular participation is essential for student success in the Cyber Academy.

Daily Attendance Requirements – Grades K - 6

Students in K - 6th grade are in live classes all day for all classes with their teacher. They will have Physical education once a week live with a Health/PE teacher.

Students must keep their camera ON during all live classes

Daily Attendance Requirements – Grades 7 & 8

Students must:

- Attend daily live instruction with their teachers
 - Keep their **camera ON** during live classes
 - Remain current and up to date in all courses
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Daily Attendance Requirements – Grade 9

Students must:

- Attend live instruction in **Math and English daily**
 - Keep their camera ON during live classes
 - Complete remaining courses in an asynchronous format
 - Remain current and up to date in all courses
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Daily Attendance Requirements – Grade 10, 11 & 12

Weekly wellness checks—with real-time visual and auditory contact—are now in effect under Pennsylvania Act 47 of 2025 for our cyber students.

Attendance:

Teachers will monitor our asynchronous students' progress on a weekly basis to determine if they are "making adequate and consistent progress toward completion of the course." Students that are identified to have made progress will be recorded as present for the week, while any students we identify have not made progress will be recorded as absent for the week.

Weekly Wellness Check requirements:

1. Attend Office Hours (via Google Meet links in students' Google Classrooms)
 - 10th, 11th & 12th grades: each **Friday, 1:00–1:50 PM (or by appointment with HR Teacher weekly)**
2. Half-day CTC students: Attendance at CTC fulfills this requirement

Reminder: Cameras **must be on** for online check-ins, and students should respond to questions so we can verify both visual and auditory contact.

If we can't make contact:

- We will make multiple outreach attempts and document each one.
- If we cannot successfully complete a wellness check, there could be a call **to ChildLine**. Please understand this is tied to the requirement that we verify student safety each instructional week.

If you have questions, or need a time outside of office hours, please contact Scranton Cyber Academy staff, Mr. Butka or Mr. Hanni.

Thank you for helping us ensure every student is seen and heard each week.

Attendance Intervention Steps & Truancy

- **After 3 unexcused absences or 3 days of non-participation:**
A letter will be sent to the Parent/guardian.
- A **School Attendance Improvement Conference (SAIC)** will be scheduled.
- **After continued absences/non-participation:**
A **School Attendance Improvement Plan (SAIP)** will be developed in collaboration with the student and parent/guardian.
- **If truancy continues despite intervention:**
The District may refer the case to the **Magisterial District Judge** and/or **Children & Youth Services (CYS)** in accordance with Pennsylvania law.
- Any student who has 6 unexcused absences is considered **habitually truant**.

Additional Notes

- Students must communicate with teachers if they are unable to meet attendance requirements
 - Attendance follows the district calendar (no instruction required on snow days, holidays, etc.)
 - Continued non-participation may result in loss of extracurricular eligibility or other school privileges
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Teacher Support & Office Hours

- Teachers hold daily office hours via Google Meet
- In-person meetings may be scheduled if needed
- Staff offices are located at Isaac Tripp Elementary School

Teacher Communication

Students and parents are encouraged to communicate regularly with teachers regarding academic progress and course expectations. All teacher contact information is available through district email and Google Classroom. Teachers also provide updates, assignments, and communication through course announcements and the online learning platform.

Academic Expectations

- Students must complete assignments on time
 - Grades are monitored closely
 - Intervention meetings may be required if performance declines
 - Students may be removed from courses or the program if expectations are not met
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State Testing Requirements

All students must complete Pennsylvania state assessments.

Graduation Requirement:

- Keystone Exams in:
 - Algebra and Algebra Part B
 - Biology
 - English 10

Failure to complete required exams will result in **being excluded** from end of year activities including **prom and graduation**. Cyber students must report to their home school for testing and follow all school policies.

Smart Futures Requirement

- Required annually for all students in grades 3–12
 - Must be completed to maintain access to coursework
 - Failure to complete Smart Futures requirement results in **being excluded** from end of year activities including **Prom and graduation**.
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Technology & Equipment Policy

- Chromebooks are district property
- Students/parents are responsible for damage, loss, or theft
- Broken chromebooks should be reported immediately to angie.zanghji@ssdedu.org and she will arrange a time for a new chromebook to be picked up from West Scranton High School.

Technical Support & Chromebook Distribution

- Email: angela.zanghi@ssdedu.org
- Phone: 570-558-6207

Failure to maintain working equipment or internet may result in return to the home school.

Student Participation

Students must:

- Follow assignment deadlines
- Work within the district calendar
- Maintain good academic standing to participate in extracurricular activities

Serious violations (e.g., cyberbullying) may result in removal from SCA.

Parent/Guardian Responsibilities

Parents/guardians play a key role in student success. Expectations include:

- Monitoring student progress
 - Ensuring participation in coursework and testing
 - Maintaining communication with staff
 - Reporting technical issues immediately
 - Updating contact information
 - Accepting responsibility for school-issued equipment
 - Notifying the school if the student withdraws
 - Notify the SCA secretary of any changes to contact information
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Special Education Services

SCA provides special education services in compliance with state and federal law.

For students with IEPs:

- Services may include accommodations, modifications, and virtual support
 - Delivery may differ from in-person instruction
 - IEP meetings may be required to adjust programming
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Privacy Policy

SCA protects user privacy but may disclose information when required by law or to ensure safety.

Acceptable Use Policy

Students must:

- Use technology responsibly and ethically
- Respect others' privacy and rights
- Avoid harassment or inappropriate communication
- Follow all district technology policies

Violations may result in disciplinary action, including removal from SCA.

Bullying & Cyberbullying Policy

Bullying, harassment, and cyberbullying are strictly prohibited.

This includes:

- Online harassment or intimidation
- Sharing personal information without permission
- Retaliation or false reporting

Violations may result in removal from the program and further disciplinary action.

Non-Discrimination Policy

The Scranton School District does not discriminate based on race, gender, age, religion, disability, or other protected characteristics, in accordance with state and federal law.