Canon-McMillan

Cyber Academy

PROGRAM HANDBOOK

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Misson Statement

The mission of the Canon-McMillan School District, in partnership with the community, is to teach, to challenge, to motivate and to support all students to maximize their full individual potential.

Vision Statement

The vision of the Canon-McMillan School District is to graduate all students with effective collaboration skills, the knowledge to utilize resources and a passion for lifelong learning which are imperative for success in an emerging global society.

Cyber Program Overview

The purpose of our Cyber Program is to offer students an online learning option. We are proud to meet the needs and wants of students and their parents in the same quality academic environment with which stakeholders have become accustomed. While we hold to the best learning experience is our in-person schooling, this option is available for students seeking the flexibility of an online learning experience.

Contact Information

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Student Services and Benefits

- Daily monitoring of student progress
- Special Education and Related Services support in accordance with a student's IEP, GIEP, or 504 Plan
- High Academic Achievement scores compared to other PA Cyber Charter Schools
- Flexible instruction
- Canon-McMillan administrators, School Counselors, certified teachers and staff working with students directly
- Support for students wishing to return to the brick-and-mortar setting
- Graduation and career planning support
- Tutoring sessions available as needed
- Opportunities to participate in Canon-McMillan athletics and extracurricular activities
- Opportunities to participate in Career and Technology Centers available to Canon-McMillan High School students starting in 10th grade
- Students will receive Canon-McMillan report cards, transcripts and diplomas upon graduation

Instruction

- Highly qualified, certified content teachers
- Instruction that aligns with PA State Standards to ensure high-quality content is delivered across all settings
- Courses aligned with CMSD and NCAA requirements
- Streamlined organization of content to help students visualize their progress & prioritize learning time
- Individualized learning path designed to meet students at their learning level
- Asynchronous learning opportunities K-12
- Synchronous learning opportunities K-5
- Paper/pencil work and activities provided for K-5
- Chromebook provided to all students

Enrollment Process

Enrollment into the CM Cyber Academy is available prior to the start of each school year, and throughout the year. The enrollment window will close after Progress Reports of each quarter, but will reopen at the full-quarter break. Any other requests for enrollment must be approved by the home-school administration, in conjunction with the Cyber Academy Coordinator.

Students expressing interest in the CM Cyber Academy are expected to have basic computer skills and be willing to follow all Academy guidelines. Students must be in good academic standing, be able to manage their time, and work productively in a self-paced learning environment. As part of the registration process, staff will review current transcripts and develop a graduation plan with families who have high school aged students.

A student may be declined enrollment if staff determine participating in the CM Cyber Academy will not afford the student an opportunity to gain required credits and/or meet graduation requirements. Enrollment may also be declined if available options do not allow a student to continue their studies in a particular content area or course options do not match a student's career focus and/or special interests, or if a student has not shown success in a cyber setting.

Enrollment may also be declined for students who have pending disciplinary or truancy matters.

It is recommended that families reach out to their school counselors to discuss enrollment into the CM Cyber Academy to ensure it is the right path and meets the needs of the student.

For enrollment to begin, a meeting will be held with the CM Cyber Coordinator, and a withdrawal from from the home school must be completed. The student will withdraw from the building they are in, not the Canon-McMillan School District.

Returing In Person

- If the student is returning in person by choice, this can be done at the quarter breaks.
- Students returning due to a medical need, an IEP team decision, or an administrative desicion, may occur at any time during the quarter.
- For all returning students, a CM Cyber Academy withdrawal form must be completed.

Important Notes

- Cyber students are expected to comply with the student handbook published for their assigned school building. Each building's handbook is available on our District website: cmsd.k12.pa.us
- Students and parents/guardians are responsible for any lost, unreturned, or damaged equipment.

Requirements for Students

- According to House Bill 2602, CM Cyber Academy students must check in with the CM Cyber Coordinator via Google Meet or in person one (1) time per week to meet the Pennsylvania wellness check requirements. Students attending a CTC or who are taking hybrid courses are exempt from this requirement.
- Based on Act 158, students in the state of Pennsylvania must show proficiency on Keystone Exams after completing Biology, Literature, and Algebra to graduate. As a alternative after two (2) attempts at passing, students may demonstrate post-secondary preparedness through additional pathways. Canon-McMillan High School also requires students to complete an approved graduation project. CM Cyber Academy students are NOT exempt from this district policy.
- At the Kindergarten through eighth grade level, students are scheduled to take a variety of Benchmark tests, as well as the Pennsylvania System of School Assessment (PSSA) tests. Students in the CM Cyber Academy will be notified of testing dates and times, and will be expected to be in person for the tests.
- Additional requirements for all students will be expected of CM Cyber Academy students. These requirements include, but are not limited to the following: Xello career readiness activities, health screenings, meetings with school counselors, AP exams, etc.
- It is the student's responsibility to inform the cyber coordinator if a course has not been added to the student's account.

Communication

Email serves as the primary mode of communication between the CM Cyber Academy administrator, students, parents/guardians. and school counselors. It is utilized to send relevant information concerning student progress and all updates associated with the CM Cyber Academy. District-issued student emails should be regularly checked by the student, and used appropriately according to school district policy.

Special Education

Students with Individualized Education Plans must consider the limitations of the cyber program. If a student is accepted into the program the student's IEP will be revised to reflect available accommodations in the virtual platforms. The cyber program utilizes the general education curriculum for all courses with numerous accommodations available for implementation. The IEP Team may also discuss the implementation of the district's ability to provide related services through a virtual setting.

Academic Records

- Students and parents will receive progress reports via email through the virtual learning portals.
- All credits earned in the CM Cyber Academy will be recorded as part of each student's Canon-McMillan report card through PowerSchool.
- Report cards will be distributed quarterly, consistent with Canon-McMillan School District reporting procedures.
- Transcripts and report cards will not reflect CM Cyber academy enrollment.

Extracurricular Participation

Students in the CM Cyber Academy will have an opportunity to participate in Canon-McMillan extra-curricular programs consistent with students who are attending in person. CM Cyber Academy students are subject to academic and attendance monitoring per district, WPIAL, and PIAA policies and procedures.

If a student's attendance or grades are unsatisfactory, school district administration reserves the right to deny the student's request to participate in an extra-curricular activity.

Student Attendance

School Calendar

CM Cyber Academy Students will follow the Canon-McMillan School District calendar, and will start and end on the dates approved. In order to ensure proper report card distribution, each quarter may end 1-2 days prior to the in-person date. These dates will be clearly communicated. Senior cyber students will follow the same calendar as an in-person senior.

In the event of a snow day, CM Cyber Academy students would not be penalized if they did not login to their course portal. However, if a Flexible Instruction Day is given to the school district, CM Cyber Academy students must login as if it were a regular school day.

Student Absences

All CM Cyber Academy students will adhere to the School District Attendance Policy. The nature of the cyber setting allows for flexibility in the daily schedule, however, if the student is absent for an extended period of time, they must provide an excuse to the CM Cyber Coordinator. If the student is unexcused and not on track in their courses, further action will be taken following the compulsory attendance laws of Pennsylvania.

Students planning to travel abroad must obtain pre-approval from the district administration for their trip. During their absence, students will not be provided with district Chromebooks or technology.

Login Requirements

Regular attendance is necessary to ensure the student's best performance in school, and is also required by state law. Students should expect to spend approximately 45 minutes per day, per course on the cyber platform. Along with consistent logins, students must be on track in each course.

Student attendance is documented on an ongoing bases throughout the quarter. The virtual portal captures the login time, logout time, idle time, and the work that is done each day. Our programming is primarily asynchronous, meaning their is no set time for students to log in daily. However, setting a schedule will be the best opportunity for success in the CM Cyber Academy.

Students must complete all coursework loaded into their cyber portal. All assignments are due according to the quarter end dates. If a student fails to turn in all assignments, zeros will be added and calculated into their final grade.

Attendance concerns, along with lack of progress in each course may result in a truancy violation, as well as with interventions set forth by the school district administration. These interventions could include, but are not limited to, academic probation for school-sponsored sports, removal from clubs and extracurricular activities, mandatory tutoring sessions, and return to in-person learning at the student's home school.

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