Erie's Public Schools Cyber Choice Academy – Grades K-5 Application
Patrick J. DiPaolo Student Success Center at Emerson-Gridley
816 N. Park Ave., Erie, PA 16502 - 814-874-6450

DATE: _____

HOME SCHOOL ADMININSTRATOR _____

TEACHER OF RECORD (if IEP Student)_____
 **An IEP Team meeting must be held prior to application submission   (PLEASE PRINT NAME)

STUDENT INFORMATION

NAME _____   STUDENT ID # _____

GRADE _____   HOMESCHOOL _____   DOB _____   IEP ◯ YES   ◯ NO

STREET ADDRESS _____
                           HOUSE NUMBER STREET   CITY   STATE   ZIP

HOME/CELL PHONE _____   EMAIL _____

PARENT /GUARDIAN INFORMATION

FULL NAME _____   RELATIONSHIIP _____

ADDRESS _____
                          HOUSE NUMBER STREET   CITY   STATE   ZIP

HOME/CELL PHONE _____   WORK PHONE_____

EMAIL _____

REASON FOR CYBER: _____

_____

- Please read and sign the **Accelerated Learning Code of Conduct**, on the back of this application

TECHNOLOGY SURVEY
Elementary Students must be able to scan material back to Teacher for correction

1. COMPUTER
   ☐ I have a home computer

   ☐ I do not have a computer

   (A $50 CASH DEPOSIT IS REQUIRED)

2. INTERNET ACCESS
   ☐ I have high-speed internet access (Cable/DSL)

   ☐ I have dial-up internet access

   ☐ I do not have internet access

EMERSON GRIDLEY ADMINISTRATION USE ONLY

APPROVAL ☐   DENIED ☐

DATE _____

*** RETURN TO EMERSON GRIDLEY SCHOOL OFFICE ***

Erie's Public Schools Cyber Choice Academy
Grades K – 5 Code of Conduct

K-5 CYBER – THE PARENT/GUARDIAN

A Learning Coach is a parent, family member, or other adult who is at home with the student while the student is progressing through their courses. The role of the Learning Coach is to:

- Guide the student through the lessons as needed
- Discuss concepts being taught
- Assist with interactive tools and games
- Oversee assignments
- Help facilitate hands on learning that may be in the course
- Check for understanding on assignments
- Keep the student on schedule and on pace
- Insure all components of the course are being completed with fidelity (independent reading, novel studies, practice activities, etc.)
- Communicate with the teacher as needed
- Scan materials back to teacher
- The parent/guardian is the Learning Coach for their child
- Understanding the importance of your role as a learning coach is key to the success of your student. As a learning coach you are committed to helping your student succeed by going beyond what is online and bringing key educational concepts and experiences to life

STUDENT/PARENT RESPONSIBILITIES

- On-line course work is rigorous. The district requires that parents/guardians regularly monitor their children's daily attendance and online coursework progress. Problems should be reported to school officials promptly. If a student is in need of academic support it is recommended that they report to school to work with teachers in the cyber lab at the assigned time, Grades K – 2 will attend the AM session, 8:00 – 11:30, lunch from 11:30 until 12:00 noon. Grades 3 – 5 will attend the PM session 11:30 until 12:00 noon is lunch, 12:00 noon – 2:30 PM instruction.
- Once exiting the Cyber Program all equipment that was issued must be returned within one (1) week, after this time the student and/or that student's parent/guardian will be responsible for any and all cost billed to the district associated with the computer that was assigned.
- Parents and students are required to seek assistance promptly for technology problems. If you experience issues relating to software (online program/programs) or hardware (the computer), you are to notify the Cyber Program teacher immediately. Alternately, you may attempt to obtain assistance via the number that was provided at orientation. Please note that technology issues are not necessarily eligible to be cited as an excused absence. Courses can be accessed from any computer that can access the Internet through a wi-fi connection, including but not limited to home wi-fi, public wi-fi, and LTE.
- Students are required to abide by all School District rules regarding behavior, attendance and academics.
- Students are required to take the Keystone exams and other required tests at a School District of the City of Erie site
- Parents are responsible for transportation of their children to and from the cyber lab

ACADEMIC DISHONESTY

Students caught cheating will be removed from the course and will receive a failing grade. Definitions for the term 'cheating' can be found in the Student Handbook. Students removed from a course for cheating will also be removed from the program permanently.

Strong independent work habits, personal commitment and strong parent support and participation are required for success. To qualify for entry into the School district of the City of Erie Accelerated Learning Academy, the prospective student must:

- Be enrolled in grades K-12 and able to show a record of school success
- Possess basic computer skills and a working knowledge of the Internet
- Accept all rules associated with the Cyber Academy, in addition to the EPS Student Handbook
- Sign a School District of the City of Erie Cyber Academy agreement

ATTENDANCE RULES AND PROGRESS REQUIREMENTS

Excellent attendance is a non-negotiable expectation of the Online Campus Program. Because attendance expectations and record keeping methods in non-traditional, at-home cyber courses are unique, special attendance rules have been established..

1. Attendance requirements: Students must log in and actively participate in coursework **a minimum of twenty-five (25) hours** each week to avoid truancy Absences for which no proper written excuse if received will be considered an illegal or unexcused absence and thereby subject to truancy policies and laws. Excuses may be sent to the cyber teachers electronically. For your protection, it is advisable that you request receipt emails for electronically submitted excuses and that you maintain your records diligently.
2. Students still of compulsory attendance age who acquire illegal absences will be subject to notices and fines. A planned absence for educational purposes extending beyond two (2) consecutive days will require administrative approval two (2) weeks prior to the planned absence. A parent or guardian must formally submit the request for permission in writing. Failure to provide prior written permission for planned absences may result in truancy proceedings.
3. Progress/Credits: Students must maintain a minimum passing grade of 65% in all courses. Partial credit will not be given for incomplete courses. Elementary students are required to complete Part A and Part B of all core courses
4. Elementary students who are behind due to failing a grade level have the opportunity to make that grade by completing more course work.
5. Elementary students will be required to attend a minimum of two days each week for face-to-face instruction if they fall behind in their course work or if deemed necessary at enrollment. There are two (2) sessions: Grades K – 2 will attend the AM session, 8:00 – 11:30, lunch from 11:30 until 12:00 noon. Grades 3 – 5 will attend the PM session 11:30 until 12:00 noon is lunch, 12:00 noon – 2:30 PM instruction

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By signing below I agree to all of the terms and conditions listed above and agree to work a minimum of five (5) hours per day or twenty-five (25) hours per week on my courses. I understand that failure to do so will result in removal from the School District of the City of Erie Cyber Academy.

Student Signature _____ Date _____

As a parent of an K – 5 Cyber Program student, I agree to monitor the progress of my child on a daily basis to assure that they are attending school if needed and that they are making satisfactory progress through their assigned courses. I understand that failure to do so may result in removal of my child from the School District of the City of Erie Accelerated Learning Academy.

Parent Signature _____ Date _____