

Erie's Public Schools Cyber Choice Academy

Grades 6-8

Orientation Guide



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Welcome to EPS Cyber Choice Academy at Emerson Gridley

We are so excited that you have chosen to be part of our Cyber Choice Academy! We are here to help you have a successful school year. Please use this guide to help you navigate the K-12 Stride online learning platform. If you have questions or concerns, please reach out to your teachers or any member of the administration.

TRIAL PERIOD/ACADEMIC SUPPORT PLAN (ASP)

Our mission at Erie's Public Schools is to create a personalized path to success for each student. To ensure that all Cyber Choice Academy students are enrolled in the learning environment that best meets their needs, we have a three-week trial period. If your student meets the required weekly hour and progress standards during the trial period, your student will be invited to continue with us here at the Cyber Choice Academy. Students who do not meet the weekly hours and progress standards (hours and activities) during the 3 week trial period will be enrolled at their home school.

If at any time your student falls behind in their course work and is failing, they will be **required** to come into the lab at Emerson-Gridley daily and will be placed on an academic support plan.

The academic support plan is a intense 15-day plan to help get your student back on track with course work. If they do not follow the academic support plan or do not come into the building, they will automatically be enrolled at their home school. At the end of the 15 consecutive day ASP, our team will review your student's progress to determine if they need additional time in our lab, may continue to work from home, or might need to return to a more traditional building for support. You will be responsible for their transportation to and from the lab.

It is the parent's responsibility to transport their students to and from Emerson-Gridley. To see if you qualify for an EMTA bus pass, please complete the application our district home page <https://eriepac.scribborder.com/>



Arrival Procedures

Cyber labs open for students enrolled at the Cyber Choice Academy at 8:00 a.m. All cyber students will enter Emerson-Gridley through the location marked A on the map below. Upon arrival, students will walk through a metal detector, all bags will be searched, and cellphones will be collected. Students will be offered breakfast before being directed to their classroom.

Dismissal Procedures

Cyber labs close for students enrolled at the Cyber Choice Academy at 12 p.m. All cyber students will leave their classrooms and report to the cafeteria for a hot lunch from 12-12:30 p.m. Following lunch, students will exit through the doors marked “B” on the map below. Cyber Choice Academy students are not permitted to re-enter the building following dismissal.

Guest or Visitor Procedures

Parents and guardians are welcome to come to the main office, entering the building through the doors marked “A” on the map. After entering through the doubles doors, a staff member will greet you. Your bags will be searched, and you will be prompted to walk through the metal detector. You must report to the main office on the 1st floor. Visitors are not permitted on any other floor of the building.





Attendance Requirements

1. As part of the Erie's Public Schools, the Cyber Choice Academy follows the EPS school year calendar.
2. Students MUST log in to their K12/Stride account every student attendance day according to the EPS calendar.
3. K12/Stride sets a "Plan" for each student. Students must complete their "Daily Plan" for each school day or they will be marked absent.
4. Students must complete all parts of the lesson, including what is online, workbooks and Classkick assignments. This should take approximately 5 hours.

Submitting Absence Excuses

School attendance is important and directly affects student success. Whenever possible, please try to schedule doctor's appointments and other commitments outside of school hours. If your child is absent from school, please send an excuse in one of the following ways:

1. Drop off a written note or doctor's excuse including student's name, date of absence and reason for absence, in person at Emerson-Gridley (816 Park Avenue North).
2. Send an email to the Attendance Office as EGattendance@eriesd.org, that includes the information listed above.

In-person Lab Days

For the 2024-2025 school year, Middle School lab will operate on a 4-Day schedule. Students in Middle School Cyber may attend lab Monday through Thursday. Friday lab sessions will be reserved for students on an ASP or by invitation only. However, every student is expected to complete their daily assignments Monday through Friday regardless of their lab attendance. Please make sure to bring your Chromebook each day you attend lab.

Calendar 2024 – 2025

COLOR KEY

First and last day of school

Non-attendance day for students

Report Cards Distributed

Parent/Teacher Conferences – Non-attendance day for students

PSSA Testing

Keystone Testing

AUGUST 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Any changes to the school year calendar or educational schedule will be communicated by the district via the district website, eried.org, the district's Facebook page, and the One Call telephone notification system.

What do I do if the school district calls for a...

PARENTAL DISCRETION DAY?

The cyber labs will be OPEN.

If the school district announces a "Parental Discretion Day" students have two options:

1. Come to the Cyber Lab your regular scheduled time 8:00 a.m.-12:30 p.m.
2. Log into Stride from home and work through their "Daily Plan."

FLEXIBLE INSTRUCTION DAY?

The cyber labs will be CLOSED.

If the school district schedules a "Flexible Instruction Day", students should:

1. Stay home and log into K-12 Stride to complete their "Daily Plan."
2. Attend scheduled Class Connect sessions.



Required District Assessments

All students will be given benchmark assessments (screenings) three times per year. All students are required to attend district assessments in person at Emerson Gridley.



DIBELS is an assessment system designed to assess all students' progress in grade K-8. DIBELS measures have been found to be predictive of later reading proficiency.

SMARTFUTURES

Smart Futures is an online career planning platform that helps young adults discover who they are, where they are going, and how to get there. Each year, your student will be required to complete activities.



iReady is a math diagnostic that assesses student knowledge in four main math concepts: numbers and operations, algebra and algebraic thinking, measurement and data, and geometry. It is important for your student complete this without your help. This assessment sets their learning path in the iReady platform.

Required Pennsylvania State Assessments



Every student in Pennsylvania in grades 3 through 8 is assessed in English Language Arts and Mathematics. Every student in Pennsylvania in grades 4 and 8 is assessed in science. When we have a final PSSA testing schedule (around April), we will mail out the information.



“How To” Guides

The following pages will help you navigate the K-12 Stride platform and include information about how to:

STUDENT

- Log into your Chromebook
- Log into K-12 Stride Account
- Submit a Word Document
- Check your grades and find missing assignments
- Join Class Connect sessions
- Log into Clever
- Complete Classkick assignments

PARENT

- Log into Stride Account
- General Overview
- Check Grades
- Check for Online Meetings

How to log into my Chromebook:

1. Open your Chromebook.
2. Enter your 6-digit lunch number as your email to sign into your Chromebook. (EX: 123456@eriesd.org)
3. Enter your district-assigned computer password as your password. (The password typically starts with a capital letter, is a strange word, and ends with a number).
4. Click the blue “Next” button on the bottom right of your screen.
5. You have successfully logged into your Chromebook.

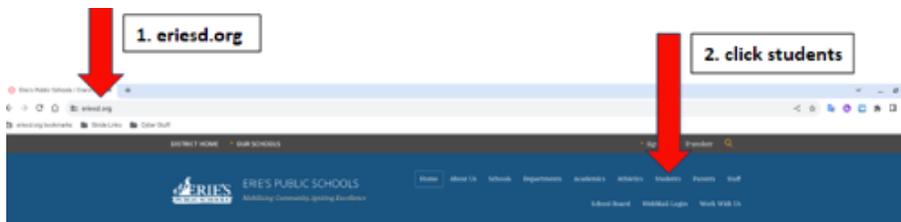
***If you have trouble with your school issued Chromebook, call our technical support team at 914-874-6181.**

How to log into my K-12 Stride Account:

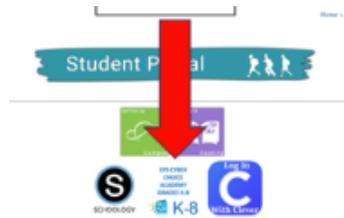
1. Open a google chrome web browser



2. Go to eriesd.org, the Erie School District homepage, and click students.



3. Look for the icon that says “EPS Cyber Choice Academy Grades K-8”

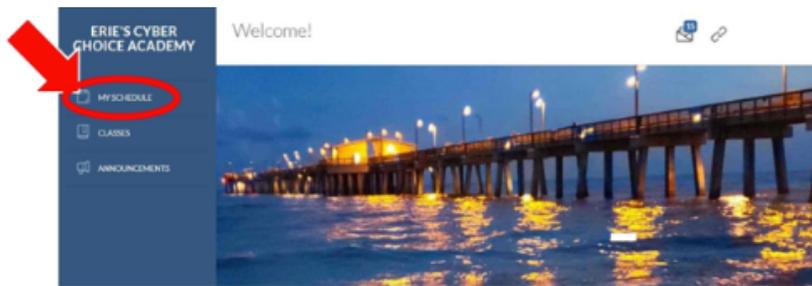


4. Your username is you 6-digit lunch number. Password is your computer password with the capital letter and the numbers at the end. You need an “!” at the end of your password.



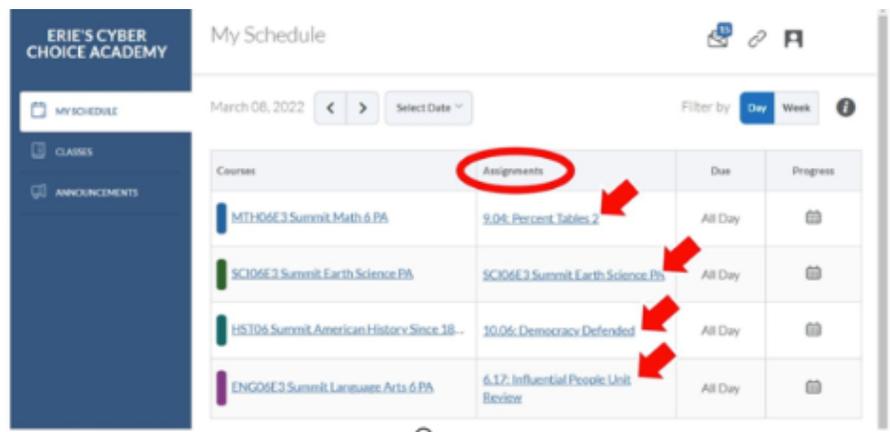
How to find my assignments:

1. After logging into K-12 Stride, click on “My Schedule”.



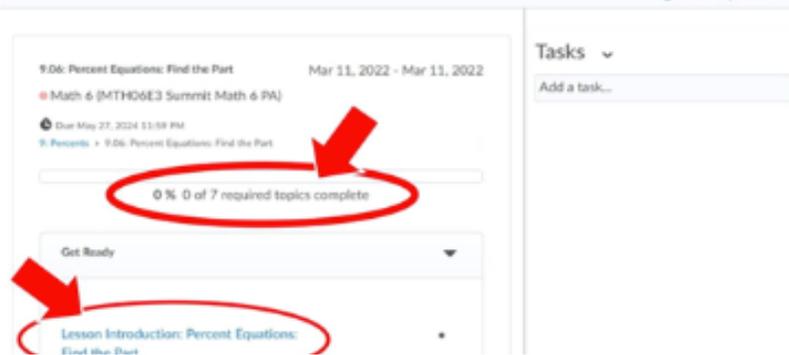
2. On your schedule, you will see at least one assignment per class that must be completed each school day.

3. Click on the blue assignment name to start the assignment.



How to complete assignments:

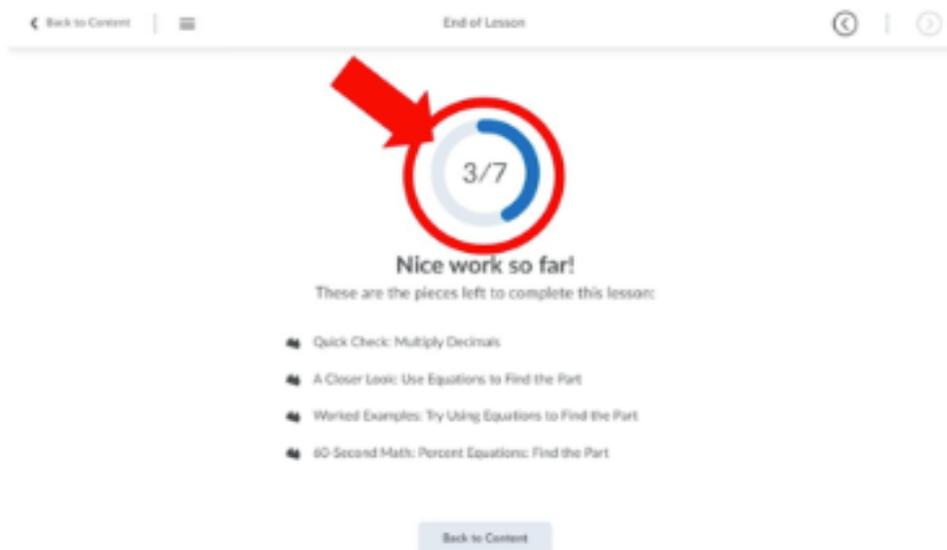
1. After selecting an assignment, the progress bar will show you how many topics are in that assignment. You must complete all the topics to complete the assignment successfully.
2. To begin, click on the first blue link.



3. Carefully read each slide, watch all videos, and answer all questions. Use the arrows to go on to the next page when you are ready.

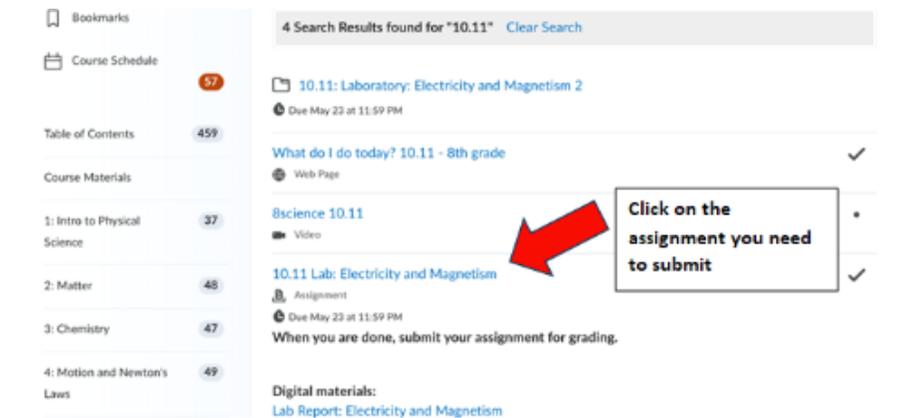


4. You will know you are finished with the lesson when you reach this page and it shows a full blue circle (**this example would mean you are NOT done**).

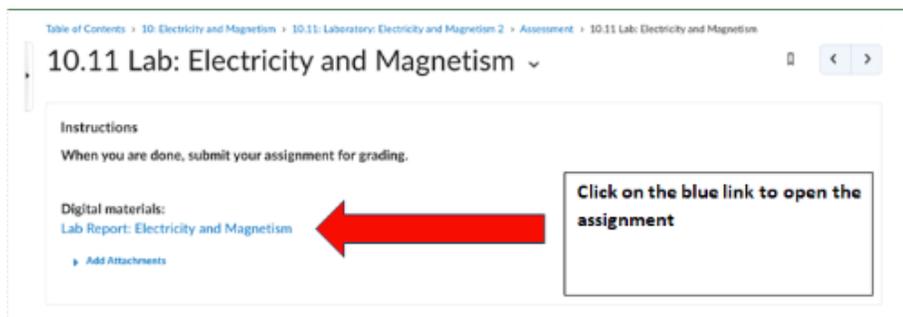


How to submit a word document/assignment:

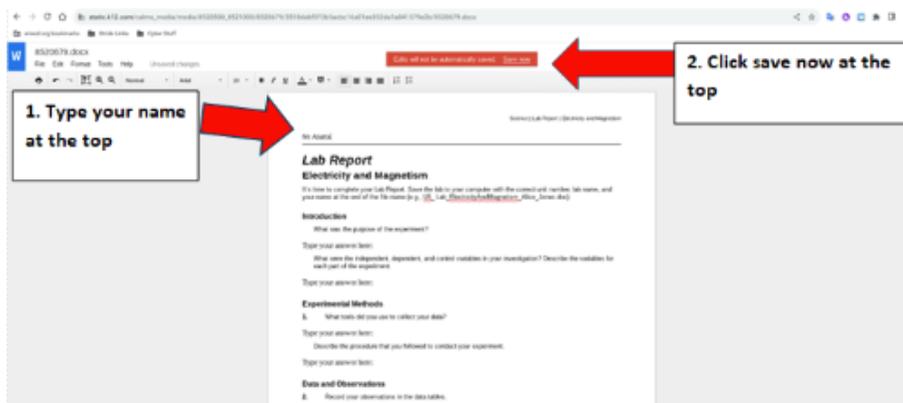
1. Make sure you open the assignment/activity you need to submit.



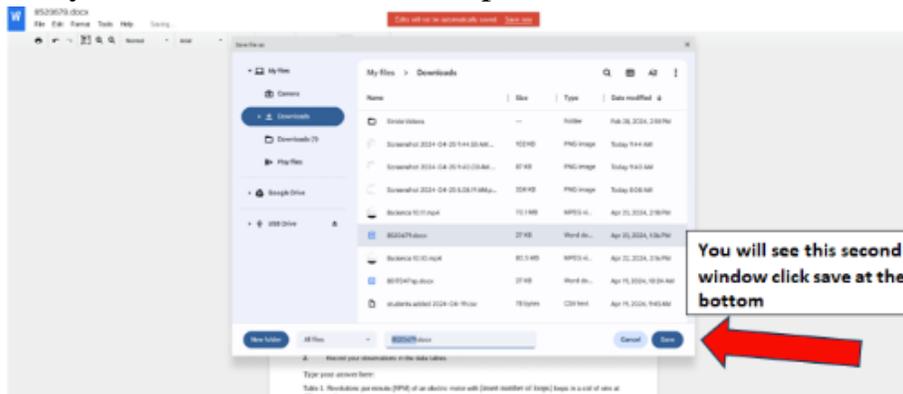
2. Click on the assignment to open it.



3. In the word document, type your name and save it.



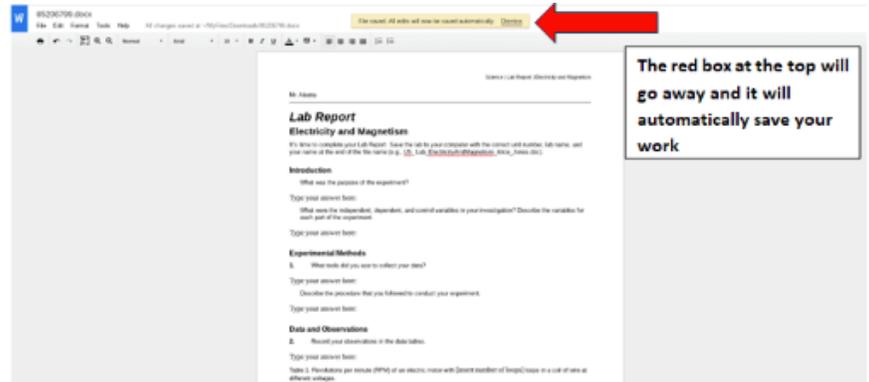
4. After, you click save now at the top.



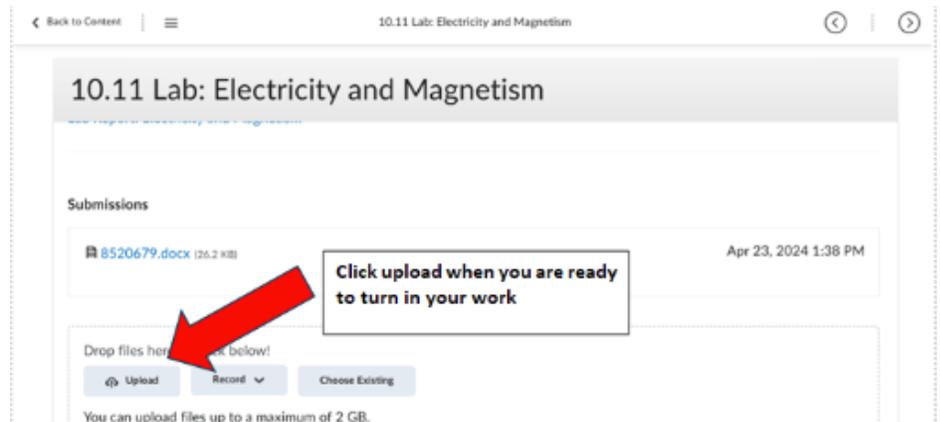
How to submit a word document/assignment

CONTINUED:

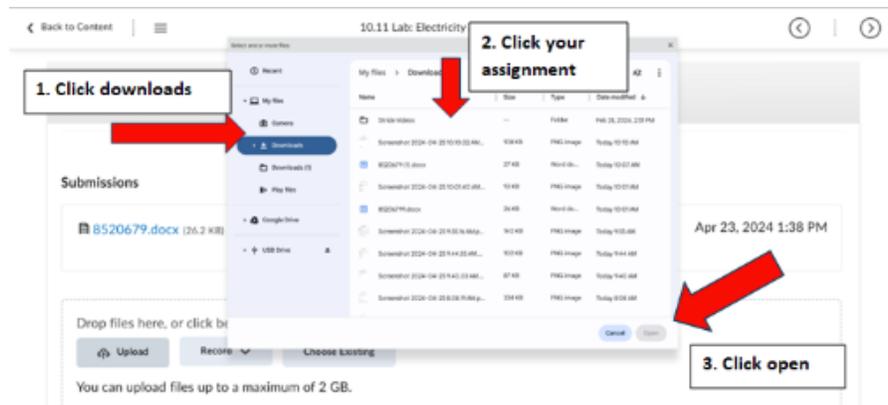
5. When you save correctly, the read box at the top will disappear and it will automatically save your work.



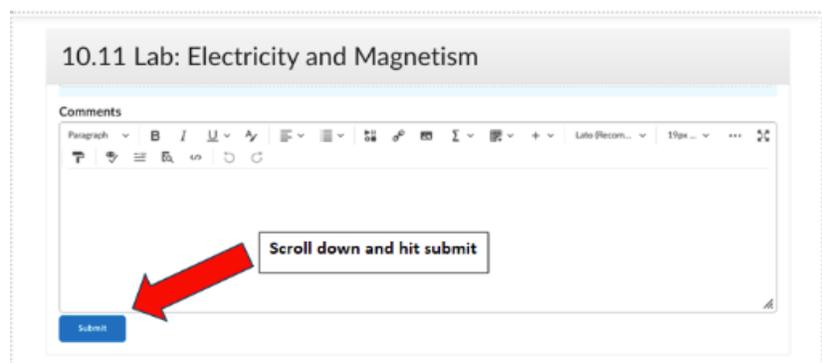
6. When you are ready to submit, go back to the assignment to submit your work. (Look at 1 and 2 to help find the assignment)



7. When you click upload, you will need to click on your document.

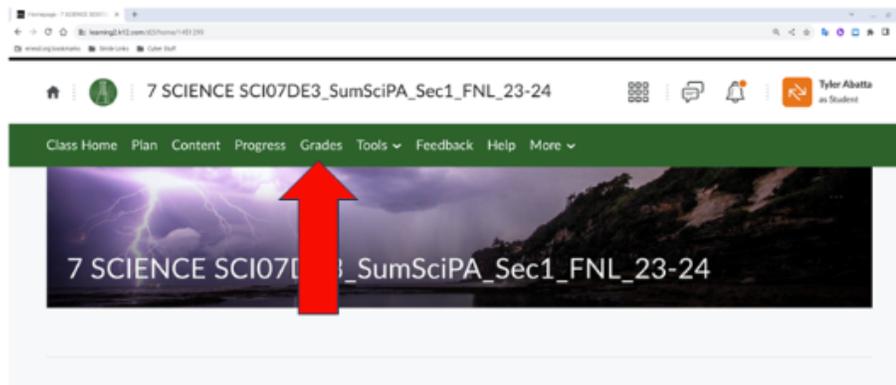


8. Final step!! Scroll down and click the submit button to send your work in for grading.



How to check grades and find your missing assignments:

1. Go to the class you want to check your grades in.
2. Click 'grades' on the colored bar at the top of the page.

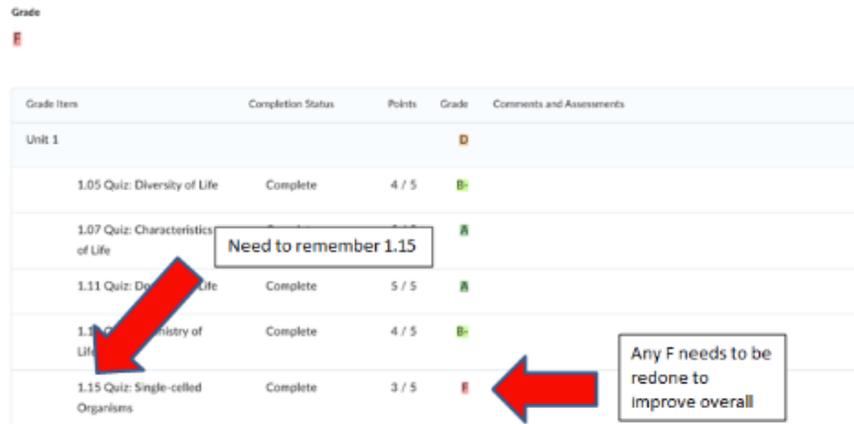


3. Your overall grade is at the top. You can scroll down the page to see every grade for every assignment in that class. Exempt means that you do not do it. Any 'F' needs to be re-done to improve the grade.

Grade Item	Completion Status	Points	Grade	Comments and Assessments
Unit 1			D	
1.05 Quiz: Diversity of Life	Complete	4 / 5	B-	
1.07 Quiz: Characteristics of Life	Complete	5 / 5	A-	
1.11 Quiz: Domains of Life	Complete	5 / 5	A-	
1.13 Quiz: Chemistry of Life	Complete	4 / 5	B-	
1.15 Quiz: Single-celled Organisms	Complete	3 / 5	F	

How to check grades and find your missing assignments CONTINUED:

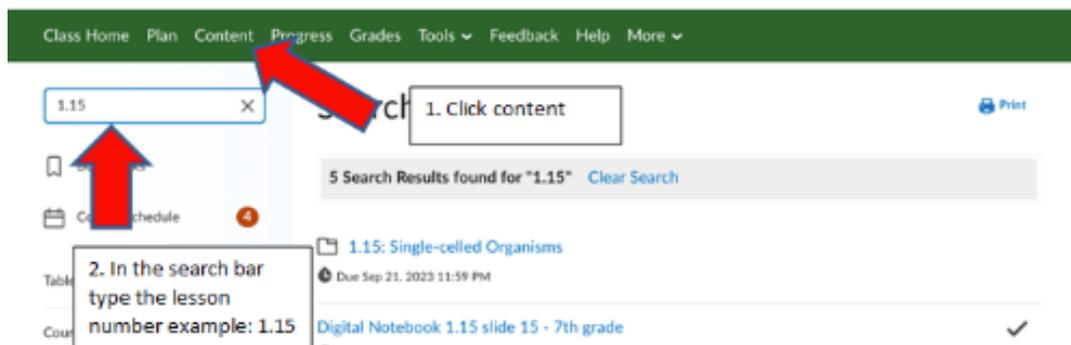
4. To retake or redo an assignment, remember the lesson number at the beginning of the assignment.



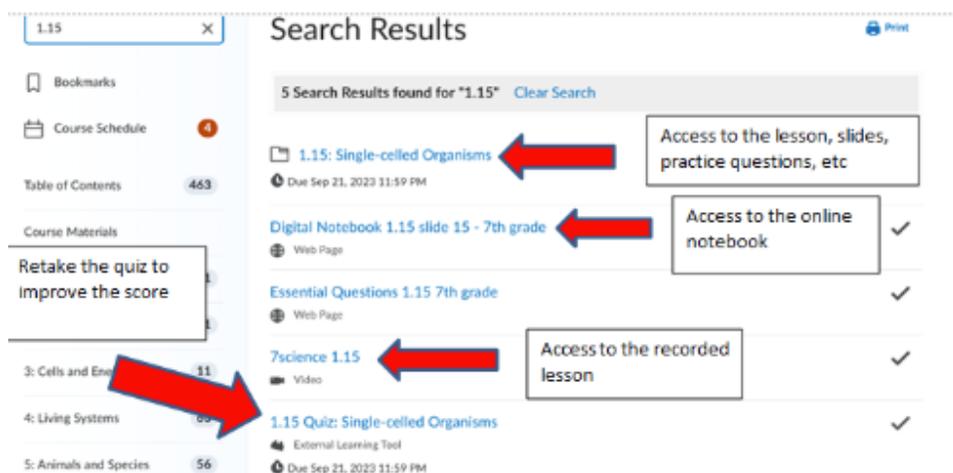
A screenshot of a gradebook table with columns: Grade Items, Completion Status, Points, Grade, and Comments and Assessments. The table lists several quiz items. A red arrow points to the '1.15 Quiz: Single-celled Organisms' row, which has a grade of 'F'. Another red arrow points to the '1.07 Quiz: Characteristics of Life' row, which has a grade of 'B-'. A text box next to the '1.07' row says 'Need to remember 1.15'. A text box next to the '1.15' row says 'Any F needs to be redone to improve overall'.

Grade Items	Completion Status	Points	Grade	Comments and Assessments
Unit 1			D	
1.05 Quiz: Diversity of Life	Complete	4 / 5	B-	
1.07 Quiz: Characteristics of Life			B-	Need to remember 1.15
1.11 Quiz: Diversity of Life	Complete	5 / 5	A	
1.13 Quiz: Diversity of Life	Complete	4 / 5	B-	
1.15 Quiz: Single-celled Organisms	Complete	3 / 5	F	Any F needs to be redone to improve overall

5. Next, scroll back to the top of the page and click 'Content'. There will be a search bar on the left where you can type the lesson number and hit 'Enter' on your keyboard.

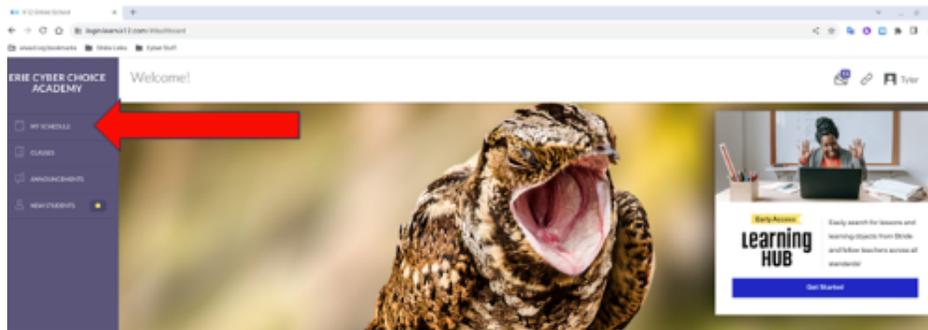


6. All the lesson material will pop up, including the test, quizzes, and reports/graded assignments. You can redo and resubmit ANY assignment to improve your overall grade.

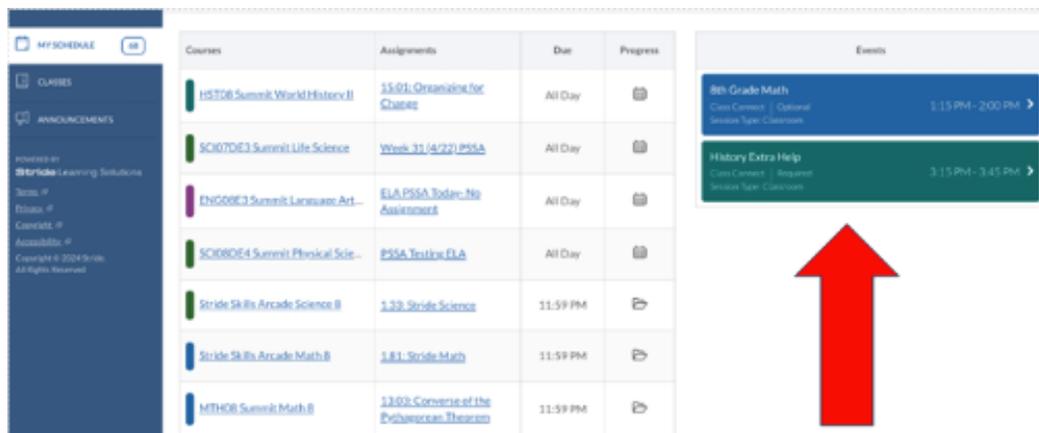


How to join Class Connects (Online Meetings):

1. Once logged into your K-12 Stride account, click on my schedule, on the left hand side of the screen.

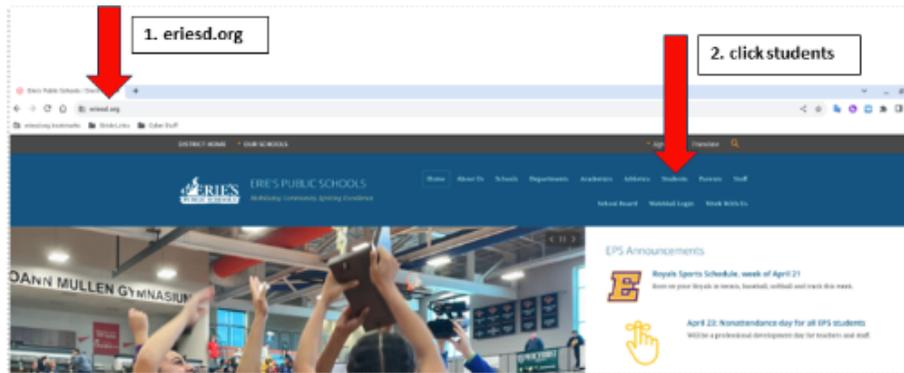


2. On the right hand side, you will see the times to join your online meetings. Click on the meeting you would like to join and your session will begin. The meetings will disappear after the time for it has passed.

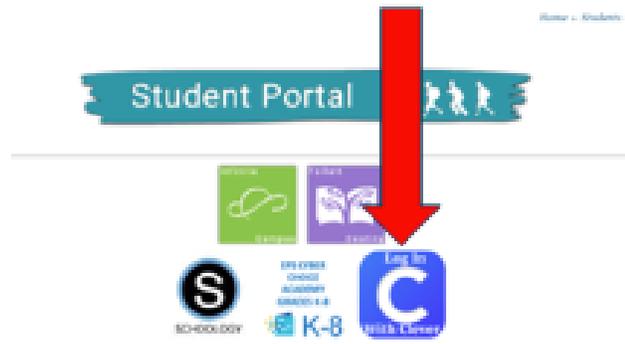


How to log into Clever- For iReady and Smart Futures:

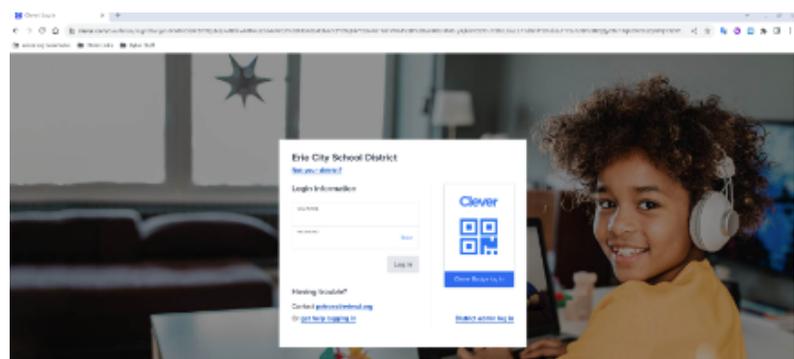
1. Go to eriesd.org, the Erie School District homepage, and click on 'Students'.



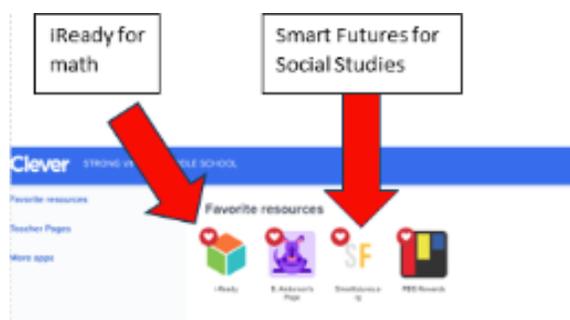
2. Click on the blue and white 'Clever' icon.



3. Your username is your 6-digit lunch number. Your password is your Chromebook password with a capital letter at the beginning and the numbers at the end.



4. Click on the icon you need.



How to complete a Classkick assignment:

1. There will be a link in your class assignment for you to click. Click that link to access the Classkick website.

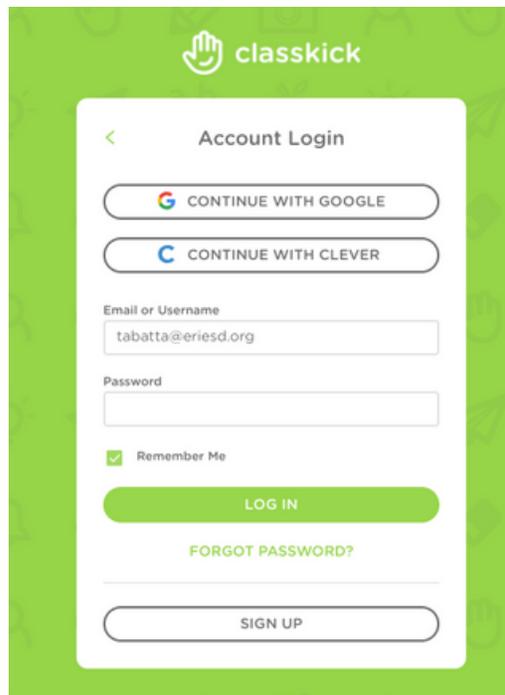
What do I do today? 7.01 - 8th grade ▾



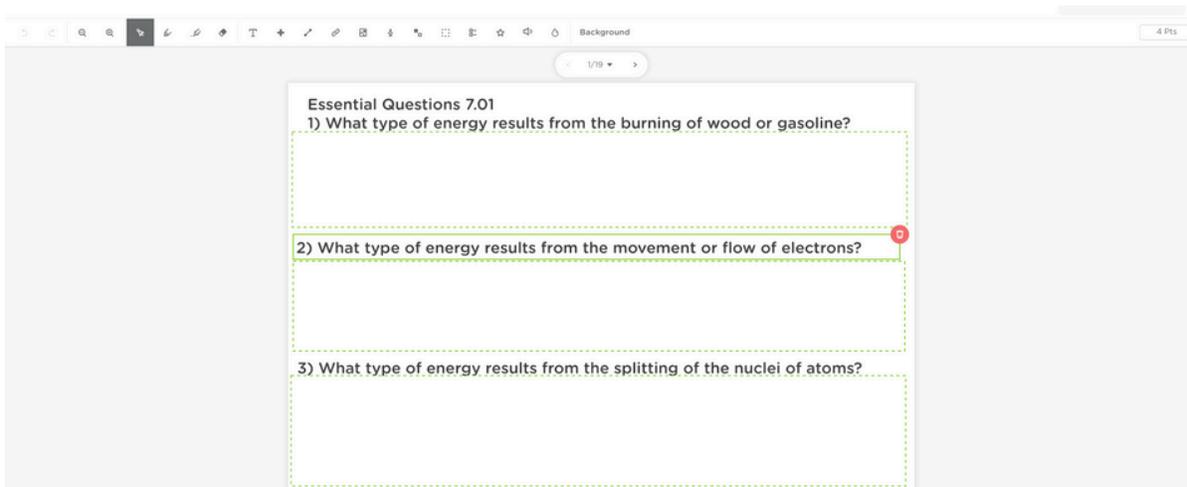
1) Log into your digital science notebook - <https://app.classkick.com/#/login/ZAB8JI>

- When you login DO NOT TYPE your name - just click log in, then login with google, then school email, change unit and slide when needed

2. Click Log in. Do not type your name or anything in the boxes. Click Continue with Google. Then click on your school email.



3. If you need to change the slide, you can at the top of the page. For example click 1/19 to see the full list of slides.

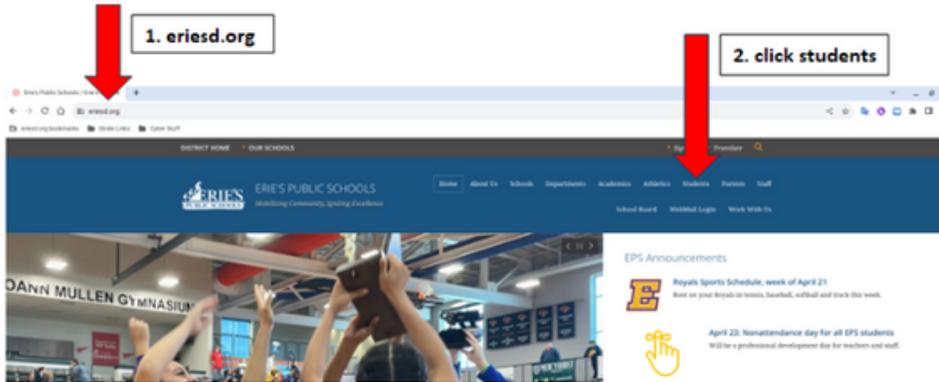


How to log into K-12 (Parent):

1. Open Google chrome web browser.



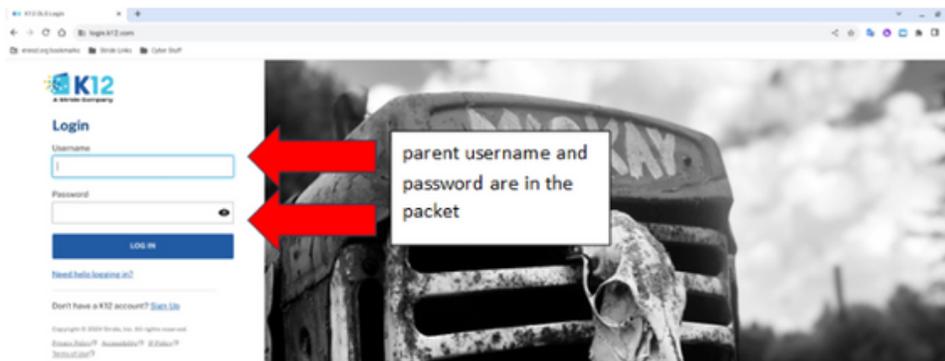
2. Go to eriesd.org, the Erie School District homepage, and click students.



3. Then, look for the icon that says “EPS Cyber Choice Academy Grades K-8”.

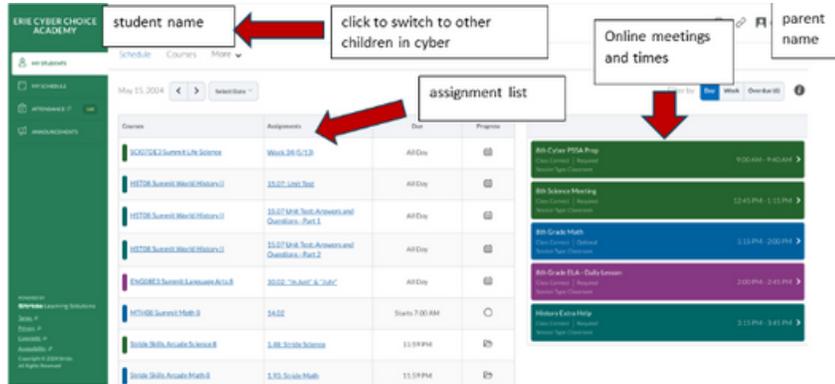


4. Your username and password are provided in this packet.

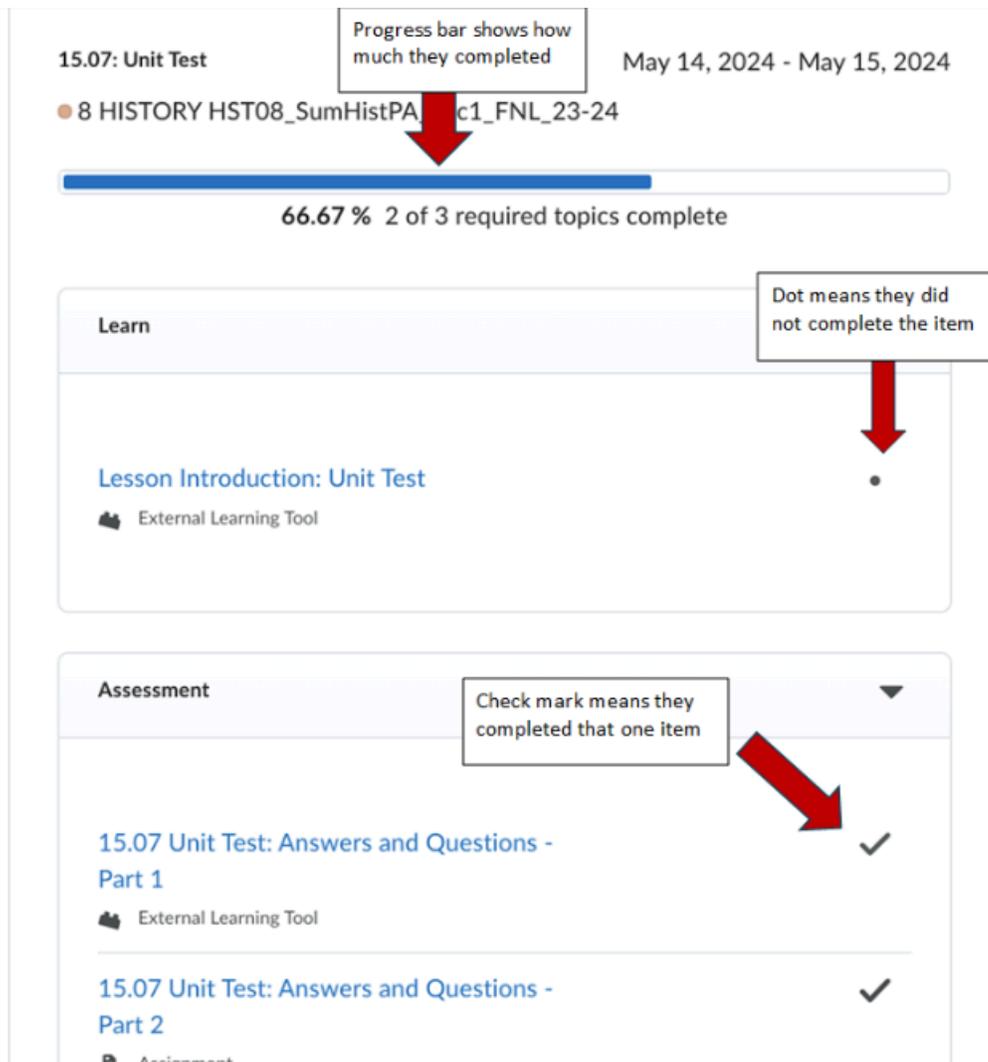


General Overview(Parent):

1. This is what a parent's log in should look like.

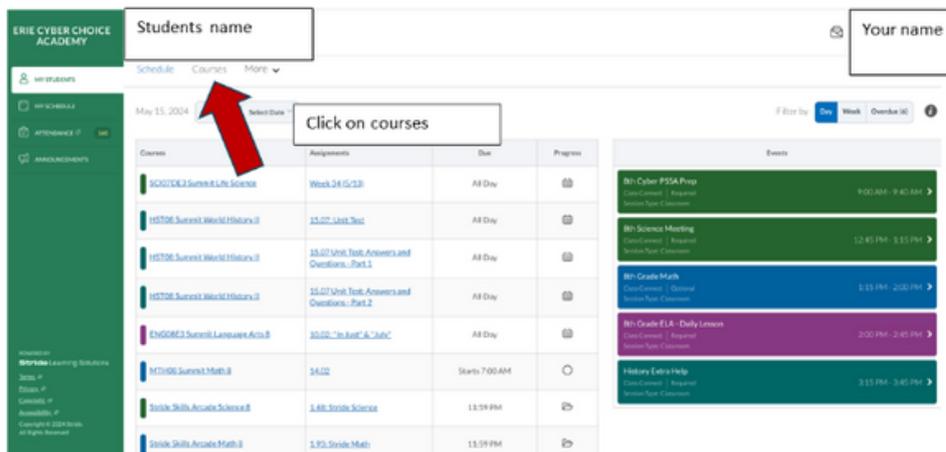


2. You can click on an assignment name to see more details.



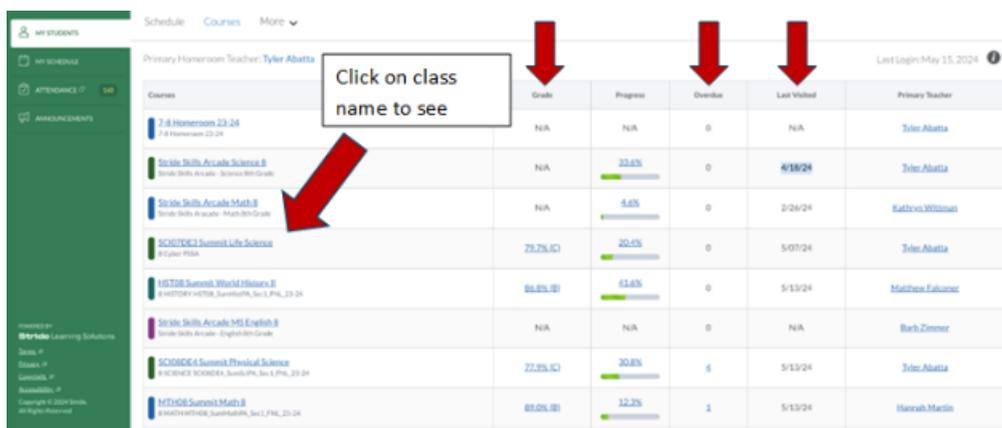
How to check your student's grades(Parent):

1. Once logged in as a parent, click on courses to see each class.

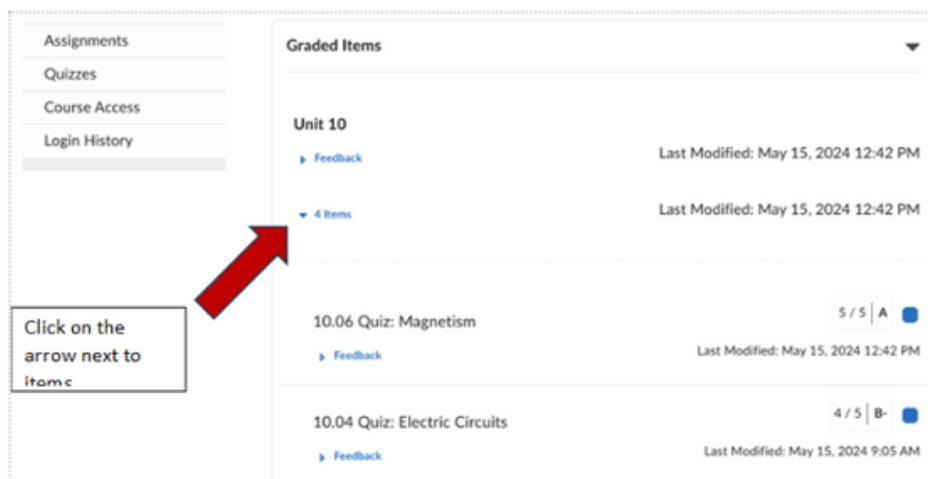


2. You can see current grades, how many missing assignments (overdues), and when they last worked in each of their classes.

3. To see more details, click on the class name. (EX: HIST 08)

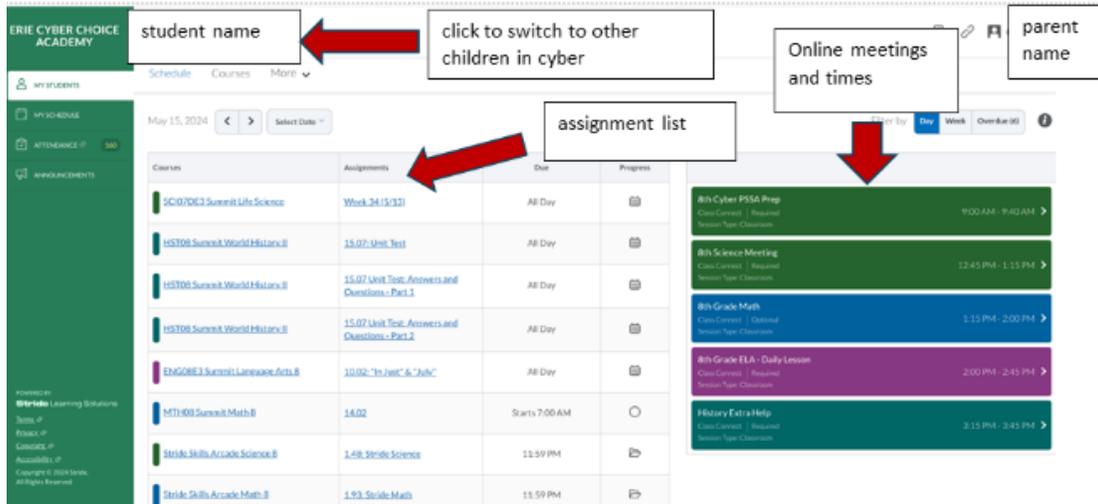


4. Next, scroll down and click on each item, in order to get a break down of each specific assignment with grades, feedback, etc.



How do I see if there are online meetings?(Parent):

1. Once logged in as a parent, on the right hand side are online meeting times.



What is PBIS and PBIS Rewards?

At Erie’s Public Schools Cyber Choice Academy, we strive to be Respectful, Responsible and Resilient. We use PBIS (Positive Behavior Intervention Supports) to follow these expectations. Students follow our matrix, which lists expectations for various places throughout our school building. It is unique to our school and also includes our class connect expectations. Behavior expectations are taught and acknowledged daily throughout the school year on both an individual level and a classroom level.

 **Emerson-Gridley: K-8 Expectations**

	Classroom/ Lab	Hallway	Dining Hall	Bathroom	Class Connect
Voice Choice	0 or 1	1 or 2	0 or 1	0 or 1	1 or 2
Respectful	<ul style="list-style-type: none"> Be kind Keep food and drinks away from devices Use electronic devices correctly Follow the dress code, hoodies are down Raise your hand 	<ul style="list-style-type: none"> Be considerate of others' personal space Use appropriate language and volume Stay in assigned area and on assigned floor 	<ul style="list-style-type: none"> Use manners Use appropriate language Keep devices put away Wait to be called to line up Stay at your assigned table 	<ul style="list-style-type: none"> Retire quickly to the classroom Give others privacy Use garbage cans for trash Be quick 	<ul style="list-style-type: none"> Keep your camera on Mute yourself Answer the teacher when called upon Listen when your teachers and classmates are talking End before your session
Responsible	<ul style="list-style-type: none"> Be on time and prepared Stay at your desk Stay focused and on task Actively participate in class and stay awake Bring your charged computer with charge to lab every day 	<ul style="list-style-type: none"> Pick up after yourself and throw away trash in a garbage can Use the ball-pen correctly Stay right to the right compare with charge to lab every day Stay focused on your destination 	<ul style="list-style-type: none"> Stay in your seat Know your lunch number Tell an adult if there is a problem Clean up area before leaving 	<ul style="list-style-type: none"> Use hallpass correctly Clean up after yourself Flush Wash your hands Tell an adult if there is a problem 	<ul style="list-style-type: none"> Be on time and prepared Attend required Class Connects Be in a learning environment location Participate in interaction Complete all assignments daily
Resilient	<ul style="list-style-type: none"> Be a good role model Keep trying Ask teacher for help Use coping strategies Be accepting of others 	<ul style="list-style-type: none"> Be patient while waiting and have your eyes forward and ears open 	<ul style="list-style-type: none"> Be patient while waiting your turn Use your coping skills 	<ul style="list-style-type: none"> Follow bathroom pass rules Be neat 	<ul style="list-style-type: none"> Ask for extra help sessions or assignment reminders Attend extra help sessions

PBIS Rewards is the platform our school uses to acknowledge students’ behavior, academics, and attendance. You will be able to earn reward points for being responsible, respectful, and resilient when working at home and in our cyber labs. When you are ready, you can spend the points you earned on various prizes. To log in to the PBIS Rewards platform, follow the directions above to access Clever.





Cyber Choice Academy Student Checklist

- I, the undersigned, understand that I am taking on the responsibility of being actively involved in my own education and learning process. By signing below I acknowledge that I understand my responsibilities and obligations as a student in this program, and I recognize and accept the necessary non-traditional elements of the Cyber Choice Academy.
- I understand that I am required to be logged into my Stride K-12 account for a minimum of 5 hours per school day, while also maintaining progress in my courses by completing my daily assignments.
- I understand that my enrollment will be admitted on a probationary period of 3 weeks, during which I must meet my weekly standards for attendance and adequate course progress. Failure to do so will result in my being enrolled with my home-school of East, Strong Vincent or Wilson Middle School.
- I have been notified of the availability of lab and Class Connect sessions for extra help.
- I understand that having one week with 0 hours logged onto Stride K-12 will result in me being required to attend in-person labs no less than two times per week.
- I understand that three consecutive weeks of not meeting the weekly standards for attendance and class progress will result in me being required to attend in-person labs for at least 15 consecutive days
- I have been given a list of the cyber teachers with their contact information.
- I understand that it is my responsibility to keep track of my hours and ensure I am meeting my weekly coursework requirements.
- I have completed the New Families Orientation.
- I understand I must make weekly contact via email, Class Connect, text with at least one of my cyber teachers.
- I understand that I must adhere to the Erie School's Code of Conduct as well as the Cyber Choice Academy Code of Conduct.

Student: _____

School Staff: _____

Date: _____

It is your responsibility to transport your student to and from Emerson-Gridley. If you live over 1.5 miles you may qualify for a bus pass. Please complete a bus pass application on our District's home page. Further directions are placed in this orientation packet.