Erie's Public Schools
Cyber Choice Academy
Grades 9-12 Parent Guide

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Welcome to the Cyber Choice Academy High School

Welcome to Erie's Public Schools Cyber Choice Academy, providing flexible educational opportunities to district students. Please take a moment to thoroughly review the following information to help ensure your student has a successful school year.

Through a partnership with *Edgenuity* (grades 9-12), the district's cyber program is designed to be a local education option for Erie students seeking a unique, flexible alternative to traditional classroom instruction.

What makes Erie's Public Schools Cyber Choice Academy most attractive to our students is the continuous teacher support they receive in lab settings and Zoom sessions. While courses are taken online from home similar to cyber charter schools, students enrolled in the Cyber Choice Academy are Erie's Public Schools students, with all the benefits that entails. Students who complete their graduation requirements online will earn the same high school diploma as students in a traditional classroom and may participate in the graduation ceremony. Cyber students are also eligible to participate in extracurricular activities and athletics through Erie High School and also may access other district programs and services.

The School District of the City of Erie Board of Education established the Cyber Choice Academy and reserves the right to deny admission to the program if it does not serve the best educational interests of the student.

Orientation

We welcome all students and families to view our Orientation video, available on our webpage, eriesd.org/cyber. We also offer in-person orientation periodically throughout the school year. This welcome packet is an additional resource for families to use to guide them in their cyber education. Students that are new to our program are encouraged to attend at least two lab sessions in person at Emerson-Gridley – the building that houses our cyber program at 816 N. Park Avenue – to become acclimated.

School Structure

Certified Teachers

Our teachers are available for in-person support to help students understand the material, to reteach a concept, and/or to provide additional resources that will assist student progress. Teachers are assigned to individual students by homerooms arranged in alphabetical order (alpha groups). Teachers are also assigned by content area. All of our teachers have scheduled Zoom times and open Zoom times. Students can schedule individual or small group meetings or attend an open Zoom meeting to receive support in any area. A teacher will also set up a Zoom session if they determine that a student would benefit from instruction by Zoom.

You will be provided with a list of teachers and their subject/homeroom alpha groups with contact information. You will also be provided with a Zoom schedule.

Student Responsibilities

We believe that students must take an active role in their learning. Students must complete five hours of online school work <u>and</u> 20 activities/assignments each school day is in session in order to remain on track for course completion. Students who are not on track need to put in extra time and complete extra activities/assignments.

If a student is unable to log on or is experiencing other technical difficulties, it is their responsibility to proactively seek help to find a solution by contacting their homeroom teacher, an administrator, or the Emerson-Gridley office immediately.

Learning Coach

A Learning Coach is the adult (usually a parent/guardian) who is committed to ensuring that their student completes their daily and weekly tasks. While students at the high school level can be very independent in their learning, learning coaches still play an active role in their student's education. Engaged learning coaches help ensure student success.

Online Learning

Cyber Choice Academy students use *Edgenuity,* a web-based program that hosts all the courses students must complete successfully to meet Pennsylvania high school graduation requirements.

Students have access to courses totaling 8 credits on their dashboard at any given time, allowing students to progress through their courses in an effective, efficient manner. We suggest that students work on **all their courses** on their dashboard each day instead of focusing on one course at a time.

Our program refers to assignments as activities. Activities could include any of the following: video, assignment, writing prompt, discussion post, essay, quiz, review, test or exam. The number of activities completed measures how successfully the student is moving toward course completion.

In-Person Labs

We offer students the opportunity to receive in-person support from teachers during open lab time. Labs are located at Emerson-Gridley School and the Booker T. Washington Center, 1720 Holland St. There are two lab sessions daily: the A.M. session, from 8-11 a.m., and the P.M. session, from 12-3 p.m.

Students who attend Emerson-Gridley's morning lab can attend lunch from 11-11:30 a.m. before exiting the building. Students who attend Emerson-Gridley's afternoon lab can arrive at 11:30 a.m. to eat lunch beforehand if they desire. Students must report to the cafeteria and may not leave lunch early. For safety purposes, we ask that all students follow this time schedule. Lunch is not provided at our Booker T. Washington Center location.

Lab time gives students the opportunity to learn and work in a quiet environment where they have access to teachers in real time. Teachers can help with quizzes, re-teach information they are missing, and/or help them master a tricky concept. ***Attendance in lab does not automatically fulfill a student's daily attendance requirement. Students must log 5 hours of online work and 20 activities daily.***

Coming into the lab provides students with an additional opportunity to be successful and to complete their assignments. If students become disruptive and disrespectful and choose not to follow building rules, students will be given Zoom times to meet with teachers and will not be permitted in the lab.

Virtual Zoom Sessions

Students who need extra assistance but are unable to access our labs also have access to certified teachers via Zoom. Every teacher has a Zoom schedule, during which time students may have tests unlocked, ask questions, and have personal lessons taught in real-time.

Trial Period

Our mission at Erie's Public Schools is to create a personalize 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 hour and progress standards (hours and activities) during the week trial period will be enrolled at Erie High 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. You will be responsible for their transportation to and from the lab.

The academic support plan is an intense 15-day plan to help get your student back on track with course work. If they do not follow the academic support plan they will automatically be enrolled at Erie High School.

Curriculum & Instruction

Edgenuity™ courses are designed to help students meet the rigor of Common Core and state standards and ensure subject-area mastery.

DIRECT INSTRUCTION VIDEOS: Expert on-screen teachers provide instruction, model strategic thinking, and make real-world connections.
INTERACTIVE TASKS AND ASSIGNMENTS: Students read, write, explore, create, practice, predict, and more in order to develop analytical and critical-thinking skills.
FORMATIVE AND SUMMATIVE ASSESSMENTS: A variety of assessments test for mastery and provide immediate, actionable feedback for students and teachers.
INTERACTIVE LEARNING TOOLS: A full suite of learning tools and scaffolds, including read aloud, guide notes, and text translation, help students access content, organize information, and complete assignments.

Each lesson builds upon the one before; therefore, students must reach a level of understanding before moving on to more difficult concepts. *Edgenuity* **is academically rigorous.** Meeting the challenge of completing one year of coursework in this model is demanding.

Materials:

All Erie's Public Schools students are provided with a District Chromebook. If you are new to the district or do not have a Chromebook from your previous district school, please visit the main office at the Emerson-Gridley building. Families are responsible for the replacement of all lost, stolen, or damaged school Chromebooks.

Standards - Time and Progress

Weekly Contact

Cyber Choice Academy students are assigned a homeroom teacher. Students must make contact with their homeroom teacher at least once a week by email, phone, or text message. This helps ensure your student does not fall behind and is on track to complete all required courses.

Attendance:

Attendance is measured by the number of hours that students are on *Edgenuity* and is automatically tracked by the program. The *minimum* requirement is **5 hours per school day**. If a student does not log 5 hours per day, they are marked absent. Five hours a day amounts to 25 hours a week. Students will be marked absent for every five hours not completed. Excuses for student absences must be mailed to the assistant principal, Dr. Eric Sandberg, at esandberg@eriesd.org or brought into the Emerson-Gridley office.

Attendance in Zoom or a lab does not automatically fulfill a student's daily attendance requirement. Students must log 5 hours of online work and complete 20 activities daily.

Progress:

The cyber learning environment is self-paced, and requires self-motivation and strong time management skills. We measure student progress by the number of activities a student completes. The more activities your student completes, the faster they will finish their courses.

The minimum number of required activities per day is 20. In a full five-day school week, students should complete 100 activities.

0 - 80 Activities per week = Fall Behind in Courses/Credits
80 - 100 activities per week = On Target
100 + activities per week = Ahead on Courses OR early Graduation

Communication (Email):

Communication is vitally important to your student's success in the Cyber Choice Academy. Your student must check and take note of their *Edgenuity* email daily. This is the main way teachers communicate with students.

Academic Progress

Progress Reports:

You can keep track of your student's progress in three ways: teacher-mailed progress reports, the *Edgenuity* Parent Portal, and *Edgenuity* Weekly Progress Reports.

Teacher Mailed Progress Reports:

Your student's homeroom teacher will mail home a progress report every four weeks. Progress reports list all currently enrolled courses, current grades, current progress in the course, and expected course progress. Please make sure that the district has a correct mailing address on file.

When reviewing a progress report, please take note of the relative grade, not just the overall grade. The relative grade will provide a more accurate grade based on where in the course your student should be. Take time to review the progress report and contact your student's homeroom teacher if you have any questions or concerns.

Edgenuity **Parent Portal**

Edgenuity's Parent Portal is an online portal that gives you access to your student's progress 24 hours a day, seven days a week. To enroll, provide your student's homeroom teacher with a valid email address. Once the teacher enables the account, you will receive a four-digit access code. Once you have the code, follow the steps below.

o Activate your Family Portal account:

1. Go to https://www.edgenuity.com/
2. Click Login
3. Click Family Login
4. Click Activate Account (at bottom, under Login).
5. Type in your email address and your activation code: _ _ _ _
6. Set a password
7. Log in

Edgenuity **Weekly Progress Reports**

If you have a valid email address you can also sign up for weekly progress reports emailed directly from *Edgenuity* weekly.

Credits

Students need to complete a course with a D or above to receive credit for the course. Students need a set number of credits to progress from 9th to 10th grade, from 10th to 11th grade, from 11th to 12th grade, and to be able to graduate.

Grade	Credits
9th	0-6.0
10th	6.5-12.
11th	12.5- 18.0
12th	18.5-26

All students need the following credits to meet graduation requirements.

Subject	Number of credits
English	4
Math	4
Science	4
Social Studies	4 (.05 credit must be Government)
Physical Education	1 1/2
Electives	8.5
Total needed	26

Pathways to Graduation

Our mission is to help each student find a personal path to success. Teachers create and review a graduation plan with each student that outlines what the student must accomplish in order to earn their diploma.

Students graduating in 2023 and beyond can take one of several different pathways to meet Pennsylvania graduation requirements.
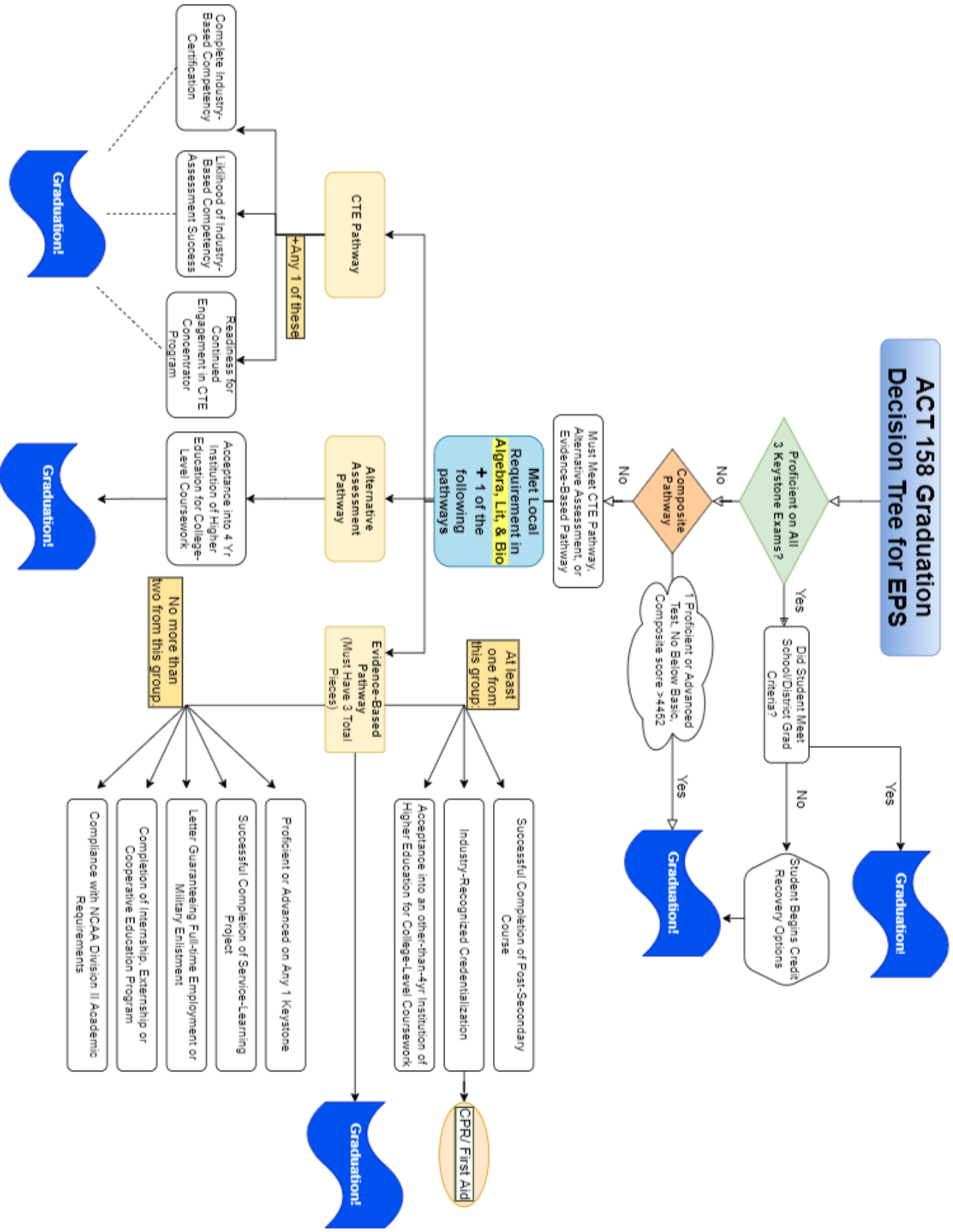
Keystone Proficiency Pathway: Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.

Keystone Composite Pathway: Earning a composite score of 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least one of the three exams and no less than a basic score on the remaining two).

The Alternative Assessment Pathway, the CTE Pathway or the Evidence-Based Pathway: Each of these three pathways requires successful completion of Erie's Public Schools requirements for Algebra I, Literature and Biology. Each pathway also outlines different ways that students can demonstrate that they are ready for life after high school, ranging from an acceptance letter from a four-year college to military enlistment or a letter guaranteeing full-time employment upon obtaining a diploma.

A flowchart on the following page helps simplify the possibilities. Our guidance counselors and teachers will work closely with students to help them understand the various options and determine their best path to graduation.

ACT 158 Graduation Decision Tree for EPS

Proficient on All 3 Keystone Exams?

- Yes → **Did Student Meet School/District Grad Criteria?**
  - Yes → **Graduation!**
  - No → Student Begins Credit Recovery Options → **Graduation!**
- No → **Composite Pathway**
  - 1 Proficient or Advanced Test, No Below Basic. Composite score >4452
    - Yes → **Graduation!**
  - No → **Must Meet CTE Pathway, Alternative Assessment, or Evidence-Based Pathway**

CTE Pathway

+Any 1 of these:
- Complete Industry-Based Competency Certification
- Likelihood of Industry-Based Competency Assessment Success
- Readiness for Continued Engagement in CTE Concentrator Program

→ **Graduation!**

Met Local Requirement in Algebra, Lit, & Bio + 1 of the following pathways

Alternative Assessment Pathway

- Acceptance into 4 Yr Institution of Higher Education for College-Level Coursework

→ **Graduation!**

Evidence-Based Pathway (Must Have 3 Total Pieces)

At least one from this group:
- Successful Completion of Post-Secondary Course
- Industry-Recognized Credentialization → CPR/ First Aid
- Acceptance into an other-than-4yr Institution of Higher Education for College-Level Coursework

No more than two from this group:
- Proficient or Advanced on Any 1 Keystone
- Successful Completion of Service-Learning Project
- Letter Guaranteeing Full-time Employment or Military Enlistment
- Completion of Internship, Externship or Cooperative Education Program
- Compliance with NCAA Division II Academic Requirements

→ **Graduation!**

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Expectations - Code of Conduct

EPS Cyber Choice Academy students have a responsibility to conduct themselves with the highest standards of honesty and integrity. In addition to abiding by the policies outlined in the Erie's Public Schools Student Handbook and Code of Conduct, students must sign the Cyber Choice Academy agreement as part of their enrollment process. The Student Handbook can be found at eriesd.org/handbook and should be reviewed before enrollment.

Positive Behavior Interventions and Support (PBIS)

The Cyber Choice Academy and all programs located at Emerson-Gridley utilize Positive Behavior Intervention Support, a nationally recognized model used to improve school safety and promote positive behavior. PBIS also helps teachers, students, and staff review data and make informed decisions about expectations and develop appropriate consequences when those expectations are not met. PBIS calls for teachers to deliver lessons about behavior just as they would about any other subject: When students are aware of expectations and understand them, students are better equipped to meet the expectations. Behavior expectations are taught and acknowledged throughout the school year. Our behavior expectations are centered around three main concepts: being respectful, being responsible and being resilient.

*Voice choice: 0 - Silence, **1** - Whisper, **2** - Normal Conversation, **3** - Loud conversation, **4** - Yelling

Emerson-Gridley Expectations

We expect students to be:	Classrooms & Labs	Hallway	Dining Hall	Bathroom	Bus	Class Connect or Zoom
Voice Choice:	1 or 2	0 or 1	1 or 2	0 or 1	1 or 2	1 or 2
Respectful	• Be kind • Keep food/drinks away from devices • Use electronic devices correctly • Follow the dress code • Raise your hand	• Be considerate of others' personal space • Walk on the right side of the hall • Use appropriate language and volume • Stay on your assigned floor	• Use manners • Use appropriate language • Clean up area before leaving	• Follow pass procedures • Return quickly to designated area (go, flush, wash, return) • Honor the privacy of others	• Use manners and positive language • Listen quietly when the bus driver speaks • Keep food/drinks closed and in bookbag • Stay in your personal space	• Keep camera on • Mute yourself • Answer the teacher when called upon • Listen when your teachers and classmates are talking • Keep food/drinks away from devices
Responsible	• Be on time • Stay at your desk or assigned area • Stay on target to finish your work • Actively participate in class and stay awake • Be organized, have class materials and assignments ready	• Pick up after yourself and throw away trash • Follow hall pass procedures • Stay tight to the right	• Be on time • Know your lunch number • Report any problems, concerns, or unsafe situations to an adult • Clean up area before leaving	• Report any problems or concerns to an adult • Clean up after yourself-use garbage cans for trash	• Be on time for pick up and dismissal • Board bus promptly using bus pass or paying fare • Report any concerns to an adult • Stay in your seat	• Be on time • Participate in instruction • Attend required Class Connects or Zoom sessions • Be prepared • Complete daily to do list and or daily assignments and required hours
Resilient	• Set good examples • Do your best • Ask for help or retakes & attend extra help, Class Connects, or Zoom Sessions • Show acceptance of others	• Report any problems, concerns, or unsafe situations to an adult • Be aware of others & your surroundings • Have patience when transitioning	• Use non-violent problem-solving strategies • Wait quietly in line	• Be patient when waiting to use a pass	• Show acceptance of others • Use non-violent problem-solving • Be patient	• Ask for help or retakes & attend extra help, Class Connects, or Zoom Sessions • Request lab hours

Cyber Choice Academy Learning Coach (LC) Checklist

As _____ Learning Coach, I understand that I am taking on
       (Student's name)
the responsibility to be actively involved in their education and learning process. By signing my name below, I acknowledge that I understand the non-traditional elements of the Cyber Choice Academy and my responsibilities as a Learning Coach.

- I understand that the student is required to be logged into their *Edgenuity* account for a minimum of 5 hours per school day and must complete at least 20 activities per school day.
- I understand that the student's enrollment will be admitted on a probationary period of three weeks, during which the student must meet weekly standards for attendance and activities. Failure to do so will result in the student being enrolled at Erie High School.
- I have been notified of the availability of lab and Zoom sessions for extra help.
- I understand that if the student has 1 week with 0 hours logged onto *Edgenuity*, the student will be required to attend in-person labs no less than 2 times per week.
- I understand that if the student does not meet weekly standards for attendance and activities for 3 consecutive weeks the student will be required to attend in-person labs no less than 2 times per week.
- I have been given a list of cyber teachers with their contact information.
- I understand that it is my responsibility to keep track of the student's hours and ensure they are meeting their weekly standards for attendance and activities.
- The student and I have completed the New Families Orientation.
- I understand that the student must adhere to the Erie's Public Schools Student Code of Conduct as well as the Cyber Choice Academy Code of Conduct.

Learning Coach: _____

Relationship to Student: _____

School Staff: _____