

MTSD Cyber Application for 2020-2021

Completed by Millcreek Township School District Staff:

Meeting Date: _____

Purpose of Cyber:

Start Date: _____

Fulltime Student Yes No

Tutorial: _____

For Remediation Yes No

Sport/Club/Activities: Which? _____

For Acceleration Yes No

Transcript: Yes No

For Replacement Yes No

Schedule: Yes No

ECTS: Yes No

Change of Status Complete: Yes No

Check if seeking NCAA Eligibility: Yes No

Suggested Cyber Schedule:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student Information:

504: Yes No
IEP: Yes No
GIEP: Yes No

} If yes, Case Manager:

Building: _____

Grade Level: _____

Full Name: _____

Street Address: _____

City/State/Zip: _____

Birth Date: _____ Age: _____ Student ID#: _____

Home Phone: _____ Student Cell Number: _____

Student Email: _____

Parent/Guardian Information:

Full Name: _____ Relationship: _____

Address (if different): _____

City/State/Zip: _____

Home Number: _____ Cell Number: _____

Work Number: _____ Parent Email: _____

My child needs a computer: Yes No Number: _____

Student/Parent(s)/Guardian(s) Responsibilities:

Students are expected to:

- 1) make steady academic progress based on your assigned course(s) pacing indicator.
- 2) meet all weekly hour requirements (25 hours per standard 5 day school week).
- 3) report any issues directly to the online teacher(s) and/or your MTSD cyber contact immediately. Failure to do so will be your responsibility and will not be an excuse for not meeting required hours within a week. Your MTSD cyber contact is typically your grade level school counselor. JS Wilson students call 835-5331, Westlake students call 835-5765, Walnut Creek students call 835-5731, 9th and 10th grade students call MIHS Guidance at 814-835-5438 and for 11th and 12 grade students call McD Guidance at 814-835-5807.

Parent(s)/Guardian(s) are expected to:

- 1) Make sure your student is making appropriate academic progress on at least a weekly basis for each course. This can be easily done via the course pacing monitor available to all MTSD cyber students.
- 2) Make sure your student is working on their MTSD cyber course work for at least the required hours each week. Hours alone will not assure success. Students must be keeping pace and working efficiently during their hours to help assure success.
- 3) Make sure any and all issues are reported to your MTSD cyber contact and/or online teacher in a timely manner (within 24-48 hours). Failure to do so will be your responsibility and will not be an excuse for not meeting required hours within a week. Your MTSD cyber contact is typically your student grade level school counselor. JS Wilson students call 835-5331, Westlake students call 835-5765, Walnut Creek students call 835-5731, 9th and 10th grade students call MIHS Guidance at 814-835-5438 and for 11th and 12 grade students call McD Guidance at 814-835-5807.

MTSD Cyber Grading:

The grading scale for MTSD Cyber courses is different due to the cyber platform being utilized. 100%-90% is an "A", 89%-80% is a "B", 79%-70% is a "C", 69%-60% is a "D", and below 60% is an "F". Final course grades are calculated based upon assignments/quizzes/tests/etc., which are completed and/or not completed by a course's end date. Upon completion of any MTSD cyber course on or before a course end date the final grade will be recorded and placed on a student's transcript. Final course grades are calculated based upon all completed and uncompleted assignments, quizzes, test, etc.

MTSD Cyber Attendance Requirements:

Full time MTSD Cyber students are required to complete no less than 25 "appropriate" cyber hours per 5 day school week. An MTSD Cyber school week always starts at 12:00AM Sunday mornings through 11:59PM the following Saturday night. It is recommended a student work on each assigned course everyday (Monday through Friday) in order to keep on track with hours and overall academic pacing. It is permissible for a student to flex their cyber hours within a school week, as defined above, in order to meet required weekly hours. Know that each school week is independent of each other, therefore, if a student completed 30 hours in one week, then

they will still have to meet the full required hours for the next school week. Hours cannot be banked in anyway.

Within a school week attendance is monitored through a course's **active time** and **idle time**. **Active time** is time working on a course such as inputting information toward completing assignments, making forward progress in a course, and to keep pace with a student's pace indicator and course end date. **Idle time** is anything that is not counted as active time. Idle time does not necessarily mean a student is off task. It simply means that the student is not making forward progress in the course. Examples of idle time would include time spent in the lobby, organizer, or course map, Time spent reviewing a previously completed activity (any activity that the student previously submitted and is scored), or time spent emailing or posting in the Collaboration Center.

A certain amount of idle time is to be expected. A good rule of thumb is that idle time should make up about 15% (at most 3 hours and 45 minutes for a 5 day school week). Students with excessive amounts of idle time within a school week will be referred to administration. Only active time and up to the 15% of idle time will be counted towards "appropriate" cyber hours during a week. All idle time over 15% will not be counted towards "appropriate" weekly hours.

For every 2.5 hours a student is short of appropriate required cyber hours each school week a ½ day illegal absence will be recorded during that week. If a student has a medical or other appropriate professional excuse it must be forwarded in a timely manner (within 3 school days) to your student's Attendance Office. Failure on the parent/guardian's part to provide such a written explanation or the student to present such an excuse will result in the absence being declared unexcused or illegal. The fact that a parent/guardian provides a written explanation for his/her child's absence does not in itself qualify the absence as excused.

Parents/Guardians of students who accumulate three (3) days of unexcused absence will be sent a letter (First Notice/Offense) informing them of the date(s) on which the absence occurred, that the absence was unexcused (illegal) and in violation of law. The parent/guardian must be so notified. This is considered the first illegal day and a warning and a letter will be sent home.

After ten (10) days of excessive absences for any reason within a school year, all additional absences must be accompanied by an excuse written by an approved medical practitioner or other appropriate professional excuse.

If the student accumulates three (3) days of illegal absences, then a Truancy Elimination Plan (TEP) may be developed after the third illegal absence as a mechanism to ensure students are active participants in their education. Parents will be notified that a TEP meeting will be scheduled.

After three (3) illegal absences and a possible TEP, another letter will be sent home. If the student is illegally absent again, charges will be filed by MTSD with the District Magistrate and a summons is issued.

Warning letters are sent home after one (1) day of an illegal absence, three (3) days of illegal absences, eight (8) days of excessive absences, and ten (10) days of excessive absences.

Academic Requirements

To be successful in any educational program, the student **MUST**, ideally on a daily basis, work at accomplishing the requirements of academic course load. Productive forward and appropriate progress is the expectation for all MTSD Cyber students. For students grades nine-twelve, students will be provided at least 2 courses per 22 school days and therefore expected to earn no less than 2 credits per quarter (45 school days). This pace allows a student to maintain an 8 credit school year pace and helps keep the MTSD Cyber student on track for promotion and graduation. Falling short of this pace may effect promotion and graduation to the student's detriment. Middle school course completion requirements will be determined by their home school. Such requirements will require approval from the curriculum department.

(Academic Eligibility) A student who participates in a school sport must always meet academic eligibility. They must be enrolled in at least 3 courses per 22 school days. Such a student, if failing a course(s), will be placed on an academic eligibility contract. The student will then have 2 weeks from this initial "F or F's" to bring up all grades to passing. If not accomplished, the student will be ineligible to participate in the sport until all grades are passing.

Students and parent(s)/guardian(s) are expected to frequently (at least twice a week) monitor the student's progress. This can easily be done by monitoring each active course's pace monitor, which is readily accessed when a student opens a course by reviewing the Dashboard for the course. The overall goal is constructive successful assignment/quiz/test completion on a weekly basis.

If a student is struggling, then they should access the following:

- 1) Immediately contact their cyber course teacher for assistance. At the start of a course your teacher will email you with their contact information and hours.
- 2) Access the free online tutoring. This tutoring is typically available Mondays - Saturdays from 8am until about 9pm.
- 3) Contact your grade level school counselor.

Erie County Technical School (ECTS) Students

If you are an ECTS student utilizing MTSD Cyber, your attendance and academic requirements are slightly different:

- 1) An ECTS student must remain in compliance with their ECTS program in order to stay in the ECTS program
- 2) An ECTS student must complete 12.5 appropriate cyber hours per 5 school day week, to include no more than 2 hours of idle time per 5 school day week. Excessive idle time will be forwarded to administration and addressed as communicated on page 3 paragraph 3.

- 3) An ECTS student will be afforded 45 school days per 0.50 credit course as long as they are enrolled as an ECTS student. A student will still be provided 2 courses at a time and must remain in compliance with the ECTS program in order to stay in the ECTS program.
- 4) If the student participates in a sport they will still only be provided 2 MTSD Cyber courses per 45 days as they are already enrolled in ECTS courses. All other academic eligibility requirements remain in place and will be followed as outlined on page 4 under Academic Requirements paragraph 2.

MTSD Cyber Student Removal:

MTSD Cyber students not making appropriate progress may be removed from the MTSD Cyber program. Before this occurs the student and their parent(s)/guardian(s) would be communicated to in advance. Prior to any removal school counselors will try to work with students to get back on track. If, however, a student continues to demonstrate a lack of progress school counselors with administration approval may remove a student from the MTSD cyber program and return the student to their assigned brick and mortar school. A parent(s)/guardian(s) may then choose to return their student to their assigned school building, choose to enroll in another education program (outside cyber, private school, or other). If a parent/guardian chooses another education program it is their responsibility to make arrangements for enrollment. Until the time a student has enrollment at their new school your student would be expected to attend their assigned district level building.

Cyber Services Contact Person

All students enrolled in the Millcreek Cyber School program will be contacted on at least a bi-weekly basis to track progress and concerns. It is also expected students/parents contact their cyber contact person (grade level school counselor) on at least a monthly basis. Failure to do so, especially if a student is not meeting their requirements, may result in removal from the MTSD cyber program. A student that requires help in a particular course should contact their online instructor first, then the cyber liaison (grade level school counselor).

Computer/Technology problems should be directed to Mr. Thiem at 814-835-5675.

Your grade level school counselors are available for MTSD Cyber assistance/inquiries, any promotion/graduation requirement questions, guidance services, course scheduling, etc. If you are unsure of the guidance counselor assigned to your child, please contact the curriculum office at 835-5328 and identify what grade level your student is and you will be given the counselor's contact information.

NCAA Student Requirements:

Any student participating in MTSD Cyber looking for approved NCAA eligibility course work must follow specific guidelines and timelines. Any deviations from these requirements will deem an appropriately eligible NCAA course as **ineligible** for NCAA approval in the future. This could affect future NCAA requirements and/or NCAA scholarship qualifications. These timelines include that each NCAA eligible course cannot be completed any sooner than 6 weeks per ½ credit [i.e. Aca English 9, Part A (6 weeks) and Aca English 9, Part B (6 weeks)]. There are no exceptions to NCAA guidelines.

Academic Dishonesty

If a student is caught cheating, the student may be removed from the course and receive a failing grade. They may also be removed from the MTSD cyber program on a permanent basis. **By signing this I recognize that the work is the sole responsibility of the student and not any other person.**

As a student, I understand and agree to:

- all of the terms and conditions listed above.
- submit all of the required paperwork and make all of the necessary appointments and contacts with the Millcreek Cyber Services Contact Person.
- knowing the difference between Active time and Idle time in reference to my weekly appropriate cyber hours, which especially includes excessive idle time.
- work to meet and/or surpass the weekly required hours and that hours alone does not assure success. I must also make sure I am keeping up with appropriate course pace requirements.
- knowing at enrollment in the MTSD Cyber Program is based upon a student’s effort and continued productive progress regarding assignments/quizzes/tests, as well as, successful course completion by course end dates.
- (if applicable) both Academic Eligibility and NCAA requirements.
- recognizing that failure to meet requirements may result in removal from the Millcreek Cyber School.

Student Signature _____ Date _____

As the parent/guardian of this student, I understand and agree to:

- all of the terms and conditions listed above.
- monitor the progress of my student on at least a weekly basis (pace, grades, etc.).
- monitor my student to see that they are spending the required 25 appropriate hours per 5 day school week on cyber school lessons. This includes knowing the difference between Active time and idle time in reference to weekly appropriate cyber hours.
- (if applicable) both Academic Eligibility and NCAA requirements.
- (if applicable) allowing any current IEP, 504, or other appropriate educational documentation to be shared with the cyber provider.
- recognizing that failure to meet requirements may result in removal from the Millcreek Cyber School and, if appropriate, a truancy citation will be filed with the District Magistrate.

Parent Signature(s) _____ Date _____

Millcreek Cyber Program

**COMPUTER ETHICS & NETWORK SECURITY
STUDENT POLICY**

This policy has been established in order to ensure security for all users of the District’s Local and Wide Area Networks and to prevent unlawful software license violations. Violations of the items listed below will result in disciplinary action. Further, serious violations will be

punishable under Pennsylvania criminal statutes [18 PA. C.S. 3933 (a) (1)] covering unlawful access, altering or damaging any computer system, network, software or database, with the intent to interrupt the normal functioning of an organization. In addition, disclosing a password to a computer system or network without authorization, is punishable by state statutes [18 PA. C.S. 3933 (a) (2) and (3)]. The above violations carry serious fines and prison sentences.

1. Students may not introduce any information, including applications or documents, on any District computer system without first obtaining teacher and/or staff approval. All diskettes must be run through a viral check prior to use on any District computer system(s).
2. No student will connect any device to, or disconnect any device from a computer or peripheral device, or the District's Local or Wide Area Network.
3. Students will not change or in any way alter a network device, a device or peripheral names, file and/or folder names or network zones.
4. Students are prohibited from copying applications, folders, and/or files from within or between network zones or to personal floppy disks without first obtaining teacher and/or staff approval. Copying of any of the above will only be for the purpose of curriculum related projects.
5. Passwords are assigned for each student and are for the singular use by that student. Distribution or alteration of a password is prohibited.
6. Network resources, including hardware, peripherals, and software, may not be used for personal entertainment and/or any private activities.

Once completed with course work, it is the responsibility of the student to return the equipment to Mr. Thiem, MTSD Cyber Services contact person, in a timely fashion.

Student Signature _____ Date _____

Parent Signature(s) _____ Date _____