Big Spring School Cyber Program
Student/Parent Handbook
2020-2021

Overview: The Big Spring School District strives to provide premier educational opportunities for all students. In addition to traditional course offerings, the Big Spring School District is proud to offer online learning to our students. Students can explore and take advantage of online learning options both within and outside of the 'typical school day'.

Key Objectives:

- Address additional needs of students by increasing available options for learning content and developing life skills.

- Increase available options to meet various learning modalities.

- Enhance relevance by connecting learning to real-world applications.

Student Eligibility: Types of students who are likely to benefit from online courses include:

- **Self motivated students skilled in time management**

- College-bound students in need of advanced or specialized coursework

- Gifted or advanced students who want expanded educational offerings

- Students who may not otherwise have a particular course offering available

- Students with scheduling conflicts

Student Readiness: Students choosing to participate in online courses should first examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

- **Self-motivation** - Students who can direct their own learning environment, fulfill course requirements, and achieve individual academic success.

- **Independent learner** - The online environment enables students to learn at their own pace -- traditional, extended, or accelerated. While students will be completing work at their own pace, each course is designed to be completed within a semester/marking period and each student is expected to complete their coursework within that defined time frame.

- **Computer literate** - Although it is not necessary to have advanced computer skills, students should possess a working knowledge of email, the Internet, and basic keyboarding skills, and Microsoft Office suite.

- **Time management** - The key to learning is to commit the time to learn.

- **Effective written communication skills** - Students must use electronic email to communicate with their peers as well as the instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.

- **Personal commitment** - Students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.

Responsibilities:

I. **Student Responsibilities:** Students enrolled in the Big Spring Cyber program

    a. Fill out the "Am I a Good Candidate for an Online Learning Course" questionnaire and meet with your school counselor.

    b. Select courses in alignment with Big Spring School District requirements and develop with your guidance counselor an Individualized Cyber Plan (ICP)

    c. Contact the Cyber Advisor, Ms. Cree, to set up an in-person meeting to review course resources. The Cyber Advisor will also be your contact for any course or technology related issues. Email: cyberadvisor@bigspring.k12.pa.us.

    d. Log in and become acclimated to the platform (eCourses Cyber Essentials completion).

    e. Log in every school day and complete at least the minimum requirement per day/week (as outlined in the Big Spring School District – Individualized Cyber Plan and this handbook).

II. **Parent Responsibilities**: Parents of students using online learning have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

    a. Directly supervise their child's education at home.

    b. Provide a physical environment conducive to their child's educational needs.

    c. Talk with their student about taking an online course and help him or her fill out the "Am I a Good Candidate for an Online Learning Course" questionnaire.

    d. Get the information needed to log in to monitor their student's progress.

    e. Log in at least weekly to monitor their student's progress. If parents are unsure of their login information, please contact the Cyber Advisor at cyberadvisor@bigspring.k12.pa.us.

    f. Assist their student in complying with all rules, policies, and procedures of the school including **all** Big Spring School District attendance requirements.

    g. Assist their student in the submission of all forms, applications, and documents to the school in a timely manner.

    h. Instruct their student on the correct procedure for maintaining adequate progress in courses to ensure student is in compliance with attendance requirements. (See *Attendance Procedures* for additional information.) Any absences need to be accompanied by proper documentation to the child's Big Spring School District school office as per Big Spring School District attendance policy.

  i. Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.

  j. Work with student and the Cyber Advisor to ensure successful completion of the curriculum within the required timeframe.

  k. Assure that all work submitted by their student was completed solely by that student.

  l. Communicate concerns regarding the program, your students' progress and/or specific courses to the Cyber Advisor as soon as possible.

Online Supervision and Monitoring:

I. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks, which includes personal computers, in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of inappropriate activity to law enforcement.

II. Parents must monitor their student's compliance with these standards. Students who violate these standards may face disciplinary measures, and/or legal action.

Getting Started:

I. Enrollment:

  a. Open enrollment for the Big Spring Cyber Program takes place one week prior to the start of each school marking period.

  b. All students interested in online course work must conduct a meeting with their counselor to determine if the course work is appropriate.

  c. Students changing placement (moving from "traditional classes" to all online or vice versa) must meet with their counselor and establish an official start date prior of the new placement. Attendance requirements will be maintained until the start date of the new placement.

II. Hardware, Equipment & Internet Access:

  a. Big Spring Cyber students will use their district issued devices to participate in the program. If additional equipment is needed for the program (i.e. printer, earbuds, etc.) it can be requested at the time of enrollment in the program or via the student's counselor.

  b. If necessary, equipment will be provided to students within a reasonable time frame from the time of enrollment (will be communicated at the time of enrollment). This equipment must be picked up promptly from the Big Spring School District, District Offices by the family.

  c. High speed internet connections are the responsibility of the family to establish prior to enrollment within the coursework. In addition, maintenance of the internet connections is the family's

responsibility as well. Any absences due to internet connection must be communicated to the school immediately and a note must be submitted within three school days to excuse the absence.

d. Reimbursements for internet connection is provided by the Big Spring School District at forty dollars ($40) per month. Forms are included at the end of this handbook.

   i. Failure to provide Internet connection will impede your student's progress. This will result in a termination of the online format and the student will be re-enrolled in "traditional" class offerings.

e. To log in to the Capital Area Online Learning Academy (CAOLA) site (site for coursework) the student must access the internet and go to: http://caola.geniussis.com.   At this point, the student must log in to the courseware using the login credentials provided to the student by their school counselor (different from laptop login). It is recommended students use a Google Chrome web browser for accessing CAOLA.

f. After logging in to the courseware, all students should complete the eCourses Cyber Essentials course which will provide an overview of the system. In addition to this overview, orientation videos are available on the student's home screen on the menu to the left of the screen. The Cyber Advisor is also available to provide support and answer questions regarding the CAOLA platform.

g. Upon graduation or the student's withdrawal / termination of cyber schooling, all equipment must be returned to the Big Spring School District within two weeks (ten business days) of the student's final day. Damaged or missing equipment will be the financial responsibility of the family.

<u>ONCE ENROLLED:</u>

I. Student Status

a. All students taking online learning classes will be enrolled for one marking period. Enrollment in subsequent marking periods is dependent upon that student's successful completion of course parts in the preceding semester.

b. Students are required to attend a "checkin" meeting with the Cyber Advisor and/or school guidance counselor to discuss progress and status in the BSSD Cyber program. This meeting will provide general program updates and address the specific needs of the individual students.

c. Students will be considered enrolled in the BSSD Cyber program until the student graduates, withdrawals from the district or program and/or is terminated for reasons outlined in this handbook.

d. <u>Early Completion:</u> Students who complete online coursework early (before the end of the school year) will develop a personalized learning plan and goals in conjunction with their counselor in order to remain "active status" for attendance purposes. This plan is necessary to meet state attendance requirements and may include self-directed experiences such as, work experiences, career research, an academic interest project, etc.

II.   Grades

a.   At the end of marking period and/or course, all missing assignments will be registered as a zero and the grade will be calculated accordingly.

b.   Students not passing a majority courses will be recommended to return from cyber school.

c.   Students and guardians may access student grades at any time via the online platform. Report cards will not be issued for Big Spring Cyber students, however they may be requested from the student's guidance counselor.

III.   Adequate Progress and Pacing

a.   To maintain adequate progress in online courses students should complete a minimum of one lesson, per course, per school day (5 lessons/course each week). If school is closed (i.e. snow day, holiday, etc.) then assignments will be adjusted accordingly for the week.

b.   The Cyber Advisor will monitor and report student progress in courses as outlined on the 2020-21 Big Spring Cyber Progress Monitoring Schedule. (Posted online at www.bigspringsd.org/bssdcyber.)

c.   Students not maintaining adequate progress in courses will be required to attend on-site or virtual work sessions with the Cyber Advisor, on the dates outlined in the Progress Monitoring Schedule.

d.   Students who do not maintain adequate progress and/or attend work sessions when required, will be recommended for removal from the Big Spring Cyber program.

e.   The Cyber Advisor will be **onsite every Tuesday from 9am-2:30pm**. Students may schedule an appointment directly with Ms. Cree for additional support and assistance.

IV.   Attendance

a.   For students to meet attendance requirements, they must log in and maintain adequate course completion each week. Absences will be determined for students who are not maintaining their assignment completion rate. See *Attendance Procedures* (page 9) for examples and additional information.

b.   Students may complete coursework throughout the week, including weekend, for maintaining adequate progress. The cyber week runs Monday-Sunday, with attendance/absences being reported every Monday for the previous week.

c.   Absences will be assigned to school days in a prioritized manner based on minutes logged in on days school is in session. The day(s) with the fewest minutes of activity will be assigned absences first. See *Attendance Procedures* (page 9) for examples and additional information.

d.   Any absences must be accompanied with proper documentation to the Main Office of the home school as outlined in District policy.

e. Students that accrue 10 or more absences per marking period will be recommended to return from cyber school.

f. Any log in issues or concerns regarding progress in online courses should be communicated to the Cyber Advisor immediately to avoid any attendance issues and to ensure a rapid response.

V.   Course Supplies

    a. If a course requires materials that you do not have access to students should contact their school counselor.

VI.   Athletic / Extracurricular Eligibility

    a. All students taking online courses through the Big Spring Cyber Program are considered students of the Big Spring School District and must follow all policies and procedures as outlined for Big Spring students. This includes the policy for athletic eligibility. Eligibility reports will be given to the Office of the Athletic Director each week in accordance with District policy (Thursdays at 3PM).

    b. Grades will be calculated based on work completion to date and meeting the pacing requirements of one assignment per course per day (5 lessons per week, per course). Assignments not completed within these pacing guidelines will be marked as a zero for eligibility purposes. If you have questions regarding athletic/extracurricular eligibility, please contact Mr. Sinkovich, at 717-776-2440, or your guidance counselor.

Contact Information

- Any questions regarding the functionality of the system or technology related issues should be directed to Ms. Keisha Cree, Big Spring Cyber Advisor at cyberadvisor@bigspring.k12.pa.us.

- Technology issues related to CAOLA/the Genius Platform should be addressed to the CAOLA Help Desk at (717)732-8403, Option 3 or caola-support@caiu.org.

- Any questions regarding the scheduling of courses should be directed to the student's school counselor at 776-2437 (high school) or 776-2471 (middle school).

- Any questions regarding attendance should be directed to Ms. Laura Witter at the Big Spring High School at 776-2000 ext. 6035 / lwitter@bigspring.k12.pa.us or Ms. Tanya White at the Big Spring Middle School at 776-2471 / twhite@bigspring.k12.pa.us.

- Any questions regarding upcoming school events should be addressed to the school's main office.

Attendance Procedures

- At the start of each course, the cyber advisor will calculate the daily rate of completion necessary for students to complete all course work in the assigned timeframe. This will be calculated using the total numbers of days in the term and total number of assignments students need to complete. Rounding up assignments per day, allows students extra time in case of unforeseen circumstances and allows coursework to be completed before the end of the term.

  Examples:

Last Name	First Name	Grade Level	Total Starting Assignments	Days in Term	Assignment Required Per Day (Rouned Up)
Solo	Han	10	268	45	7
Stark	Tony	12	217	45	6
Banner	Bruce	10	182	45	5
Skywalker	Luke	10	242	45	6
Romanova	Natasha	11	228	45	6
Prince	Diana	12	182	45	5
Kyle	Selina	11	254	40	7
Kenobi	Obi-Wan	10	134	38	4

- To maintain progress in courses and not accrue any absences, students must complete their personalized "Required Assignments for the Week". The personalized "Required Assignments for the Week" total will be calculated by taking the number of days school is in session ("Working Days") each week multiplied by the student's individual "Assignments per Day"

  Examples:

Student Information		Assignment Required Per Day (Rouned Up)	Week 1 - DATE			
Last Name	First Name		Working Days	Required Assignments for the week	Assignments Completed	Absent by Assignment Completion
Solo	Han	7	5	35	50	0.00
Stark	Tony	6	5	30	0	5.00
Banner	Bruce	5	5	25	100	0.00
Skywalker	Luke	6	5	30	15	2.50
Romanova	Natasha	6	5	30	2	4.67
Prince	Diana	5	5	25	20	1.00
Kyle	Selina	7	5	35	10	3.57
Kenobi	Obi-Wan	4	5	20		5.00

- Absences will be determined by taking a percentage of completion based on the required assignments and applying that to the number of days in session (See Above). These absecces will then be applied in a progressive order to days with the least minutes logged in to the system to the most minutes logged in. (See Below- unexcused absences are yellow). Absences will only be counted as whole days.

Last Name	First Name	Absent by Assignment Completion	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Solo	Han	0.00	178 min	128 min	78 min	229 min	223 min	0 min	0 min
Stark	Tony	5.00	3 min	0 min	25 min	0 min	7 min	0 min	22 min
Banner	Bruce	0.00	122 min	0 min	28 min	0 min	189 min	228 min	122 min
Skywalker	Luke	2.50	128 min	77 min	0 min	22 min	135 min	0 min	88 min
Romanova	Natasha	4.67	0 min	0 min	122min	98min	0 min	0 min	77 min
Prince	Diana	1.00	98 min	167 min	77min	234 min	68 min	0 min	0 min
Kyle	Selina	3.57	0 min	0 min	0 min	0 min	227 min	198 min	115 min
Kenobi	Obi-Wan	5.00	0 min	0 min	0 min	0 min	0 min	0 min	0 min

- Excusal notes submitted by a student's parent/guardian in accordance with District attendance policy will be applied to the date provided on the note. Parents/guardians may not submit excusal notes for "lack of progress". In the above example, Tony Stark had an excused absence on Friday, Luke Skywalker had one on Tuesday and Selina Kyle had one on Tuesday.

Am I a Good Candidate for an Online Learning Course?

To help you decide if you're ready to take online courses, please take this questionnaire and score it as directed at the end.

1.	I have conflicts with work, sports or other activities and my classes.	True	False
2.	I believe I am responsible for my own education.	True	False
3.	I think trying something new is exciting.	True	False
4.	I am self-motivated and self-disciplined.	True	False
5.	I am good at managing my time.	True	False
6.	I have convenient access to a computer with an Internet connection.	True	False
7.	I am comfortable with email and word processing programs.	True	False
8.	I believe I am good at reading and understand most of what I read.	True	False
9.	If I set a goal for myself, I usually achieve it.	True	False
10.	I am confident in my academic abilities.	True	False
11.	I do not give up easily, even when there are obstacles.	True	False
12.	I am comfortable expressing my thoughts and opinions in writing.	True	False
13.	I enjoy and am willing to work independently.	True	False

After completing this questionnaire, count the number of times you selected "True" and the number of times you selected "False".

- o If you answered "True" to less than 10 of the above statements, online learning may not be for you are this time. Talk with your school counselor about alternatives and think about trying again next year.

- o If you answered "True" to at least 10 of the above statements, online learning may be for you. Talk to your school counselor about courses you are interested in and the steps you need to take to start an online course.

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PLEASE NOTE

*Online courses are scored/graded and applied to class rank and grade point averages in a similar manner as traditional course offerings.

*While an advisor will be monitoring student progress often, it is the student's responsibility to self-monitor pacing and complete course requirements in the defined time allotment.

*Extra-curricular eligibility will be impacted by student achievement in online courses in the same manner as it is with traditional courses.

Big Spring School District Online Learning - Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, mentors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:
- o Turning in a paper retrieved from an Internet source as one's own
- o Using another student's work in whole or part and handing it in as one's own
- o Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- o Using another person's idea, opinion, or theory without citing the source
- o Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- o Using quotations of another person's actual spoken or written word without citing the source
- o Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.
Teachers will provide written documentation of the plagiarism and will use the following procedure:
- A. Discussion with the student
- B. Referral to the school principal or assistant principal
- C. Call to parents by the principal or teacher
- D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "C." Failure to rewrite the assignment will result in an "F" for that assignment.

A second plagiarism offense will automatically result in an "F" for the course.

We have read and understand the above policy.

_____ _____ _____

Student Name   **Student Signature**   **Date**

_____ _____ _____

Parent/Guardian Name   **Parent/Guardian Signature**   **Date**

Big Spring Online Learning Student Contract

Capital Area Online Learning Association - Big Spring School District

Student / Parent Contract

Capital Area Online Learning Association (CAOLA) is a means for districts to provide online courses to expand student options and the curriculum offerings of the local school district. Because of the uniqueness of CAOLA, certain standards are expected of students enrolling in these courses. This contract and policy makes both the student and the parents/guardian aware of the standards expected of students enrolling in such courses.

As a student taking a CAOLA course, I am aware that:

1. Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind will not be tolerated.
2. Inappropriate language or messages will not be tolerated.
3. Because of the technology, anything I do in the course could be retrieved and printed by the teacher, administrator, or technology staff at any time.
4. Course procedures that must be followed are:
   a. Students must communicate with their teacher on a regular basis.
   b. Students must not inappropriately use information within the course.
   c. Students must maintain academic honesty.
   d. Students must follow the Big Spring School District's Acceptable Use Policy and all other rules as specified by the teacher. (For full policy details, please visit the District website.)
   e. Students must progress through courses as outlined on their Big Spring School District – Individualized Cyber Plan.
   f. All procedures and guidelines as listed in this document.

As a parent of a student taking a CAOLA course, I am aware that:

1. Student grade reports and progress are available online to me through my student's log in account.
2. Cyber student marking period and semester grades are not communicated directly from Big Spring School District until the end of the school year.
3. It is my responsibility to monitor my student's progress, achievement, and attendance.
4. It is my student's and my responsibility to report any issues to the appropriate parties as noted in this handbook.
5. A cyber program is one that requires significant parental support.
6. I am responsible for securing and maintaining high speed internet access.

If students and parents do not or cannot abide by the above listed rules, the following procedures will be followed:

The Big Spring School District, the student, and his/her parents/guardian will be notified of the infraction. In the event of severe misconduct the student will be removed from the course.

I have read and I understand the contract and policies of online courses and agree to abide by the rules of this contract.

_____   _____   _____

Student Name   **Student Signature**   **Date**

_____   _____   _____

Parent/Guardian Name   **Parent/Guardian Signature**   **Date**