105 East Evergreen Road, Lebanon, PA 17042

Cedar Crest Cyber (C3)

Student/Parent/Guardian Handbook

2022-2023

Provided in Partnership with:

Program Coordinator:
Mr. Todd Scipioni
(717) 272-2033 Ext 5980
Email: tscipioni@clsd.k12.pa.us

Cedar Crest Cyber (C3)

The Cornwall-Lebanon School District has partnered with Edmentum's Ed-Options Academy to provide Cornwall-Lebanon School District students a full-time online option. The following provides the policies and procedures regarding this program.

Scope and Delivery of the Cornwall- Lebanon School District

The Cornwall- Lebanon School District will offer a virtual option to students in grades 6–12. To be a full-time student, a student must meet specific requirements. The courses are made available through a partnership with Edmentum's Ed-Options Academy. The secondary students (6-12 grades) will be offered all core courses, electives, AP, Global Language, and Career and Technical Education courses; everything a student needs to earn a district approved diploma.

Cornwall-Lebanon School District will NOT be a stand-alone school. Each full-time student will be officially enrolled in their district assigned school. Students will be eligible to be part of any schools' extra-curricular activities including athletics, band, clubs, or any school sponsored activity.

Each course will have a certified teacher provided by Ed-Options Academy. This teacher is the teacher of record and will be working with the student to teach and guide them through the course.

Cornwall- Lebanon School District Policies Student Registration
Full time students will fill out the registration form for the virtual academy program through the district website. Course selection will be determined while the student meets with their school counselor. Students/Parents will then be given an intake date that they must attend. Students/Parents will be notified with a welcome email once classes have been loaded.

Note: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct below)

Requirements for State Testing
All full-time students will be required to take all mandatory testing. The Cornwall-Lebanon School District Administration will work with each full-time student to provide the students with all the information the student needs to attend each testing session at the home school site. All data from the students' testing will be included in the data with their assigned school. Full-time students must comply with all Cornwall-Lebanon School District testing guidelines listed in the code of conduct.

Course Length
Grades 6–12: Secondary Students are given a maximum of **18 weeks** to complete a **one-half credit** course. Courses can be completed prior to the 18-week window.

Summer School

Students have a maximum of 4 weeks to complete a one-half credit course. Courses can be completed anytime within the 4week period. Class content is not condensed; instead time expectations per day are increased to accommodate the condensed timeframe during the summer.

Withdrawal Policy
Students have 14 days from the time of enrollment in (C3) to withdraw from the program without penalty. Please note that if the student has not met minimum goals in the first 14 days, district administration retains the right to remove such student from the program and reassign the student to their assigned school.

Minimum Goals

Daily schedule sent to Success coach or designated person by a specific date

1. Attends all required sessions, meetings (or school can assign a specific number or percentage to allow for emergency situations)

2. Student submits at least X number of Use for Mastery assessments in each course within 30 days.

Course Content
Secondary Students (Grades 6 – 12): All semester-based courses are **one-half credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, drop-box activities, and discussions. Each course has a required final exam, which must be proctored.

Proctoring of Final Exams (For Secondary Students Only)

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with student and parents.

Course Types (For Secondary Students Only)
All courses are offered in Full Course. Full time students will take courses only in the full course mode unless the student needs a course for credit recovery.

Cornwall-Lebanon School District (C3) Attendance Policy
Cornwall-Lebanon School District is committed to working with students and parents/guardians of our C3 students to provide a framework that supports consistent and regular attendance in their online courses.

Pennsylvania requires all public schools to offer a minimum of one hundred and eighty (180) days of instruction between July 1 and June 30 of consecutive years. Instructional time can occur at any time during the day and on any day of the week.

Cornwall-Lebanon School District monitors online student attendance pursuant to the PA Department of Education's attendance policy and rules. Attendance is monitored on a daily basis Monday to Sunday of any given week. Compliance with state attendance statutes and regulations is a parental responsibility. We are obligated to keep an accurate record of daily attendance.

Process for Online Attendance Monitoring

1. Students are required to attend a minimum of 180 school days. **Excused absences** from Cornwall-Lebanon School District's C3 program include the following: illness, funeral of relative; approved educational trip, family emergency, and religious holidays. Students are required to email a note to their online advisor within 3 days of the absence explaining the reason for the absence. This note will be forwarded to the respective attendance office. **Failure to submit a note of explanation within three school days following an absence will result in an unexcused absence.** All unexcused absences will be considered truancies. See your Student Handbook for further information regarding truancies.

2. Cornwall-Lebanon School District's C3 program offers students the flexibility to attend school on any 5 days of a 7-day week. Example: a student could "attend school" Monday, Tuesday, Thursday, Friday and Saturday, and therefore skip Wednesday.

3. **Attendance is taken each Monday** (or the first scheduled school day of the week). Students are expected to be on-pace according to their individual course completion schedules provided by the Cornwall-Lebanon School District C3 advisor. A student is considered present for the entire previous week if they are on-pace or ahead of pace with their course completion schedule on Monday. If the

student has not adhered to his/her course completion schedule, attendance is then determined by the time spent in the online courseware during the previous week with a minimum of four hours (240 minutes) being considered "in attendance" on any given (school) day. *Weekends and school holidays are not monitored, although online work can be completed on those days.

4. **School District Closures**

If school is not in session for the Cornwall-Lebanon School District (e.g. weather-related closures, in-service days, holidays), attendance will not be taken for online students for those days; however, the targeted course completion dates will remain in effect unless otherwise related.

Cornwall-Lebanon School District may excuse a student's absence from online coursework for the following reasons:

1. **Student illness**

   - **Parent must email the (C3) course advisor to inform him/her of a student's illness within 3 days of the absence.**
   - Students must present doctors' notes when they are absent from school for three or more days consecutively due to illness.
   - The parent/guardian should email the doctors' notes to the (C3) course advisor.

2. **Death in the family**
   - Note to the (C3) course advisor is required within 1 week of absence.

3. **Family Emergency**
   - Note to the (C3) course advisor is required within 3 days of absence.

4. **Religious holidays** (24 hr. advance notice is requested).

5. **Educational tour/trip, such as junior/senior college tours** (72 hr. advance notice is requested).

Note: Excused absence requests will not be approved during the state testing windows (PSSA/Keystone).

Excuse Notes for Absence

Excuse notes must include the **student's name**, the **date of the absence**, and the **reason for the absence**. The parent or guardian has 3 calendar days from the date of absence to submit the excuse note to the (C3) advisor (email) or guidance counselor (personal delivery), except in the case of a death in the family, where the notes must be received within 7 days of the student's absence.

Unexcused Absences

If the (C3) course advisor does not receive a written excuse within three days of an absence, the absence will be recorded as an unexcused absence and the school district attendance officer will be notified**.**

No Internet Access, Power Outage, or Other Technical Issues

Students who are unable to log into their online course(s) or who have a power outage must have an alternative plan to attend the Cyber Lab, located at CCHS, or go to a public library/public location with computer access to do their schoolwork, if school is in session for Cornwall-Lebanon School District. There will be a 2-day grace period if documentation is provided by parent/guardian.

If the student does not have a back-up plan and cannot go to the library, the parent/guardian must notify the (C3) advisor.

Testing Attendance Policy

Depending on grade level, (C3) students are required to participate in district mandated testing. (Example: PSSA – Keystones – etc.) Notification of testing windows will be provided. It is the family's obligation to adhere to the dates of the testing windows.

Please note that Cornwall-Lebanon School District reserves the right to modify this attendance policy pursuant to changes in the school district's attendance polices or changes made by the Pennsylvania Department of Education.

Earning Credit and Grading Policy

In order to receive credit in a course, students must meet the following requirements:
> Grades 6 - 12
> 1. The student will need an overall average of 60%.

Note: Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade if the student has time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Student Advancement and Graduation
Students must meet all established requirements to advance to the next grade level or to graduate with a Cornwall-Lebanon School District Diploma. Please see graduation requirements in Cornwall-Lebanon School District STUDENT/PARENT/GUARDIAN handbook.

Transcripts and Grade Reports
Students and parents/guardians may access a student's unofficial transcript in the Ed-Options Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the same time all other Cornwall-Lebanon School District students receive their grade reports. Parents can request grade reports from the following:

- Virtual School Teachers

- C3 School Advisor
- School Counselor

Right to Privacy Policy

Cornwall-Lebanon School District and Ed-Options Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act **(FERPA)**. This law protects the privacy of a student's education records. The Cornwall-Lebanon School District and Ed-Options Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

Cedar Crest Cyber (C3) Student Code of Conduct

The Cornwall-Lebanon School District and Ed-Options Academy adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from Ed-Options Academy, all matters of misconduct will also be handled through Cornwall-Lebanon School District Administration and the (C3) Student Code of Conduct. Please refer to the Student/Parent/Guardian handbook section on Code of Conduct for further actions that could take place. The following policies are specific to the **Ed-Options Academy**. To view the Cornwall-Lebanon School District Student Code of Conduct please refer to the Cornwall-Lebanon School District Student/Parent/Guardian Resource Guide.

Academic Misconduct

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the Ed-Options Academy or (C3) is considered insubordination. That includes refusal to maintain communication with Ed-Options Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a school counselor
- Second offense: referral to administration for possible withdrawal

Computer Misuse

Any student who attempts to access the secure information of Ed-Options Academy or Edmentum, Inc. or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information does not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a school counselor, suspended access to PLATO courseware, or administrative referral possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the Ed-Options Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

Anti-Bullying Policy
Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Cornwall-Lebanon School District Ed-Options Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

EdOptions Academy uses this definition of cyber bullying:
Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking

Internet Acceptable Use Policy
The internet is a compilation of many networks that support the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

Internet–Terms and Conditions of Use
- Users will not be abusive in Ed-Options Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload. Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of Ed-Options Academy administration.
- All student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

Academic Integrity Student Agreement

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output.

A signed agreement is provided below that all students, full or part time, must sign before beginning any course provided by the (C3) Program and Ed-Options Academy.

About Our Partner: Ed-Options Academy Accreditation and Approvals

Ed-Options Academy is fully accredited through Cognia which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from Ed-Options Academy carries the same weight as a credit from any accredited institution such as that of the Cornwall-Lebanon School District.

Student Code of Conduct Contract

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with taking an Ed-Options Academy course. Ed-Options Academy leverages this Policy to maintain the academic integrity of the Ed-Options Academy, its curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the Ed-Options Academy and the Cornwall-Lebanon School District.

_____   _____   _____

Student's Name   Student's Signature   Date

_____   _____   _____

Parent's Name   Parent's Signature   Date