



**PENN-DELCO  
CYBER  
ACADEMY**

**Student/Parent  
Handbook  
2022 to 2023**



**PENN-DELCO  
SCHOOL DISTRICT**

## Welcome to Penn Delco Cyber Academy

We are very happy to have you in our courses and look forward to supporting you in virtual learning.

Online learning is for students who are:

- In grades K-12 and are motivated and willing to take responsibility for their learning and have engaged guardians/parents.
- Currently residents in Penn Delco School District, who like the online flexibility, and who:
  - a. would like the opportunity to earn a diploma from Sun Valley High School.
  - b. enjoy the curricular and extra-curricular advantages of being a student in the Penn Delco School District.
  - c. would like to have access to career counseling and guidance when applying to post-secondary opportunities.

## PDSD Cyber Academy Curriculum

At Penn Delco, we pride ourselves on our ability to choose engaging and rigorous courses that cater to our diverse population of learners. We have chosen courses aligned with the state standards and curriculum content delivered in our brick and mortar schools. While we are rapidly expanding our district created Schoology content, much of the cyber curriculum and course content are through third party vendors: **APEX Learning** for students grades 6-12 and **Educere** for students grades K-5.

Students will work at their own pace while staying up to date with their assignments in each of their courses. In order to ensure academic success, it is important that the students with parent support establish a plan and structure to complete the curriculum and instruction offered in the assigned courses.

***Cyber students should anticipate approximately 4-5 hours of working time in each course, each week in order to be successful.***

## PDSD Cyber Academy Enrollment

Penn Delco follows an open enrollment model, which means that students can register for Penn-Delco Online at any point of the year. With that said, we try to enroll students at natural pauses during the school year such as the end or start of the quarter, trimester, or semester. This allows for more seamless grade reporting for your student.

### To enroll in online courses for existing Penn-Delco School District students:

1. Schedule an appointment with your guidance counselor.
2. The guidance counselor will coordinate a team meeting including the student, their parent/guardian, and any other necessary student services personnel.
3. After thorough review of the student's current academic standing, motivation to change to cyber learning, and self-direction, the team will discuss how well virtual learning matches the needs and goals for this particular student.
4. A Penn-Delco Cyber Enrollment Tracking Form will have to be completed and signed by members of the team, including the student's parent/guardian if the student is transitioning to cyber learning.

### To enroll in online courses as a new Penn Delco School District student:

1. Register in the district registration office and follow all withdrawal policies at the student's present school. A Penn-Delco Cyber Enrollment Tracking Form will be filled out and signed by the parent/guardian.
2. A team meeting will be scheduled by the guidance counselor with the student, parent/guardian, Manager of Blended Learning, and any other necessary student services personnel.

### PDSD Cyber Academy Onboarding

All virtual learning students will do the following:

1. Review all welcome and onboarding information from **Apex**, or **Educere**. Log-in information, directions and onboarding videos will be emailed to both the parent and the student directly from Apex or Educere.
2. The students and parents will need to review these materials in order to be prepared for the start of the course.
3. If the parent or student needs clarification, they can reach out to the **Manager of Blended and Virtual Learning x8318**.

### PDSD Cyber Academy Attendance Requirements

In order to meet the attendance requirements determined by the state, students will have to show progress and passing grades during their time enrolled as a cyber-student. ***Forty-five (45) minutes to an hour per course per school day is minimum required time in course to allow for consistent progress.***

**Progress is shown if a student has a passing grade in a majority of their online courses and has no more than 5 overdue assignments across all of their APEX, Educere or Schoology courses:**

1. If after two weeks, students are not progressing in their course and their grades are not passing, contact with the student and their guardian will be made by the district via phone and in writing to address recommendations and potential support to improve progress.
2. If lack of progress continues for 2 weeks after the initial contact is made, the Student Attendance Improvement Plan (SAIP) will be scheduled by the school counselor.
3. If lack of progress continues after 2 weeks from the first SAIP, the school counselor will schedule a second SAIP.
4. If after the second SAIP meeting, lack of progress continues for a week, then a Truancy Citation will be issued.

**If your student has not maintained the attendance and academic eligibility requirements described above, the Building Administration may take the following measures:**

- File a citation with the District Truancy Officer.
- Require weekly/bi-weekly meetings with a school counselor.
- Referral to CYS or Truancy program.
- Remove the student from the course(s) resulting in a transfer grade earned thus far or a Withdrawal Fail (WF).
- Enroll student in a credit recovery program at their own expense.
- Offer the student to attend school in-person.
- Restrict access to extracurricular activities including sports, dances, etc.
- Notify employer if student has a work permit.
- Require students to login daily.
- Require students to maintain under 5 overdue assignments in 2 weeks.

**Potential Interventions that can be offered at SAIP meetings. This is not an exhaustive list of all interventions.**

- The student will be required to meet with Cyber support teacher regularly for assistance.
- Student will have meetings with school counselors weekly or biweekly.
- Student will participate in a check in checkout program.
- Referral to CYS or Truancy program.

**\*NOTE: A return to in-person courses is always an option, if cyber is not a good fit for the student.**

If students must miss a period of time for cyber instruction for medical, athletic, religious, reasons, etc., a written and signed note must be furnished by the parents to their home school for this time and the student is required to make up the work missed. Please refer to attendance policy #204 for more information (online under Board tab at [pdsd.org/board](http://pdsd.org/board)).

### **PDSD Cyber Academy Support Services**

Penn-Delco Cyber Academy has many supports for cyber students to ensure success. Examples of supports & resources for cyber students:

- Contact teacher via email
- Weekly support meetings with PSDS cyber support teachers
- Access to PSDS school counselors
- Access to PSDS school admins and Manager of Blended and Virtual learning  
[cgorniok@pdsd.org](mailto:cgorniok@pdsd.org) x8318
- Access to PSDS IT support [helpdesk@pdsd.org](mailto:helpdesk@pdsd.org)
- Ability to request retaking of course materials or assignments through the instructor.

### **PDSD Cyber Academy Student Eligibility for Participation in Extra-curricular Activities**

Cyber students in good academic standing are eligible and encouraged to participate in school extra-curricular activities or sports.

### **PDSD Cyber Academy School Counseling Services**

All Penn Delco Online students have access to their school counselor at their age appropriate school building. School counselors are here for our students to discuss academic planning, post secondary planning, career resources, and social-emotional well-being.

Counselors are assigned to cyber students as follows:

#### **Sun Valley**

Last names A through Da : Jillian Foster

Last names De through I: Francine Im

Last names J through Me: Erin Judge

Last names Mi through Sc: Dr. Kathryn James

Last names Se through Z: Bill Hartwell

### **Northley**

6th grade: Nicole Sayre

7th grade: Kevin Siegel

8th grade: Gina Crowley

### **Elementary Counselors**

#### **Aston**

William Reaume

#### **Pennell**

Janet Watts

#### **Parkside**

Virginia Jones

#### **Coebourn**

Nicole Small

### **PDSD Cyber Academy Special Education Information**

Any Penn Delco Online students who have an identified learning disability and have an Individualized Education Plan (IEP) will still have those services while in our online program. To enroll in the program an IEP meeting will be held by the IEP team to discuss the pros and cons of the student entering the online program and how they will receive the services in their IEP. We are committed to allowing all students to enjoy the flexibility of online learning while receiving their special education services. If you have any concerns or questions please ask your IEP case manager.