

### AMBRIDGE ÅREA SCHOOL DISTRICT

## AMBRIDGE AREA CYBER ACADEMY

### 2017-2018 STUDENT HANDBOOK

AMBRIDGE AREA SENIOR HIGH SCHOOL 909 DUSS AVENUE AMBRIDGE, PA 15003



### AASD Cyber Program Handbook

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### **About Our School**

The Ambridge Area Cyber Academy is a new way of looking at how we present learning to our students. The purpose of the Ambridge Area Cyber Academy is to offer students the education they need to prepare for life in the 21st century. It provides students with opportunities they may not have previously had through their public education experience. The Ambridge Area School District is proud to meet the needs and wants of students and their parents in the same quality academic environment with which stakeholders have become accustomed.

The staff of the Ambridge Area School District is proud to offer various new offerings through the Cyber Program combined with the traditional offerings of past years. The quality of education with which you are familiar remains as high as ever, but the courses are presented in a different way. No matter which program a student chooses to enroll in, successful completion will result in an Ambridge Area School District diploma. Parents and students can be assured that they are prepared for the next steps life has to offer.

### **Testimonials**

"I love the advanced course offerings! I was afraid that since I had to take some of my classes online, that I would not be able to advance at the pace that I wanted in my classes, but in fact, the opposite is true. I can finish my courses early and start others that I wouldn't have been able to get to until next year. They even have the AP classes that I wanted!"

-11th grade student

"After watching my daughter struggle with classes through Agora Cyber Charter School and have little to no success with receiving the help she needed, I am so happy to have this alternative. It is very comforting to know that Ambridge Area's highly qualified and caring teachers are available anytime that she needs them."

- Parent of a Student in the Class of 2016

"I'm so glad my military recruiter told me to go to Ambridge Area Cyber instead of PA Cyber. Now I don't have to worry about my diploma being accepted at any branch I choose."

- 10th grade student

"I love cyber. I work at my own pace, get the attention I need without the distractions and get all the learning of public education. I also get to attend vo-tech before I come to the lab. This is definitely the best of both worlds for me to not only get my diploma, but also to get a jump start on my career choice."

- Senior student



**AACA Program Handbook** 

### **Cyber Coordinators' Message**

Dear Students, Parents and/or Guardian(s),







As a new student or as a returning student, we welcome you to the Ambridge Area Cyber Academy and to the many opportunities available. As always, we have been working very hard to create an educational environment that is personalized, rigorous, and relevant for our cyber students. We are genuinely excited that your child will be joining us for a true adventure in learning. The AACA program is home to an exciting, engaging, online learning environment that is designed to capture your child's attention and draw them into the interactive world of web-based education.

To ensure that your child's experience with the AACA program is successful we would like to introduce ourselves to you and provide you with information that will enable you to join us in our goal of guiding your children to success.

Thank you for joining us in this endeavor to provide engaging, relevant instruction to your child. It is our mission to not only help your child have a successful school year, but to prepare them for graduation and beyond.

Your success as an individual will be our success as educators and as a total school community. We wish the best for you!

### Christina Briola & Davide Sciulli

### **Ambridge Area Cyber Program Contacts**

### **Christina Briola**

Cyber Program Co-Coordinator cbriola@ambridge.k12.pa.us 724.266.2833 ext. 2485

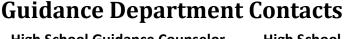
### **Davide Sciulli**

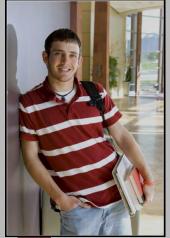
Cyber Program Co-Coordinator dsciulli@ambridge.k12.pa.us 724.266.2833 ext. 2320

### **Ruth Hall**

Secretary rhall@ambridge.k12.pa.us 724.266.2833 ext. 2335







The AASD Guidance Counselors students in developing a realistic picture of their progress in relation to their potential. The guidance staff provides academic advising, orientation services, consultation with parents and teachers, and college and career advising, referral services, assistance to students, parents, teachers and other professionals in developing a sound education program.

High School Guidance Counselor Grades 9-10 Chelsea Benedict

**AACA Program Handbook** 

cbenedict@ambridge.k12.pa.us

724.266.2833 x2482

**High School Social Worker** 

Karen Moser

kmoser@ambridge.k12.pa.us

724.266.2833 x2265

**Junior High Guidance** 

**Genifer Scaletta** 

gscaletta@ambridge.k12.pa.us

724.266.2833 x3284

**High School Guidance Counselor** 

**Grades 11-12** 

Noel Santini

nsantini@ambridge.k12.pa.us

724.266.2833 x2419

Junior High/Economy Social Worker

Stephanie Haase

shaase@ambridge.k12.pa.us

724.266.2833 x3320

**Coordinator of Special Education Services** 

Travis Mineard

tmineard@ambridge.k12.pa.us

724.266.2833 x1218

Highland/State Street Social Worker

**TBD** 

**Cyber Program Teaching Staff** 

Shad Greco—Math David Turk—Health/Physical Education

724.266.2833 x2233 724.266.2833 x2497

Greg Foster—Physics/Chemistry Sarah Bogan—Spanish/English

724.266.2833 x2449 724.266.2833 x3252

Karen DeMarco—Biology Deborah Stieving—Earth Space Science

724.266.2833 x2405 724.266.2833 x2341

Christina Briola—Social Studies/English Chris Petukauskas—Cyber K-6

724.266.2833 x2485 724.266.2833 x7222

Steve Hrvatin—Learning Support Christian Yannessa—Social Studies

724.266.2833 x2347 724.266.2833 x2243

Paul Hladio—Physics/Math Chad Schweitzer—Social Studies

724.266.2833 x2326 724.266.2833 x2442

Carrie Quinn—English 724.266.2833 x2500

Edgenuity's Virtual Classroom is designed for students in grades 5 through 12. Our Ambridge Area School District curriculum is delivered to students wishing to take their coursework online. Using Edgenuity gives students the flexibility to complete their course work anytime, 24 hours a day, seven days a week.

Please make sure that your computer meets or exceeds the following technical specifications in order for Edgenuity to work properly.

Edgenuity Minimur	m System Requirements
Operating System	Android™ 4.3 Apple iOS 7.x Chrome™ OS 35 Mac® OS® X 10.7.5+ Windows® 7, 8, 10 Windows Vista™ Windows RT
Processor	PC: 2.33 GHz AMD® -or- Intel® 1.83 GHz Mac: Intel 1.33 GHz
Memory & Hard Disk Space	2+ GB RAM 1 GB available disk space for browser cache
Browsers	Google™ Chrome™ 35+ Internet Explorer 11 Firefox® 45+ Microsoft Edge Safari® 6.0+
Display	1280 x 1024 resolution 16-bit color 128 MB graphics memory
Sound	OS supported sound card Microphone, speaker or headset (recommended)
Network / Connection Speed	LAN 100/1000 switched to desktop Internet access of 384 kbps per concurrent user Wi-Fi with 54 mbps access points or better
Browser	Google™ Chrome™ 35+ Internet Explorer 11 Firefox® 45+ Microsoft Edge Safari® 6.0+
Plug-Ins	Adobe® Flash® Player 18+ Java® 1.8+ Adobe Acrobat® Reader® 11+
Compatible Mobile devices	Android: Google Pixel C Samsung™, Galaxy Tab®3, Dell Venue 10 7000  Chromebook: Acer® Chromebook 15 C910, Dell™ Chromebook 11, Chromebook Pixel  iPad: iPad 4, iPad Mini™, iPad Pro™

The Internet address to access courses is:

### http://learn.edgenuity.com/student/

Please note there is no www before the web address.

Once you type the web address into the address bar of your Internet browser you will be taken to the Virtual Classroom login page. Before you log in, it is a good idea to check the plug-ins on your computer to verify that you have all the software necessary to run the Edgenuity program.

- \*All instructional computer stations will need to have sufficient network-user permissions to ensure full functionality when using certain plug-in applications. Students will need access to audio capabilities including speakers and/or headsets.
- \*\*A slow Internet connection will affect the performance of multimedia elements found in the Edgenuity courses.

Click the **Check** Plug-ins link di-

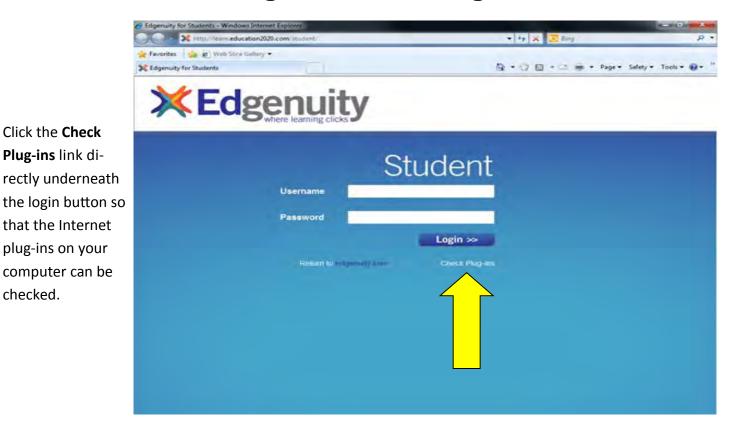
that the Internet

plug-ins on your computer can be

checked.

### **Edgenuity—Where Learning Clicks**

### **Checking Your Internet Plug-Ins**



If the software check comes back OK you should continue to log-in. If the software check comes back with a red X next to any of the required software, click the software provider's link and download the necessary version of the software.



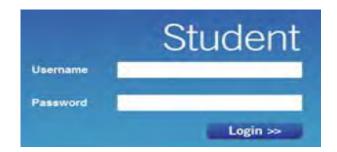
Your system is updated and ready to proceed



Your system needs additional software to proceed

### **Logging-In to Edgenuity**

Once your computer has all the necessary software, you will need your username and password to enter the site. Use the information on your welcome letter to enter the site.



### **Progress Reports**

Knowing how well your child is performing in their classes is important. We want to make sure that you not only have access to progress information, but also know how to interpret it.

Student progress reports are sent to you via email. Please make sure to look for the progress email from Edgenuity as they may initially appear in your junk mail. Be sure to add the Edgenuity address to your list of trusted senders so future progress reports come to your Inbox.

When you receive the progress report, it will look like the example at right.



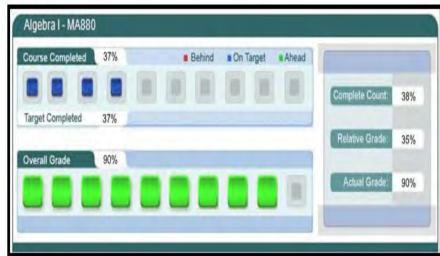


### **Interpreting Progress Reports**











NAME OF COURSE: At the top of the report you will see the name of the course: Algebra 1 – MA880



**COURSE COMPLETED**: There are 3 elements in the Course Completed section that advise you on the progress your child is making in that specific course:

**Course Completed percentage**: Indicates the percentage of the course that your child has completed thus far. 100% of the course must be completed by the end of the term. The **color coded bar** indicates:

o Red: your child is falling behind in their course

o Blue: your child is on track with their course

o Green: your child is ahead of schedule in their course

**Target Completed**: Indicates how far along your child should be to date.



**OVERALL GRADE**: The grade your child has acquired thus far in the course based on all of the activities and assessments that they have completed thus far.

**Overall Grade percentage**: Percentage grade between 0% and 100% with the **color coded bars** indicating:

o Red: A grade between 0%-59%

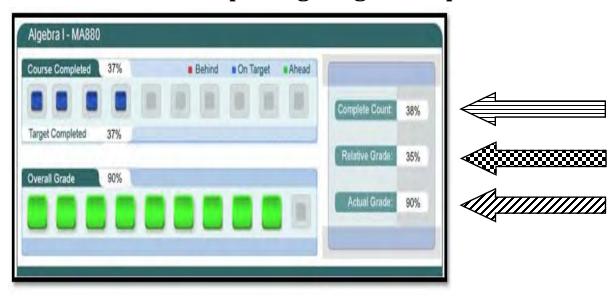
o Orange: A grade between 60%-69%

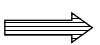
o Yellow: A grade between 70%-79%

o Olive: A grade between 80%-89%

o Green: A grade between 90%-100%

### **Interpreting Progress Reports**





**COMPLETE COUNT**: Indicates the percent of the course completed calculated by the number of assignments completed vs. the total number of assignments in the course (this number may be slightly different than the Course Completed percentage)

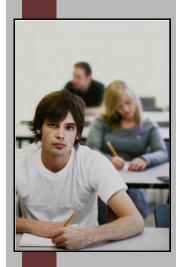


**RELATIVE GRADE**: Represents the grade that your child would receive at the end of the term if they stopped working in that course today and completed no more activities or assessments



**ACTUAL GRADE**: Represents the overall grade in relation to the percentage of coursework that *should* have been completed by this date. This grade is lower than the Overall Grade if the student is behind in the course and is the same as the Overall Grade if the student is on-pace or ahead of schedule in their coursework.





The Parent Portal allows you to see a detailed view of what your student has accomplished in their Edgenuity courses. You will see a range of information including how much time they have spent working on their courses, what their grades are, and whether they are on track to finish their course(s) on time.

The cyber service office will link the email address that you provided to your student's Edgenuity account. You will activate your Parent Portal account by entering into the webpage an access code that we will provide to you along with your email address. The access code will arrive in the US Mail after your student begins their cyber course(s).

### **Parent Portal Information**

You can activate your account at the Parent Portal's main page which can be found at http://learn.edgenuity.com/family/

Click on the Activate a Student link



### Step 1



**AACA Program Handbook** 



### Welcome to the Parent Portal Continued Step 2

Next, you'll be prompted to create a password to log into the Parent Portal. You will also be asked to provide a secret question and answer in case you forget your

Step 2	- Create Your Account
Password:	
Re-enter Password:	
Secret Question:	
Answer:	

password. Once you have entered this information, click the **Submit** button.

### Generated Account

Now that your account has been generated, you will automatically be logged into the Parent Portal. Once you are logged in, you will be able to see a listing for all students that are associated with the account. You will also have the ability to view the Attendance Log and/or Progress Report for any of your associated children.



### Parent Portal

The Parent Portal site contains explanations for all of the information you'll be able to find such as their attendance log, progress reports, and more, so that you can understand all the details about how your student is doing.

When you return to the Parent Portal at — <a href="http://learn.edgenuity.com/family/">http://learn.edgenuity.com/family/</a> you can log in using your email address and the password you created. If you have trouble remembering your password, you can click the **Forgot your password?** link, enter your email address, and your password will be emailed to you.

### **Technology Troubleshooting**

### **Recommended connection speeds:**

For optimal performance, we recommend high speed internet. Download speeds of 5 Mpbs are ideal since the Edgenuity Virtual Classroom is a multimedia environment. (Please note, we recommend at least 2.0 Mbps per home user, the system will perform best at 3-5 Mbps.) You can check your download speed via speedtest.net.

- To do this, open up a browser, go to http://speedtest.net
- Click on the area nearest your location
- You will need to note the download speed, recommended is 3-5 Mbps, with at least 2.0 Mbps required
- You can clear your browser cache by pressing the following keys on your keyboard—
   CTRL + SHIFT + DELETE

### Video Issues:

If you encounter problems loading or watching videos, it could be due to a number of possible causes. Once you have verified that your computer meets or exceeds our technical specifications, and have checked that your connection speed is at least 2.0 Mbps, please try the following:

Since you are working at home, verify that your account is set to pull media from Home. To do
this, click on the Organizer icon in the Virtual Classroom, next click on the settings icon located
at the right of the window

Once in the settings, change your Media Server to Home by selecting the radio button to the left of Home. Save your settings. Please note this change is made on a per session basis, so you will need to do this each time you login from home so that the system searches for media on the correct server.



### **Technology Troubleshooting**

- If your video does not load correctly, try clearing the browser cache. Close the browser and then re-launch it before reattempting the video.
- Hold the control button while pressing F5 at the beginning of a video this refreshes the player and should clear out any caching done by Adobe Flash. If you are using Firefox, refresh the browser.
- If this does not work, right click on the area of the page where the player loads. Choose Settings.





- Please set the player settings to the following: Local Storage: None
- You may need to uninstall and reinstall the Flash player. Please note you might need to reboot the computer after this process. http://www.adobe.com/products/flashplayer/
- Try starting the video then clicking on the pause button. Allow the video to fully load (you will have a status bar around the play controls; it needs to go all the way around to indicate the lecture has completely loaded.) After it has loaded then hit the play button to resume the lecture.
- Try a different browser. Edgenuity supports *Chrome, Firefox, Internet Explorer, Edge, and Safari*

### **Required Course Grades 7-12**

All students in Grades 7-12 taking three or more courses per year in cyber will be required to take **Online Learning** and **Digital Citizenship.** This course is designed to help students improve their online learning and success in cyber. This course is only required to be taken once during the student's cyber career. Students must take and complete this course prior to beginning their other online courses.

### **Attendance**

Regular attendance is necessary to ensure your best performance in school and is also required by state law. Each student's attendance record at school is very important. Students in the Ambridge Area Cyber Academy have the option of coming into school to work in Ambridge Area High School's computer lab. Students will have access to certified teachers in the core content areas.

Students in the Ambridge Area Cyber Academy should expect to spend approximately 3 hours working online per course each week. At minimum students are required to spend 40 minutes per school day on each cyber class or 2.5 hours per week on each course in which they are enrolled. Instances of truancy (habitual non-attendance at school) will be handled according to Ambridge Area School District Policy.

Use the following chart below to determine the **minimum** number of hours per week required by Ambridge Area's Cyber Service Program:

- 1 Cyber Class = 2.5 hours per week
- 2 Cyber Classes = 5 hours per week
- 3 Cyber Classes = 7.5 Hours per week
- 4 Cyber Classes = 10 hours per week
- 5 Cyber Classes = 12.5 hours per week
- 6 Cyber Classes = 15 hours per week
- 7 Cyber Classes = 17.5 hours per week
- 8 Cyber Classes = 20 hours per week

### **Activity Participation**

Students must maintain passing grades and attend school in order to be eligible to participate in Ambridge Area extra -curricular activities. Grades are reported weekly to the Athletics/Activities Office. Students must stay up-to date with their cyber assignments. Questions regarding eligibility can be directed to the athletic director, Brian Miller, x2277.

### If a student is not working 2.5 hours a week on each cyber course, the following steps will be taken:

- Cyber service staff will call and/or email to inform parent or guardian
- Cyber service coordinator will initiate contact with the social worker to take the appropriate measures
  according to our truancy policy listed in the student handbook (http://ambridge.k12.pa.us/index.php/
  student-handbook)
- After two weeks of working for less than the required 2.5 hours per week per class, or after five days of
  inactivity (not logging on or being logged in with primarily idle time), the student and parent or guardian will be notified by email and by phone
- After three consecutive weeks of working below the required 2.5 hours per week per class, or after ten
  days of inactivity, the parent/student will be cited to the magistrate or have the opportunity to return
  to the day school
- The student may be required to attend the cyber lab at Ambridge Area High School until grades remain at a passing level for three weeks. Students attending the lab must sign in and mark the periods in which they will remain in the lab.
- Possible recommendation for the student to return to traditional schooling
- Alternative education placement if deemed necessary

### **Special Education Students:**

- Case manager will be contacted by the Cyber Special Education teacher
- Case manager will set up an IEP meeting and notify the Coordinator of Special Education
- Case manager will keep all documentation of communication with parent and Cyber Service teacher
- Possible recommendation for the student to return to traditional schooling

### **Grading Policy (as per Ambridge Area policy #217)**

All marks or grades district-wide shall be designated with the following letters:

**A- Excellent** 90-100%

**B- Good** 80-89%

**C- Average** 70-79%

**D- Below Average** 60-69%

F- Not Passing 0-59%

I- Incomplete

P- Pass No QPA applied to credit recovery- student

**F– Fail** does earn credit for graduation

**W**- Withdrawn with a passing grade with no credit towards graduation **WF**- Withdrawn with a failing grade with no credit towards graduation



### **Quality Point Averages (Q.P.A.)**

Students who enroll in the Ambridge Area Cyber Program receive credits from the Ambridge Area School District. Students will receive a letter grade for each course completed. Students will receive progress reports on a daily basis through an automated email system. Any student that is taking a semester course all year will have their grade recorded during the third and fourth marking period.

### All District policies and rules apply to all Cyber Academy students.

### **Computer and Network Use**

There are computers available throughout the building for student use. All enrolled students have an account on the networked system for file storage and software access. All student accounts are password protected. These passwords are to be kept confidential to protect unauthorized use.

### **Lab Rules and Regulations**

The labs are a privilege provided for the students to enhance the academic curriculum. Games that are not specifically used in the curriculum are not allowed on the system. Individual files are **not** considered to be personal property. These files may be accessed at any time by teachers, administrators, or the system managers. Students are not permitted access to other students' files. Tampering with files, copying of copyrighted software, downloading or installing games, password tampering, accessing unauthorized directories or removing equipment, or software will be considered theft. Tampering with any hardware or equipment or violating policies and/or guidelines governing the use of networks, Internet or software programs are also considered offenses and will be dealt with according to the discipline policy. Violators may also be prosecuted under applicable local, state or federal civil or criminal law.

### **Academic Dishonesty/Plagiarism**

Plagiarism is defined as taking or imitating the ideas, thoughts or language of another to represent them as one's original work. It is imperative that all work submitted by a student be representative of his/her own ideas, thoughts and especially language capability. Therefore, plagiarism is strictly prohibited in all work pertaining to school. A grade of "F" or zero will be awarded for any submitted work which is found to be the work of another (student, author, encyclopedia, internet, etc.) and subsequent offenses will be dealt with accordingly.

If the ideas, thoughts, or language from another source must be used in the work being done, it is the student's responsibility to cite the information appropriately.

### **Internet Policy**

All enrolled students have an account on the network system for file storage and software access. Students and parents/guardians must agree to the district's acceptable use policy in order for the student to use the computer and their account. All passwords are to be kept confidential and protected against unauthorized use.

Students' files are not considered to be personal property and may be accessed at any time by teachers, administrators, or the system managers. You are responsible for what appears in your accounts and on media in your possession. Files brought to school must also follow the district's acceptable use policy.

The following are some examples of inappropriate behavior: tampering with files or passwords, accessing another student's files, probing or circumventing security systems, downloading and/or playing unauthorized games, downloading and/or viewing inappropriate material, accessing unauthorized directories, and removing equipment or software. Likewise, chat sites, blogs, social network sites, and electronic mail are not to be used to post personal, harassing, threatening, unwelcome, or inappropriate messages. Violations of the acceptable use policies may result in loss of computer use privileges and other school disciplinary action. Violators may also be prosecuted under applicable local, state or federal civil or criminal law.



### Dress Code (as per Ambridge Area School District Policy #221)

All students are expected to be appropriately dressed and to maintain personal hygiene. Shoes must be worn at all times throughout the building, except in the gymnasium locker room areas. Students are not permitted to wear hats, hoods, head gear or bandanas inside the building.

A student may not wear any apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso, and/or undergarments or is disruptive to the educational process.

A student may not wear any apparel or jewelry that by words, signs, pictures or any combination thereof, advocates or promotes sexual activity or violence or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, or disability.

### Bullying/Cyber Bullying (as per School District Policy #249)

There is no place for bullying in Ambridge Area. Bullying is defined as an intentional electronic, written, verbal or physical act, or a series of acts directed at another student that has the effect of doing any of the following:

- 1. Substantially interfering with a student's education.
- 2. Creating a threatening environment.
- 3. Substantially disrupting the orderly operation of the school.

Students who act as bullies will be disciplined according to the discipline code.

### Responsibility of Student to Remain in Designated Areas

As a matter of safety and welfare, students must report to and remain in areas assigned to them by their schedule. It is especially important that students avoid areas that are "off limits", such as the parking lots. Likewise, students are never to be off school property unless they have been appropriately dismissed by school authorities. Failure to follow these guidelines will result in assignment of appropriate discipline. Students will be charged with "class cutting" for being out of their assigned areas.

All participants involved in athletics are subject to school district and administrative policies applying to use, possession and distribution of alcohol/drugs. All actions by students and the school district with respect to athletics shall be governed by Ambridge Area School District Policies.

### **Building Student Handbook**

Cyber students are additionally expected to comply with student handbook published for their assigned building. Each building's Student Handbook is available online at www.ambridge.k12.pa.us and can be obtained by calling the Cyber Program office at 724-266-2833 ext. 2203.

### AMBRIDGE AREA SCHOOL DISTRICT

901 DUSS AVENUE

AMBRIDGE, PA 15003

PHONE: 724.266.2833

FAX: 724.266.5056

### **SCHOOL BOARD MEMBERS**

SCOTT ANGUS-BOARD PRESIDENT
KELLY SMITH-BOARD VICE PRESIDENT
KELLY FISCHER
ROBERT KEBER
MARY JO KEHOE
ROGER KOWAL
KIMBERLY LOCHER
TERRY MYLAN
JAMES SAS



SUPERINTENDENT - DR. L. JOAN WELTER

Web address: http://www.ambridge.k12.pa.us