Hazleton Area Cyber Academy

Parent and Student Handbook

570-459-3247

Website: www.hasdk12.org/page/126
Facebook: www.facebook.com/HazletonAreaVirtualAcademy
Instagram: @HAZLETONAREACYBERACADEMY

The Hazleton Area Cyber Academy is a division of the Hazleton Area School District

Administrative/Resource Team

Kris Bonomo	Principal	570-459-3221 Extension 3777 bonomokr@hasdk12.org
Michele Medek	Coordinator	570-459-3221 Extension 3776 medekm@hasdk12.org
Erica Galada	Guidance Counselor	570-459-3221 Extension 80516 galadae@hasdk12.org
Caroline Aguilera	Secretary	570-459-3247 aguilerac@hasdk12.org

The Hazleton Area School District believes that student learning is not confined to the classroom or the school day. The Hazleton Area School District also understands the desire of some students and parents to pursue an alternate educational route. By enrolling in the Hazleton Area Cyber Academy, students will be educated by a certified Hazleton Area School District teacher, who will provide live instruction daily for all subjects. Students will work from an off-site location such as their home or other location that provides them with an appropriate learning environment. Every cyber academy student is a part of the Hazleton School District and has access to the same resources and programs as a student attending in-person instruction.

This handbook has been developed to provide you with a better understanding of the Hazleton Area Cyber Academy as well as important policies and procedures of the program. The handbook will provide clear guidelines and expectations for parents and students of the Hazleton Area Cyber Academy. We are committed to the success of every student and focused on providing the very best opportunities for academic and social outcomes. Please contact us with any questions. Welcome to the Hazleton Area Cyber Academy, where we strive to provide endless opportunities for our students.

Attendance

Regular attendance in any learning environment is important to academic success.
Our students follow the same attendance regulations as those students who attend in-person. Daily attendance will be based on successful completion of the following requirements:

- Students are required to log in to each course daily and complete daily assignments as it will afford them the opportunity for real-time interaction with their teachers.
- Being present in class will consist of attending the live session, going back and watching the recorded lesson before 11:59PM or completing an assignment.
- Teachers will be using Insights to track attendance. Insights is a program within Teams that can track if a student is logging in and completing assignments.
- Failure to log on will count as an absence.

After six (6) absences a letter will be sent out to the parent/guardian to attend a SAIP meeting with the Home and School Visitor. After six (6) unexcused absences a legal notice will be sent out. Any unexcused absences after the six (6) days will require a legal excuse, which is outlined in the school attendance policy.

Parents are allowed to write excuses for students for ten (10) absences per school year. All parental excuses should be forwarded to the teacher or our secretary Caroline Aguilera at aguilerac@hasdk12.org

 If a student is 18 years of age or older and is absent for ten (10) consecutive days and the absence occurs in two (2) or more courses, the student will be dropped from all Hazleton Area Cyber Academy courses and withdrawn from the Hazleton Area School District as per district policy.

Absence notes are required to be submitted within three (3) days of any absence for the absence to be considered excused. These notes must be sent to the secretary of the Hazleton Area Cyber Academy, Caroline Aguilera at aguilerac@hasdk12.org.

The Hazleton Area Cyber Academy will follow all attendance and truancy policies of the Hazleton Area School District.

Computer and Computer Issues

- All students are issued a district computer and provided with a WIFI device if necessary. These devices remain the property of Hazleton Area School District. If you have any issues with a school issued computer or device, you may bring your computer to the Hazleton Area Cyber Academy for our technician to troubleshoot.
- If a student is having computer problems, they should inform their teacher immediately. The teacher will send in a help ticket on your behalf. You will need to provide your teacher with following information: asset tag number on the computer, the student's student number, the issue you are experiencing and a phone number.
- Computer insurance is offered at the beginning of each school year. Your school issued laptop will be insured through June 30th, if you choose to purchase this insurance.

Student Participation/Responsibilities

Students who enroll in the Cyber Academy are expected to follow the policies and procedures of the program. Students are expected to:

- Log into classes daily.
- If you cannot attend the live class, you must watch the recorded lesson before 11:59PM.
- Complete assignments by the due dates.
- Students in grades K-2 must turn on their cameras unless there is a medical situation preventing them from doing so. If this situation occurs, please contact Mr. Bonomo at bonomokr@hasdk12.org.
- We encourage all students in grades 3-12 to attend live sessions and keep their cameras on. We understand there may be special circumstances in which student's cameras may need to be turned off. Please communicate with your teacher or guidance counselor if you need any assistance.
- Attend and participate in meetings to discuss course progress and academics.
- Participate in all state mandated testing and will meet all graduation requirements for receipt of a Hazleton Area High School diploma. These would include PSSA's, Keystone Tests and/or ACT 158 requirements.
- Communicate any online learning concerns with their class teacher and our cyber guidance counselor Erica Galada at galadae@hasdk12.org.
- Check their school email daily. Use your email for educational purposes only.
- Adhere to Hazleton Area School District's Acceptable Use Policy for computers.

Parents/Guardians Role in Your Child's Education

The Hazleton Area School District is pleased that you chose our cyber academy to enhance your child's education. The district will provide your student with a computer, internet (if needed), curriculum, and professional support. Your child's success truly depends upon your consistent involvement. We ask that you provide close supervision and encouragement to your child, as their overall success will be greatly affected by your involvement.

Hazleton Area Cyber Academy Parents/Guardians are encouraged to:

- Communicate the importance of education to your child.
- Attend orientations and parent meetings offered by the district.
- Monitor student's grades by utilizing the learning management system, Skyward.
- Parents can check their student's progress regularly using their username and password for Skyward via the Internet. If you have any questions regarding how to access your account, please contact our guidance counselor, Erica Galada. 570-459-3221 extension 80516.
- Ensure your student attends all state, district and course assessments for their course and grade.
- Participate in email and phone communications with teachers and school staff as necessary.
- Notify the school of changes of address, telephone number, and email address.
- Notify the school if you encounter technical issues. (computer, internet or any other issue)
- Inform the school immediately if you decide that your student will no longer participate in the program.

Communication

Communication is a very important aspect of the Cyber Academy. Most communications are done by email, or by phone. Students are provided with a district email address to communicate with their teachers and staff. Our teachers will frequently communicate through email, while also being available by phone. Online teachers will also communicate with students by email about courses and progress. Students should check their email multiple times a day for important messages.

Extracurricular Clubs/Activities

- Students in the Hazleton Area Cyber Academy are able to participate in all activities offered by the Hazleton Area School District.
- Students who wish to participate in after school sports and/or clubs are subject to the teams' qualifying rules. Middle school students may try out for sports within their home school boundary lines.
- Senior students may attend their senior day, senior prom, and graduation.
- The Hazleton Area Cyber Academy also has social activities for students.

Elementary/Middle School Class Schedules

Elementary & Middle School Regular Schedule

1st Period	9:00 -9:40
2nd Period	9:41 - 10:21
3rd Period	10:22- 11:02
4th Period	11:03-11:43
LUNCH	11:44-12:14
6th Period	12:25-1:05
7th Period	1:06 - 1:46
8th Period	1:47-2:27
9th Period	2:28-3:08
Office Hours	3:08-3:45

Elementary & Middle School 2 Hour Delay Schedule

1st Period	10:40-11:05
2nd Period	11:10-11:35
3rd Period	11:40-12:05
4th Period	12:10-12:35
LUNCH	12:35-1:05
6th Period	1:10-1:35
7th Period	1:40-2:05
8th Period	2:10-2:35
9th Period	2:40-3:05
Office Hours	3:10-3:45

Elementary & Middle School Early Dismissal

Elementary & Middle School A	Elementary & Middle School B
1st Period 9:00-9:40	6th Period 9:00-9:40
2nd Period 9:41-10:21	7th Period 9:41-10:21
3rd Period 10:22-11:02	8th Period 10:22-11:02
4th Period 11:03-11:43	9th Period 11:03-11:43
LUNCH 11:44-12:24	LUNCH 11:44-12:24

High School Class Schedules

High School Regular Schedule

10th Period (Period 1/2)	9:00 –10:25
11th Period (Period 3/4)	10:26-11:51
LUNCH	11:52-12:22
12th Period (Period 6/7)	12:23-1:48
13th Period (Period 8/9)	1:49-3:14
Office Hours	3:15-3:45

High School 2 Hour Delay Schedule

10th Period (Period 1/2)	10:40-11:40
11th Period (Period 3/4)	11:45-12:45
LUNCH	12:50-1:20
12th Period (Period 6/7)	1:25-2:25
13th Period (Period 8/9)	2:30-3:30
Office Hours	3:30-3:45

High School Early Dismissal

High School A	High School B
10th Period (Period 1/2) 9:00-10:25	12th Period (Period 6/7) 9:00-10:25
11th Period (Period 3/4) 10:26-11:51	13th Period (Period 8/9) 10:26-11:51
LUNCH 11:52-12:32	LUNCH 11:52-12:32

High School Graduation Requirements

Successful completion of 28 or more credits is required for graduation. Students in grades 9-12 are required to enroll in a minimum of 28 credits over four years with at least 4 full credit courses each year. During a student's senior year, students are required to and English and a Social Studies along with two of the following courses: math, science or foreign language.

The minimum credit requirements for each subject area are listed below.

English- 4.0 credits
Science- 4.0 credits
Math- 4.0 credits
Social Studies- 4.0 credits
Physical Education/Health- 2.0 credits
Electives-10.0 credits

Note:
Foreign Language – College preparatory students are encouraged to schedule a foreign language course each year and earn a minimum of 2.0 credits.

Pennsylvania Graduation Requirements-Act 158

In accordance with Pennsylvania's Act 136 of 2020, beginning with the graduating class of 2023, students must meet statewide graduation requirements in one of five ways.
Keystone Pathways:
1. Keystone Proficiency Pathway:
2. Keystone Composite Pathway
3. CTE Concentrator
4. Alternative Assessment
5. Evidence Based

For more information please visit: https://www.hasdk12.org/Page/35918

Report Cards and Grading System

Reports of students' progress are issued every nine weeks via Skyward. Parents are asked to review the progress reports in Skyward and to consult with the guidance department if they wish to set up a conference with teachers.

Report cards will be marked as follows:
(A) 93 - 100 Excellent credit pass
(B) 85 - 92 Good credit pass
(C) 77 - 84 Average credit pass
(D) 70 - 76 Below Average credit pass
(E) Below 70 Failing no credit fail

Failure to Maintain Passing Grades

If a student's grade falls below a 70, the student will be required to attend live class meetings until the grade is in good academic standing.

Honor Roll Determination

Highest Honors: Average of 97 or above
1st Honors: Average of 93 to 96
2nd Honors :   Average of 85 to 92

Note: A grade of less than 85 in any one class would exclude the student from achieving the Honor Roll.