

McCyber Addendum to the Student Handbook

Revised 10.5.20

<https://sites.google.com/mcguffey.k12.pa.us/mccyber>

McGuffey School District's cyber learning program (McCyber) is an option available to students who desire a 5-day virtual program. Students in McCyber remain McGuffey students. McCyber students generally fall under the same requirements as students participating in in-school learning. This includes the provisions of each school building's Student Handbook, the Academic Handbook (for high school students), and the policies of the McGuffey Board of Education.

Attendance

Students attending McCyber fall under the state's requirements for school attendance. The state requires both "access to learning activities" and "completion of learning activities" for a student to be considered present at school. K-5 student attendance will be tracked daily by the McCyber Teacher Facilitators. Grade 6-12 attendance will be tracked by filling out the Daily Attendance Google Form found in the McGuffey Homeroom class on Moodle. Grade 6-12 students must sign in by 8:30am each morning for initial attendance to be counted. Following sign in, the district attendance office will record attendance for access and then monitor completion of learning activities to confirm attendance.

Campus Access and Travel to/from Western Area Career and Tech. Center

McCyber students, unless participating in an authorized school activity, may not be on campus during the school day. High school students returning from Western Area Career and Technical Center should sign out and depart campus once they have arrived back at the high school.

Code of Conduct and Acceptable Use Policy (AUP)

Students in McCyber fall under the provisions of the McGuffey School District Student Code of Conduct and the Acceptable Use Policy for internet, social media, and technology usage. In lieu of suspension, students who violate the Code of Conduct or AUP may be dismissed from McCyber as an educational option.

Extracurricular Activities

McCyber students are welcome to participate in relevant McGuffey activities that are not tied to a McGuffey course in which the student is not enrolled. Students attending an activity occurring during the school day must let the school office know ahead of time that they intend to come for the activity, and must sign in at the office, and must follow all school policies/procedures.

Grading Policies

Students in McCyber fall under the grading scale, academic policies, and eligibility requirements of the McGuffey School District. High school students fall under the requirements of the Academic Handbook. When students transfer between learning modes, their grades will be carried over as a percentage relative to the amount of time they spent in each program. For

example, a student who spends 1 term in McCyber and the rest of the year at school will have their grade calculated as 25% of their McCyber grade and 75% of their in-school grade.

Learning Programs

- For the 2020-2021 school year, students in grades K-5 will participate in McCyber through Lincoln Learning Solutions. The learning platform and gradebook are through Buzz. Parents will also have a “mentor” account set up for them through Pulse/Buzz.
- Students in grades 6-12 will participate through CSI/Fusion, offered through Intermediate Unit 1. The learning platform is Moodle and the gradebook is through Jupiter Ed.
- A small selection of courses will also be taught through McGuffey faculty using Moodle, Google Classroom, and Power School.

Special Services (IEPs, 504s)

Students in McCyber who have an Individualized Education Plan as part of their learning at McGuffey will receive services as part of McCyber. Students will be assigned a faculty member who serves as a Case Manager. Requests for switches between McCyber and in-school learning for these students will take place through the Special Services Department. Students with 504 plans will have those plans adjusted to provide relevant accommodations for an online learning environment.

State and Local Assessments

- **PSSA Testing:** All students are required, by law, to participate in PSSA testing in grades 3, 4, 5, 6, 7, and 8. Students will be required to take all portions of the PSSA at the appropriate school for their grade level (elementary, middle, or high school) and will be notified of the specific testing arrangements closer to the testing window(s).
- **Keystone Testing:** All high school students are required, by law, to participate in Keystone testing for the appropriate courses that they have completed. These courses include Algebra, Biology and Literature (11th grade). Students will be notified of the specific testing arrangements closer to the testing window(s), and testing will take place at the high school.
- In addition to the required state tests, students may also choose to participate in other testing (PSAT, SAT, ACT, etc.) geared toward post-secondary plans. Please refer to the Guidance Department for more details.

Technology

The school district will make every reasonable effort to provide needed technology to students in McCyber, including a district-issued Chromebook, laptop, or tablet, and an internet connection device if needed. Reliable, high-speed internet is necessary for successful participation in McCyber. While the school will work to provide the necessary equipment, there is no guarantee that functioning equipment will always be available. It is a student’s responsibility to contact their cyber teachers and the attendance office if they are experiencing an issue that is preventing their online participation each day.

Transferring between Educational Programs

Students who wish to transfer between in-school learning and McCyber may do so after approval by the principal of their respective building. Grades from each program will count toward the overall term grade. For example, if a student completes Term 1 in McCyber and then transfers back to McGuffey for Term 2, half of their 1st Semester grade will be the McCyber grade and half will be the McGuffey grade. This method will be used on a prorated basis to determine grades when switching educational programs. Students may only transfer programs once during a school year, however, if extenuating circumstances require a change, cases will be considered on an individual basis.

High School students:

Students in grades 9-12 who transfer between programs have no guarantee of their preferred courses being available in either program. Administrators and counselors will attempt to honor preferences, but if those preferences are not able to be honored, the school will schedule a student into courses according to their needed graduation requirements. The course catalogs for McCyber and McGuffey HS differ, and in many cases, the courses offered in one program will not have an equivalent in the other program. When students switch programs, their grades will carry over based on the category of the class (as defined in the Academic Handbook's graduation requirements).