



**ELIZABETHTOWN AREA
SCHOOL DISTRICT**

**K-12 Etown Cyber: Real-Time
Parent/Student Handbook
2021-2022**

Elizabethtown Area School District

Every student graduates ready to live, learn, and thrive in a global community.

600 East High Street

Elizabethtown, PA 17022

(717) 367-1920

For Additional Assistance, Contact:

Mr. Gary Norris, Etown Cyber Real Time Coordinator

Mr. Bobby Crick, HS Assistant Principal & Etown Cyber Real Time

Revised: 8/2021

Dear Students, Parents, Guardians and Stakeholders,

The Elizabethtown Area School District's vision of educating all learners to be LIFE READY is met by offering instructional options, in varied formats, to best meet the needs of our learners and their families. Options for learning provide students and families with choices on how to best meet those needs. We are proud to be able to offer the Etown Cyber Real Time option to our students.

Our Etown Cyber Real Time program will include the following:

- ❖ Robust instruction provided by a highly qualified EASD teacher.
- ❖ Live-stream instruction via our Schoology or Seesaw platform and Zoom.
- ❖ When enrollment allows, we will have dedicated online class sections, meaning students will not be “zooming” into in-person classrooms. However, for courses or grade levels with minimal Real Time enrollment, due to limited human resources, there may be a need for Real Time students to “zoom” into in-person classrooms.
- ❖ Curriculum aligned to the In Person offerings with a varied amount of course offerings and shown in the following Educational Planning Guides:
 - [EAMS Real Time EPG](#)
 - [EAHS Real Time EPG](#)
- ❖ Students will receive instruction in the four core subjects (ELA, Math, Science, Social Studies).
- ❖ Students can receive instruction in elective areas if available.
- ❖ Students will be provided learning support, gifted support and academic interventions on an as needed basis
- ❖ Students enrolled in E-town Cyber Real Time remain with their local school district in classes with local students, unlike outside cyber charter schools where students may be in a class with teachers and classmates from across the Commonwealth.

We strongly believe in keeping our online learners involved through relationships, opportunities, and experiences. Etown Cyber Realtime learners may participate in school events, activities, and athletics. In addition, students will have access to EASD school counselors for academic planning, mental health support, and post-secondary planning.

Grade K-12 Student Responsibilities

Students pursuing a Etown Cyber Real Time education have an increased amount of responsibility and expectations due to the nature of online learning. The following procedures must be followed:

Etown Cyber Real Time Zoom Expectations

- Camera must be on and full face showing (not forehead and ceiling)
- Must participate daily (verbally and/or in writing, as directed by the teacher)
- Must follow the school calendar and complete assigned work each school day.
- Must not give meeting link or passwords to other students.
- Be on time for zoom sessions.

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Students who consistently fail to follow the Etown Cyber expectations may be subject to disciplinary action which may include the student needing to come into the building for detention, etc.

Etown Cyber Real Time Expectations

- Students will check their district email (@etownstudents.org) and Schoology messages morning and afternoon and respond to School District communication within 24 hours.
- Students will check their grades for missing work weekly (younger students may require parental assistance)
- If a student submits late work, the student will notify the teacher.
- Students will commit to completing their own work with academic integrity, and not make use of any apps, electronic devices, websites, etc. to cheat or plagiarize on assignments or assessments.
- Students will contact their Etown Cyber Real Time teacher with any questions or problems while enrolled in the course.
- Students will participate in Keystone and/or PSSA exams as scheduled. Students will be required to come into the school building to participate in mandated assessments.
- Parent assistance with any of these tasks may be needed for students in K-5.

Appropriate Use of Technology Expectations

- Follow school's email and Acceptable Use Policy 815.
- Use appropriate language and proper grammar/spelling when sending electronic communication.
- Students will not use any other student's login or password or share their information with others.
- Students will use their school issued computer for only school related items.

Grade K-12 Parent Responsibilities

Parents/Guardians of Etown Cyber Real Time students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Log on daily to check student's progress.
- Ensure there is reliable internet in the home.
- Provide a physical environment conducive to a student's educational needs.
- Participate in meetings with your student as needed.
- Sign contracts and handbooks as needed.
- Assist your student in complying with all rules, policies, and procedures of the school.
- Maintain regular contact with the school by telephone and email.
 - WHO TO CONTACT
 - Grades, Assignments, Content, Questions about classes- your student's teacher
 - Schedule, Attendance, Tech Support, or Concerns Related to Etown Cyber - Mr. Gary Norris, Etown Cyber Real Time Coordinator
 - District Policies or Procedures (or if your initial questions are not able to be answered by your child's teacher or counselor) - your student's principal

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- Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.
- Work with your student and his/her teacher and/or School Counselor to ensure successful completion of the curriculum within the allowable time frame.
- Notify the school immediately of any change in student's contact information or academic status.
- Provide your student with transportation as needed to participate in standardized testing or other school activities.

Grades K-12 Enrollment & Withdrawal from Etown Cyber Real Time

August 1st is the deadline for enrollment into the Etown Cyber Real Time Program. Families interested in this instructional mode will need to reach out to a school counselor and/or principal by August 1, 2021.

Once enrolled, students must remain in the program until the **end of the first trimester (K-5) or quarter (6-12)**, at minimum. Students and parents may not request to transfer to an in person platform until that time. Requests for exceptions will be handled by district administration on a case by case basis.

Attendance Policy

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the Elizabethtown Area School District (EASD) calendar.

- Etown Cyber Real Time students will be scheduled into appropriate courses based on prerequisites, grade level, and graduation requirements.
 - a. Etown Cyber Real Time students are expected to log onto Schoology or Seesaw and follow the school's bell schedule (6-12) or the classroom teacher's schedule (K-5) and teacher provided assignments/assessments.
 - Student daily schedules will include appropriate times for independent work, play ("recess"), breaks from screen time, and lunch. During these times, students will not be expected to be logged into Zoom.
 - b. In order to be counted present for daily attendance a student must:
 - Zoom into class on time
 - Have their camera turned on
 - Interact with the teacher and/or class when asked to
 - Complete assigned classwork
- Internet or computer problems DO NOT excuse a student from daily schoolwork in their online classes.
- If the student is ill and cannot complete work, a parent must email their appropriate building level's main office to report the absence.
 - a. EAHS - hs_attendance@etownschools.org
 - b. EAMS - ms_attendance@etownschools.org
 - c. Bear Creek School - bc_attendance@etownschools.org
 - d. Bainbridge - bb_attendance@etownschools.org

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- e. East High Street - eh_attendance@etownschools.org
- f. Mill Road - mr_attendance@etownschools.org
- g. Rheems - rh_attendance@etownschools.org

Students and parents should refer to the EASD Student Handbook for additional information regarding attendance, including what is considered to be an excusable absence.

School Calendar

Students enrolled in Etown Cyber Real Time/Independent are expected to follow the school district calendar.

[Calendar Link](#)

Grading

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students have immediate and continuous access to grades by logging into the system.

Students and parents should refer to the EASD Student Handbook for additional information regarding grading practices.

Retaking Quizzes and Exams

Student retakes are at the discretion of the classroom teacher, school counselor, or school administration.

Removal From the Program Due to Lack of Progress

Students who are not 'on pace' with their online courses and/or are failing 1 or more courses, could be removed from the Etown Cyber Real Time program and returned to regular classes in the building. The School District will work with families on interventions and a plan for student success prior to removal from the program. This will occur at the end of the first month of enrollment and at the end of each 9 week marking period.

Testing Policies

Mandated Testing

Students are required to participate in all school and state mandated assessments, including PSSAs and Keystone Exams, in person, at the school building. The Etown Cyber Coordinator will notify the parent/guardian and student of the date and time of such tests. Parent/guardian is responsible for making sure the student attends said exam.

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Advanced Placement Exams

Students wishing to take AP exams must work with the school counselor to determine date, time, and location. The cost of AP exams is the responsibility of the student.

SAT

Students wishing to take SAT exams must contact the school counselor to determine date, time, and location.

Field Trips and Social Activities

Etown Cyber Real Time students are encouraged to participate in school-sponsored activities. Students must comply with all EASD policies and not be on disciplinary action. Students wishing to attend field trips or social activities must first notify their classroom teacher and school counselor.

Etown Cyber Real Time students should remember that they are a member of the EASD and therefore should dress appropriately when participating in field trips and social activities. EASD dress code policy will be enforced and any student found in violation of the dress code policy will not be allowed to participate in the field trip or social activity. Students also should be aware that when they attend an EASD related function they are representing their local school and community. They should conduct themselves in an appropriate manner at all times as their conduct is a direct reflection on themselves, their families, and their school. Driving separately to field trips is not allowed, as students must ride the EASD bus.

Athletic and Club Eligibility

Students wishing to participate in their EASD athletic program or clubs will need to express interest to the Athletic Director or Club Advisor. The School District has the authority to enforce academic probation on any student that is participating in a club or activity. Advisors will work with students, parents, and coaches/directors to assist students that are in danger of academic probation. Students who choose to participate in EASD athletics or sports are required to sign a 'co-curricular extra-curricular participation contract' in accordance with Board Policy. The parent/guardian must also sign the form.

Technology

Technical Support

Technical Support will be provided to Etown Cyber Real Time students. Technical support cannot and will not be provided on local area networks in the home, computers not given to the student by the School District, or to any students/families not enrolled in the Etown Cyber program.

Here is where you can locate our [EASD Student Tech Center](#)

If you require further help, please submit a tech request to the Department of Technology Services through Web Help Desk, which can be accessed through Clever SSO or entering the following address into your web browser <http://support.etownschools.org>.

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Accessing Web Help Desk: Log in with your district username (without "@etownstudents.org") and password, enter the information requested and your ticket will be assigned to the appropriate technician based on the information entered. Enter your homeroom teacher where asked for "room number".

Email Confirmation: Once your ticket has been submitted, you will receive a confirmation email in your district email account (click the "Gmail" link above or go to "mail.etownstudents.org" and log in with your district login credentials to check email). All communication regarding the issue will be through the ticket. You will receive emails with a log of yours and the technician's notes.

Adding notes into ticket: Please log back into Web Help Desk to answer any questions or add additional notes and information into the ticket. Click on "History" in the top menu, search for the ticket and click "Add Note." When the note is submitted the technician assigned to the ticket will receive an email to be alerted that the ticket was acted on.

- Parents/guardians/students are responsible for lost or damaged equipment. Cost reimbursement must be made to EASD. If not, the cost will be added to the student's obligations and must be paid prior to graduation.
- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks, or obtaining or housing obscene or pornographic material, is strictly forbidden.
- Use of the full time cyber program technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.
- Families needing assistance with acquiring technology or Internet access should contact their building principal.

Lost/Damaged Property

- The Etown Cyber Real Time program will provide students with a computer, Internet filtering software, and the appropriate software needed to support the student's curriculum.
- This equipment remains the property of Elizabethtown Area School District and must be returned upon termination of the student's online learning.
- The student/parent must notify the school within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment.
- The student/parent will be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession. Unpaid costs will be added to the student's obligations and must be paid prior to graduation.

Special Education Services

EASD is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Parents who believe their child is eligible for special education should contact their building principal and/or the School Counselor for further assistance. The school will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the students' Advisor, the building principal, and/or School Counselor with the online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Students and families should refer to the EASD Student Handbook for additional information regarding graduation requirements, Pathways to Graduation, FERPA, state testing, promotion, retention, etc.