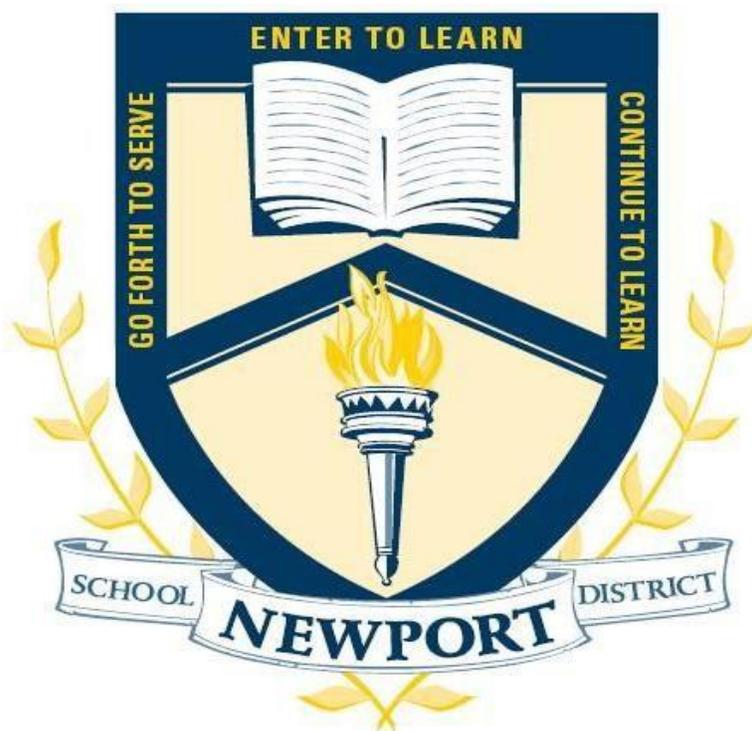# Newport Cyber Academy Program (NCAP)

PARENT/STUDENT HANDBOOK
2016-2017

Newport High School
and
Newport Middle School

500 Caroline Street
Newport, PA 17074

Dear Students, Parents, Guardians, and Stakeholders,

Welcome to the Newport Cyber Academy Program (NCAP) within the Newport School District, which offers both a full time cyber option as well as blended learning opportunities and credit recovery. This program is a collaborative effort between the district and Edmonton programming. The program utilizes the PLATO courseware platform from Edmonton to provide a rigorous, standards-based online learning environment for our cyber students. Enrolling in NCAP means students have the opportunity to work in a flexible and non-traditional learning environment with individualized pacing. Students will learn from a standards driven, researched-based online program that will challenge them utilizing a 21st century approach. Furthermore, students can continue to be a member of the Newport community and participate in school events and activities.

This handbook has been developed to provide you with an overview of the program, support system, and an understanding of important policies and procedures. NCAP students remain enrolled in the Newport school district and therefore will still be able to use the school as a resource. This handbook provides you with clear guidelines on both your responsibilities and the district's responsibilities. It is important to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success and we are dedicated to achieving that goal together. If you have questions we are here to help. Please to do not hesitate to contact us and discuss any questions or concerns you may have.

Welcome to the Newport Cyber Academy Program!

Scott McGrady
Principal
717-567-3806

_____
Guidance Counselor / Cyber Enrollment
717-567-2521

Lisa Good
Technical/Computer Assistance
lgood@newportsd.org
717-567-2610

Amy Wagner
Cyber School Teacher/ Coordinator
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717-567-3806 ext. 2603

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NEWPORT Middle School
and
NEWPORT High School

Cyber Student Handbook

While this handbook contains some procedures that are specific only to students enrolled in the in the Newport High School Cyber Academy, once ANY student enters one of the NSD buildings for meetings, activities, testing, etc., they are subject to the rules and regulations contained in the student handbooks of that respective building and the student's grade level. A copy of the appropriate handbook will be given to each cyber student at his/her registration/orientation meeting.

About the School

Mission Statement: The mission of the Newport School District is to educate all students to become lifelong learners through partnerships with parents, educators, and community.

MOTTO
Enter to Learn
Go Forth to Serve
Continue To Learn

SCHOOL COLORS: **MASCOT:**
Blue and White   Buffalo

ALMA MATTER
Oh Alma Mater thee we praise
And our loyal voices raise
With our loving hearts attest
We to thee devote our best

The loyal sons and daughters we
Bow our heads in memory
Lift them high toward future years
Long, striving through out tears.

Chorus:
Hail to thee Alma Mater true
Ever faithful to the White and Blue

Attendance

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 Newport school district calendar. ***Full time cyber students are expected to complete no less than 40 minutes per class on a daily basis. Students are expected to log on to the courseware frequently to communicate with their cyber instructors.*** Failure to login and communicate with their cyber teachers will result in unexcused absences. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

GENERAL GUIDELINES - (ABSENCES)

ATTENDANCE – Policy 204

1. Regular attendance of students is essential to maintain satisfactory classroom performance. Even occasional absences cause some learning disruption, but frequent absences of students can severely reduce academic performance.
2. For students, legitimate absences are limited to illness, family emergencies, and death in the family, religious holidays, and other urgent reasons.
3. An automated phone call/email will be sent to parent/guardian to inform their student is marked absent. If parent has a discrepancy about this absence, they should call Newport's Attendance Secretary, Sharon McNaughton, at (717) 567-2518.
4. Immediately following an absence, the student must bring an excuse from home signed by his/her parent or legal guardian. Failure to present a signed excuse within THREE days at the high school/middle school/elementary school will result in an illegal/unexcused absence and appropriate disciplinary action will be taken.   The mere fact that a parent has sent a written explanation to the teacher does not mean that an absence is "excused".
5. In the event of an extreme family emergency requiring the help of a student, parents must personally contact the building principal to secure permission for the student's absence.
6. Appointments such as dental, doctor, eye exams, driver's test, etc., should be scheduled on days other than school days. When this is not possible, a note from parents or guardian indicating when, where, and what time the appointment is scheduled must be presented to the teacher during the homeroom period. **When students are excused for appointments, they must sign out and secure medical/dental excuses to be completed by the doctor or dentist**. These are to be turned in when the student returns to school. When leaving for appointments, students must exit through the main corridor by the school office and sign out in the office. Students returning from appointments MUST enter through the main entrance and check in at the office.
7. Assignments and work missed during an absence are the responsibility of the student to make up. Students are required to complete missed assignments and work in a timely manner. As a general rule, students will be given one day for each day's absence from school to complete missed assignments. Students are responsible for explaining any extenuating circumstances. Projects that were assigned much earlier in the year will still be due on the date stated by teacher.
8. **Students who miss 10 days without official doctor/dentist excuses will be notified in writing that any further absences must be substantiated by a medical excuse. After 15 days of absences, Children and Youth will be notified.**
   Excuses other than medical may be considered illegal, unlawful, and/or unexcused with appropriate legal action to be initiated by the school. **If your child is under medical care, has had an extended illness (more than four consecutive school days), or has been hospitalized, medical documentation should be forwarded to the school office.**

9. **Parents or guardians of any student who has been unlawfully absent from school for three days or six half-days shall be notified and a parent meeting will be requested in accordance with the Pennsylvania School Code. On the fourth unlawful absence, a summary offense may be issued.**
10. Parental excuses, which have been forged, altered, or signed by anyone other than a parent or guardian of the student shall be considered illegal/unexcused.
11. To be eligible to participate in school sponsored extra-curricular –activities, a student must be in school by 11:20 a.m. on the day of the event. <u>Students sent home ill would be ineligible to participate on that particular day.</u>
12. Students enrolled at the Cumberland-Perry Vocational Technical School must be in full-time morning attendance at Newport High School or provide a written excuse to the high school attendance officer prior to being transported to their Vo-Tech classes.

<u>** Notes for excusal or absences must say more than "appointment".</u>

Parents of students with three (3) or more unlawful absences will receive a written warning letter and be asked to come in for a parent meeting. Students and parents may be prosecuted for truancy as prescribed by PA state law for any further unlawful absences. Students charged with truancy may be assigned ASD (After-School Detention), ISS (In-School Suspension), or OSS (Out-of-School Suspension).

Students who are unlawfully absent or suspended from school may not attend school activities that day/evening. Should this suspension include a Friday or the end of a week day, the restrictions would apply until the next school day.

EXCUSED ABSENCES WILL INCLUDE THE FOLLOWING:

1. Illness as certified by a written explanation (must say more than "appointment), signed by the parent/guardian, or licensed medical practitioner.
2. Death in the family; funeral of family friend.
3. Impassable roads **when certified by school district**.
4. Religious holidays as certified by a written explanation signed by students' clergy person.
5. Administrative reasons such as approved field trips or special programs, including disciplinary action.
6. Professional health care when not practical to receive outside of school hours.
7. Special circumstances approved one week in advance by principal are:
   a. Educational Trips (not to exceed 5 days)
   b. College visits

Absence for any reason not listed above in the excused absence definition will be considered unlawful/unexcused. Absence without a written excuse will be considered unlawful/unexcused.

Unlawful/Unexcused absences may result in zeros for work assigned on those days.

REQUESTING HOMEWORK/ASSIGNMENTS:

When students are out of school for three (3) days, parents/guardians may call the high school office by 8:00 AM at (717) 567-2518 to request assignments to be picked up <u>after 24 hours</u>. Students will be allowed to extend due dates for homework for one day per each day absent. This does not include assignments with pre-established deadlines. Students are encouraged to have a "buddy" in each class they can get daily assignments from if they are absent less than three (3) days.

PARTICIPATING IN ACTIVITIES:

In order to participate in an activity, such as interscholastic sports, musical concerts, intramural activities, or any other after-school, school-related activity, the student must arrive to school by 11:20 AM and complete the school day. If a student is sent home by the school nurse, the student is not permitted to participate in activities that day. Special consideration is given for doctor appointments, funerals, etc. provided prior notification is given to the coach, advisor, or athletic office and administration.

Cyber Attendance

Attendance is taken weekly to ensure that students are working online. Attendance will be documented by student's daily course login on school days and documented offline work through emails to cyber teachers/coordinator. See chart below to determine the minimum number of hours required per week for each class. Students should follow the school calendar to determine the number of days required per week.

If a student is absent or unable to work for any reason, the cyber teacher or coordinator must be contacted immediately. Student who are absent from online school work must submit a written excuse (email or delivered) to the high school office within (3) days of absence. In addition it is still required that the student make up the needed course work to stay on pace in their courses.

Number of Absences per Week for a Typical 5 Day Week

Number of Classes	Minimum Expected Time per week	Number of Absences				
		1	2	3	4	5
1	3hrs. 20 mins.	2hrs. 40 mins. - 3hrs. 19 mins.	2hrs. - 2hrs. 39 mins.	1hr. 20 mins. - 1hr. 59 mins.	40 mins. - 1hr. 19 mins.	0 mins. - 40 mins.
2	6hrs. 40 mins.	5hrs. 20 mins. - 6hrs. 39 mins.	4hrs. 0 mins. - 5hrs. 19 mins.	2hrs. 40 mins. - 3hrs. 59 mins.	1hr. 20 mins. - 2hrs. 40 mins.	0 mins. - 1hr. 20 mins.
3	10hrs.	8hrs. - 9hrs. 59 mins.	6hrs. - 7hrs. 59 mins.	4hrs. - 5hrs. 59 mins.	2hrs. - 3hrs. 59 mins.	0 mins. - 1hr. 59 mins.
4	13hrs. 20 mins.	10hrs. 40 mins. - 13hrs. 19 mins.	8hrs. - 10hrs. 39 mins.	5hrs. 20 mins. - 7hrs. 59 mins.	2hrs. 40 mins. - 5hrs. 19 mins.	0 mins. - 2hrs. 39 mins.
5	16hrs. 40 mins.	13hrs. 20 mins. - 16hrs. 39 mins.	10hrs. - 13hrs. 19 mins.	6hrs. 40 mins. - 9hrs. 59 mins.	3hrs. 20 mins. - 6hrs. 39 mins.	0 mins. - 3hrs. 19 mins.
6	20hrs.	16hrs. - 19hrs. 59 mins.	12hrs. - 15hrs. 59 mins.	8hrs. - 11hr. 59 mins.	4hrs. - 7hrs. 59 mins.	0 mins. - 3hrs. 59 mins.

Example: Student A has 4 classes, so they must log in for a total 13 hours and 20 minutes on a 5 day week. Each class is calculated separately and the proper amount of time must be spend on each class based on the chart above.

Parent Responsibilities

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

- Directly supervise child's education at home; checking progress daily is a must!

- Provide a physical environment conductive to child's educational needs.

- Talk with child about taking online courses and help him or her to fill out the "Am I a Good Candidate for an Online Learning Course" questionnaire.

- Go with student to meet his or her Cyber Coordinator to sign contracts.

- Get the information needed to log in to monitor student's progress.

- Find out the name and contact information for student's cyber teachers.

- Attend any information sessions offered by the district.

- Assist student in complying with all rules, policies, and procedures of the school.

- Assist student in the submission of all forms, applications and documentation to the school in a timely manner.

- Maintain regular contact with the cyber teachers by telephone and email.

- Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with the Newport's Acceptable Use Policy.

- Assure that all work submitted by the student was completed solely by that student.

- Notify the Cyber Coordinator immediately of any change in student's contact information or academic status.

- Provide student with transportation as needed to participate in standardized testing or other school activities.

- Return all instructional materials and equipment to the school as requested by the cyber program.

Student Responsibilities

Students pursuing a cyber education have expectations and policies that must be followed:

- Parent and student must meet with the cyber teacher to sign contracts.

- Follow the school calendar working the minimum number of required hours.

- Agree to follow all policies outlined in handbook.

- Establish, at minimum, weekly communication with cyber teachers/coordinator.

- Log in and complete lessons in each subject weekly.

- Contact cyber teacher and coordinator with any questions while taking the course.

- Notify cyber teachers and coordinators with any planned excused absences.

- Use appropriate language, common sense, and proper grammar and spelling when sending electronic communication.

- Follow Newport's email and Acceptable Use Policy.

- Never use any other student's login or password.

- Student must use Newport email for communication with NCAP staff

Enrollment

All first time Newport Cyber Academy Program students must register with the guidance department at Newport High School. Additionally, all cyber students must meet with the Cyber Coordinator for Cyber orientation and registration of courses. Enrollment will be considered on a case by case basis at the discretion of the Principal, Cyber Coordinator, and Guidance Counselor.

Probation

Students may be placed in a probationary period due to inactivity, attendance, grades etc. Should you be place in a probationary period you must comply with your individual plan given by the school administration by the set dates. The individual plan will be detailed in a letter sent to the student and their parent/guardian. Failure to do so may result in the removal from the cyber program and return to Newport Middle/High School.

Dropping a course

Any change to a student schedule after enrollment will be handled through the guidance department at Newport High School.

Course Content

All semester based courses are **one-half credit.** Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, offline activities and other activities that require completion for course credit.

Course Length

Half credit courses are expected to be completed over a 1 semester time period. Full credit courses are completed throughout the entirety of the school year. Courses may be completed earlier than the required deadline. Extensions may be granted at the discretion of the Principal.

Offline Activities

Offline activities are a part of all courses and must be completed as a part of your course. If you are working on offline activities and not logged into the system you must email your cyber coordinator to submit your offline work hours in order for them to count toward your weekly attendance.

*PLATO student's offline work should be submitted to the cyber coordinator either through PLATO, email, or printed and will be graded by the cyber teacher.

Pre/Post Tests

In some courses, pretests are available in which students can test out of certain components of the course. Pretests are only offered to students who are in the credit recovery program.

Post tests may only be retaken should there be an extenuating circumstance. They can be requested through their cyber teacher and a decision will be made on permission to retake.

End of Semester Tests (EOS)

End of Semester Tests are taken at the completion of each course, and must be taken before the end date of the course. Students must ensure that all coursework and retakes are completed before they take their EOS. <u>Once it is taken, all incomplete work will be marked as zeros before the final grade is issued.</u>

Students should plan on taking the test <u>at least the day before the end date of their course</u>. This will allow for any communication should there be a complication. Students will be dropped from their course the day after their end date if the test has not been not completed.

The test consists of multiple choice, true/false, discussion questions (varies by course).

Grading

To earn credit for online courses, students must complete all coursework to a passing grade of 70%. Updates on grades can be obtained through weekly emails from the cyber teachers and access to MMS via Newport School District. Quarterly grades will be given on report cards issued in alignment with the Newport School District calendar. Official grades will be what is entered into MMS. This may differ from reports available through the PLATO system. Parents and students also have access to the schools online grading through MMS. Contact the technology office for log in information (717-567-2610)

Parents and students will receive grade updates weekly from the cyber teachers. All assignments which are <u>not</u> completed by the course end date will be counted as a 0% toward their grade.

PSSA/Keystone Testing

All students are required by law to participate in PSSA testing in grades 7 and 8 as well as Keystone testing in High School(Keystones are course specific). Students will be required to take all portions of the PSSA and Keystone exams at the appropriate grade level and course, and will be notified of the specific testing arrangements by the Cyber Coordinator. In addition to the required state testing, students may also be asked to come in to take other local and diagnostic testing. Students may choose to come in to participate in other testing (PSAT, SAT, ASVAB, etc) geared toward post-secondary plans.

Nursing Office

All NCAP students maintain the same accessibility to the nursing office. All standard forms and information need to be submitted and updated as necessary. High school students are required to update their physical during their 11th grade year.

Student Dress Code

All students enrolled in NCAP, while on school property, must follow the Dress Code found in the school handbook.

Authorized Entry to Building

It will be necessary for students who are enrolled in the Cyber Academy to enter the school building(s) on a regular basis for scheduled appointments, testing, and/or other activities. Cyber students should **ALWAYS** sign-in at the main office before proceeding to their destination. Students are not permitted to in the buildings without prior permission.

Re-Enrollment in Cyber School

To re-enroll in cyber school for the next school year, parents and students should communicate with the guidance department on their plans for the following school year.

Special Education

The Newport School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational service 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 the Guidance Counselor for further assistance. Newport SD will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the Newport Cyber Coordinator and the online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Eligibility

Eligibility requirements/rules are applied the same to cyber students as they are to regular students within the Newport school district.

Borrowing/Use of School Equipment

Newport cyber academy students are able to borrow school equipment and materials in order to complete their cyber education work. The district will not be responsible for any lost or stolen equipment/personal property that is associated with or used in conjunction with the borrowed equipment. All equipment must be signed out with technology office and returned in the same condition in which it was received by the date specified. Failure to adhere to the lending policy will result in charges for the repair or replacement retribution on the borrower's part.

Academic Support

Support is available to students in a variety of ways.

1. Online chatting, email, phone conferencing between student and cyber teachers. Email to schedule a time.

2. In school work hours- students are able to schedule a time to come in to school to work on their coursework in a designated classroom. Email the Cyber Coordinator to make arrangements.

3. In school tutoring- students can schedule a time through the Cyber Coordinator to come into school to work with a school staff member to receive extra assistance.

Technical Support

*Any technical issues **first** contact the Cyber Coordinator and your cyber teacher*

If you are having a problem with the computer, software, or PLATO system

Contact Cyber Coordinator – Amy Wagner

- awagner@newportsd.org
- 717-567-3806 ext. 2603

Graduation Requirements

Listed below are the graduation requirements that must be met in order to receive a Newport School District Diploma. Please contact the guidance department if you have questions or concerns about your graduation plan.

PROMOTION POLICY

A student will be considered a member of the Sophomore class only if he/she has earned at least six and a half (6.5) credits in his/her freshman year.

A student will be considered a member of the Junior class only if he/she has earned at least thirteen (13) credits in his/her sophomore year.

A student will be considered a member of the Senior class only if he/she has earned 19.5 credits and is able to schedule all required courses and credits in order to graduate by the end of the school year with a total of 26 credits.

PROGRAM PLANS/GRADUATION REQUIREMENTS

Individual program plans are designed to meet individual student goals for post-secondary pursuits. All students must complete their required credits, many of which are required courses. Individual course descriptions and program requirements are detailed in the Course of Study packet released annually. Contact the guidance counselor and/or academic advisor for more information.

The Board requires that each candidate for graduation shall have earned twenty-six (26) credits.

Curriculum Area	Credits Required for Graduation
English	4 credits
Social Studies	4 credits
Math	4 credits
Science	4 credits
Wellness	2 credits
Technology	2 credits
Electives	6 credits
	26 total/30+ possible

CLASS STATUS
In order to progress from one grade to another, the following credits must be earned (6.5 credits/year):

10th Grade status – 6.5 credits

11th Grade status – 13 credits

12th grade status – 19.5 credits

Graduation – 26 credits

PARTICIPATION IN CYBER SCHOOL/COURSES

For the purpose of a definition, a **cyber course**, is any class sponsored by the school district or representative group where a student's primary instruction is provided online through a computerized component.

The Newport School District recognizes three (3) distinct methods of participating in a cyber program within the Newport School District. These programs are full-time off-site, part-time off-site, and supplemental on-site.

The Newport School District cyber school options are only available to students who are considered to be in good academic standing. Good academic standing is defined in the Newport School District as:

1. A student who is failing less than two (2) academic credits during their most recently completed marking period.

2. A student who has an attendance record of at least ninety percent (90%) during their last full year of school (medically excused absences will not be counted against a student).

Each of the three levels of cyber education has eligibility criteria that are specific to the particular program. A description of each and factors the student requirements of each program are as follows:

Full-Time Off-Site

A full-time cyber student chooses to participate in an online program for all their academic course work. The program is open to students in grades 7 through 12. However, these students will be required to check in regularly with their monitors or teachers to stay up to date on current assignments and content.

Students must maintain satisfactory attendance, academic performance, and task completion in order to maintain their eligibility for a full-time cyber program. Those students who fall short of those expectations will be returned to the regular school program.

Part-Time On-Site/Off-Site (Hybrid)

A part-time cyber student chooses to participate in an online program for a portion of his or her academic course work, while also participating in the brick and mortar program for other portions of his or her academic program. The program is open to students in grades 7 through 12. Like students in full-time cyber programs, these students will be required to check in regularly with their on-line monitors or teachers to stay up to date on current assignments and content.

Students must maintain satisfactory attendance, academic performance, and task completion in order to maintain their eligibility for a part-time cyber program. Those students who fall short of those expectations will be returned to the regular school program on a full-time basis.

Supplemental On-Site

Supplemental on-site cyber programs are designed to be taken by students in Grades 7 through 12 interested in course work not already offered or as a result of scheduling conflict.

ACADEMIC INTEGRITY

Academic dishonesty of any type, including cheating and plagiarism, is unacceptable. Academic dishonesty is punishable by failure of the test, examination, term paper, or other assignment on which the cheating occurred. Repeated offenses in the same course may result in failure of the course for that academic period in which the cheating occurred or for the entire semester or year and loss of credit(s). In addition, disciplinary proceedings in cases of academic dishonesty may result in penalties of warning, after-school detention, disciplinary probation, suspension, or expulsion.

It is unacceptable to falsify the data upon which you base your ideas or to present the ideas of others as your own, either intentionally or unintentionally. This includes the use of *Cliff Notes, Spark Notes, etc.*, for the purpose of completing assignments. Students using aids of this nature will be considered cheating, and the student will receive a zero on the assignment – 1st offense. Academic integrity cannot tolerate either cheating or plagiarism.

INTERNET / COMPUTER / NETWORK USE

At school the Internet, computers, and the network are to be used to facilitate learning and teaching, through interpersonal communications, access to information, research, and collaboration.

The use of the Internet, the computers, and the network are a privilege, not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary actions being taken. Inappropriate uses include, but are not limited to, exploring the network, manipulating others work (including deleting, modifying, or moving) or printing anything that is not class-related. The following items are considered inappropriate use unless the student is directly following a teacher's instruction: email, downloading files, and network chats. NO STUDENT MAY delete the Internet tracking records, change system settings (including, but not limited to, backgrounds, icons, screen savers, and network settings). The Internet may be used for recreational research as long as the supervising teacher approves, it does not violate any district policies, and no other student wants to use the computer for school-related work.

NO STUDENT MAY INSTALL SOFTWARE ON COMPUTERS.

Attendance Policy Contract

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 Newport School District calendar. ***Full time cyber students are expected to complete no less than 25 hours of work per week, completing assignments in each of their assigned courses. Students are expected to log on to the courseware daily to communicate with their cyber instructors.*** Failure to login and communicate with their cyber teachers will result in in unexcused absences. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

GENERAL GUIDELINES - (ABSENCES)

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Students who are unlawfully absent or suspended from school may not attend school activities that day/evening. Should this suspension include a Friday or the end of a week day, the restrictions would apply until the next school day.

EXCUSED ABSENCES WILL INCLUDE THE FOLLOWING:

1. Illness as certified by a written explanation (must say more than "appointment), signed by the parent/guardian, or licensed medical practitioner.
2. Death in the family; funeral of family friend.
3. Impassable roads **when certified by school district**.
4. Religious holidays as certified by a written explanation signed by students' clergy person.
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   b. College visits

Absence for any reason not listed above in the excused absence definition will be considered unlawful/unexcused. Absence without a written excuse will be considered unlawful/unexcused.

Unlawful/Unexcused absences may result in zeros for work assigned on those days.

_____ hours and_____minutes weekly are required for the_____courses that my students is taking in NEWPORT JUNIOR/SENIOR HIGH SCOOL Cyber Academy.

We have read and understand the above policy and agree to abide by the rules of the policy.

| _____ | _____ | _____ | _____ |
| Student Signature | Date | Parent/Guardian Signature | Date |

Student Contract

_____I have access to the Internet, Internet Explorer software and an email address. Full time Cyber Roller Academy students must have internet installation proper to equipment being set up/delivered.

_____I have basic online computer skills, including Microsoft Word and Excel, email and an ability to navigate the internet.

_____I understand that PLATO courses AND ALL OTHER ONLINE COURSES are self-paced programs, and I may complete assignments at any time, so long as I complete them on the timeline of my course instructor and complete all assignments by the school district's deadline for course completion not to exceed the end of the current school year.

_____I will log on and show activity for a minimum of_____hours and_____minutes per school week. (This is tracked by the district and counted toward attendance)

_____I am encouraged to come on site to a location agreed upon by my instructor to receive support and tutoring.

_____I understand that I may be required to come into school to work with my instructor/ cyber supervisor on my cyber work, receive support, and/or complete district assessments.

_____I will communicate with the course instructor(s) at least once per week using the assigned NewportSD email account.

_____I understand that I must complete all online assignments, take the exams, and return and materials or equipment in good condition to receive credit for the course.

_____I understand I may be placed on probation if I fail to comply by the criteria for enrollment in the Newport Cyber Academy Program (i.e. failing grades, incomplete assignments, inactivity, etc.)

_____I understand if after a probationary period I have not improved I may be removed from the Newport Cyber Academy Program and have to return to Newport Middle/High School (i.e. failing grades, incomplete assignments, inactivity, etc.)

_____I have received, read, and will abide by the Newport SD Policy on Technology Resources and Acceptable Use of Internet.

_____I have received, read, and will abide by the Newport SD Policy on Bullying and Cyber Bullying.

Prior to enrolling in course(s), this form must be completed and turned into the Newport School District through the Cyber Coordinator. Students and Parent(s) must attend an orientation meeting prior to beginning courses.

_____   _____
Student Signature   **Date**

_____   _____
Parent/Guardian Signature   **Date**

_____
Parent/Guardian Email   **Home Phone #**

_____
Cell Phone #   **Work Phone#**