

# RTMCyber Academy

The Rose Tree Media School District has partnered with Edmentum's EdOptions Academy to provide our students a full-time online option for attending school. The following provides the policies and procedures regarding this program.

## Scope and Delivery of the RTMCyber Academy

The RTMCyber Academy offers a virtual option to students in grades K – 12. To be a full-time student a student must meet specific requirements. The courses are made available through a partnership with Edmentum's EdOptions Academy and will include a full Elementary program including all four core courses as well as electives. The Secondary students (6-12 grades) will be offered all core courses, AP courses, World Language, and electives; everything a student needs to earn a district approved diploma.

Students must be enrolled full time in the RTMCyber Academy. Secondary students may also elect to attend DCIU Technical Schools as part of their program. Each full-time student will be officially enrolled in their district assigned school. Students will be eligible to participate in the District's extra-curricular activities including athletics and clubs. Students will be eligible to participate in co-curricular activities in the music program provided they participate in the in person class for that activity during the period of the day/week that the class is offered to students attending the brick and mortar school. Parents are responsible for transportation at the specified time to/from the school building where this class is being held. This includes choir, band, and orchestra.

Except for the co-curricular areas noted above, at this time, students enrolled in the RTMCyber Academy must be fully virtual and will not be permitted to take other classes in the brick and mortar setting while enrolled in the RTMCyber Academy.

**Each course will have a certified teacher provided by EdOptions Academy.** This teacher is the teacher of record and will be working with the student to teach and guide them through the course.

Struggling students may also be assigned to a Success Coach. The Success Coach will work with the student to make sure the student has everything they need to be successful in the courses. The Coach will provide important information about the school such as testing dates and locations. **Most Important:** The student is required to meet with the success coach either live or on the phone on a weekly basis to go over progress.

## RTMCyber Academy Procedures

### Student Registration

Full time students will fill out the registration form for the virtual academy program through the district website. Once registered, the student and parents/guardians will be contacted by the RTMSD site administrator for that student's assigned home school to schedule a time to review course enrollment selections. Course selection must be completed by August 10<sup>th</sup> to begin enrollment for the fall of the 2021-2022 school year. A commitment of at least one trimester for elementary students or one semester for secondary must be made when enrolling in the RTMCyber Academy.

Enrollment in the RTMCyber program will be open for two weeks at the start of each trimester at the elementary level and each semester at the secondary level.

RTMCyber Academy Site Coordinators:

Elementary: Mr. William Dougherty, Assistant Superintendent. [wdougherty@rtmsd.org](mailto:wdougherty@rtmsd.org)

Secondary: Ms. Sharon Sweeney, Assistant Principal Penncrest High School. [ssweeney@rtmsd.org](mailto:ssweeney@rtmsd.org)

Special Education/Students with IEP's/ Students with 504 accommodations: Dr. Frances Garner, Director of Student Services. [fgarner@rtmsd.org](mailto:fgarner@rtmsd.org).

## Student Eligibility

**Secondary Student Eligibility:** Parental permission is required for any student enrolling in the RTMCyber Academy. Once in the program students must maintain a 2.0 GPA, must have no failing semester grades, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements they will be on probation for one semester. Students will be provided a Success Coach during the probationary period for additional supports. If the student comes back into compliance they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they shall be removed from the full time program and be placed back in their home school for in person attendance.

**Elementary Students Eligibility:** To remain in the program, students need to complete all class assignments in a timely manner as well as perform above the 30<sup>th</sup> percentile on benchmark testing (DIBELS, MAP, etc.). Students who fall below the 30<sup>th</sup> percentile on benchmark testing will be provided a SUCCESS Coach for additional support. Students who remain below benchmark expectations or fail to complete classwork in a timely manner will be placed back in their home school for in person attendance. Minimum requirements for eligibility for those students with Individual Education Plans will be identified by the IEP team.

**Note: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct below)**

## Requirements for State Testing

All full time students will be required to take all mandatory testing. The RTMCyber Academy administration will work with the home school of each full-time student to provide the students with all the information the student needs to attend each testing session at the home school site. All data from the students' testing will be included in the data with their assigned school. Full time students must comply with all State and School District Student Testing guidelines listed in the code of conduct.

## Course Length

Grades 6 – 12: Secondary Students are given a maximum of **18 weeks** to complete a **one-half credit** course. Courses can be completed prior to the 18-week window.

Grades K – 5: Elementary students will follow the daily trimester schedule and will be expected to complete assignments aligned with the expectations of their Edmentum teacher.

## Withdrawal Policy

Students who withdrawal from the RTMCyber Academy prior to the end of a trimester/semester, will not have a grade report issued for the period of time they were enrolled in the RTMCyber Academy. Student will also not be permitted to re-enroll in the program for the remainder of that school year.

For elementary students, grade reporting will reflect the performance of the child while enrolled in the brick and mortar setting only. The student's teacher assignment will be determined by the building principal at that time of re-enrollment. Trimester breaks allow for orderly transition between the RTMCyber Academy and the brick and mortar setting.

For secondary students who withdraw from the RTMCyber Academy prior to the end of a semester, final grades for a course will consist of all coursework completed while in the RTMCyber Academy and brick and mortar setting

**Course Content** Secondary Students (Grades 6 – 12): All semester-based courses are **one-half credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam, which must be proctored.

Elementary Students (Grades K – 5): All courses are a school year in length. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects.

## **Proctoring of Final Exams (For Secondary Students Only)**

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with student and parents.

## **Attendance**

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so.

Another important part of attendance is regular communication with EdOptions Academy online teachers and the Success Coach. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one weekly synchronous contact with their virtual instructor. This contact can be a phone call or attendance at a Live Lesson or Webinar.

**Required Hours:** Students must login every day that the Rose Tree Media School District's home school for that student is in session. **Students are required to create a daily schedule** for themselves that they must keep for the entirety of the course(s). **This schedule must be sent to the district's designated building coordinator for that student at the beginning of each semester.**

### **Recommended Middle / High School Schedule**

The student schedule needs to be at least 45 minutes per course per day.

### **Recommended Elementary Schedule**

| Grade | #of hours per day |
|-------|-------------------|
| K-2   | 3.5               |
| 3     | 4                 |
| 4-5   | 4.5               |

A primary grade student schedule could look like:

|                |            |
|----------------|------------|
| Math           | 50 minutes |
| ELA            | 70 minutes |
| Science        | 45 minutes |
| Social Studies | 45 minutes |

**All RTMCyber Academy students are under compulsory school attendance laws in Pennsylvania. Failure to attend school regularly, as demonstrated by consistent work completion and contact with EdOptions virtual teachers, will be responded to in accordance with District policies and procedures for truancy. In addition, students who consistently do not meet minimum expectations for course completion/success, will be withdrawn and will be required to attend school in person.**

## **Earning Credit and Grading Policy**

EdOptions Academy is accredited by AdvancED/Cognia. This accreditation grants EdOptions Academy the unique ability to offer transcripts, credits and diplomas recognized by schools and colleges across the country and around the world.

EdOptions Academy has also been granted program approval by the [NCAA Eligibility Center](#) to offer online instruction to student-athletes.

In order to receive credit in a course, students must meet the following requirements:

### Grades 6 - 12

1. The student will need an overall average of 60%.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

### Grades K – 5

1. The student will need an overall average of 70% on class assignments and achieve a minimum performance of at least the 30<sup>th</sup> percentile on benchmark assessments (minimum requirements for those students with Individual Education Plans will be identified by the IEP team).

**Note:** Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

## Grading Scale

|        |   |
|--------|---|
| 90-100 | A |
| 80-89  | B |
| 70-79  | C |
| 60-69  | D |
| 0-59   | F |

## Student Advancement and Graduation

Students must meet all already established requirements to advance to the next grade level or to graduate with a Rose Tree Media School District Diploma. Please see graduation requirements in the Penncrest High School Student Handbook.

## Transcripts and Grade Reports

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the same time all other Rose Tree Media School District students receive their grade reports. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor
- Virtual School Administrator

## Right to Privacy Policy

Rose Tree Media School District and EdOptions Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (**FERPA**). This law protects the privacy of a student's education records. Rose Tree Media School District and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

## Athletic Considerations

1. When considering the enrollment of a student athlete into RTMCyber Academy, the site coordinator and counselor should consult with both the NCAA Guidelines regarding policies concerning virtual education. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 1 year of additional English, Math or Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other elective are not subject to NCAA review. NCAA may require that the student's transcript must reflect that the student took the course through EdOptions Academy.

## **Technology Provisions**

Each student in the RTMCyber Academy will be provided with a device that is aligned with the device used by that student's grade/school. Technical difficulties with the Edmentum courseware/program should be directed to the help desk chat that is available through Edmentum throughout the day. Questions or concerns with a device issued by RTMSD should be directed to the RTM Technology Department at 610 627-6019.

All students issued a device by RTMSD are subject to the RTMSD School Board Policies related to technology, including the Acceptable Use Policy, and any required deposits/payments for damaged devices.

## **RTMCyber Academy Student Code of Conduct**

The Rose Tree Media School District and EdOptions Academy adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from EdOptions Academy, all matters of misconduct will also be handled through the Rose Tree Media School District Administration. Please refer to the Student/Parent Resource Guide section on Code of Conduct for further actions that could take place. The following policies are specific to the **EdOptions Academy**. To view Rose Tree Media School District's Student Code of Conduct please refer to the Student Handbook for your child's assigned home school.

As RTMCyber Academy students are considered students within the Rose Tree Media School District, students and parents are required to review and sign the Student Handbook for the student's assigned home school within the Rose Tree Media School District, as well as the RTMCyber Student Code of Conduct.

### **Academic Misconduct**

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

### **Defiance of Authority/Insubordination**

Disobedience or noncompliance toward any staff member of the EdOptions Academy or Rose Tree Media School District is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

### **Computer Misuse**

Any student who attempts to access the secure information of EdOptions Academy or Edmentum, Inc. or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to e-courseware, or administrative referral possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

**Deviation from the above consequences:** Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the EdOptions Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

## **Anti-Bullying Policy**

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the RTMCyber Academy / EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

### **EdOptions Academy uses this definition of cyber bullying:**

Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking.

## **Internet Acceptable Use Policy**

The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

## **Internet—Terms and Conditions of Use**

- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

## **Academic Integrity Student Agreement**

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output