Erie's Public Schools Cyber Choice Academy K-5 Family Guide

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Welcome to EPS Cyber Choice Academy at Emerson Gridley

We are so excited that you have chosen to be part of our Cyber Choice Academy! We are here to help you and your student have a successful school year. Please use this guide to help you navigate the K-12 Stride online learning platform. If you have questions or concerns, please reach out to your child's teacher or any member of the administration.

TRIAL PERIOD/ACADEMIC SUPPORT PLAN (ASP)

Our mission at Erie's Public Schools is to create a personalized path to success for each student. To ensure that all Cyber Choice Academy students are enrolled in the learning environment that best meets their needs, we have a three-week trial period. If your student meets the required weekly hour and progress standards during the trial period, your student will be invited to continue with us here at the Cyber Choice Academy. Students who do not meet the weekly hours and progress standards (hours and activities) during the 3 week trial period will be enrolled at their home school.

If at any time your student falls behind in their course work and is failing, they will be required to come into the lab at Emerson-Gridley daily and will be placed on an academic support plan.

The academic support plan is a intense 15-day plan to help get your student back on track with course work. If they do not follow the academic support plan or do not come into the building, they will automatically be enrolled at their home school. At the end of the 15 consecutive day ASP our team will review your student's progress to determine if they need additional time in our lab, may work continue to work from home, or might need to return to a more traditional building for support. You will be responsible for their transportation to and from the lab.

EXTENDED DAY

If your students is struggling with their course work and they are attending lab sessions, we will invite your student to our Extended Day program. In Extended Day, students attend the regular lab session, then stays with their teacher in the afternoon until 1:10.

Arrival Procedures

Cyber labs open for students enrolled at the Cyber Choice Academy at 8:00 a.m. All cyber students will enter Emerson-Gridley through the location marked A on your map below. Upon arrival, students will go through a metal detector and have their bags checked. Students will be offered breakfast, then will be directed to their classroom.

Dismissal Procedures

Cyber labs close for students enrolled at the Cyber Choice Academy at 12:30 p.m. Students will exit through the doors marked "B" on your map below. After dismissal, Cyber Choice Academy students are not allowed to reenter the building.

Guest or Visitor Procedures

Ifaparentor guardian needs tocome into the office, you will enter through the doors marked "A" on the map. After entering through the double doors, you will see a second set of doors with a buzzer to the right of the door. Please press the buzzer once and wait for the secretary to answer. Let the secretary know your reason for coming into the building. Visitors will pass through security/metal detector then go straight up the stairs to the main office on the 1st floor. Visitors are not allowed on any other floor.

Attendance Requirements

1. As part of the Erie's Public Schools school district, the Cyber Choice Academy follows the EPS school year calendar.
2. Students MUST log in to their K12/Stride account each day EPS school.
3. K12/Stride sets a "Plan" for each student. Students must complete their "Daily Plan" for each school day or they will be marked absent.
4. Students must complete all parts of the lesson, both what is online, workbooks and Classkick assignments. This should take 3-5 hours.

Submitting Absence Excuses

School attendance is important and directly affects student success. Whenever possible, please try to schedule doctor's appointments and other commitments outside of school hours. If your child is absent from school, please send an excuse in one of the following ways:

1. Drop off a written note or doctor's excuse including student's name, date of absence and reason for absence, in person at Emerson-Gridley (816 Park Avenue North).
2. Send an email to the Attendance Office as EGattendance@eriesd.org, that includes the information listed above.

Absences will be excused for those reasons listed in the Student Handbook and Code of Conduct. The full EPS Attendance policy is available at https://www.eriesd.org/handbook.

ATTENDANCE POLICY:

This is a simplified version of the Erie Cyber Choice Academy's attendance policy. Please refer to the district handbook for additional details.

If your student(s) do not attend an in-person lab session from 8:00am- 12:30pm. you must attend the daily class connect sessions assigned by your grade level.

In lab, K-2 focuses on Math, ELA, and Phonics. Science and Social Studies will be completed at home. 3-5 covers all subjects daily in lab. Homework is what ever assignments are not completed in lab. All Classkick assignments are required

Stick to your Daily plan.
Do Not Work Ahead!

Each student is expected to be working for at least 5 hours a day. Please remember to keep your screens active when working in your workbooks.
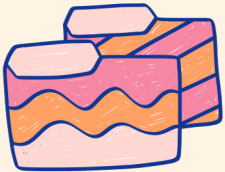
Please only mark the assignments complete if all workbook pages and quizzes etc. are complete Epscyber814#

If you are absent please notify your teacher and send an excuse to egattendance@eriesd.org

Learning Coach: Recording Attendance on K12/Stride

1. Log in to K12 School (OLS)
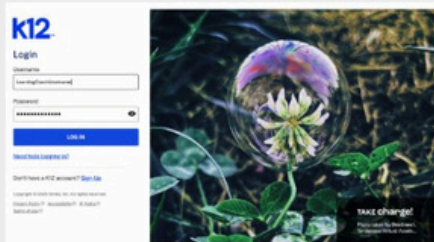
Log in to the K12 School (OLS) at https://learn0.k12.com/ using personal Learning Coach username and password.

2. Select "Account"
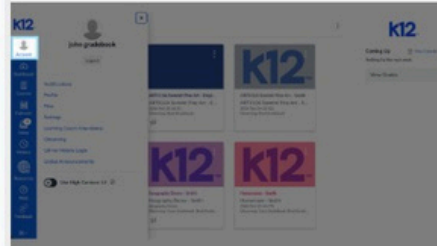
Select "Account" from the Global Navigation menu.

3. Select "Learning Coach Attendance"
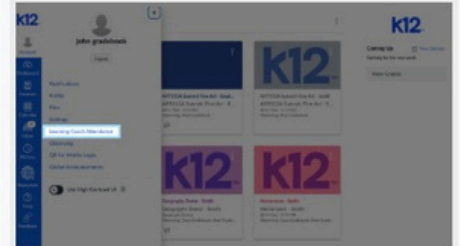
Select "Learning Coach Attendance" from the options.

4. Select Student
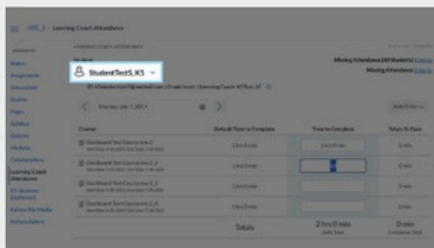
If the Learning Coach has multiple students associated with them, navigate between students by selecting the drop-down list next to the student name.

5. Select Date
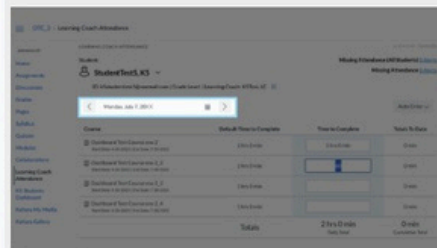
Select the desired date using the "Calendar" icon or date navigation arrows.

6. Do Not Enter Future Attendance

Note: Attendance can only be entered for the current or previous dates, not future dates. A notification will appear if a future date is selected.

7. Add Time
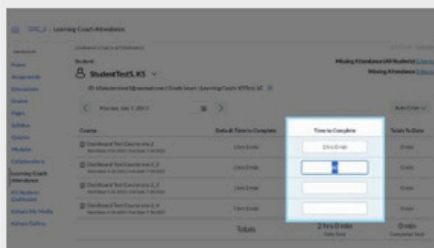
Select the Time to Complete field for a course. It will pre-populate with the default expected attendance minutes for that course.

This value should be adjusted to reflect the actual time the student spent in their course.

Note: When entering time, use the total number of minutes (e.g. 73 minutes) per course. The Time to Complete field will automatically convert total minutes entered to an hours and minutes format (e.g., 1 hrs 13 min).

8. Optionally, Select "Auto Enter"
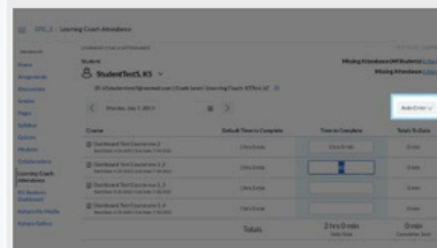
Optionally, select the "Auto Enter" drop-down list to:

- Set "0 minutes" for days where your student did not do any schooling.
- Set default time values for all courses.

9. Select "Save" or "Restore"
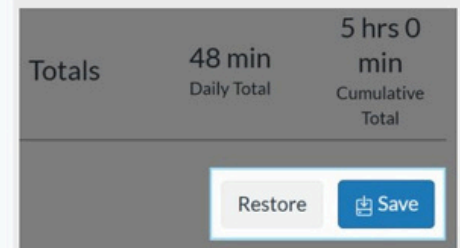
Save the attendance Time to Complete entries by selecting the "Save" button, or reset the page by selecting the "Restore" button.

Any changes to the school year calendar or educational schedule will be communicated by the district via the district website (www.eriesd.org) the district's Facebook page, and the ParentSquare notification system.

What do I do if the school district calls for a...

PARENTAL DISCRETION DAY?
The cyber labs will be OPEN.

If the school district announces a "Parental Discretion Day" students have two options:

1. Come to the Cyber Lab as your regular scheduled time 8:00 a.m.-12:30 p.m.
2. Let their teacher know they will not be attending in lab and log into Stride from home and work through their "Daily Plan."

FLEXIBLE INSTRUCTION DAY?
The cyber labs will be CLOSED.

If the school district schedules a "Flexible Instruction Day" students should:

1. Stay home and log in to K-12 Stride to complete their "Daily Plan."
2. Attend scheduled Class Connect sessions.

Required District Assessments

All students will begiven the benchmark assessments (screenings) three times per year.

All students are required to attend district assessments in person at Emerson Gridley.

DIBELS is an assessment system designed to assess all students' progress in grade K-5. It assesses the five big ideas of early literacy. These are phonological awareness, alphabetic principles, fluency, comprehension and vocabulary. DIBELS measures have been found to be predictive of later reading proficiency.

Students in Elementary School will also be given a Stride Skills Arcade GAP Assessment. The GAP Assessment will be give three times a year.

Smart Futures is an online career planning platform that helps kids, teens and young adults discover who they are, where they are going, and how to get there. Each year your student will be required to complete several activities.

Required Pennsylvania State Assessments

Every student in Pennsylvania in grades 3 through 8 is assessed in English Language Arts and Mathematics. Every student in Pennsylvania in grades 4 and 8 is assessed in science. When we have a final PSSA testing schedule (around April), we will mail out the information.

Positive Behavior Interventions and Support (PBIS)

The Cyber Choice Academy and all programs located at Emerson-Gridley are Positive Behavior Intervention Support programs. PBIS is used to improve school safety and promote positive behavior at Emerson- Gridley. It also helps teachers, students, and staff to review data and make informed decisions about expectations and consequences when a student misbehaves. PBIS calls for teachers to deliver lessons about behavior just as they would about any other subject. PBIS and our staff recognize that once students are aware of the expectations and understand them they are better equipped to meet those expectations. PBIS creates a common dialogue, common vocabulary, and common goals for Emerson-Gridley students and staff that allows all of us to be on the same page. Not only does PBIS help with behavior issues, but it helps build a deeper sense of community among students and staff. Our staff worked together to design this program to support the needs of our school. Behavior expectations are taught and acknowledged throughout the school year. Our behavior expectations are centered around being Respectful, being Responsible and being Resilient.

Emerson-Gridley: Classroom Expectations
For Elementary School

	Entering the Classroom	Teacher-led Instruction	Small Group Work	Independent Work	Leaving the Classroom
Be RESPONSIBLE	• Place your belongings in the designated area. • Arrive on time every day. • Bring a charged device.	• Complete Daily Plan. • Participate in the lesson.	• Work as a team. • Listen when others speak. • Participate in the lesson. • Use technology and materials as directed.	• Use technology and materials as directed.	• Complete unfinished work at home. • Follow end-of-day routines.
Be RESPECTFUL	• Breakfast is finished by 8:10 AM. • Arrive in dress code.	• Listen when others are speaking. • Use technology and materials as directed. • Raise your hand.	• Stay focused and on task. • Be accepting of others. • Complete all work. • Ask for help when needed.	• Ask for help when needed. • Complete all work.	• Voice volume zero (0). • Exit tight to the right. • Clean up your area.
Be RESILIENT	• Prepare for the day.	• Ask for help when needed. • Wait your turn.	• Wait your turn. • Use coping strategies. • Listen for and follow directions.	• Listen for and follow directions. • Use coping strategies.	• Attend your live class sessions. • Listen for and follow directions. • Finish your assignments at home.

Emerson-Gridley: Common Area Expectations
K-8

	Hallway Voice 0 or 1	Dining Hall Voice 1 or 2	Bathroom Voice 0 or 1	Live Class Session
Be RESPONSIBLE	• Pick up after yourself and throw away trash in a garbage can • Use the hall pass correctly • Stay tight to the right • Stay focused on your destination	• Stay in your seat • Know your lunch number • Tell an adult if there is a problem • Clean up area before leaving	• Use hallpass correctly • Clean up after yourself • Flush • Wash your hands • Tell an adult if there is a problem	• Be on time and prepared • Attend required Live Class Sessions • Be in a learning environment • Participate in instruction • Complete all assignments daily
Be RESPECTFUL	• Be considerate of others' personal space • Use appropriate language and volume • Stay in assigned area and on assigned floor	• Use manners • Use appropriate language • Keep devices put away • Wait to be called to line up • Stay at your assigned table	• Return quickly to the classroom • Give others privacy • Use garbage cans for trash • Be quick	• Keep your camera on • Mute yourself • Answer the teacher when called upon • Listen when your teachers and classmates are talking • Eat before your session
Be RESILIENT	• Be patient while waiting • Have your eyes forward and ears open	• Be patient while waiting your turn • Use your coping skills	• Follow bathroom pass rules • Be neat	• Ask for extra help sessions or assignment retakes • Attend extra help sessions

How to Support Your Student in the K12 School

Students need support to be successful in online courses, and the parent or Learning Coach role is key to that success. Learning Coaches can be linked to a student or multiple students and view the student's data in the course. Learning Coaches cannot submit work on behalf of the students they observe, but they can see student grades, assignments and events, and course interactions.

Here are actions Learning Coaches can take to support their student in the K12 School:

Log in to the K12 School frequently to monitor student progress.

When a Learning Coach logs in to the K12 School, the first view is the Dashboard. The Dashboard from the Learning Coach's view shows the Global Navigation menu, Global Announcements, Course Cards and Courses, the Inbox, the History, and the Help button.

Check grades regularly.

The Learning Coach can monitor student grades and progress by selecting a specific course, then selecting **Grades** in the Course Navigation menu. On the Grades page, the total grade can be viewed in the upper-right corner. Each assignment is listed and includes the due date, indicates if the student submitted the assignment, the status of the assignment, and the score if earned. Grades can be printed from the Grades page too.

Review teacher feedback when given.

A Learning Coach can view feedback left for the student by the teacher when they graded the assignment. Select the assignment title to open the Assignment Details page. There, the Learning Coach can view the assignment details, such as the score and number of attempts. If the assignment has a rubric, it is viewable on the Assignment Details page. Select the **View Feedback** button to open the Feedback sidebar and view feedback from the teacher and comments from the student. The Learning Coach can view the feedback and comments but cannot leave a comment in this sidebar.

Essay about time
Due: Fri Feb 14, 2025 11:59pm

(Missing) **2/20** Points

Attempt 1 ⌄	◯ Review Feedback

Offline Score: 2/20   ⮂ View Feedback

Anonymous Grading: no

3 Attempts Allowed
Available: Feb 6, 2025 12:00am until Feb 14, 2025 11:59pm

⌄ **Details**

Please write an essay how you manage your time.

⌄ **View Rubric**

K5 Writing (1)

Criteria	Ratings		Pts
Spelling view longer description	10 to >2.5 pts Full Marks Spelling	2.5 to >0 pts No Marks	/ 10 pts
User complete sentences view longer description	10 pts Full Marks	0 pts No Marks	/ 10 pts
			Total Points: 0

Check the Calendar for upcoming assignments and events.

The Learning Coach will know when assignments for students are due by viewing the Calendar through the Global Navigation menu if the teacher has added due dates to assignments. Class Connect sessions will be listed on the Calendar as well.

Communicate with the teacher.

The Learning Coach can communicate with the teacher through email. Send an email from your preferred email address to the teacher. You may see a notification in the K12 School's Inbox tool; however, all messages and replies should be sent through the email client directly.
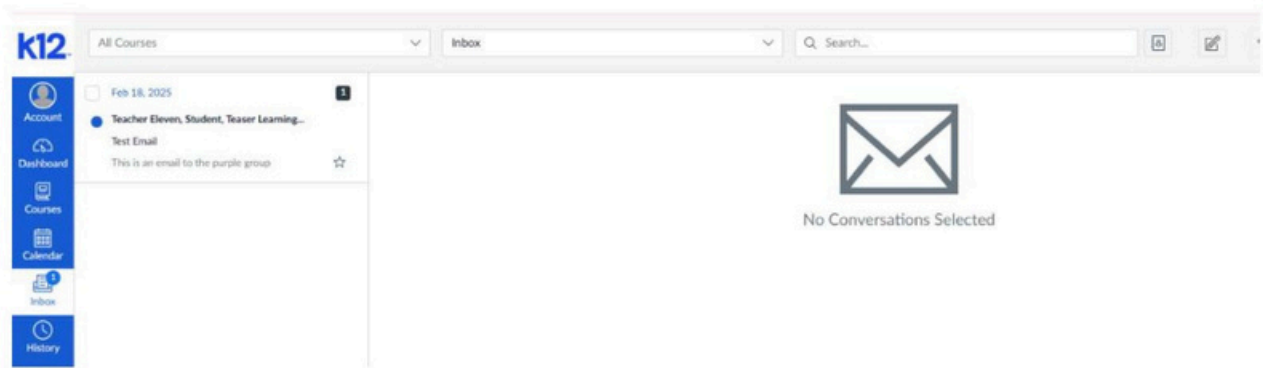
More Help for the Learning Coach.

For additional technical support, contact http://help.k12.com/.

Troubleshooting Technology:
HOW TO CLEAR DATA AND COOKIES ON A CHROMEBOOK

1.www.eriesd.org

2. Choose "snowman" upper right hand corner
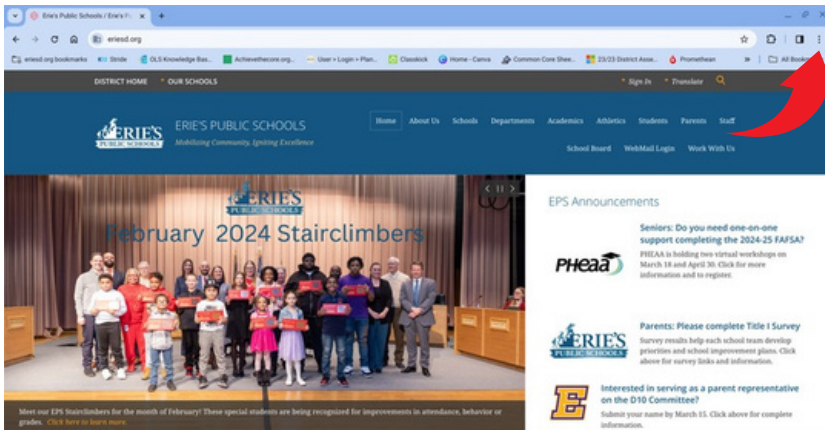
3. Choose Cyber "Clear browsing Data"
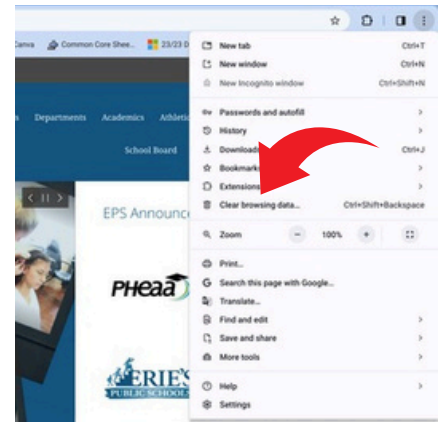
4. Click on "Advanced"
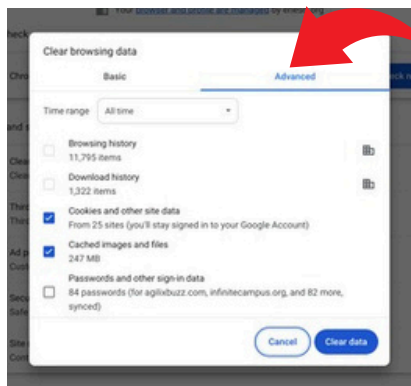
5. Change time range to "All Time"
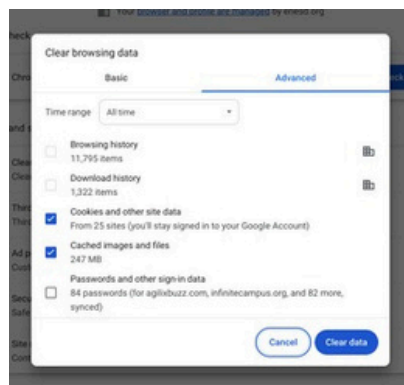
6. Check off 3 boxes shown below
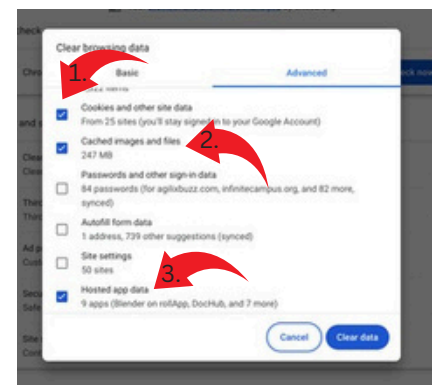
iPad Trouble-shooting Ideas:

Safari:

- When using Stride please only use the browser Safari. Google
- Chrome is not as compatible with the iPads.

Restarting your iPad:

- To restart your iPad please hold the top button down until you see restart.
- Slide the arrow over and allow the iPad to rest.
- Restart it the same way.
- When in doubt, RESTART.

Settings:
Please make sure your settings are up to date.

Click settings app Locate safari on
- the left hand side On the right
- locate the pop ups. This needs to
- be off. The button should be grey. Scroll down further and select camera and microphone. Please
- select allow.
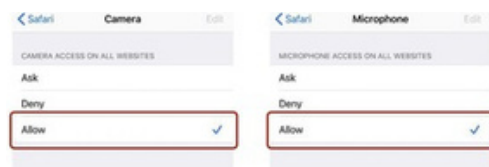
Student Guide

Expectations for a
K-5 Student:

A successful Cyber Student...

- Comes with a charged district iPad or Chromebook
- Completes all assigned work on their daily plan and Classkick assignments
- Logs into Live Class sessions, if not attending daily in person sessions.
  Is on time and ready to learn
- Brings materials to school Ex: district device, all workbooks and trade books.
- Keeps screen active while working on their workbooks.
- Completes all work not finished in lab at home that afternoon
- Has their learning coach mark their assignments complete by

  typing Epscyber814#

- If absent notifies their teacher and email EGattendance@eriesd.org
- Reaches out if they need additional help or support

HOW TO LOG INTO YOUR ERIE SCHOOL DISTRICT DEVICE CHROMEBOOK

1. Open your Chromebook.

2. Enter your 6-digit lunch number as your email to sign into your Chromebook.

3. Enter your district given computer password. If you do not know your password please contact your teacher.

4. Click the blue "NEXT" button to log in.
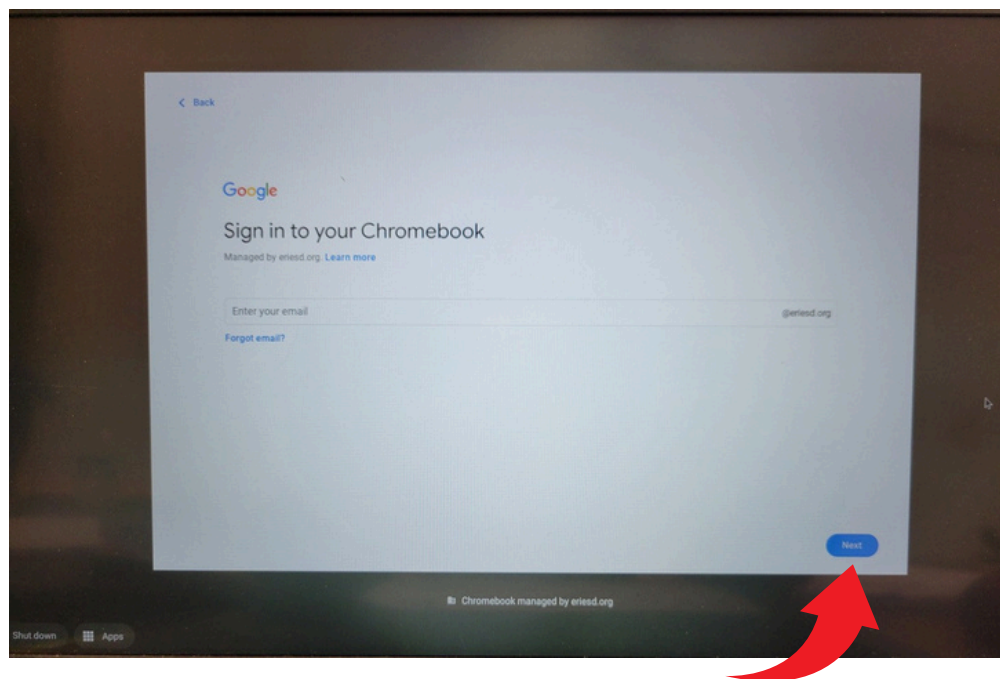
If you have trouble with your school issued Chromebook or iPad, call our technical support team at 814-874-6181

Students:
How to log into K12/Stride with Clever

1 Navigate to **https://www.eriesd.org/**

2   Click "Students"

3   Click this "Log in With Clever"

4   Click the "Username" field and type your six-digit number.
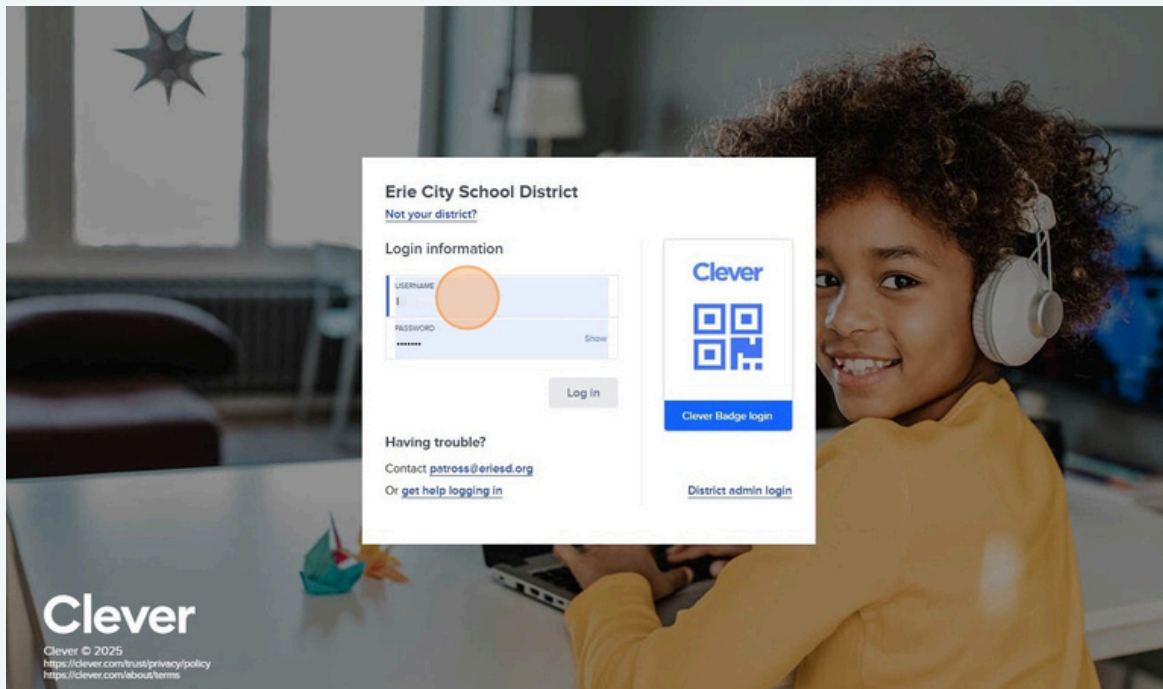
5   Click the "Password" field and type in you Chromebook Password.
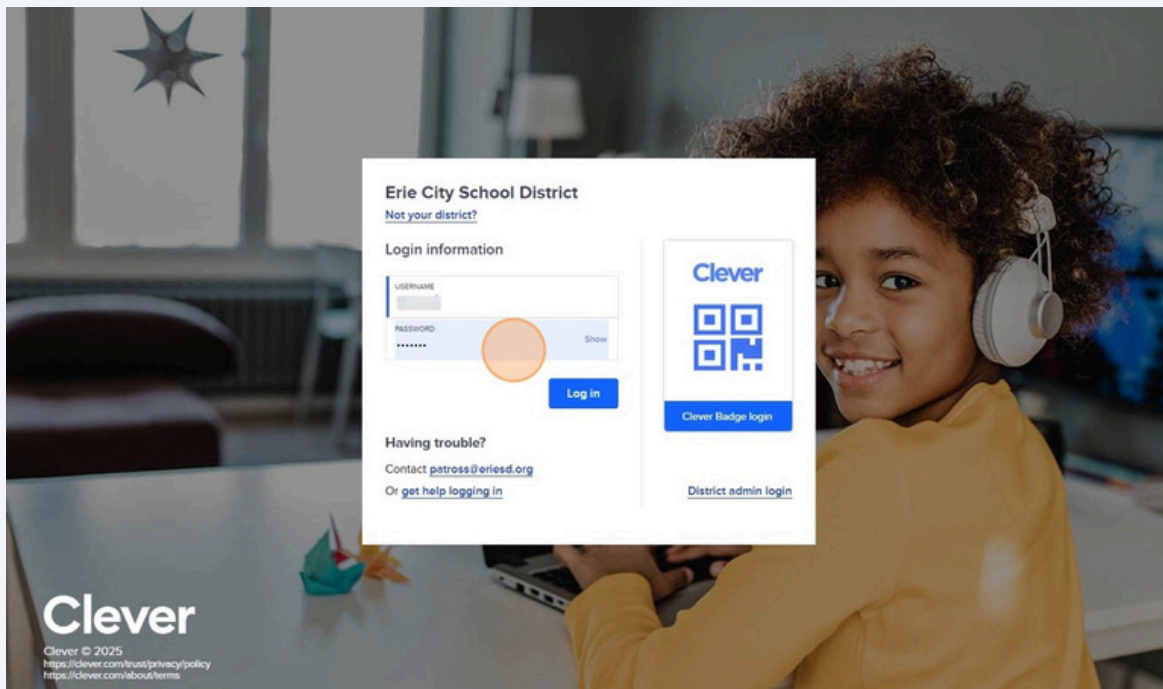
6 Click "Log in"
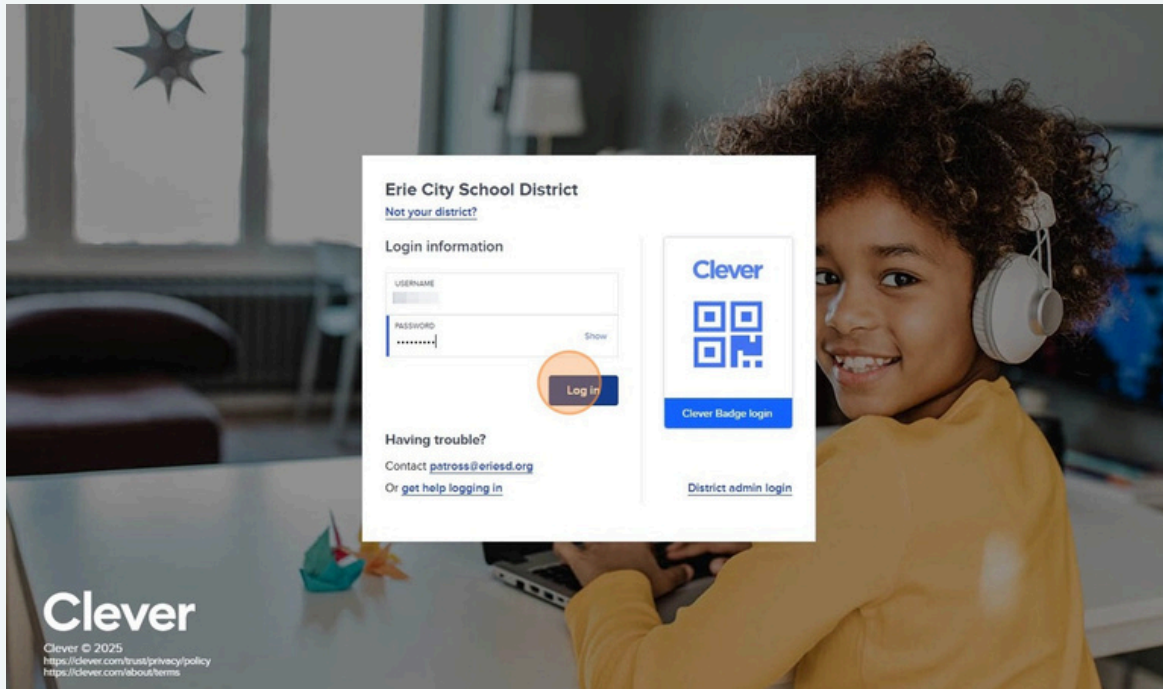
7 Click Stride Learning Solutions.
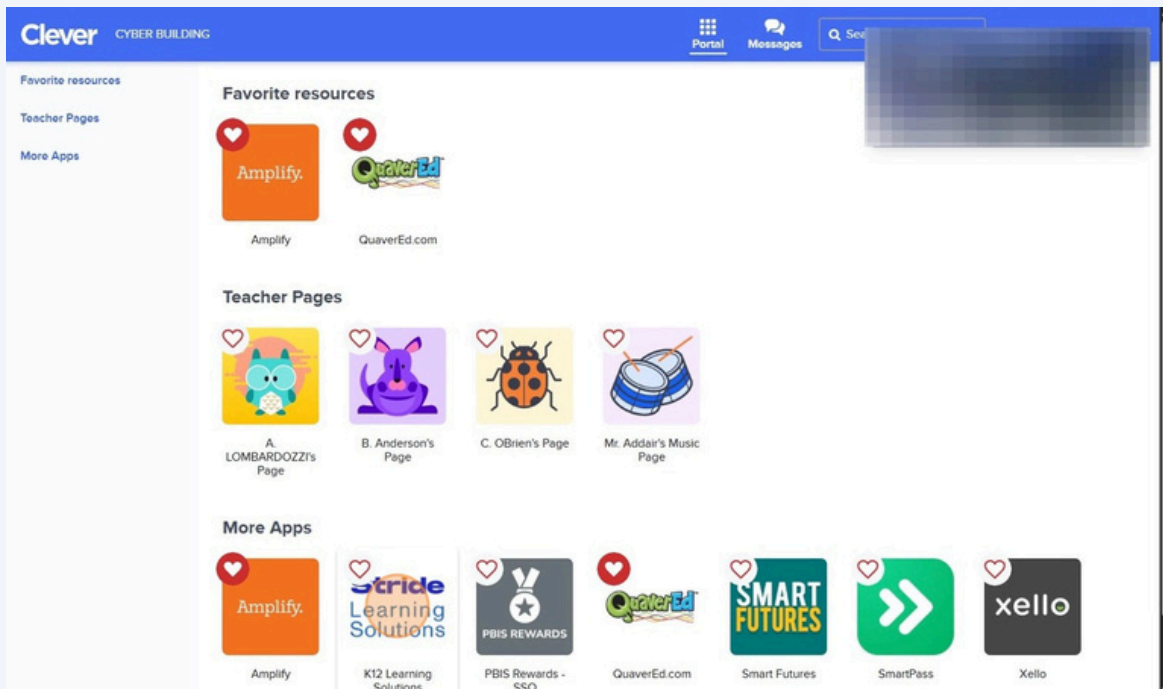
8

Welcome to your K12/Stride Dashboard Page!

Navigating K12 School

Navigating the K12 School

1 Select "Courses" in the Global Navigation menu.

2 Select your course.

3 Use the Course Navigation menu to explore content.

k12

1 Courses

Account

Dashboard

Courses   ✕

All Courses

2 Demo Teaser Course
Tiger Group

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

k12

Announcements and Notifications

1 Select "Courses" in the Global Navigation menu.

2 View Announcements in Course Navigation.

3 Enable notifications in Account > Settings > Notifications.

k12

Finding and Submitting Assignments

1 Assignments are found in Modules, Syllabus, Calendar, or To Do List.
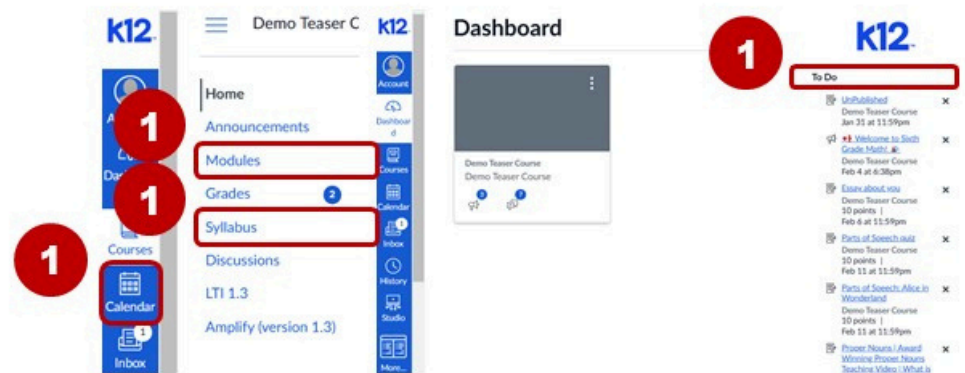
2 Select an assignment to view details and submission options.

3 Select 'Submit Assignment' to upload your work.
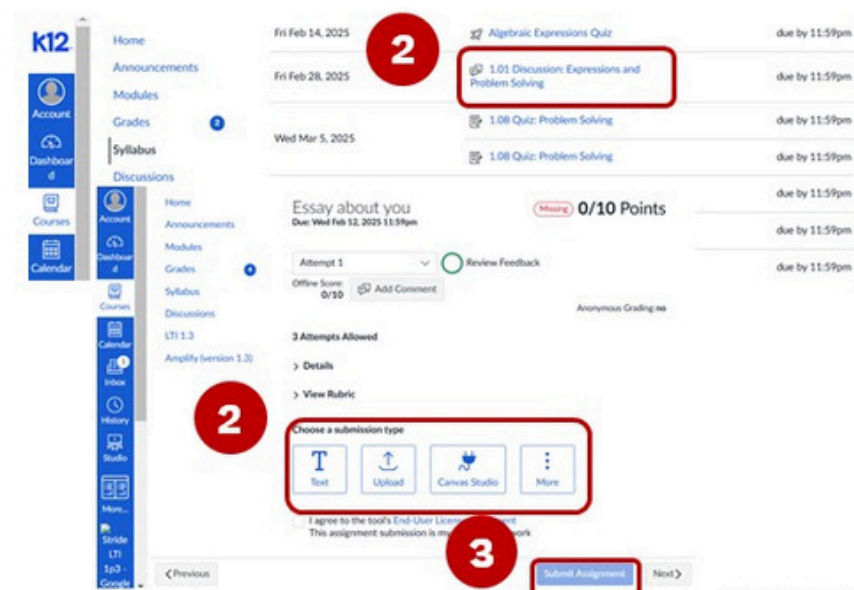
Checking Grades

Checking Grades

1. Select 'Grades' in Course Navigation.

2. View scores, feedback, and rubrics for assignments.

3. Use 'What-If' grades to calculate potential scores.

Using the Calendar

| 1 | Select 'Calendar'' in Global Navigation. | 2 | Choose your preferred view (Week, Month, Agenda). | 3 | See all due dates and course events in one place. |

Accessing Class Connect Sessions

Locating and Accessing Class Connect Sessions

1 Select 'Calendar' in Global Navigation.

2 Choose your course in the calendar sidebar.

3 Select the class connect session and join the event.
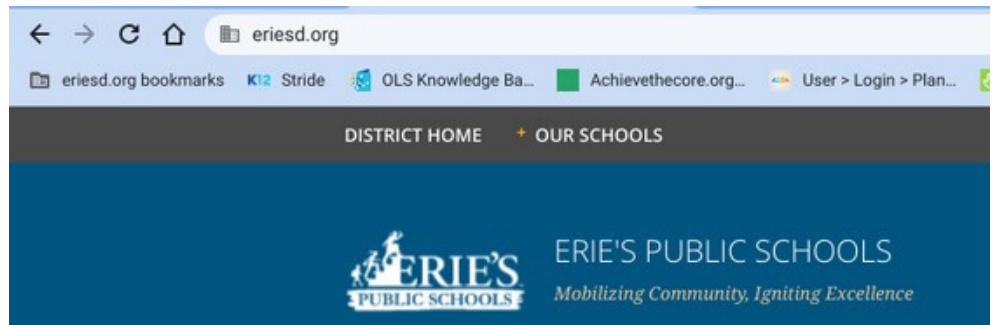
Participating in Discussions

1 Select "Discussions' in Course Navigation.

2 View discussions and post replies.

3 Check for deadlines and instructor expectations.
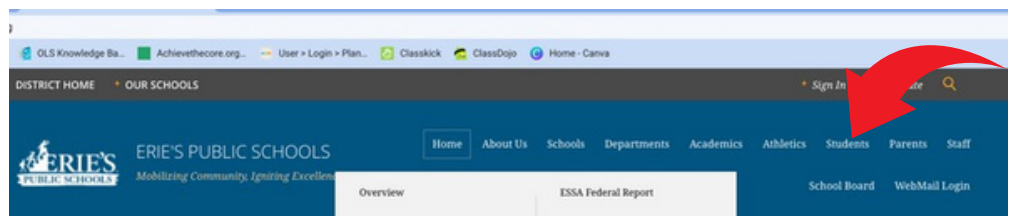

k12
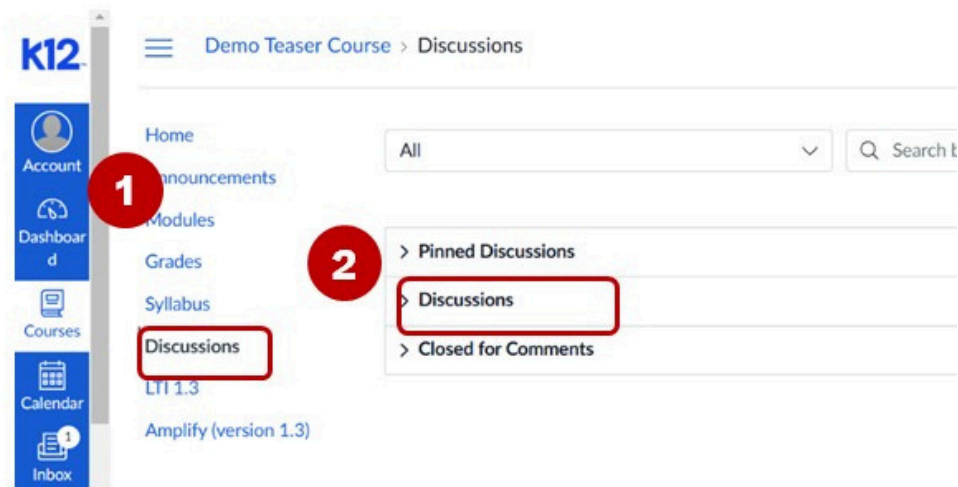
HOW TO LOG INTO CLEVER

K-5 Students use Clever for K12/Stride, Amplify, Class Kick and Smart Futures.
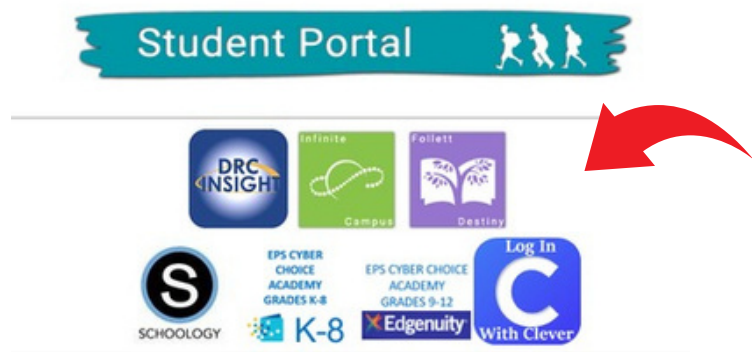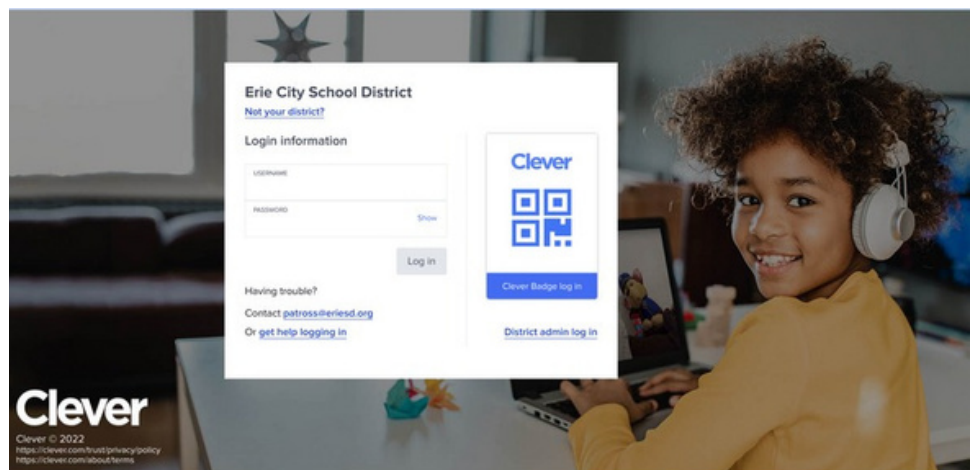
1. www.eriesd.org

2. Click "Student"

3. Click Clever

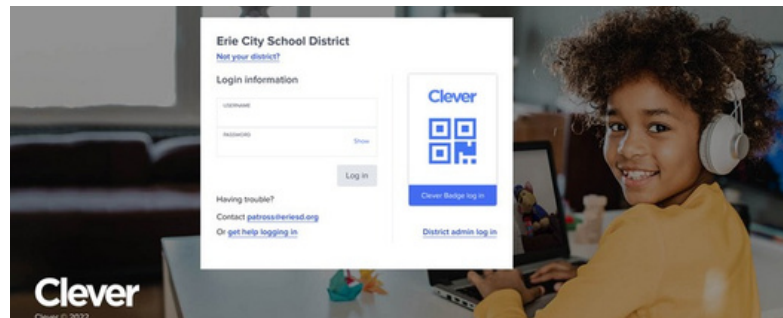**iPad users please click on the clever app on your home screen.**

4. Log into CLEVER using district log-in information

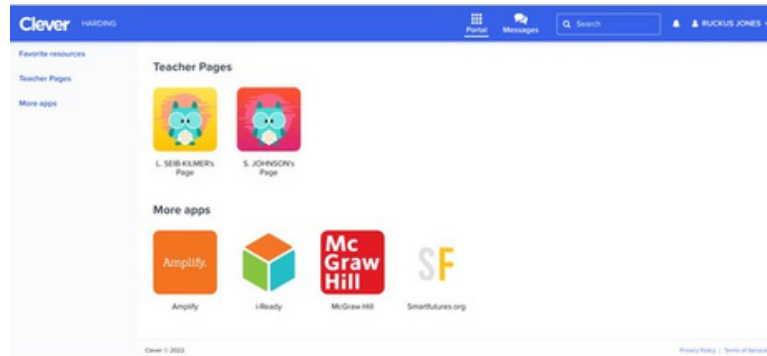**NOTE:** Do NOT add an exclamation point.
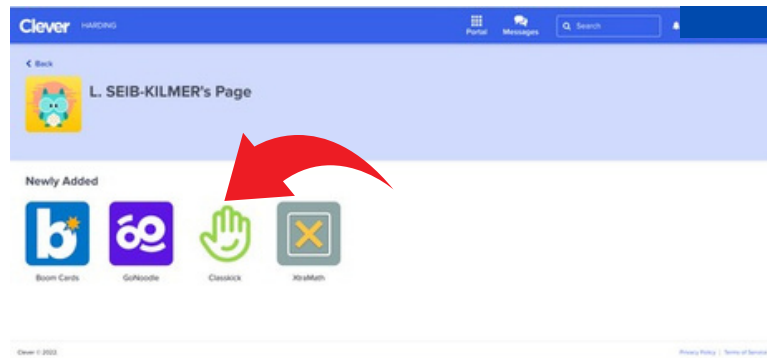
HOW TO LOG INTO CLASSKICK

1. Log into Clever

2. Choose the icon with your Cyber teachers name

3. Click Classkick

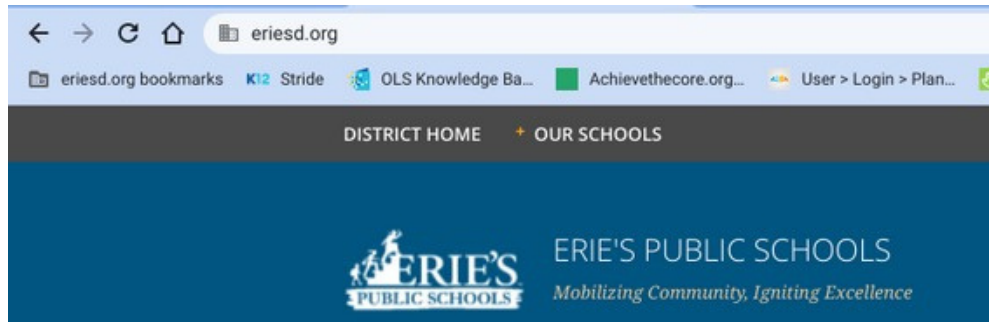4. Type in the unique code your teacher has given you for your assignment

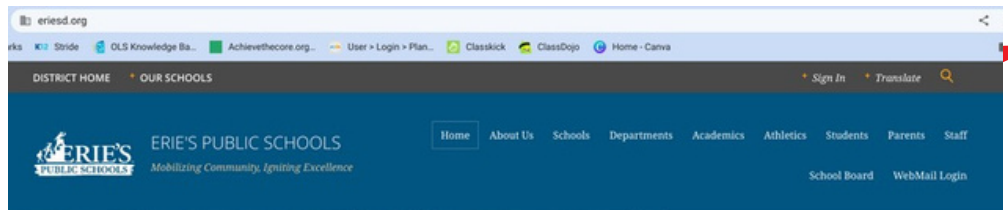5. Type your name EXACTLY the same EVERY time you log into Classkick.

HOW TO LOG INTO YOUR
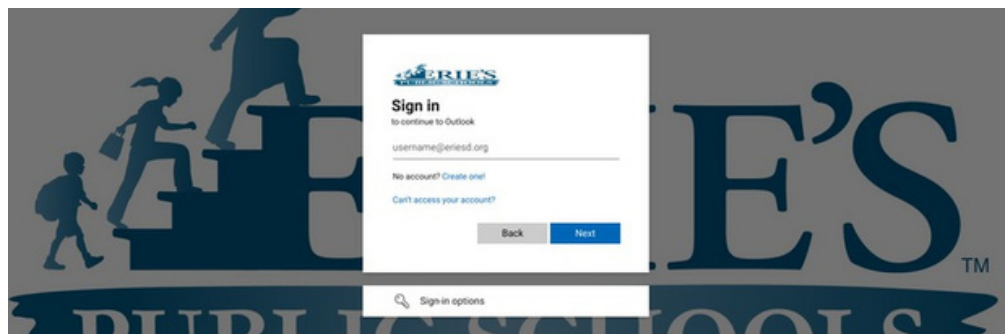# ERIE SCHOOL DISTRICT EMAIL
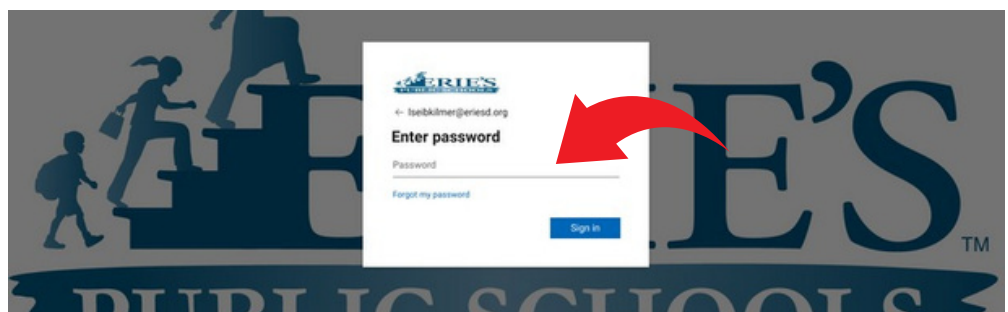
1.Type www.eriesd.org.

2. Click on the Webmail Login on the right hand side of the screen.

3. Enter your 6 digit district lunch number.

4. Enter your issued school district password. (The same as your computer password.)

K-5 Student Success Contract

I promise:

☐   I will try my best each day

☐   I will complete all my lessons on my daily plan

☐   I will attend my daily Live Class Sessions

☐   I will check my messages for daily updates

☐   I will check for overdue and unmastered assignments/quizzes daily

☐   I will ask my teacher when I need help

Student Signature: _____   Date: _____