Erie's Public Schools Cyber Choice Academy

Grades 6-10 Family Guide



816 N. Park Avenue Erie, Pennsylvania 16502 814-874-6450

Fax 814-874-6456

Jill Crable, Principal Dr. Eric Sandberg, Assistant Principal Nicole Henry, Assistant Principal

TABLE OF CONTENTS

Welcome to Emerson Gridley	1
Academic Support Plan/Assessments	1
Arrival/Dismissal/Guest Procedures	2
Attendance Requirements/Excuses/In-Person Lab	3
Parental Discretion/Flexible Instructions Days	4
Required Assessments for all Cyber students	5
"How To" Guides for Cyber	
Log into my Chromebook	8
Log into My K-12 Stride Account with Clever	9-13
Navigating K12/Stride	14
Announcements and Notifications	15
• Finding and submitting assignments	16
Checking grades	17
Using the Calendar	18
Accessing Class Connect Sessions	19
Participating in Discussions	20
Complete a Classkick assignment	21
Positive Behavior Interventions and Support	22
• How to Support your Student in K12/Stride	23-27
Cyber Choice Academy Student Checklist	28



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 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 teachers 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 <u>required</u> 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 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.

It is the parent's responsibility to transport their students to and from Emerson-Gridley. To see if you qualify for an EMTA bus pass, please complete the application our district home page https://eriepac.scriborder.com/

EXTENDED DAY- MIDDLE SCHOOL

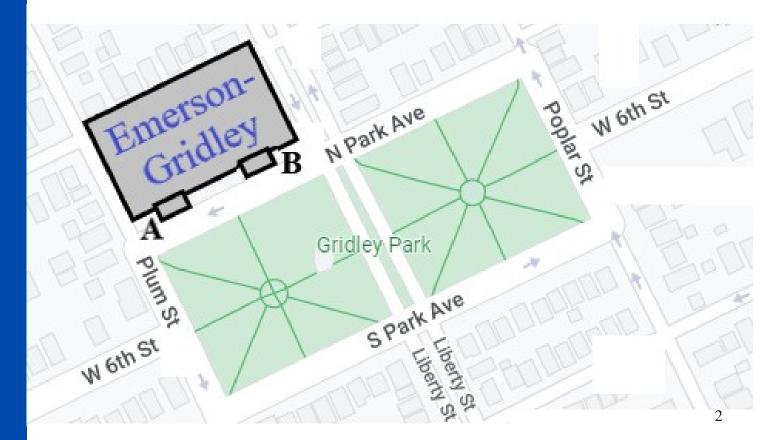
If your students is struggling with their course work and they are attending lab sessions, we will invite your student to our Extended Day program. In Extended Day, students attend the regular lab session, then stays with their teacher in the afternoon until 1:10.

Arrival and Dismissal

	Middle School	High School
AM Arrival	Door A 7:30-8:15 Phones Collected at the Door	Door B 7:30-8:15 Phones collected at class
Lunch	12:00-12:30	10:50-11:20
AM Dismissal	12:30 (Door B)	12:30
PM Arrival		10:50
PM Dismissal		3:00

Guest or Visitor Procedures

Parents and guardians are welcome to come to the main office, entering the building through the doors marked "A" on the map. After entering through the doubles doors, a staff member will greet you. Your bags will be searched, and you will be prompted to walk through the metal detector. You must report to the main office on the 1st floor. Visitors are not permitted on any other floor of the building.





Attendance Requirements

- 1.As part of the Erie's Public Schools, the Cyber Choice Academy follows the EPS school year calendar.
- 2.Students MUST log in to their K12/Stride account every student attendance day according to the EPS calendar.
- 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, including what is online, workbooks and Classkick assignments. This should take approximately 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.



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 your regular scheduled time 8:00 a.m.-12:30 p.m.
- 2.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 into K-12 Stride to complete their "Daily Plan."
- 2. Attend scheduled Class Connect sessions.



Required District and State Assessments

All students will be given 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-8. DIBELS measures have been found to be predictive of later reading proficiency.



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

SMARTFUTURES

Smart Futures is an online career planning platform that helps young adults discover who they are, where they are going, and how to get there. Each year, your student will be required to complete 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 5 and 8 is assessed in Science.



Students in High School participate in the Keystone Exams. These required exams are given when students complete English Language Arts 10, Biology, and Algebra I.



"How To" Guides

The following pages will helpyou navigate the K-12 Stride platform and include information about how to:

STUDENT

- Log into your Chromebook
- Log into K-12 Stride Account
- Submit a Word Document
- Check your grades and find missing assignments
- Join Class Connect sessions
- Log into Clever
- Complete Classkick assignments

PARENT

- Log into Stride Account
- General Overview
- Check Grades
- Check for Online Meetings

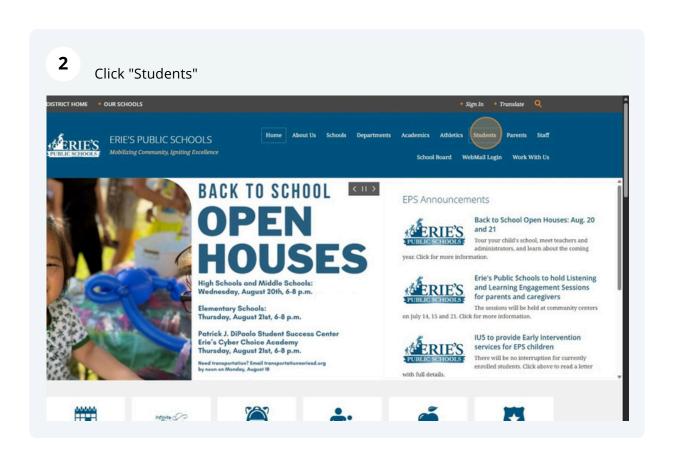
How to log into my Chromebook:

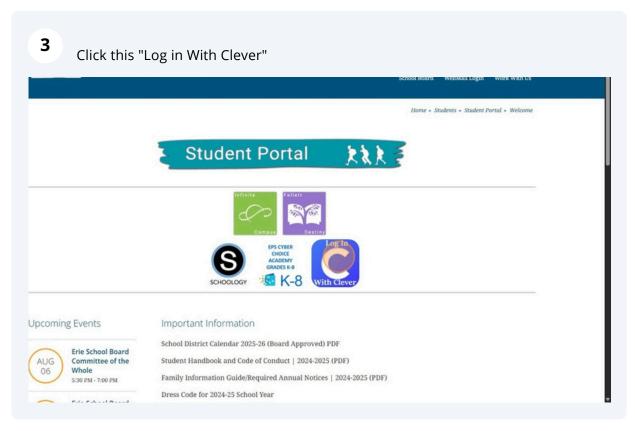
- 1. Open your Chromebook.
- 2.Enter your 6-digit lunch number as your email to sign into your Chromebook. (EX: 123456@eriesd.org)
- 3.Enter your district-assigned computer password as your password. (The password typically starts with a capital letter, is a strange word, and ends with a number).
- 4.Click the blue "Next" button on the bottom right of your screen.
- 5. You have successfully logged into your Chromebook.

*If you have trouble with your school issued Chromebook, call our technical support team at 814-874-6181.

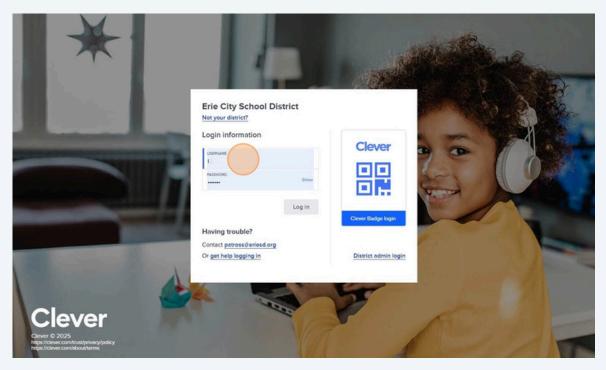
Students: How to log into K12/Stride with Clever



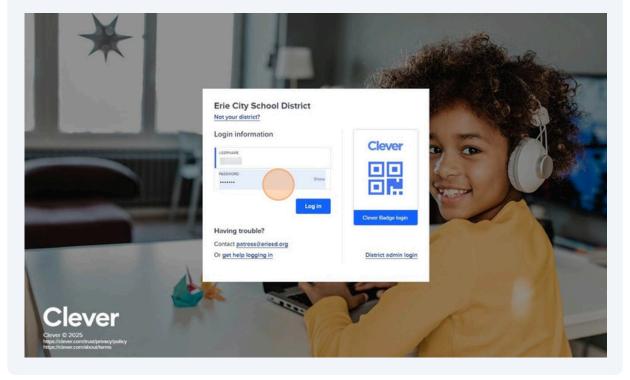


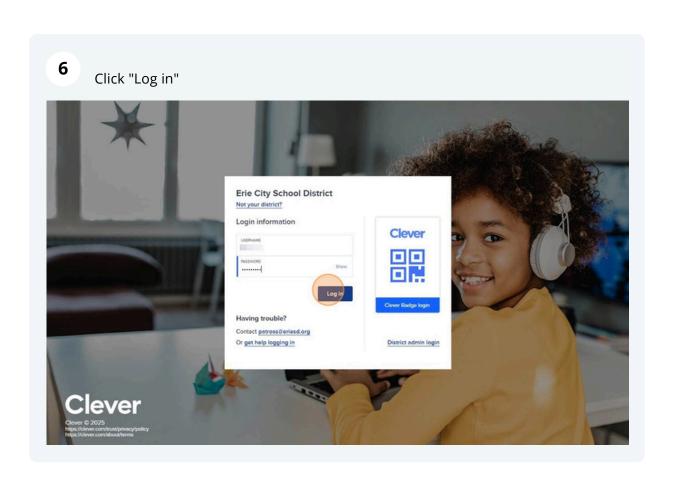


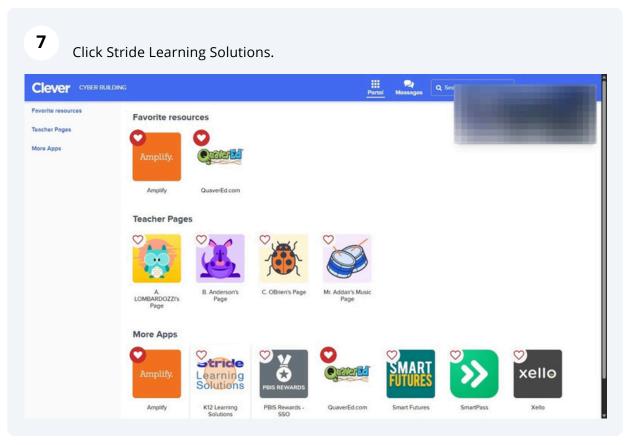
4 Click the "Username" field and type your six-digit number.

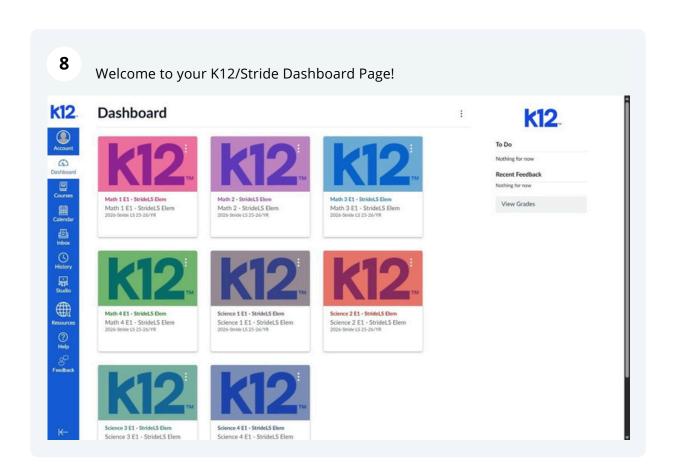


Click the "Password" field and type in you Chromebook Password.





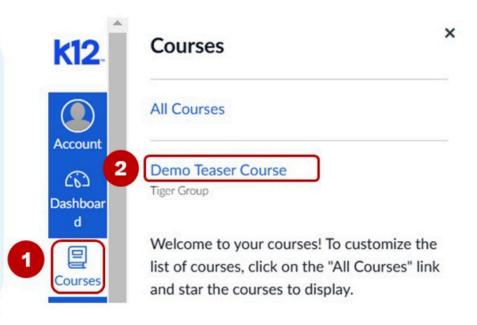






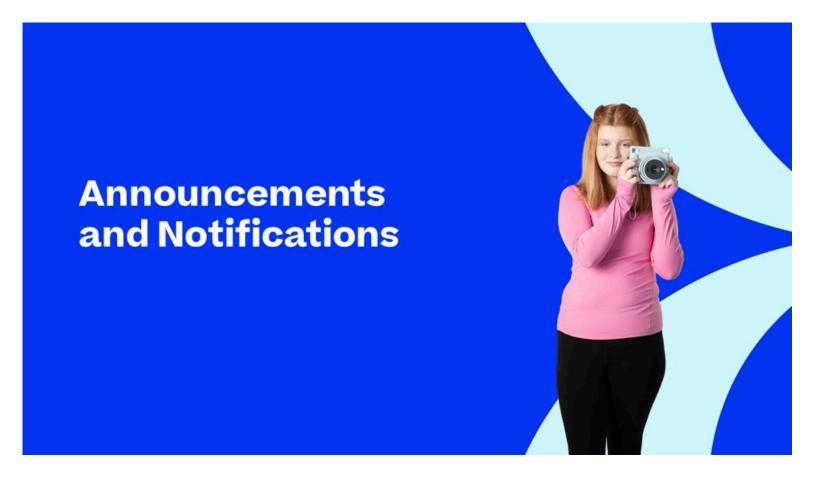
Navigating the K12 School

- 1 Select "Courses" in the Global Navigation menu.
- 2 Select your course.
- 3 Use the Course Navigation menu to explore content.



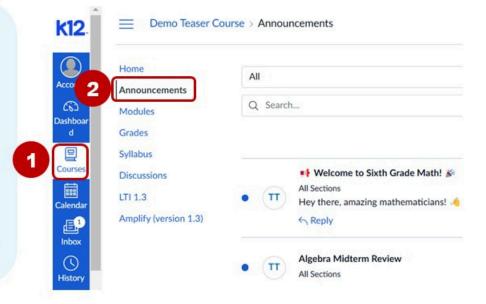
k12

COMPANY CONFIDENTIAL



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

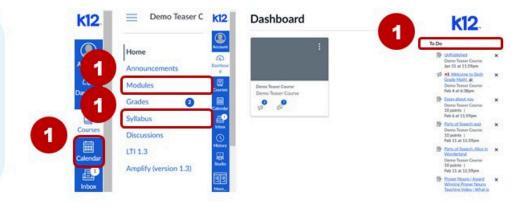
COMPANY CONFIDENTIAL

Finding and **Submitting Assignments**

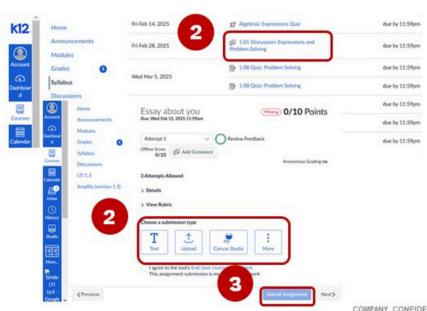


Finding and Submitting Assignments

Assignments are found in Modules, Syllabus, Calendar, or To Do List.



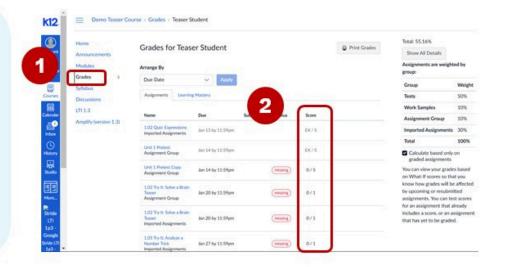
- Select an assignment to view details and submission options.
- Select 'Submit Assignment' to upload your work.





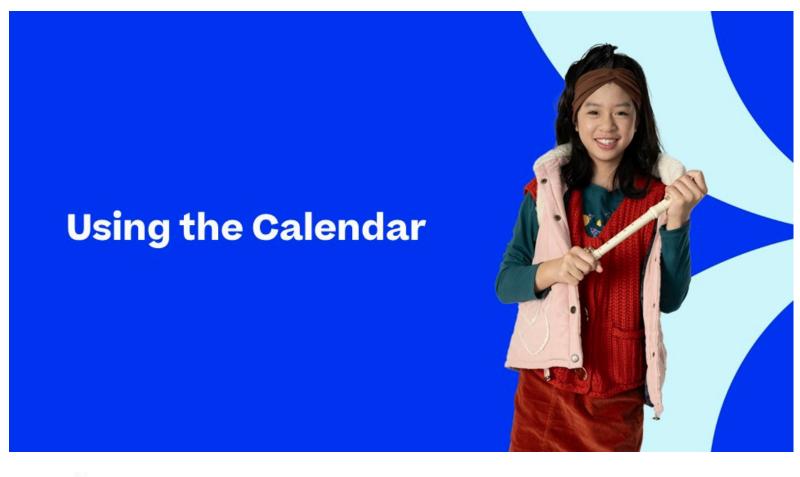
Checking Grades

- 1 Select 'Grades' in Course Navigation.
- 2 View scores, feedback, and rubrics for assignments.
- 3 Use 'What-If' grades to calculate potential scores.



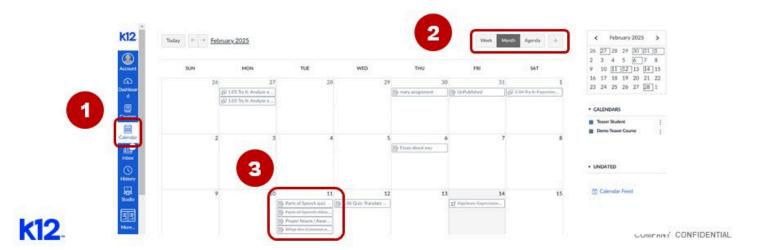
k12

COMPANY CONFIDENTIAL



Using the Calendar

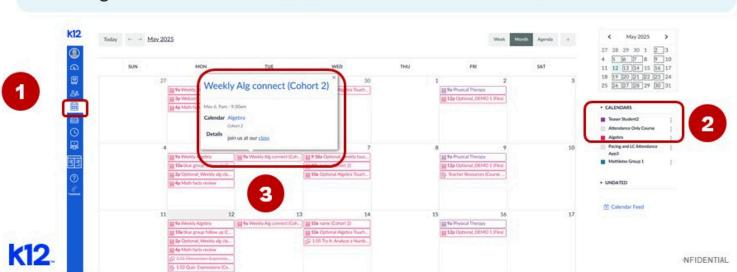
- 1 Select 'Calendar'' in Global Navigation.
- Choose your preferred view (Week, Month, Agenda).
- 3 See all due dates and course events in one place.

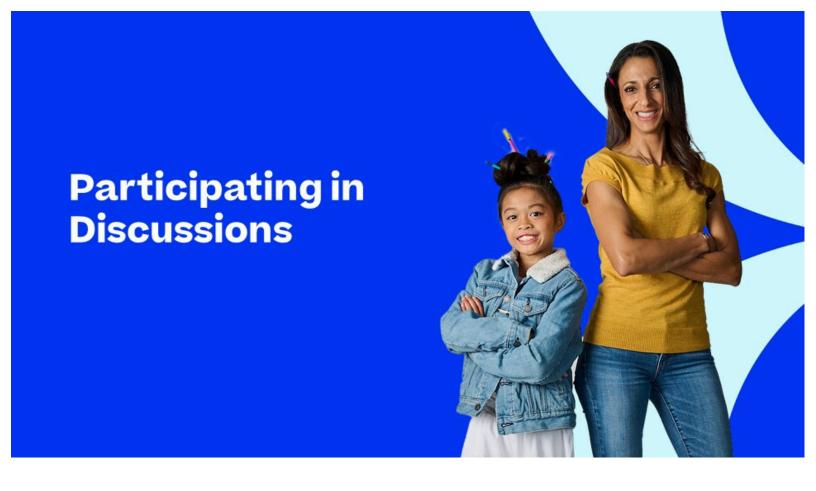




Locating and Accessing Class Connect Sessions

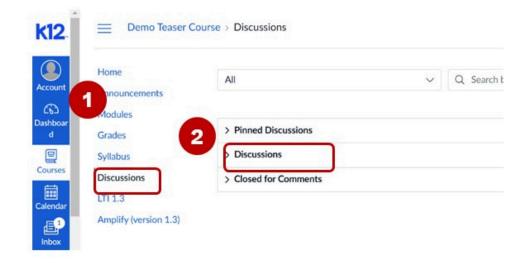
- 1 Select 'Calendar'' in Global Navigation.
- Choose your course in the calendar sidebar.
- 3 Select the class connect session and join the event.





Participating in Discussions

- 1 Select "Discussions' in Course Navigation.
- View discussions and post replies.
- 3 Check for deadlines and instructor expectations.

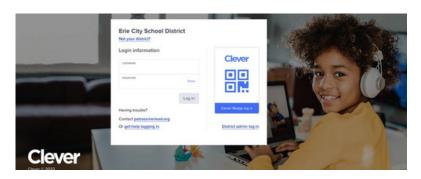


k12

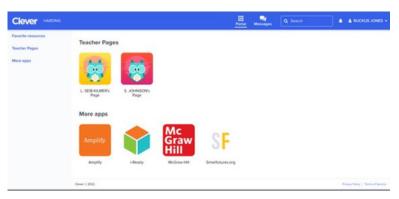
COMPANY CONFIDENTIAL

HOW TO LOG INTO CLASSKICK

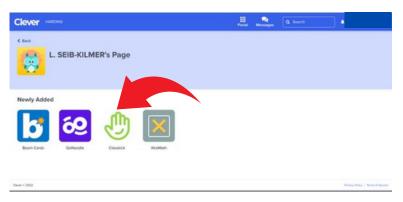
1. Log into Clever



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.

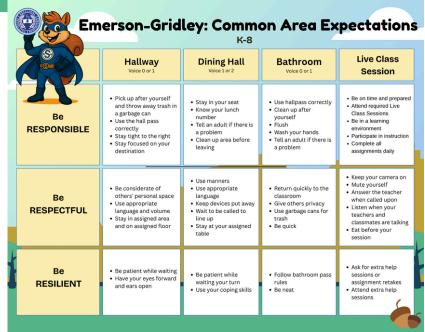


À	0	W	d classkick		A
		cd	< Start Working	Ö	0 1
		F	Class Code SW4PKJ Name	Ø.	Δ.
		6	60		Α :
y			6 0 d ::	Ö	10° s

What is PBIS and PBIS Rewards?

At Erie's Public Schools Cyber Choice Academy, we strive to be Respectful, Responsible and Resilient. We use PBIS (Positive Behavior Intervention Supports) to follow these expectations. Students follow our matrix, which lists expectations for various places throughout our school building. It is unique to our school and also includes our class connect expectations. Behavior expectations are taught and acknowledged daily throughout the school year on both an individual level and a classroom level.

(Emerson		Classroc	m Expec	tations
		Entering the Classroom	Teacher-led Instruction	Small Group Work	Independent Work	Leaving the Classroom
ł	Be RESPONSIBLE	Arrive on time every day. Bring a charged Chromebook. Place your belongings in the designated area.	Complete all pieces of your lesson. Use Chromebooks as directed.	Ask for help when needed. Contribute to the discussion.	Ask for help when needed. Complete all work. Ask for retakes when needed.	Manage your materials. Clean up your area.
	Be RESPECTFUL	Finish breakfast by 8:10 AM. Arrive in dress code.	Listen actively when others speak. Raise your hand. Ask for help when needed.	Partcipate in the lesson. Use materials and technology as directed.	Work quietly to avoid distracting others. Use materials and technology as directed.	Voice volume zero (0). Exit tight to the right. Follow teacher directives.
	Be RESILIENT	Prepare for the day. Save your snacks for lunchtime.	Be patient while waiting your turn. Stay focused.	Stay engaged on task. Use coping strategies.	Listen for and follow directions. Use coping strategies.	Attend your live class sessions. Finish assignments at home.



PBIS Rewards is the platform our school uses to acknowledge students' behavior, academics, and attendance. You will be able to earn reward points for being responsible, respectful, and resilient when working at home and in our cyber labs. When you are ready, you can spend the points you earned on various prizes. To log in to the PBIS Rewards platform, follow the directions above to access Clever.

K12

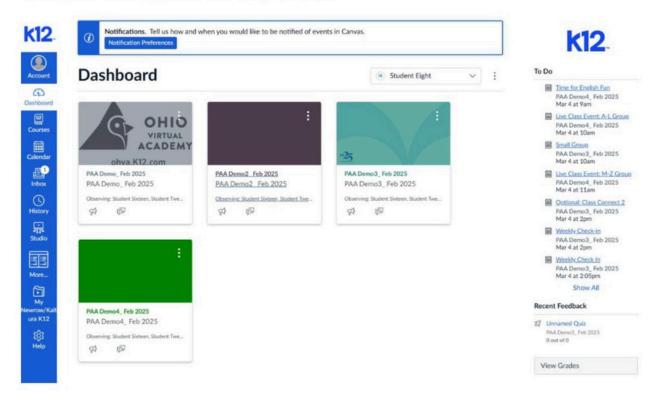
How to Support Your Student in the K12 School

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:

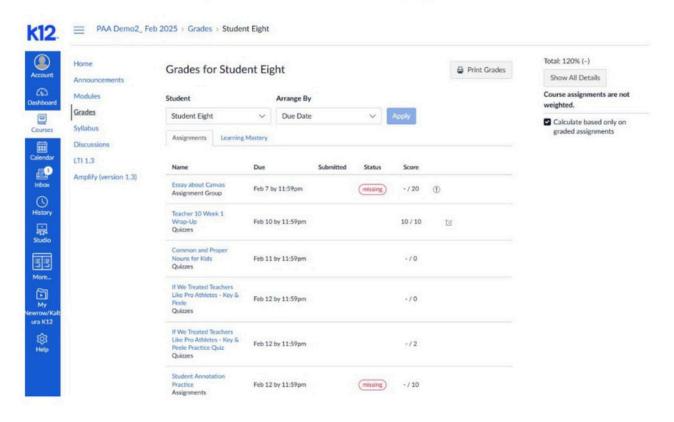
Log in to the K12 School frequently to monitor student progress.

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.



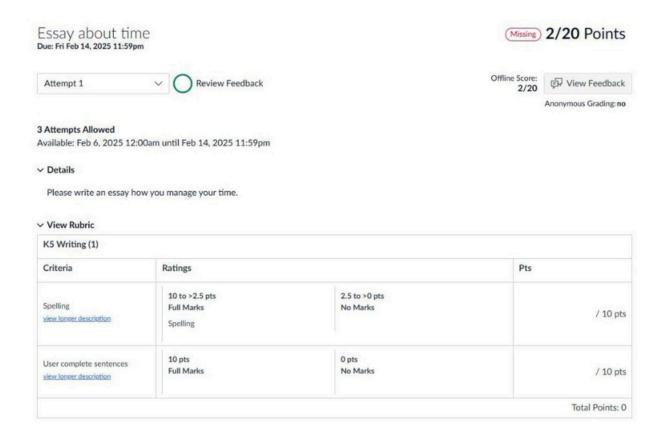
Check grades regularly.

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.



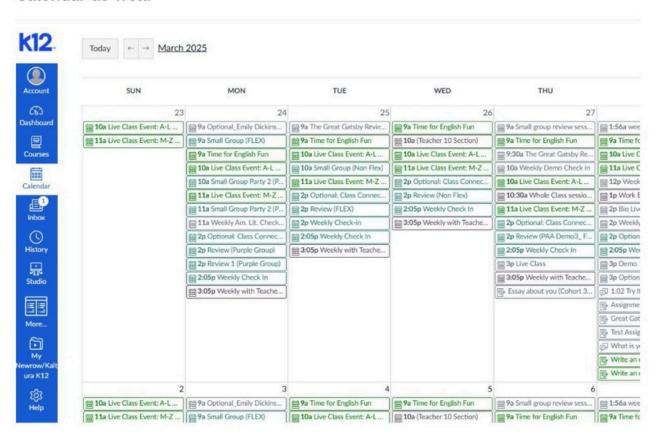
Review teacher feedback when given.

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.



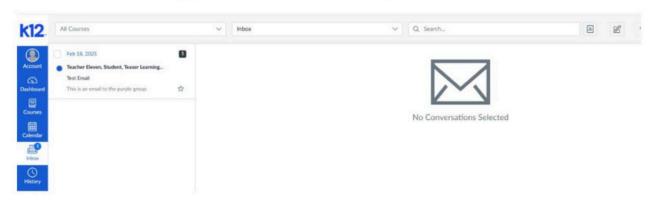
Check the Calendar for upcoming assignments and events.

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/.



Cyber Choice Academy Student Checklist

- I, the undersigned, understand that I am taking on the responsibility of being actively involved in my own education and learning process.
- By signing below I acknowledge that I understand my responsibilities and obligations as a student in this program, and I recognize and accept the necessary non-traditional elements of the Cyber Choice Academy.
- I understand that I am required to be logged into my Stride K-12 account for a minimum of 5 hours per school day, while also maintaining progress in my courses by completing my daily assignments.
- I understand that my enrollment will be admitted on a probationary period of 3 weeks, during which I must meet my weekly standards for attendance and adequate course progress. Failure to do so will result in my being enrolled with my home-school.
- I have been notified of the availability of lab and Class Connect sessions for extra help.
- I have been given a list of the cyber teachers with their contact information.
- I understand that it is my responsibility to keep track of my hours and ensure I am meeting my weekly coursework requirements.
- I have completed the New Families Orientation.
- I understand I must make weekly contact via email, Class Connect, text with at least one of my cyber teachers.
- I understand that I must adhere to the Erie School's Code of Conduct as well as the Cyber Choice Academy Code of Conduct.

tudent:
chool Staff:
ate:

It is your responsibility to transport your student to and from Emerson-Gridley. If you live over 1.5 miles you may qualify for a bus pass. Please complete a bus pass application on our District's home page. Further directions are placed in this orientation packet.