



## Uniontown Area Cyber Academy with Edgenuity in Grades K-12

### Online Education Policies

As a student of UACA (Uniontown Area Cyber Academy) you will be expected to uphold all of the policies found in the Student Handbook. Please review familiarize yourself with the content found in the handbook. Due to the nature of online education, however, some modifications and/or additions are necessary. These adaptations are outlined in the following sections.

### Attendance

Regular attendance is necessary to ensure exemplary performance in school and is also required by state law. Each student's attendance record at school is very important.

### Time Requirements

Students in UACA program should expect to spend at minimum **an average of 40 minutes per class per day**. Instances of truancy (habitual non-attendance at school) will be handled according to the guidelines outlined in this document.

The following chart indicates the minimum number of hours required each week by COLA based on the number of courses for which a student is enrolled. An absence will be defined as any day where the student does not complete the minimum daily time allotment for their corresponding course load.

Number of Online Courses	Daily Time Allotment Grades 9-12	Daily Time Allotment Grades K-8
1	0 hr 80 min	0 hr 40 min
2	2 hr 40 min	1 hr 20 min
3	4 hr 00 min	2 hr 00 min
4	5 hr 20 min	2 hr 40 min
5	x	3 hr 20 min
6	x	4 hr 00 min

## **Excused/Unexcused Absences**

The flexibility of cyber education enables you to work from various locations and at any time. Therefore, the traditional means of tracking attendance are no longer suitable and the definitions of excused, unexcused, and illegal absences must be clarified.

As a cyber student you are expected to complete a specific number of school hours each week. At the end of each week the number of hours you completed and the number of hours you were expected to complete are compared. If you have not met the minimum number of required hours, your deficit will be calculated and you will be considered absent for the equivalent number of days.

As per the district attendance policy, the procedure concerning absences also applies to cyber services students. Please refer to the Student Handbook for these policies. The make-up policy states that all doctor excuses must be received within 3 days after the student returns to school. For cyber students, these excuses must be turned into the Teacher of Record within the allotted timeframe. A note must also be submitted by the student's parent/guardian to the Teacher of Record within three days for any other absence. The note must include an explanation, the date of the absence, and a signature. If the student does not submit an excuse within three days, their absence will be classified as unexcused if the student is seventeen years of age or older or illegal if the student is under sixteen years of age.

## **Interventions**

If a student is not working the daily time in each cyber course, the following steps will be taken:

- Teacher of Record will call or email to inform parent(s)
- Attendance Coordinator initiates a truancy report after three unexcused/illegal absences (Three days with insufficient time once the student falls below the target completion percentage requirements)
- If the student continues to not work consistently – A Parent/student/teacher conference will be held with the cyber staff
- Possible recommendation for the student to return to traditional schooling
- Alternative education placement if deemed necessary

## **Working Ahead**

Students are encouraged to challenge themselves and work at a faster pace than required if they feel so inclined. As long as a student is passing all of their classes and is up to date, or ahead, of their target completion percentage no truancy interventions will be enforced. However, if at a future date the student falls behind on their course progress or begins failing a class, the previously established time requirements will be enforced.

## **Activity Participation**

Students must maintain passing grades and attend school in order to be eligible to participate in UASD extracurricular activities. All of the eligibility requirements found in the Student Handbook are applicable to cyber students. Students are considered eligible to participate in Athletics/Activities as long as they meet the academic requirements and are up to date, or ahead of all target completion percentage requirements. Any other questions regarding eligibility can be directed to Mr. DJ Burns at [dj.burns@uasdraiders.org](mailto:dj.burns@uasdraiders.org)

## **Quarter Dates**

The grading terms for the cyber courses generally coincide with the terms of the traditional school with the exception that the terms for cyber courses end 3 days prior to the traditional classes. This is done to ensure the cyber teachers have adequate time to grade the large quantities of assignments that generally get turned in last minute. Any variation to this schedule will be handled on a case-by-case basis.

## **Special Education Students:**

- Case manager will be contacted by the Cyber Special Education teacher
- Case manager will set up an IEP meeting and notify Director of Special Education
- Case manager will keep all documentation of communication with parent and Cyber Service teacher

## **Grading Policy:**

All marks or grades district-wide shall be designated with the following letters:

<b>A</b>	100-93%
<b>B</b>	85-92%
<b>C</b>	75-84%
<b>D</b>	67-74%
<b>F</b>	Below 67%

## **Quality Point Averages (Q.P.A.)**

Students who enroll in the UACA Program receive credits from the UASD. Students will receive a letter grade for each course completed. All courses and grades will be recorded and accessible on the student's high school transcript.

## **Academic Dishonesty/Plagiarism**

Plagiarism is defined as taking or imitating the ideas, thoughts or language of another to represent them as one's original work. It is imperative that all work submitted by a student be representative of his/her own ideas, thoughts and especially language capability. Therefore, plagiarism is strictly prohibited in all work pertaining to school. A grade of "F" or zero will be awarded for any submitted work which is found to be the work of another (student, author, encyclopedia, internet, etc.) and subsequent offenses will be dealt with accordingly. If the ideas, thoughts, or language from another source must be used in the work being done, it is the student's responsibility to cite the information appropriately.

## **Internet Policy**

All students are required to adhere to the terms of the contract located in the Student Handbook

## **Student Handbook**

Cyber students are required to comply with all policies found in the Student Handbook. The student handbook is available on the district website.