

# Meyersdale Area School District Cyber Academy (MCA)



**Parent/Student Handbook 2021-2022**

## Contact Information:

### High School (814)634-8311

Mr. John Wilttrout, High School Principal  
[jwilttrout@masd.net](mailto:jwilttrout@masd.net)

Mrs. Cassie Arnold, High School Guidance  
[carold@masd.net](mailto:carold@masd.net)

Mrs. Patti Shaulis, High School Secretary  
[pshaulis@masd.net](mailto:pshaulis@masd.net)

### Middle School (814)634-1437

Dr. Wayne Miller, Middle School Principal  
[millerw@masd.net](mailto:millerw@masd.net)

Mrs. Julie Stahl, Middle School Guidance  
[jstahl@masd.net](mailto:jstahl@masd.net)

Ms. Tammy Hetrick, Middle School Secretary  
[thetrick@masd.net](mailto:thetrick@masd.net)

### Elementary School (814)634-1812

Mr. Devin Pritts, Elementary Principal  
[dpritts@masd.net](mailto:dpritts@masd.net)

Mrs. Joey Emerick, Elementary School Guidance  
[emerickj@masd.net](mailto:emerickj@masd.net)

Mrs. Jeanne Klink, Elementary School Secretary  
[jklink@masd.net](mailto:jklink@masd.net)

### Special Services:

Mr. Richard Berkley, Cyber School Coordinator  
[berkler@masd.net](mailto:berkler@masd.net)

Mrs. Angela Boutiller, Special Education Coordinator K-12  
[boutila@masd.net](mailto:boutila@masd.net)

## Contents

<b>About our School .....</b>	<b>4</b>
<b>Cyber Program Benefits.....</b>	<b>5</b>
<b>Limitations of the MCA Program.....</b>	<b>5</b>
<b>Cyber School Enrollment Procedures.....</b>	<b>6</b>
<b>Cyber School Enrollment Procedures for Special Education Students.....</b>	<b>7</b>
<b>Student Participation and Expectations.....</b>	<b>8</b>
<b>Attendance Policy.....</b>	<b>9-10</b>
<b>Handbook information.....</b>	<b>10</b>
<b>Cyber School Application.....</b>	<b>11-12</b>

## **About Our School**

The Meyersdale Area Cyber Academy is committed to offering students the education they need to be prepared for life in the 21st century. The cyber program provides students with opportunities to learn and grow in an environment outside of the typical traditional school setting. Meyersdale Area Cyber Academy aims to meet the needs and wants of the students and their parents with a quality academic online program.

Meyersdale is proud to offer various new offerings through the Cyber Academy combined with traditional offerings of past years. The quality of education remains as high as ever, but the courses are presented in a virtual way with a highly qualified teacher assigned to each course. No matter which program a student chooses to enroll in, successful completion will result in a Meyersdale Area School District diploma. Parents and students can be assured that they are prepared for the next steps life has to offer.

Meyersdale Cyber students will complete daily course work using the online platform CANVAS. Canvas courses are designed by MASD faculty and are facilitated by a state-certified MASD teacher. Courses not available through the MCA will be offered through an outside vendor.

MCA students will be issued a school district owned Chromebook and if needed, students may qualify for a district owned wifi hotspot.

Meyersdale Cyber Academy students will follow the MASD 2021-2022 school calendar.

## **Cyber Program Benefits**

- MCA students are eligible to participate in extracurricular activities with the following stipulations:
  - After school tutoring protocols will follow the same requirements as in-person learning
  - It is the responsibility of the MCA student to stay informed and contact teachers, advisors, coaches, etc. of their interest in a particular school activity
  - All activities will be in-person---no such activities will be offered virtually
- Allow for flexibility of scheduling, traveling, and exploring career options.
- Teach students responsibility, time management, self-discipline, dedication, independence and a global perspective.
- Provide students with the opportunity to graduate and receive a diploma with their home school district.
- Provide students with a smooth transition to and from the traditional school setting.
- Convenient for both students and parents, as the online learning system is available 24 hours a day seven days a week.
- A tuition free program with no additional cost to the student/family.
- Provides highly-qualified teachers.
- MASD staff will be available during school hours for support and to provide guidance as needed or requested.

## **Limitations for students in the MCA**

- MCA students are not eligible for in-person events including but not limited to....
  - field trips
    - Students enrolled in certain MCA courses may be eligible to attend a curricular field trip. There must be a curricular connection between the MCA course material and the field trip for a MCA student to be eligible to attend.
  - Senior trip
  - School assemblies
  - School competitions, unless requirements are met
- Refer to School policy 140.1 for participation in extracurricular activities
- Students are only allowed to transition to the MCA at the beginning of the year and at the end of the first semester.

- Not all Meyersdale Area High School and Meyersdale Area Middle School courses are available to students participating in the MCA program. Students transitioning from Meyersdale Area School District in-person classes to MCA may not have the opportunity to continue with the same class schedule or courses.
- Any student wishing to transition in or out of MCA should first schedule a conference with the respective school counselor and the cyber school coordinator.
- MASD staff will be available during school hours for support and to provide guidance as needed or requested.

## **MCA Enrollment Procedures**

1. Students interested in enrolling with the Meyersdale Area School District cyber program should meet with the school guidance counselor to submit an application.
2. Submit completed Meyersdale Area Cyber Program Application to the Cyber Administrator.
3. The cyber application is reviewed by the school district's Cyber Administrator.
4. The prospective cyber student, student's parent/guardian, cyber coordinator, building administrator, and other stakeholders will have a face-to-face meeting to discuss the possibility of online learning, expectations, and consequences for not progressing as required. The group will make a decision if they feel the student will be successful with online learning.
5. Any student who has previously enrolled in a cyber/virtual school and failed 2 or more subjects with less than a 50% average grade, will not be a candidate for the Meyersdale Cyber Academy.
6. If you are an in-person student and are currently failing any subject, you are not eligible to enroll in the Meyersdale Cyber Academy.
7. The Guidance counselor will meet with the prospective online learning student and develop a career path and choose courses from the selection that is available.
8. The Cyber Administrator/Guidance Counselor will enroll students in online courses if the student is approved for online learning.
9. Cyber Administrator will notify building administration, guidance counselor, school nurse, and designated Registration Office personnel:
  - Ginger Geiger**- MS/HS Registration (ext. 346)
  - Ginger Ackerman**- Elementary Registration (ext. 312)
  - Amy Rough**- School Nurse (ext.308)
  - Joey Emerick**- Elementary Guidance Counselor (ext. 222)
  - Julie Stahl**- Middle School Guidance Counselor (ext. 344)
  - Cassie Arnold**- High School Guidance Counselor (ext. 305)

10. A student may only enroll in the Meyersdale Cyber Academy at the beginning of the school year or at the end of the 1st Semester. Students will be given a drop/add period only during the first week of school. Once the first week of school is over, a student will not be able to enroll in the MCA until the end of the semester.

## **MCA Enrollment Procedures for Special Education Students**

1. Students identified as Special Education Students who are interested in enrolling with the Meyersdale Area School District cyber program should meet with the school guidance counselor to submit an application.
2. The cyber application is reviewed by the school district's Cyber Administrator.
3. The prospective cyber student, student's parent/guardian, cyber coordinator, building administrator, and other stakeholders will have a face to face meeting to discuss the possibility of online learning, expectations, and consequences for not progressing as required. The group will make a decision if they feel the student will be successful with online learning.
4. The Cyber Administrator will notify the Special Education Coordinator who will determine Cyber IEP Case Manager for the student.
5. After placement into the Cyber program is approved, the IEP will be revised within 10 school days to reflect the Parent/Students choice to enter Cyber School.
6. An orientation meeting will be scheduled with the student and parents.
7. Cyber Administrator will notify building administration, guidance counselor, school nurse, designated Registration Office personnel, and building administrator.
8. The Cyber Administrator will contact Parent/Student to arrange an onsite orientation/onboarding meeting to complete enrollment, issue tech equipment (laptop), and sign all required paperwork.

**Please note that when a special education student requests admission into the Meyersdale Area School District cyber program, a meeting must be held, approval of the Special Education Coordinator must be obtained, and a Case Manager assigned by the Special Education Department prior to formal acceptance.**

## **Student Participation and Expectations**

Students participating in the Meyersdale Cyber Academy are required to be an organized, self-disciplined, and highly-motivated student. Online learning isn't for all students, and the goal of the Meyersdale Cyber Academy is to make sure we set our students up for success and not failure. Not all students will be approved for the Meyersdale Cyber School. Failure to adhere to the rules and expectations set forth could result in the student being removed from the Meyersdale Cyber Academy.

- Students will be required to maintain daily attendance. Students are expected to not only log on each day, but they are required to be working in each class for an amount of time that will allow them to be successful as a cyber student. Failure to log in and work the specific amount of time will result in the student forfeiting their right to be a cyber student.
- Students are responsible for contacting their instructor, mentor, or the cyber school coordinator if they are experiencing academic or technology difficulties.
- Students will be required to participate in all state mandated testing and must meet district established graduation requirements to receive a high school diploma.
- Student participation in district sponsored athletic activities is subject to approval of the district administration and must meet all academic qualifications.
- Cyber students will not be permitted to participate in school day activities such as club meetings, school day functions, assemblies, and will have to meet academic qualifications to attend after school functions examples include the prom, concerts, etc.
- Students are required to meet all deadlines and due dates. The course instructor will have the final say if extended time is given and what credit the student will receive. Failure to consistently meet deadlines will result in the student losing the privilege of being a Meyersdale Cyber student.
- Cyber students will have access to school resources such as the library and guidance counseling by making arrangements in advance. It is the cyber student's responsibility to reach out to the school as needed.
- Any confirmed cases of cyberbullying, cyber stalking, or cyber harassment or other violations of the *MASD Acceptable Use Policy* may result in immediate removal from the Meyersdale Cyber Academy.



## **Attendance Policy**

Meyersdale Area Cyber Academy recognizes that good attendance is essential if students are to achieve and reach their potential. Attendance is recorded and monitored on a daily basis. In order for a student's legal attendance to be counted in the cyber environment, he/she MUST log into their Learning Management System each day that school is in session. If a student skips logging into their Learning Management System, it is the equivalent of skipping or arriving late to homeroom at a brick and mortar school and not checking in with the office before heading off to class. If students miss these important steps at a local school district, they are marked absent for the day, and it is the same here at the Meyersdale Area Cyber Academy.

- Parents and students should refer to the student handbook for attendance policies including unexcused absences and non medical excuses. MCA students are expected to follow all guidelines and policies set forth.
- Students enrolled in the Meyersdale Area Cyber program are required to follow the school calendar, which includes 180 school days. Attendance occurs on "school days" as listed on the school calendar. A student needs to log in to their Learning Management System each school day to be counted present.
- Students will be required to maintain daily attendance. Students are expected to log on each school day, based on the District's academic calendar. Students who repeatedly fail to log in daily on school days will be subject to the District's attendance policy.
- It is the responsibility of the parents to provide an excuse when their child is absent from school. If a student is absent without an excuse, the student could be considered truant.
- Daily attendance rules must be followed if student's plan to participate in extracurricular activities, prom, etc. A student's absence in cyber school for that day will have the same impact on the ability to participate in extracurricular activities as a student absent from the building.
- Students participating in extracurricular activities are subject to the same eligibility requirements as in-person students (this includes in-person after-school tutoring).

## **Handbooks**

- All students at MASD are required to read and sign a student handbook and all acceptable use policies, this includes all MCA students
- All MASD students, including MCA students, are required to follow all rules and regulations set forth in the handbooks and policies. Failure to comply, will result in the appropriate action of the building administrator.

# **2021-2022 Meyersdale Cyber Academy (MCA) Application**

**Submit Completed Application to Cyber Administrator**

Student's Name (Last, First M.I.): \_\_\_\_\_ Current Grade \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Additional Parent/Guardian: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Custody Agreement: **YES NO N/A**

**Custody information provided:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact and Phone number: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: **MALE FEMALE OTHER**

Does the student have an IEP? **YES NO**

Does the student have a 504 Service Agreement? **YES NO**

Reason for enrollment into the Meyersdale Cyber Academy (MCA):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments/Concerns:

---



---



---



---

By signing below I acknowledge that I have read and understand the above Cyber Handbook information.

**Expected Start Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only  
Cyber Administrator**

Notified Personnel	Date
Building Administrator:	
Registration Office:	
School Nurse:	
Guidance Counselor:	
Equipment/Onboarding Process Completed:	
Application: <b>APPROVED</b> or <b>DENIED</b>	