Bristol Township Cyber Academy

Bristol Township School District has partnered with Bridges through the Bucks County IU to provide Bristol Township school students a full time online option. The following provides the policies and procedures regarding this program.

Successful Cyber Academy Students Are:

- Self starters
- Able to stay on a schedule with minimal direct supervision
- Able to reach out to a teacher or mentor for help when needed
- Able to commit to completing work on time
- Persistent when classes, lessons, or assignments are challenging
- Able to use technology responsibly and safely

Scope and Delivery of the Bristol Township Cyber Academy

The Bristol Township Cyber Academy will offer 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 Bridges 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, electives, AP, Global Language, Credit for Work Experience, and Career and Technical Education courses; everything a student needs to earn a district approved diploma.

Bristol Township Cyber Academy is NOT a stand-alone school. Each full-time student will be officially enrolled in their district assigned school. Students will be eligible to be part of any schools' extra-curricular activities including athletics, band, clubs, or any school sponsored activity.

Each course will have a certified teacher through Bridges and a mentor through BTSD. The Bridges teacher is the teacher of record and will be working with the student to teach and guide them through the course. BTSD teachers assist and help monitor work and provide assistance as needed.

Bristol Township Cyber Academy Policies

Student Registration and Enrollment

Full time students will fill out the registration form for the virtual academy program through the district website. Students/Parents will then be given an interview date that they must attend. Students/Parents will be notified two weeks previous to the start of the semester if they have been accepted into the virtual academy.

All registered students are required to pay the $35 tech fee upon enrollment into the Cyber Academy. This can be paid through the iCampus Parent Portal. Click on the school store, click shop, and then add the technology fee to the cart. If you have more than two students enrolling, you are only required to pay for the first two students.

Students may transition from the brick and mortar setting to the Cyber Academy; however, this transition may only occur at the end of the semester (18 weeks) or end of year. Students will be assigned courses that best match their current selections; however, exact courses may or may not be available.

Students in grades 6-12 are expected to participate for a one semester (two nine-week sessions) minimum. At the end of one semester they may opt to return to their home building or stay in BTCA. There is a 10 day grace period at the beginning of enrollment where students can leave BTCA without penalty. If a student opts to leave after the grace period, the family will be expected to pay a fee for the courses not completed, the fee is $25.00 per course.

Students in grades K-5 are expected to participate for a minimum of one trimester. At the end of each trimester students may opt to return to their homebuilding or stay in BTCA. There is a 10 day grace period at the beginning of enrollment where students can leave BTCA without penalty. If a student opts to leave after the grace period, the family will be expected to pay a fee for the courses not completed, the fee is $25.00 per course.

Special Education
If your child is a special education student who wishes to attend BTCA the IEP team will meet to best determine how we can best meet the needs of the student. There may be some services that are not available in the virutal setting. If your child needs special education and related services the team can discuss in building support options if they are possible. Bristol Township School District stands behind the premise that special education students are best supported in their home school building. The district takes a student first stance and will always do our best foster the supports our students require.

Requirements for State Testing
All full time students will be required to take all mandatory state testing. The Bristol Township Cyber 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 Bristol Township School District Student Testing guidelines listed in the code of conduct.

Requirements for Career Artifacts
All full time students will be required to complete all career artifacts for their specific grade level. The BTSD mentor will arrange a time to review these requirements with the student and provide assistance for completion as needed. In grades 6-12 this is through Naviance, questions should be referred to their guidance counselor.

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 are given the full year to complete all required courses. Early completion of individual courses is allowed.

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.

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.

Attendance
All students will follow the Bristol Township School District calendar.
Students are required to work consistently and to follow the pacing provided in the Genius 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 the online teachers and Bristol Township School District Mentors. Students are expected to respond within 24 hours to any emails and phone calls/texts they receive. In addition

to submitting work according to the suggested pace, students will meet at least once a month in synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Required Attendance: Students must login every day that Bristol Township Schools are in session or be on pace for all courses. On pace, refers to completion of work in a timely manner. Each week the BTCA team will mark attendance in the system. Absent notes must be submitted in accordance with BTSD policy. Logging in and not completing work will result in a mark of absence for the day. All truancy rules still apply.

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 BTCA Mentor at the beginning of each semester.

Recommended Middle / High School Schedule
The student schedule needs to be working 45-60 minutes per course per day.

Recommended Elementary Schedule
Each day students will need to log in for their Core schedule for the day and submit any work that was assigned.

Earning Credit and Grading Policy

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 60% within the content.
2. Students report cards will be standard based.

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 established requirements to advance to the next grade level or to graduate with a Bristol Township Diploma. Please see graduation requirements in Bristol Township School District STUDENT/PARENT RESOURCE GUIDE.

Students that choose to participate in any AP course are expected to sit for the end of course exam. Students are encouraged to contact the cyber mentors for information on financial assistance for the cost of the exam. Students that do not sit for the exam will be denied weighted grade credit.

Transcripts and Grade Reports
Students and parents may access a student's unofficial transcript in the Genius Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the semester at the secondary level (gr 6-12) and at the end of the year for elementary (grade K-5). Parents and students have access at all times to the progress they are making during the course by logging into Genius SIS. Parents can request grade reports from the following:
- Cyber School Teachers
- Guidance Counselor
- Cyber School Administrator or Cyber Mentors

Right to Privacy Policy
Bristol Township School District and Bridges 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. Bristol Township School District must have written permission from the student/legal guardian in order to release information from that student's education record.

Bristol Township Cyber Academy Student Code of Conduct
Bristol Township School District and Bridges adhere 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: All matters of misconduct will also be handled through Bristol Township Cyber Academy Administration and the Bristol Township Student Code of Conduct. 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 BTCA. To view Bristol Township's Student Code of Conduct please refer to the Bristol Township's STUDENT/PARENT RESOURCE GUIDE.

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 is considered insubordination. That includes refusal to maintain communication with Cyber staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, 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 BTCA. 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 courseware, or administrative referral and possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal.

Anti-Bullying Policy

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

BTCA 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

- Students are expected to use their district issued email for any and all communications related to their school work. Students should check their email at a minimum of two times per day.
- Users will not be abusive in any messages to others. They will not use offensive, obscene, or harassing language when using any BTCA 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..
- 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.

A signed agreement is provided below that all students, full or part time, must sign before beginning any course provided.

_____   _____   _____
            Student's Name   Student's Signature   Date

_____   _____   _____
            Parent's Name   Parent's Signature   Date