



CDS D Cyber Academy Compact



Dear CDS D Cyber Academy Students and Families:

This compact outlines how the CDS D Cyber Academy staff, families, and students will share the responsibility for academic and emotional success. It is essential that the school and families develop a partnership in order to meet this goal. Please take time to read over all information provided. Once you have completed looking over our Compact, please acknowledge your acceptance of our Academy Compact by signing the last page.

If you have any questions, please contact our CDS D Cyber Academy principal, Kristin Martin at kmartin@cdschools.org

Our Mission:

The Central Dauphin School District Cyber Academy provides our students with a personalized virtual learning experience focused on student-teacher relationships and individualized academic achievement.

Attendance:

CDS D Cyber Academy families will be required to report any daily student absences (illness) by sending an emailed or scanned excuse to [cgsdcyberattendance@cgschools.org](mailto:cdsdcyberattendance@cdschools.org). A parent/guardian handwritten signature must be submitted along with the absence excuse. This must be submitted within three days upon return from being sick. If an excuse is not submitted upon return to school, such absence will be classified as illegal until an excuse is forthcoming.. A doctor's certificate is required for absence due to illness, for three (3) or more consecutive days and may be requested or for a shorter period if requested by the school. Parents are urged to secure a doctor's excuse for any absence if such a visit has been made. If you have any additional questions regarding your child's specific situation and what is required please contact our office.

- Educational Trip Forms are available via our district website & must be submitted prior to the trip occurring.
 - The CDS D Cyber Academy adheres to the Central Dauphin School district board approved attendance policies. Please refer to our Attendance Board policy for additional details
- No internet access, power outage or school-issued computer technical issues:**
- Students who are absent due to the school-issued computer technical issues must contact Technical support and notify the Cyber Academy Attendance office with the Technical Support Ticket number as the reason for the absence.
 - CDS D Technical support can be reached by phone at (717)346-9452
 - To submit a help ticket please visit: <https://cgschools.sysaidit.com/servicePortal/>
 - Students are encouraged to establish an alternative plan for events that affect access to technology.
 - For issues related to access to power or the internet, it is recommended that students go to the local library or any other public locations with internet access.
 - If a student does not have access to a backup plan, they must notify the Cyber Academy Attendance Office of the reason for the absence with a handwritten signature & notify their teacher.



CDS Cyber Academy Compact



Blended Students:

Live Class Times/Schedule:

Your child's courses will be available to be viewed in HAC (Home Access Center). Their live zoom classes will be provided by their teacher. Please make sure that your child knows what time they should be logging into class each day.

Virtual Instruction

CDS Cyber Academy instruction and assignments will be provided using Google Classroom. Students are required to attend live virtual sessions with their class as detailed in their schedule. During live virtual instructional sessions, teachers may record the instruction for students to use at a later time. Please contact the teacher for any questions regarding live recordings.

Attendance:

Key attendance points:

1. All CDS Cyber Academy Blended students are required to:
 - a. Log on each school day and complete work
 - b. Log into all scheduled live lessons and have their cameras on (unless given permission from a school administrator).
 - c. Notify our office immediately when it is not possible to log in due to technical difficulties by calling (717)545-4703 ext. 90309.
 - d. Return telephone calls and/or respond to emails from school staff regarding attendance and participation
2. Daily attendance will be taken by:
 - a. Students in grades K - 6 will have their attendance recorded by their grade level teacher each day by joining each live class for the day beginning with homeroom.
 - i. If your teacher is absent for the day- you must complete the assignments that are provided by your teacher.
 - b. Students in grades 7- 12 will have their attendance recorded by submitting their attendance through the attendance link located on their Mentor's Canvas Page
 - i. All students must submit their attendance by 9:10 each day or they will be recorded as absent
3. To be considered 100% present for a school day, CDS Cyber Academy students must:
 - a. Log into all scheduled live lessons
 - b. Have the computer camera on for all live lessons (unless given permission from a school administrator)
4. Half day unexcused absences are given when students miss half of their live lessons for a day without proper cause
5. Unexcused Tardies are assigned to students when they arrive late to class without proper cause.

Tardiness:

- A handwritten/parent signed note must also be emailed to [cgsdcyberattendance@cgschools.org](mailto:cdsdcyberattendance@cdschools.org) in order to be an excused tardy.. A picture of your note is okay.
 - Tardiness for students in grades K-6 is when a student joins live instruction after attendance period
 - Tardiness for students in grades 7-12 is a late sign-in after the attendance period.

Early Dismissal

- Students who leave for an early dismissal before 11:35 AM will be recorded as a half day absence.
- Any student who leaves school for a period of time longer than 2 hours and 45 minutes in the middle of the school day is to be recorded as a half day absence.



CDS Cyber Academy Compact



Attendance for Asynchronous Students:

Key attendance points:

1. All CDS Cyber Academy Asynchronous students are required to:
 - a. Complete Edmentum coursework each week
 - b. Notify our office immediately when it is not possible to log in due to technical difficulties by calling (717)545-4703 ext. 70309.
 - c. Return telephone calls and/or respond to emails from school staff regarding attendance and participation
 - d. Collaborate with your CDS Teacher who is your mentor.

2. Weekly attendance will be recorded based on successful Edmentum coursework completion
 - a. Students must complete a CDS Calendar weeks amount of Edmentum coursework each week
 - b. Failure to complete any Edmentum coursework, will result in unexcused absences
 - i. If a student does no coursework for an entire CDS Calendar week, and has not submitted an excused absence, they will receive unexcused absences for the entirety of the CDS Calendar school week
 - ii. If a student submits only a minimal amount of work that does not reflect a CDS Calendar weeks worth of course work in Edmentum, they will also receive unexcused absences that are aligned to the individual students weekly course load
 - c. To be considered 100% present for a school week, CDS Cyber Academy Asynchronous students must complete and submit a CDS Calendar weeks worth of Edmentum coursework

3. If a student has failed to participate and complete work in their Edmentum courseware for an extended amount of time, they will be asked to return to in-person learning immediately