Nazareth Area School District
K-12 Cyber Academy
Program Overview

Program Overview

Welcome to the K-12 Nazareth Area School District Cyber Academy! The K-12 Nazareth Area School District Cyber Academy is an educational learning environment that provides K-12 students, who live in the Nazareth Area School District, an opportunity to participate in an engaging and fully virtual educational program.

The Nazareth Area School District Cyber Academy is committed to meeting the needs of our K-12 students by providing standards-based curriculum, instruction and assessments equally rigorous to our in-person programming. The Nazareth Area School District Cyber Academy in the 2021-2022 school year will provide a standards-based curriculum, instruction and assessments online taught by certified teachers. The school district will provide a Chromebook for each child in grades 7-12 and an iPad for each child in grades K-6. Students will also have access to support services, extra-curricular and co-curricular activities as in-person students.

Goals
The goals of the Nazareth Area School District Cyber Academy are to:
- Educate and inspire students to become innovative, collaborative, and constructive citizens who embrace diversity, value education and honesty,
- Develop a strong work ethic and sense of responsibility that challenges students to be leaders in a global society.
- Provide high quality instruction from certified teachers who received professional development in online learning and/or experience teaching in an online setting.

K-6 INSTRUCTION

Curriculum
The Nazareth Area School District Cyber Academy will utilize the same high quality, rigorous Nazareth Area School District curriculum as the face-to-face program. Teachers will follow the same pacing guides, design, and assessments that align with in-person and virtual programs.
 	
Kindergarten through sixth grade students will receive English Language Arts, Math, Science, and Social Studies instruction and special area classes.
 	
Modes of Instructional Delivery
    ● Synchronous Instruction
        ○ Live, synchronous meetings with a certified teacher will account for approximately 20%-30% of the weekly instruction. Students will receive 1-2 hours of live instruction daily which will be broken down as follows.
            ■ Morning Meeting (20-30 minutes daily)

- Each day will begin with a live morning meeting in which the teacher reviews the skills and concepts for the day, introduces the asynchronous assignments, and answers any questions.
        - Reading and/or Writing Instruction (20-30 minutes, 3-5 days per week)
            - Teachers will meet with students to provide targeted reading and/or writing instruction and support asynchronous learning modules.
            - This could include whole group instruction, guided reading groups/literature circles, or individual writing conferences.
        - Math Instruction (20-30 minutes, 3-5 days per week)
            - Teachers will meet with students to provide targeted math instruction and support asynchronous learning modules.
            - This could be a small group or whole group instruction.
        - Science and Social Studies (20 minutes, 2-3 days per week)
    - Each teacher will provide students with a specific schedule of exact times for synchronous instruction prior to the start of the school year.

- Asynchronous Instruction
    - The remainder and majority of instruction and assessment will occur asynchronously, in which teachers regularly post learning modules with specific due dates for English Language Arts, Math, Science, and Social Studies in Schoology.
    - The learning modules will typically begin with a video lesson, article, google slide, etc to teach a concept, followed by an assignment to complete which supports learning the concept that was taught.
    - Students will complete asynchronous work at their own pace or by a predetermined due date. This will provide learning opportunities for students to become more independent with their learning habits.
    - Parents will be partners in the educational process by establishing daily routines and organizational structures, while supporting student responsibility and independence in completing these learning modules by the assigned date.
    - Instructional activities in the special area classes (art, music, physical education, etc) will occur asynchronously.

Learning Platform
Schoology will be utilized as the Learning Management System (LMS). Assignments will be submitted electronically via Schoology.

Meet the Staff
Instruction will be provided by Nazareth Area School District teachers. The teacher for each course of study holds a certification to teach that course and/or grade level.   The teachers for each grade level are as follows:
Kindergarten: Christina Reinhard
First/Second Grade: Lauren Francavilla
Third/Fourth Grade: Mike Brodhead
Fifth/Sixth Grade: TBD

Teacher Support
Teachers will have a 30-45 minute office hour each day. During this time, the teacher will be available on Zoom to answer student questions or provide help with an assignment. Teachers will also be accessible throughout the school day via e-mail and Schoology messenger.

Additional Supports Available
Support services will be provided as determined by Individualized Education Plan Teams, Gifted Individualized Education Plan Teams and Section 504 Plan Teams. Students' case managers will coordinate and monitor student academic progress as needed. Student academic progress will be monitored to identify students who qualify for targeted intervention. Targeted interventions will be provided virtually for students who qualify.

Teacher-Student Ratios
Teacher-student ratio decisions in the Nazareth Area School District Cyber Academy will follow the same guidelines used to make decisions regarding teacher-student ratios in the in-person programs provided in the Nazareth Area School District buildings. Depending on teacher-student ratios, a teacher may be assigned to multiple grade levels.

Grading
Students in grades K-6 will receive trimester grades which will be reflected on report cards. Grades are recorded and updated regularly in PowerSchool.

Instructional Supplies
Classroom teachers will provide families with a list of at-home instructional supplies to gather in anticipation of their online coursework. Course-specific instructional resources like workbooks and textbooks will be made available to students and families, either online or in physical copies, as determined by the online classroom teacher. An instructional materials pick-up will take place at minimum at the beginning of each trimester where parents will be required to come to the school to pick up any materials needed for that trimester.

Student Responsibilities
Students are expected to log on daily for live sessions and complete classwork modules in Schoology. Assignments will be graded and/or assigned a point value, or feedback provided. Student attendance is mandatory and will be documented.

Families and Our Nazareth Area School District Cyber Academy
When families are actively involved in the learning process, children realize the importance of their education. The parent/guardian role in our Nazareth Area School District Cyber Academy can be a huge transition for new families taking such an active role in their child's education, but also rewarding to be such an integral part of their learning each day. Together with the teachers, parents/guardians will form a partnership to help students communicate, complete daily activities, and participate in instruction.. A partnership between home and school will form and allow a network of support to keep students growing, learning and engaged in school!

In the elementary/ intermediate school grades, the parents/guardians are responsible for:
- Helping to communicate with the teachers
- Logging into the ipads each day
- Checking and reading feedback from the teacher
- Establishing daily routines and organizational structures to support student responsibility and independence in completing asynchronous learning modules

Communication
Students are encouraged to check Schoology regularly for updates and important information from their teachers, principal, and/or counselors. Students and/or parents can communicate with teachers via Schoology messenger and e-mail during school hours.

Open House
An open house session will be held for students attending the Nazareth Area School District Cyber Academy prior to the start of the school year to review the procedures for daily teaching and learning. The teacher will facilitate the open house session via Zoom. Part of the orientation process may include picking up a district-issued device and instructional materials and how to use them.

Open house dates are as follows:
- Kindergarten: Tuesday, August 24th at 6:00pm
- First/Second Grade:
-

Attendance
Attendance will be taken and recorded as per Nazareth Area School District Board Policy #204-Attendance. Regular attendance is an important factor in achieving educational success and positive outcomes. Students enrolled in the Nazareth Area School District

Cyber Program are required to maintain regular daily attendance, except for when temporarily excused from school in accordance with Board Policy #204-Attendance. When necessary, processes and procedures to combat truancy and comply with applicable mandatory attendance laws, as described in Board Policy #204-Attendance will be implemented.

A Nazareth Area School District cyber student shall be considered in attendance for the day if he/she is present for the full duration of synchronous (live) learning sessions scheduled by the classroom teacher. A Nazareth Area School District cyber student shall be considered absent from school for the day if he/she does not attend the full duration of all scheduled synchronous (live) sessions scheduled by the classroom teacher. Teachers will log attendance (absences) into PowerSchool at the end of each instructional day.

All students may access their coursework 24 hours a day / 7 days per week. Students are required to complete all assignments by the established due dates.

Reporting Absenteeism:
All student absences must be reported using the same absence reporting procedures established at each building and outlined in the student handbook.
Attendance Hotline:
- KBES: 610-759-1360
- SES: 610-759-2045
- LNES:610-759-2384
- NAIS: 484-292-1120

Pennsylvania State Assessments
Pennsylvania System of School Assessments (PSSA) and Keystone exams are end of course assessments designed to evaluate mastery of benchmark standards and/or student proficiency in academic content. All students in grades 3, 4, 5, 6, 7, and 8 are required, by law, to participate in PSSA testing. Students will take all sections of the PSSA at the designated location for their grade level and will be notified of the testing schedule by the building principal. Students who qualify for Keystone testing will also be required to test at a designated location and will be notified by the building principal.

7-12 INSTRUCTION

Curriculum and Instructional Delivery
The Nazareth Area School District Cyber Academy at the secondary level (7-12) will be a fully asynchronous program.

Student schedules at the Nazareth Area Middle School (NAMS) will be created using asynchronous course offerings from the Colonial Virtual Program (CVP) and align to NASD middle school course offerings. The CVP courses are taught by highly qualified and Pennsylvania certified teachers with experience in online instruction.

At the Nazareth Area High School (NAHS), student schedules will be created using a combination of asynchronous courses offered by NAHS teachers and CVP courses. Thirteen (13) of the asynchronous NAHS cyber courses, taught by NAHS teachers are being offered based on student registration numbers (click here to access the list of courses currently available: https://tinyurl.com/NAHSCyberCourses). The CVP courses are taught by highly qualified and Pennsylvania certified teachers with experience in online instruction, and will be used to complete a student schedule. Courses taught through CVP will not count toward class rank and GPA. Any course offered through the CVP must correspond to a course offered in-person through the NAHS Educational Opportunities Guide (https://tinyurl.com/NazHSEducationalOpportunities).

Since the program is completely asynchronous, students have the flexibility to complete assignments on their own schedule by the assigned teacher due date.

Learning Platform
Schoology will be utilized as the Learning Management System (LMS) for the 13 NAHS asynchronous courses. Assignments will be submitted electronically via Schoology.

Edgenuity will be utilized as the Learning Management System (LMS) for CVP asynchronous courses assignments will be submitted electronically via Edgenuity.

Teaching Staff
The teachers providing instruction in the NASD Cyber Academy and CVP hold a certification to teach that course or grade level.

Teacher Support
Teachers will be available to parents/students during scheduled hours to answer questions pertaining to assignments or learning modules. In addition, the NASD Virtual Learning Coordinators will serve as a liaison between families/children and the Colonial

Virtual Program by monitoring student academic progress. Students have the ability to reach out to their teachers in a variety of ways beyond scheduled office hours, including:
- Internal messaging within Schoology or Edgenuity
- Scheduling live sessions with teachers to meet virtually to review material or get extra help
- Course offerings provided through CVP include access to a Tutoring Help button where students can chat with concept coaches/Tutors right as they are working through the material during day time and evening hours including some times over the weekend.

NAMS Virtual Learning Coordinator contact:
- Ms. Chilson (jchilson@nazarethasd.org)

NAHS Virtual Learning Coordinator contacts:
- Ms. Hayward - Grades 9/11 L-Z (chayward@nazarethasd.org)
- Ms. Walsh - Grades 9/11 A-K (swalsh@nazarethasd.org)
- Ms. Wesolowski - Grades 10/12 L-Z (swesolowski@nazarethasd.org)
- Ms. Woodall - Grades 10/12 A-K (lwoodall@nazarethasd.org)

Additional Supports Available
Support services will be provided as determined by Individualized Education Plan Teams, Gifted Individualized Education Plan Teams and Section 504 Plan Teams. Students' case managers will coordinate and monitor student academic progress as needed.

Grading
Students have access to their grades at all times through their LMS (Schoology or Edgenuity). Parents have access to student grades by signing up for a parent account in Schoology or Edgenuity to receive automatic emails either daily or weekly containing students' current grades and progress in courses.
- Students in grades 7-8 will receive trimester grades which will be reflected on report cards.
- Students in grades 9-12 will receive quarterly grades which will be reflected on report cards.

Student and Family Responsibilities
When families are actively involved in the learning process, children realize the importance of their education. The parent/guardian role in our Nazareth Area School District Cyber Academy can be a huge transition for new families taking such an active role in their child's education, but also rewarding to be such an integral part of their learning each day. Together with the teachers, parents/guardians will form a partnership to help students communicate, complete daily activities, and participate in instruction. A partnership between home and school will form and allow a network of support to keep students growing, learning and engaged in school!

Student Responsibilities

Students are expected to log on regularly as outlined in their course expectations and complete classwork modules in their learning management systems. Assignments will be graded and/or assigned a point value, or feedback provided. Student attendance is mandatory and will be documented.

Parent Responsibilities
- Keeping an open line of communication with teachers
- Create a space in the home that is conducive to learning for your child
- Checking on grades and feedback on assignments
- Ensure your child is on track with assignments and coursework
- Verifying and report attendance if needed
- Establishing daily routines and organizational structures to support student responsibility and independence in completing asynchronous learning modules
- Provide support, motivation and guidance throughout the school year

Open House
An open house session will be held for students attending the Nazareth Area School District Cyber Academy in August or early September to review the procedures for daily teaching and learning. An administrator will facilitate the open house session via Zoom.

Attendance
Attendance will be taken and recorded as per Nazareth Area School District Board Policy #204-Attendance. Regular attendance is an important factor in achieving educational success and positive outcomes. Students enrolled in the Nazareth Area School District Cyber Program are required to maintain regular daily attendance, except for when temporarily excused from school in accordance with Board Policy #204-Attendance. When necessary, processes and procedures to combat truancy and comply with applicable mandatory attendance laws, as described in Board Policy #204-Attendance.

Attendance Expectations
The week runs from Sunday 12:00 AM to Saturday 11:59 PM. In a typical five day school week students are required to log in 5 times on 5 separate days within the 7 days. Students exceeding the 5 separate days per week cannot rollover their excess attendance into the following week.

Reporting Absenteeism:
All student absences must be reported using the same absence reporting procedures established at each building and outlined in the student handbook.
Attendance Hotline:
- NAMS: 484-292-1020
- NAHS: 610-849-0874

Pennsylvania State Assessments

Pennsylvania System of School Assessments (PSSA) and Keystone exams are end of course assessments designed to evaluate mastery of benchmark standards and/or student proficiency in academic content. All students in grades 7 and 8 are required, by law, to participate in PSSA testing. All students in grades 7-12 enrolled in a Keystone course (Algebra I, English 10, and Biology) are required, by law, to participate in Keystone testing. Students will take all sections of the PSSA and Keystone Exams at the designated location for their grade level/course and will be notified of the testing schedule by the building principal.

Pupil Services

Special Education, Gifted Education, English Language Learners (ESOL) and Chapter 15/Section 504
The Nazareth Area School District sets high standards for all students attending the Nazareth Area School District Cyber Academy program. Supports and services under Pennsylvania School Code - Chapter 14, 15, and 16 include a full-continuum and are in compliance with all Federal and state laws. Students with an exceptionality attending the cyber program are provided access to the general education curriculum with specially designed instruction or accommodations/modifications based on the student's individual strengths and needs.

Students with disabilities enrolled in the Nazareth Area School District Cyber Academy program retain their federally protected rights under applicable laws and regulations. Therefore, Local Education Agencies (LEAs) which is the Nazareth Area School District, must adhere to Federal (Individual with Disabilities Education Act (IDEA) and state laws (Pennsylvania School Code Chapter 14):

- IDEA is a Federal statute with the purpose of providing children with disabilities a free and appropriate education (FAPE) through specially designed instructions.

- Chapter 14 - The purpose of this chapter is to specify how the Commonwealth will meet its obligation to both suspected and identified exceptional students and to provide appropriate, quality education services. That obligation entails an evaluation and screening process, including a multidisciplinary evaluation, which is mandated by both state and Federal law.

If you choose to enroll your child in the Nazareth Area School District Cyber Academy an IEP or GIEP or Chapter 15/Section 504 team meeting will convene. The team will:

- Review and revise existing SDIs, if any.
- Be creative in "how to" morph the brick-and-mortar approach into a virtual

one.
- ○ What and how does the teacher do to present the information to this student in a way that is different from what other students receive?
- ○ Can all of the student's SDIs, related services, program and level of support allow them to be successful within a Cyber setting?

The purpose of this meeting is to determine the appropriate specially designed instructions and if a student's academic and/or behavioral needs can be met within this specific online learning platform. If appropriate, revisions will be made to the IEP/GIEP that meets the student's individualized needs within the cyber academy.

Special Education Statement on Least Restrictive Environment (LRE)
The Nazareth Area School District is committed to delivering curriculum for students with special needs in the Least Restrictive Environment (LRE) with specially designed instruction based upon the results and recommendations of a Multi-Disciplinary Evaluation (MDE) and as outlined in the Individualized Education Program (IEP). Least Restrictive Environment means that a student identified as having a disability will be educated with non-disabled peers to the maximum extent appropriate with supplementary aids and services necessary to achieve individual educational goals and objectives.

English Language Learners (ESOL):
English Language Learner students receiving ESOL services will continue to be supported by their ESOL teachers.

TECHNOLOGY

District-Issued Devices
Students in grades K-6 will receive an iPad. Students in grades 7-12 will receive a Chromebook.

Technology Support
High-speed Internet access and wifi are required for students to participate in the Nazareth Area School District Cyber Academy.

In order to be successful in the program, students and families should have a basic understanding of the following:

- ■ Accessing the Internet from a wireless connection
- ■ Using word processing tools to edit documents
- ■ Navigating the Internet using a web browser and search tools

Ongoing support is available using the NASD Hotline and a Live Chat. The NASD hotline (716-427-2615) is available for families and students to call with technical issues. A Live Chat agent has been added to the district and building websites where families and students can receive technical assistance as well.

[Nazareth Area School District Board Policy #815-Acceptable Use of Computers and information Systems](#)
- Students enrolled in the NASD Cyber Academy are also subject to the Computer, Network and Internet Use policy for the district.

[Nazareth Area School District Board Policy #249-Bullying/Cyberbullying Policy](#)

High-Speed Internet Access
Families needing high speed internet access should contact the Nazareth Area School District Technology Hotline (716-427-2615) for assistance. A limited number of District provided Hotspots may be provided to those families in need.

ENROLLMENT
Enrollment changes may occur prior to the start of the school year until August 27, 2021 upon written request sent to the building principal. Once the school year has started, written requests for enrollment changes can be sent to the building principal for the end of a semester (HS), or the end of a trimester (MS, IS, and K-4). However, families of children struggling to meet the academic and attendance expectations of the NASD Cyber Academy or in-person instruction may be contacted by the building administration to discuss educational options that are supportive of the child's learning needs. The District will continue to work with families on an individual basis to support their unique learning needs and circumstances and make adjustments as necessary.