PORTAGE PACE

Portage

Area

Cyber

Education

Portage Area Cyber Education (PACE) provides an online learning environment for those students who wish to be part of Portage Area School District but require or request to complete their classes outside of our district buildings.

PACE affords students benefits not otherwise available if attending other cyber charter schools. Students who successfully fulfill all graduation requirements will earn a Portage Area School District diploma and the right to walk at graduation with their senior class. PACE students may attend Admiral Peary Area Vocational-Technical School as part of their educational programming and have access to Portage Area extracurricular activities including sports and clubs. In addition, Portage Area Cyber Education students can access resources like guidance and mental health services.

Participation in cyber education differs from traditional face-to-face instruction in many ways. Students wishing to participate in PACE should consider factors such as self-motivation, organization, and responsibility before committing to online education. Parental involvement and family-school communication are also key to success in PACE.

CURRICULUM AND TEACHERS

Portage Area Cyber Education students will utilize the Educere platform and curriculum. Students will take courses that fulfill the graduation requirements of Portage Area School District. PA Standards-aligned coursework will be provided by certified teachers through the Educere platform.

ELIGIBILITY AND ENROLLMENT

Any student in the Portage Area School District can participate in Portage Area Cyber Education. The student, family, and district personnel will meet to discuss options and decide whether PACE is the best educational option for that student.   Students may only register for cyber education at the beginning of the school year or a new marking period. If a PACE student wishes to return to district buildings and classes, we suggest making that transition at the end of a marking period.

Please contact the following individuals to begin the registration process:
* Mrs. Kelly Mignogna – Grades K through 6 – (814) 736-9636
* Ms. Mary Ann George – Grades 7 through 12 – (814) 736-9636

Once the registration process has begun, each student wishing to attend PACE must attend an in-person meeting at the respective Portage Area SD building (Elementary or Jr Sr High School). The student, their family, and the school principal and/or guidance counselor will meet to review PACE including coursework, expectations, attendance, grading, and technology.
Students new to the district must complete a new student registration packet prior to enrolling in PACE.

Once the team decides that PACE is an appropriate educational option, the student will be given further information for the pick-up of their district-provided technology and introduction to the educational platform.

In the event a student receives specialized services (i.e., special education, gifted education etc.), the IEP, GIEP or 504 team must reconvene to discuss, denote, and define how those services will be provided to the student while attending PACE.

TECHNOLOGY

Portage Area School District will provide technology equipment and support as well as internet reimbursement (if earned) for our cyber students. Families must pick up equipment at the respective Portage Area SD building (Elementary or Jr Sr High School) on the date set forth at the registration meeting. All technology equipment is property of Portage Area School District and must be returned at the end of the school year. The student and parent/guardian will sign a Technology Equipment Loan Agreement which will outline the use and care of the district-owned equipment. Students and families are responsible for any repair/replacement costs.

PACE students will be provided with the following technology devices:
- Laptop
- Charger
- Black and white printer, if needed (will not supply extra ink)
- One ream of printer paper, if needed
- Internet reimbursement incentive ($150 at the end of each marking period IF the enrolled student is passing all classes with a 60% or higher and has completed at least 60% of the required content during the marking period-see chart below).

PACE students will also be required to sign the district's Acceptable Use/Internet Safety Policy.

ATTENDANCE AND COURSE COMPLETION

Regular attendance at school is important and necessary for student success. Cyber education should be approached in the same manner. It is expected that students work on classwork 5 out of 7 days each week. Students should expect to spend at least 40 minutes per day on each course.

In order to be successful in PACE, students should be making continual progress in all courses. Attendance will be measured by the progress in each course. The following are recommended guidelines to keep students on pace for course completion:

Course Type	Course Completion per Week	Required Pace per Course
Semester Course	Approximately 8%	50% complete at end of MP 1

(2 Marking Periods) 0.5 credits	per week	100% complete at end of MP 2
Full Year Course (4 Marking Periods) 1 credit	Approximately 4% per week	25% complete at end of MP 1
		50% complete at end of MP 2
		75% complete at end of MP 3
		100% complete at end of MP 4

School administration will regularly check in on student progress. If a student is falling behind in any course, phone and email contact will be made to students and parents to encourage progress to get caught up. If progress is not made, a student may be required to report to the appropriate Portage Area School District building (Elementary or Jr Sr High School) to be monitored until he/she is on track with all courses.

GRADING

Academic progress for PACE students will be measured utilizing the district-wide grading scale. The Portage Area School District grading scale is as follows:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% and below

Students will receive quarterly mid-term progress reports and report cards.

STATE MANDATES

PACE students are required to obtain health screenings and maintain a school health record in accordance with regulations set forth by the Pennsylvania Department of Health and Education. Depending on a student's grade, they may be required to receive a height, weight, Body Mass Index (BMI), and vision screening. Also, students must stay up to date on immunizations, physicals, and dental examinations. The school nurse will maintain these records and communicate with families when necessary.

Students are also required to take all grade/course appropriate state tests in the appropriate district building during state testing windows. The school counselor or principal will contact the student and parent to notify them of testing dates, times, and locations.

PACE STUDENT PARTICIPATION AND EXPECTATIONS

- Students will complete assigned coursework as assigned by teachers in a timely manner.

- Students will contact his/her on-line instructors and/or the school contact if experiencing academic difficulty.
- Student participation in district-sponsored athletics and activities is subject to the team's qualifying rules and the school's rules for eligibility.
- When participating in district-sponsored activities or entering any district building for meetings, testing, etc., students are subject to the rules and regulations set forth in the student handbook.
- Students will have access to school resources such as the library, guidance services, and mental health services by making arrangements in advance.
- Students will participate in state testing as mandated by the PA Department of Education.
- Students will communicate with Portage Area School District personnel as necessary.

Portage Area Cyber Education (PACE) Application

Please complete the following application in detail. This information will be used to determine if our cyber program is appropriate for you/your child.

> **Approval Considerations:**
> APPROPRIATE CLASSES TAKEN TOWARDS GRADUATION
> STANDARDIZED TEST SCORES
> PAST/CURRENT GRADES/GPA
> ATTENDANCE/DISCIPLINE
> SELF-MOTIVATION (DOESN'T NEED DIRECTION)
> SELF-DISCIPLINE
> TIME-MANAGEMENT
> ENJOYS THE CHALLENGES OF LEARNING
> TAKES CHARGE OF OWN LEARNING (SELF-DIRECTED)
> COMMUNICATES WELL(WRITTEN AND VERBAL FORM)
> FLEXIBLE

Student's Name: _____

Grade: _____

School E-Mail Address: _____

Year Of Graduation: _____

Special Education Status: 504   IEP   GIEP

STUDENT SECTION:
What is/are the reason(s) you wish to enroll in the PACE program?

How many courses/credits do you intend to take if approved?

What do you anticipate your daily school schedule to look like?

What course(s) are your strengths? Weaknesses?

Have you ever taken an online course before? If yes, briefly discuss this experience.

Is there Internet access within your household?

PARENT SECTION:
Why do you wish for your child to be enrolled in the PACE program?

What concerns do you have about your child's education in this program?

How will you be involved with their progress?

SCHOOL PERSONNEL SECTION:
School Counselor comments:

IEP/GIEP Case Manager comments (if applicable):

Portage Area Cyber Education Coordinator comments:

School Administrator's Approval:_____

Online Learning Agreement with the Portage Area School District

We invite you and your child to sign the on-line learning agreement below and return it to the school. This will help ensure that we are all working together to achieve success.

As a school we are prepared to provide all of the back-up and resources needed to make this work, but we also need the commitment of parents and students. As you read through this agreement you will see a summary of the on-line learning commitment that the school is making to the students and to you as parents. It also outlines the commitment that will be needed from the home, and from the children themselves, to make this work.

THE SCHOOL WILL…

- Provide a device for the use of your child for the length of the program
- Make sure that the device is working and that repairs are dealt with as quickly and effectively as possible
- Give learners and parents a proper introduction to using and caring for the device and software
- Give learners and parents a proper introduction to the Educere educational platform
- Communicate with students and families to assist as necessary

AT HOME WE WILL…

- Ensure that our child understands how to care for and protect their computer
- Report any loss or damage (including accidental loss or damage) promptly
- Report any faults in hardware or software promptly
- Ensure that the device is returned if the student leaves the school, or at any other time upon the request of a member of staff
- Make sure the device is not used for any illegal and/or anti-social purpose, including access to inappropriate Internet sites and Chat Rooms; Ensure the student understands and adheres to the Districts Acceptable Use Policy for devices.
- Not load any programs other than those provided by the school without prior permission. Programs loaded without permission will be removed. The school cannot take any responsibility for personal files or data on the device.
- Communicate with the school as necessary (reach out, return calls/emails)
- Make sure our student complies with state mandates and required testing

AS A LEARNER I WILL…

- Work on school work at least 20 hours a week (may vary per individual; found to be best practices)
- Meet all deadlines on time and pass all courses per my academic plan. I realize that persistent failure to maintain adequate progress and growth may jeopardize my choice of working virtually in the on-line program. I understand that my academic instruction plan may be changed to help me be successful.
- Communicate any issues, which may impede me from making progress.
- Care for and ensure the computer is not subject to careless or malicious damage (e.g. as a result of inappropriate use).
- Take reasonable precautions to prevent the introduction of device viruses. If in any doubt whether a virus has contaminated the device, I will report the matter before connecting it to the school network.

Terms and conditions

Failure either to take such reasonable care or to abide by the other conditions listed in this document may result in the computer being reclaimed and termination of your cyber program. The school also reserves the right to claim financial recompense in such cases.

STUDENT AGREEMENT

I agree to abide by the terms and conditions in the Online Learning Agreement.

Name: _____

Signed: _____ Date: _____

PARENT AGREEMENT

I agree to myself and my child abiding by the terms and conditions of the Online Learning Agreement.

Parent Name: _____

Parent Email: _____

Signed: _____ Date: _____

PORTAGE AREA SCHOOL DISTRICT AGREEMENT

I agree on behalf of the school to abide by the Online Learning Agreement.

Name: _____

Signed: _____ Date: _____

Building Principal Signature: _____ Date: _____

DEVICE INFORMATION

Manufacturer: _____

Serial Number: _____

Bar Code: _____

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