

Everett Cyber Academy

K-12 Online Learning



2025-2026 Handbook

OVERVIEW

The Everett Area School District Cyber Academy is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The Everett Area School District recognizes the value of distance learning yet continues to carry the belief that the interaction with professional educators truly extends learning to a higher level. This educational program offers a distance learning experience that includes a variety of interactions with highly qualified professional educators and school counselors.

Like the educational program of the Everett Area School District's traditional "brick and mortar" system, the learning environment of Everett Cyber Academy is based on the National Common Core Standards and Pennsylvania Academic Standards. This standards-aligned curriculum emphasizes the students' demonstration of mastering specific skills by engaging in an academic program that promotes proficiency in all curricular activities through distance learning. Students participating in Everett Cyber Academy will demonstrate their proficiency in a variety of ways. This is necessary because students will range academically from those who have a sound skill base in all areas to those who have learning deficits.

Everett Cyber Academy strives to engage students in a highly motivational, student-centered educational program that relies on basic educational principles while utilizing the latest information and communications technology to promote student achievement in fostering higher-order thinking and problem-solving skills. Students have a chance to master essential content skills and to build a strong foundation to compete in the workforce of today and tomorrow.

What sets Everett Cyber Academy apart from other programs?

- Everett Cyber Academy is operated by the Everett Area School District.
- The cyber coordinator will monitor your child's educational progress.
- Students who attend Everett Cyber Academy will graduate with an Everett Diploma.
- Students will be able to participate in *all* extra-curricular activities, and field trips.
- If any issues arise, the coordinator of the Everett Cyber Academy program is just a phone call or short drive away!

EVERETT CYBER ACADEMY STAFF

ADMINISTRATORS:

Superintendent of Schools: Mr. David A. Burkett	dburkett@everettasd.org x2101
Elementary Principal: Mr. Justin Hillegas	jhillegas@everettasd.org x3111
Middle School Principal: Mr. Travis Leap	tleap@everettasd.org x1159
High School Principal: Mr. Chris Avvampato	cavvampato@everettasd.org X1027
Dean of Students/ Cyber Coordinator: Mr. Brandon Treece	btreece@everettasd.org x1015
Director of Special Education/Assistant Superintendent: Dr. James Hollis	jhollis@everettasd.org x2109

ADDITIONAL HELPFUL STAFF:

Information Technology Director: Mr. Kevin Eshelman	keshelman@everettasd.org X1226
Elementary School Counselor: Mrs. Aliza Baker	abaker@everettasd.org x3131
Middle School Counselor: Mrs. Danielle Simpson	dsimpson@everettasd.org X1031
High School Counselor: Mrs. Allison Mountan	amountan@everettasd.org X1030
Guidance Secretary: Mrs. Paula Barkman	pbarkman@everettasd.org X1020

GOALS

The Goals of the Everett Cyber Academy students are to:

- Offer to the students of the Everett Area School District a non-traditional learning environment that is in line with the district's mission and vision statements.
- Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Everett Area School District.
- Provide students who select Everett Cyber Academy with balanced educational experiences, academic programs, and interactions with highly qualified professional educators.
- Establish for participating students individualized learning plans that are consistent with the Pennsylvania Academic Standards and graduation requirements of the Everett Area School District.
- Provide students with a sense of ownership and responsibility for their academics.

ELIGIBILITY

Students who apply to attend the Everett Cyber Academy will have their applications reviewed by Everett Cyber Academy Coordinator in consultation with the building-level school counselor. It will be the responsibility of the coordinator to determine student eligibility in conjunction with the cyber coordinator to determine admittance and/or removal from the program. Students who transition to Everett Cyber Academy must enroll for at least one nine-week marking period unless otherwise determined by the building administrator and school counselor. The cyber coordinator will also review requests upon enrollment. Enrollment in Everett Cyber Academy will be limited to the first ten (10) school days of the first, second, and third marking periods. Seniors may not enroll in Everett Cyber Academy the second semester of their senior year without approval by the Superintendent. Any enrollment exceptions shall be reviewed, and approval will be considered by the Superintendent.

ENROLLMENT

Students must register in the Everett Area School District before enrolling in Everett Cyber Academy. Registration for Everett Cyber Academy begins with the cyber coordinator. Persons of parental consent must complete an enrollment form. Students enrolling in the program, along with their person of parental consent, must sign a contract with Everett Cyber Academy. At this time courses will be scheduled, passwords will be issued, other directions will be given, and guidance on how to "trouble shoot" for technical issues will be shown.

ENROLLMENT OPTIONS

Full-time Everett Cyber Academy Student:

- Students will be enrolled in EdOptions Academy.
- If the student does not complete the course in a satisfactory manner, the person of parental consent and/or student may be required to reimburse EASD.
- Students are not required to be in-person but are welcome to utilize school resources (Library/Counseling Office/Science Lab Materials) as needed on a pre-approved basis.
- Students are required to follow all state mandated testing guidelines. Students must also meet all Career Education & Work (CEW) Standards, as well as all graduation requirements set forth by EASD.
- Progress will be monitored on a regular basis.

- EASD reserves the right to limit enrollment to Everett Cyber Academy to only those students who demonstrate educational progress.

Students with an IEP/504:

- IEP/504 plans will need updated to reflect online learning accommodations.
- A person of parental consent and/or student will need to participate in IEP/504 revision meetings.
- Essential staff (OT/Speech/etc.) will be added as a Coach to the student's online learning platform.

COST OF COURSES

The cost of these courses is based upon the successful completion of each course and the situational criteria outlined by the Everett Cyber Academy student handbook. If a student fails a course or drops out of the program prior to the end of the semester, they may be required to pay to retake the course and/or pay for an extension. Breakdown of course cost in the event of a failure or incomplete may vary, as prices are derived from a percentage of the total cost.

ORIENTATION/CHECK INS

All students and their person with parental consent are required to attend/view an orientation meeting. This meeting can be viewed on the EdOptions Platform. The EdOptions platform also provides helpful tutorials person of parental consent should take the time to view.

The coordinator of Everett Cyber Academy may also require students to come in face-to-face and be monitored if academic goals are not being met. Additional interventions may be implemented to ensure the student's academic success.

STUDENT EXPECTATIONS

Your participation in Everett Cyber Academy requires you to be organized, motivated and willing to assume responsibility for your education. Failure to adhere to any of the following requirements may contribute to your removal from Everett Cyber Academy.

Virtual Academy students must:

1. Have *reliable* internet access. The Internet is not provided by the school district.
2. Complete 4 hours of online work for 5 days per week.
3. Complete a prescribed amount of work for each subject area.
4. Access individual school email account daily.
5. Make contact with the appropriate district staff when support is needed.
6. Complete activities by established deadlines.
7. Complete and submit their own work
8. Work in the order in which the assignments are posted. (Students may accelerate course completion with the approval of the building administrator and school counselor.)

EXPECTATIONS FOR PERSON WITH PARENTAL CONSENT, INVOLVEMENT AND RESPONSIBILITIES

Student success is greatly impacted by parental involvement. During orientation, the person with parental consent will be shown how to monitor their child's progress. Parents are requested to make contact with the cyber coordinator at least once a month. You can contact your school counselor via email, telephone, or in person.

- Establish parameters for completing assignments (Time, Environment, Goals, Pacing)
- Show interest in student's education and progress
- Monitor progress

ATTENDANCE

We understand that students work at different paces based on their academic ability. It is *recommended* that students spend a minimum of one hour on each subject per day, depending on their course load. With flexible scheduling, this may be stretched over 7 days. Everett Cyber Academy cyber coordinator will review student login time on a regular basis. Self-reflection is an integral component of the monitoring process. Students will be challenged to consider the following:

1. Pacing: Are you at pace, behind or ahead? Adjust your online time accordingly.
2. Attendance: Are you working every day? Adjust your schedule to meet this goal.
3. Performance: Are you passing or performing at the expected level? If need be, adjust to improve performance.

Students who fail to meet the requirements set forth in Everett Cyber Academy Handbook can be dismissed from the program.

Attendance is taken to ensure that students are working online. Students must attend school every day (*see school calendar*). Everett Cyber Academy will not be subject to inclement weather days, and the last day of instruction for Everett Cyber Academy will be specific to the program and is adjusted for Everett Cyber Academy so grades can be evaluated and entered. The last day to submit material will be the Friday before the last day of school. The last week of school will be utilized for contacting the school counseling office in regard to scheduling or returning to brick and mortar learning.

Everett Cyber Academy student must participate in the Pennsylvania System of School Assessment (PSSA) and/or Keystone Exams, according to state requirements. Students will be required to take these assessments/exams in-person. If the student is absent on the day of the test, they will automatically be marked absent for the day. Work completed online will not be adequate to mark them as present.

Due to the nature of the cyber school model, instructional time and progress can be entered on any day (e.g., weekends, holidays, etc.) and at any time, 24 hours a day - seven days a week. Students are expected to log into each scheduled course in the online system each scheduled school calendar day. If attendance is not recorded on a school day as listed on the school calendar, the student is marked as absent. If a student fails to log into his/her account for **three** consecutive days, Everett Cyber Academy cyber coordinator will be in contact with both the student and person with parental consent (via email, mail, or phone call). The district will treat the three consecutive absences in the same manner as students who attend the regular "brick and mortar" school.

Daily reports can be generated using the instructional software and district monitoring tools to ensure that the student is “present” and working for the minimum amount of time. Students who are absent from online schoolwork must submit a written excuse (can be emailed or delivered) by the person with parental consent to the respective building secretary within three (3) days of the absence. In the case of extended illness, the student should communicate with the Everett Cyber Academy cyber coordinator and complete all work missed in a reasonable length of time. Failure to follow this policy may result in dismissal from the Everett Cyber Academy program.

After five (5) or more days absent within the first forty-five (45) days of school during the school year, a letter of concern will be mailed to the person with parental consent regarding the excessive absence. Ten (10) or more days absent after the forty-fifth (45) day of school during the school year, a letter of concern will be mailed to the person with parental consent indicating that subsequent absences must be verified by a written excuse from a licensed physician.

Children whose names are on the active membership roll, who are at any time in the school term absent from school for ten consecutive school days, may thereafter be removed from the Everett Cyber Academy active roll unless the district has been provided with evidence that the absence may be legally excused or compulsory attendance prosecution has been or is being pursued.

PROGRESS MONITORING

Students are expected to meet with their online teachers as needed and/or required by their instructor. The Everett Cyber Academy cyber coordinator will email/mail marking period progress reports to the student and the designated person with parental consent. Students and those with parental consent can monitor academic progress via the EdOptions Academy Portal.

Prior to the end of each nine-week grading period, the school counselor and building principal will review the academic performance of the student. Upon completion of this review, it will be determined whether the student will continue in the Everett Cyber Academy program. Persons with parental consent may be requested to come to the school to participate in this process. All policies and procedures contained in this document will be reviewed. Please note that if a student is not meeting expectations, he/she may be removed prior to the end of the marking period.

CAREER-PLANNING

Students must complete career readiness activities as required by their school counselor. These activities may be completed online or through a direct meeting with the school counselor, depending on the activity and student needs. These career readiness activities will become part of the student’s career readiness cumulative folder. Students will be contacted by their school counselor with further details about each career readiness activity as it is assigned.

CO-CURRICULAR ACTIVITIES

CLUBS / ACTIVITIES / ORGANIZATIONS / CO-CURRICULAR

As a member of Everett Cyber Academy, students are eligible and are strongly encouraged to join in and participate with all clubs, organizations and co-curricular activities offered by the District. Students will need to meet eligibility requirements.

ATTENDANCE AT DANCES/PROM/ASSEMBLIES

Students enrolled in Everett Cyber Academy are permitted and encouraged to attend all school activities and functions. Please refer to the Everett Student Handbook for eligibility requirements and guidelines.

SCHOLASTIC ELIGIBILITY REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITIES

Everett Cyber Academy secondary students participating in extra-curricular activities before public audiences or inter-scholastically (i.e., sports, plays, band, and academic competitions) will lose their eligibility if they are failing two courses weekly. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis and shall be filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not, as of each Monday of the activity, meet the standards provided for in this section, he/she shall be ineligible immediately following that Monday through Sunday of the following week. If a student failed any *two* classes during the previous grading period, the student will be ineligible for the first *fifteen days* of the next grading period. The student may practice during this fifteen-day period but the student cannot participate in any competition.

NOTIFICATION OF INTENT TO DESTROY IRRELEVANT EDUCATIONAL RECORDS

Everett Cyber Academy maintains educational records for students enrolled in the District. The records are reviewed at transition times as designated in school code. Those times when the student moves from elementary to middle school, when the student moves from middle school to high school, at high school graduation, and five years after the student graduates from high school. Information that is no longer relevant or required by Law to be maintained will be purged from the student's file. Only transcript information is retained after graduation. The educational records of your child will be held for 45 days following the transition times identified above. During that time, you have the right to inspect, review, or copy at your expense any of the information. In order for the person with parental consent or eligible student to inspect, review, or copy the education records, a written request must be made to Everett Area School District, 427 East South Street, Everett, PA 15537.

NETWORK ACCEPTABLE USE POLICY

- Information available through the Internet may be protected by copyrights or trademarks. Transmission of copyrighted or pornographic material in violation of any federal or state regulation is prohibited.
- Computer users should be aware that the Internet contains offensive material.
- The Internet is a vast worldwide network with very few limitations or restrictions. Not all sources on the Internet provide accurate, complete, or current information. The Everett Area School District is not responsible for any information obtained on the Internet.

- Any malicious attempt to harm or destroy data is prohibited. This includes the uploading or creating of computer viruses. Hardware or software may not be modified or destroyed. Users may not change settings or load personal programs onto any of the district's computers without authorization from a sponsoring teacher or the technology support staff.
- Students may not use the Internet for any commercial or for-profit purposes related to the online educational materials provided by the school district.
- Students may not include pictures, descriptions, or any other such references to school employees or other students on student-created web sites without signed permission from employee or student. Violation of this provision will result in immediate termination of Everett Cyber Academy privileges, administration of appropriate school discipline, and possible referral to local police authorities.
- It is a felony offense in the state of Pennsylvania "to display or cause to display any explicit sexual material ... on any ... viewing screen in such manner that the display is visible ... in any establishment where minors, as part of the general public, may be exposed to view all or any part of such materials." (Title 18 PA Crime Code-Sect. 5903) The EASD Acceptable Use Policy in its entirety is available on the district's website.

HEALTH RECORDS

Students enrolled in Everett Cyber Academy are required to acquire health screenings and maintain school health records the same as the students in each grade level within the "brick and mortar." This is in accordance with regulations set forth by the Pennsylvania Departments of Health and Education. This means that every student in each grade must receive a height, weight, Body Mass Index (BMI), and vision screening each year of school. These screenings will take place in the Nurse's Suite at the secondary school and may be arranged through the nurse's office (Becky Garret, 814-652-9114, bgarrett@everettasd.org). The school nurse will then maintain these records.

In addition, other health services are required in the following grade levels:

- Kindergarten or 1st grade: Medical and Dental Examination
- 3rd grade: Dental Examination
- 6th grade: Medical Examination and Scoliosis Test
- 7th grade: Hearing Test, Scoliosis Test, and Dental Examination
- 11th grade: Medical Examination and Hearing Test

Each of these examinations can be conducted by school health officials when offered to traditional students in those grade levels at no cost or person with parental consent can elect to have their own private family physician/dentist perform these examinations at a cost to the families. If the latter is the case, the person with parental consent must provide proof to the school district of these exams. Forms for this purpose can be obtained from the school nurse or website. The school district is also obligated to ensure that students have the proper immunizations and can request these records from the person with parental consent at any time. If you have any questions about required immunizations, please contact your family physician or the school nurse.

GRADUATION REQUIREMENTS

In order to graduate from Everett Area High School, a student will demonstrate achievement of the academic standards under Chapter 4 (relating to academic standards) and the academic standards required by the school district and specified in Everett Area School District's strategic plan. The credit requirement for graduation is 26 credits.

Graduation requirements will consist of successful completion of planned courses in the students' elected program of study. The following courses are required of all students in Grades 9-12:

- English - 4 planned courses
- Students must successfully complete either 4 math or 4 science courses, (4 of each are recommended for students pursuing higher education)
- Mathematics - 4 planned courses
- Science - 3 planned courses (1 biological science, 1 chemical science, 1 physical science)
- Social Studies - 3 planned courses
- Other Courses:
- Physical Education - 4 planned courses
- Personal Finance - 1 planned course
- Problems of Democracy (P.O.D.) - 1 planned course
- Health 10/Driver Education - 1 planned course
- Electives - to fulfill remaining credit requirements
- Community Service Requirement
- Proficiency Requirement

Successful completion shall be defined as passing each planned course with a letter grade of "D" or higher or its equivalent and demonstrated achievement of the academic standards associated with each planned course. The above planned courses are minimum standards. All students are responsible for making sure they have successfully completed the subjects required for graduation. If there are any questions, consult your school counselor immediately. All seniors must take a full schedule of classes (8 credits) their senior year. Schedules will then be modified for students in programs such as Senior Challenge and/or Dual Enrollment courses.

GRADING SYSTEM

While EdOptions Academy courses are semester courses, grades will be reported at the end of each marking period. Percentage grades from EdOptions Academy will be transferred to the Everett Area School District grade book. The grades from EdOptions will be transferred into the corresponding letter grading scale used in the Everett Area Middle/High School:

GRADE	EDMENTUM PERCENTAGE	DISTRICT PERCENTAGE	GPA	GENERAL MEANING
A	90-100	93-100	3.5-4.0	SUPERIOR
B	80-89	85-92	2.5-3.49	GOOD
C	70-79	77-84	1.5-2.49	AVERAGE
D	60-69	70-76	.5-1.49	POOR
F	0-59	0-69	.1-.49	FAILING
I				INCOMPLETE
P				PASSING

CHANGE OF NAME, ADDRESS, AND/OR TELEPHONE NUMBER

Please report any change of name, address, or telephone number to the EASD Secretary as soon as possible.

EVERETT CYBER ACADEMY AND EDOPTIONS ACADEMY PARTNERSHIP

The Everett Area School District is working in conjunction with EdOptions Academy to offer rigorous, engaging online courses through our own Everett Cyber Academy. All students will be offered course through the EdOptions Academy

STUDENT AND PARENT CYBER AGREEMENT

AS A CYBER ACADEMY STUDENT, I WILL...

- Work on school work at least 20 hours per week. I recognize that my best opportunity for academic success is to log-in daily and actively work at least four hours per day on my coursework. I understand that the district will monitor my log-in activity and I may be subject to truancy violations should I fail to make adequate progress due to insufficient log-in time.
- 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 in the Everett Cyber Academy. I understand that my academic instruction plan may be changed to help me be more successful.
- Attend each of the required meetings as designated by the Everett Cyber Academy.
- Communicate any issues which may impede me from making progress, including, but not limited to: inability to comprehend the subject matter, insufficient understanding of course expectations, computer or internet issues, family or personal matters, etc.
- Return all resources provided to me by the district immediately upon completion of all courses or upon dropping from the program. I understand that failure to return materials may jeopardize my choice of working in the Everett Cyber Academy.

AS A CYBER ACADEMY PARENT, I WILL...

- Monitor my child's progress regularly. I understand that the district will monitor my child's log-in activity and I may be subject to truancy violations should my child fail to make adequate progress due to insufficient log-in time.
- Contact the instructor and/or program coordinator in a timely manner if I have concerns about the program or my child's progress.
- Ensure my child attends each required meeting as designated by the Everett Cyber Academy.
- Ensure all resources provided to my child by the district are returned to the district immediately upon completion of all courses or upon dropping from the program. I understand that failure to return materials may jeopardize my choice of having my child participate in the Everett Cyber Academy.

AS THE CYBER ACADEMY ADMINISTRATOR, I WILL...

- Monitor the student's progress regularly (every 2 weeks minimum).
- Communicate inadequate academic progress by the student to both the student and parent.
- Inform the student/parent of any changes that may occur within the program throughout the year including changes to the required meeting dates and/or times.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

EVERETT CYBER ACADEMY COMPUTER LENDING AGREEMENT

The Everett Area School District is committed to ensuring that cyber students receive adequate support and resources necessary to ensure their cyber experience is successful. However, to fully ensure a successful experience, cyber students and their parents/guardians must make a commitment as well. Outlined below are the components of the commitment that the district will make as part of the Computer Lending Agreement as well as the expectations for the students and parents/guardians.

The school will...

- Provide a computer to a full-time cyber student where a lending program has been deemed necessary.
- Make sure that the computer is working and that repairs are dealt with as quickly and effectively as possible.
- Make sure that the computer is covered by insurance for use in school and out of school for study purposes, provided that reasonable care is taken to prevent loss or damage.
- Ensure that the computer is protected against viruses.
- Give learners a proper introduction to using and caring for the computer and software.

The parent(s)/guardian(s) and student will...

- Care for and ensure the computer is not subject to careless or malicious damage.
- Take reasonable precautions to prevent the introduction of computer viruses. If in any doubt whether a virus has contaminated the computer, the student will report the matter BEFORE connecting it to the school network.
- Report any loss or damage promptly.
- Report any faults in hardware or software promptly.
- Ensure that the computer is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites and/or chat rooms.
- Not load any programs other than those provided by the school, without prior permission from an Everett Area School District official. Programs loaded without permission will be removed. The school will not take any responsibility for personal files or data on the computer.
- Not alter settings, passwords, or controls without prior permission from an Everett Area School District official.
- Ensure that the only user of the computer is the student for which it is designated.
- Ensure that the computer is promptly returned if the student unenrolls from the cyber academy or any other time that a district official requests.

Terms and conditions

Failure to abide by the conditions described in this document may result in the reclamation of the lent computer (or other equipment) and termination of the student's enrollment in the Everett Cyber Academy. The school also reserves the right to claim financial recompense for any lost, damaged, or misused equipment. If the computer is used to connect to the internet from home, the school will not be responsible for any of the costs involved.

Student's Agreement

I agree to abide by the terms and conditions of this agreement. Date: _____

Name (print): _____

Signature: _____

Parent's Agreement

I agree to abide by the terms and conditions of this agreement. Date: _____

Name (print): _____

Signature: _____

Coordinator/Principal's Agreement

I agree to abide by the terms and conditions of this agreement. Date: _____

Name (print): _____

Signature: _____