

**Keystone Central School District
Virtual Academy Student Handbook
2021-2022**





KEYSTONE CENTRAL SCHOOL

86 Administration Drive
Mill Hall, PA 17751

www.kcsd.us Fax: 570-893-4923

Justin Evey, Virtual Academy Principal

Dr. Jacquelyn Martin, Superintendent

(570)893-4900 ext.4506

jevey@kcsd.us

Dear Online Learning Student:

Welcome to the Keystone Central School District Virtual Academy! We are excited that you have chosen this option in fulfilling your graduation requirements. Our blended learning option allows you to complete all coursework required for graduation, or to supplement your regular school day with courses for enrichment or credit recovery. Online learning classes at KCS Virtual Academy are offered in partnership with the CIOLA (Central Intermediate Online Learning Association). All courses offered through online learning are in alignment with the Keystone Central School District's program of study and the Pennsylvania Department of Education's state standards for learning. In addition, all online students remain enrolled as KCS students and as such, are eligible for participation in all student programs and activities, including graduation ceremonies.

The information contained in this packet is intended to help you make the most of the online learning environment and to ensure your success. Policies regarding computer usage, attendance, coordination meetings, exams, and enrollment periods require special attention on your part. Please review this handbook with your parent or guardian and return all required forms in a timely manner. Any questions regarding policies as outlined here should be directed to Mr. Evey, Virtual Academy Principal or your school guidance counselor. Please note that in addition to the guidelines specified in this handbook, all online students are held to the policies set forth by the elementary/secondary student handbook.

Students who enroll in the KCS Virtual Academy will begin the registration process by meeting with your respective guidance counselor or setting up a meeting with Mr. Evey. Parents or Guardians are required to attend this initial meeting if you are planning to enroll in a full cyber schedule. No student will be enrolled in any course without the consent and support of a parent or guardian.

Again, welcome to the world of online learning! Please do not hesitate to contact me with questions or concerns. We look forward to creating a successful partnership with you!

Sincerely,

Justin J. Evey

Justin Evey
KCS Virtual Academy Principal

KCSD VIRTUAL ACADEMY PROGRAM GOALS

The goals of the KCSD Virtual Academy program are:

- To offer a non-traditional learning environment to the students of the Keystone Central School District that is compatible with the district's mission and vision statements.
- To provide students who desire a non-traditional learning environment with the educational opportunity to earn a Bucktail Area High School or Central Mountain High School diploma.
- To provide students who choose an online learning environment with a balanced educational experience including quality educational experiences, personal interactions with professional teachers, and the opportunity to participate fully in school programs and activities.
- To establish individualized learning plans for blended learning that are consistent with the Pennsylvania Department of Education academic standards and BT/CMHS graduation requirements.
- To provide students and their parents/guardians with a sense of ownership and responsibility for their education.
- To utilize accredited online learning providers to deliver quality academic instruction and assessment as a means of assessing students' mastery of all required content areas.

REGISTRATION & ENROLLMENT

Students who wish to enroll in an online course will begin the registration process by meeting with your assigned counselor or the virtual academy principal. Parents/Guardians must accompany their child to this initial meeting if they are planning a full online option. At this important first meeting, courses will be selected, directions will be provided, and the handbook will be reviewed. Arrangements for any necessary computer equipment will also be made at this time.

The KCSD Virtual Academy will enroll students in accordance with the Keystone Central School District's school calendar. Students will be permitted to enroll in courses at the beginning of each marking period pending administrative approval and are expected to complete all online courses by the end of the marking period or end of the school year, whichever comes first. Any student wishing to enroll full-time or part-time should notify your counselor *one week* before the beginning of a new marking period. Please note the following dates for the 2021-22 school year (note: dates are subject to change due to inclement weather cancellations):

Marking Period	Dates	KCSD Enrollment Deadline
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1	8/31/21 – 10/29/21	8/26/21
2	11/02/21 – 1/20/22	10/25/21
3	1/24/22 – 3/28/22	1/17/22
4	3/29/22 – 6/02/22	3/22/22

ONLINE STUDENT EXPECTATIONS

Students who wish to be successful online learners must be organized, self-motivated, and willing to assume responsibility for academic success. In order to achieve success in online courses, students are required to meet the expectations listed below. Failure to meet these expectations will result in removal from the online program or required attendance in the online learning room:

- Complete the minimum required weekly assignments as established in your enrollment form. Please see the full Attendance Policy (page 5) for full details regarding attendance requirements.
- Students who fall behind or are failing two (2) or more classes in a given week will be required to come to school and complete assignments until s/he is on pace and passing in all courses. Failure to comply may result in dismissal from the program.
- Sign-in to the school office, in accordance with school policies and procedures, for any visits to the school during regular school hours. In addition, online students must adhere to the student dress code for any visits to the school (see *elem/secondary Student Handbook*).
- Login to the CIOLA site daily to receive instructor communications, messages, and other important updates. Students are required to log in each day that school is in session at (see school calendar).
- Maintain regular contact with teachers. Students MUST respond to email, phone communications and meeting requests from teachers and advisors.
- Complete and submit work independently. Policies and procedures targeting cheating and/or plagiarism as outlined in the *Student Handbook* will be enforced for online students. Any student caught cheating or plagiarizing another's work can be dismissed from online courses.
- Complete all coursework within the specified enrollment time. Course extensions are not offered for coursework except in the most extreme circumstances, and with the approval of district administration.
- Request additional support when needed from your teacher or advisor. Timely requests for help will help to ensure your academic success. Students should not wait until failing grades are earned to request additional assistance. Arrangements for support or tutoring from a KCSD faculty member must be made in advance by consulting with the teacher or cyber principal. Students may not interrupt a teacher who is teaching a class for the purpose of receiving tutoring.

KCSO ONLINE ATTENDANCE POLICY

Whether in a traditional classroom or the online learning environment, attendance is an important predictor of a student's academic success. The non-traditional format of online learning requires unique guidelines and policies. Please note the following policies regarding attendance for online students:

- Attendance weeks will run from Monday through Sunday of each week. Therefore, students will have seven days, including weekends, to complete the required assignments.
- Attendance will be documented according to assignment completion based upon the amount of courses a student is enrolled in and established on your individual enrollment form. It is up to the student to ensure that they are on pace in all classes.
- **Days absent will be calculated on whether a student has met their weekly target for assignment completion to remain on pace. Ex. The student completed 20 out of 25 required assignments = 1 unlawful day. (5 assignments daily) The most recent school day from the previous week would be marked unlawful. Attendance is not based on days logged on and is calculated by weekly assignment completion.**

Students and parents/guardians will be notified of attendance compliance on the first school day of each week. Typically, this will be Monday. Parents/Guardians will then have three (3) days to submit an excuse to the child's school.

- All online students are expected to log on to the CIOLA site every day that school is in session at KCSO to check for announcements and messages. **LOGGING ON DOES NOT COUNT TOWARD ATTENDANCE.**
- All excuses will be coded as illegal or unexcused until an excuse is submitted to the school attendance office.
- After 10 illegal, unexcused, or excused absences, only medical excuses will be accepted. All policies and procedures regarding attendance violations as outlined in the *Elementary and Secondary Student Handbook* (including truancy referral) will be enforced.
- Computer and/or internet accessibility problems are unexcused absences. It is the responsibility of the parents to ensure the availability of a working computer and reliable internet access.
- Technical issues preventing a student from completing work should be reported to the Virtual Academy Principal immediately for resolution.
- Online courses are available 24 hours a day, seven days a week. Students may log in and complete lessons at any time during a 24 hour period to document attendance. Students may also complete assignments on holidays and weekends.

Full-Time Online students who fail to submit the established amount of assignments per week should submit an excuse to their respective school Attendance Secretary.

Excuses can be emailed to:

Central Mountain HS cmhsattendance@kcsd.us

Central Mountain MS cmmsattendance@kcsd.us

Bucktail HS/Renovo Elem btattendance@kcsd.us

Liberty Curtin Elem lcattendance@kcsd.us

Robb Elem robbattendance@kcsd.us

Woodward Elem wwattendance@kcsd.us

Mill Hall Elem mhattendance@kcsd.us

Failure to submit an excuse as outlined in the Student Handbook will result in unexcused absences.

KCSD ONLINE GRADING POLICY

All online courses are graded on a marking period or semester basis, depending on your course enrollment. Students are expected to complete all courses within the confines of the KCSD school calendar.

- Any assignments not completed by the course end date will receive a grade of zero.
- Online grades will be averaged with previous grades from any institution to determine final grades for courses.
- It is the **responsibility of the student and parent to monitor academic progress** throughout the school year. Progress can be checked daily by logging into the CIOLA site and visiting the student's home page (see "student snapshot" tab).
- Regular progress toward graduation requirements is expected of all KCSD students. Continuation in the full-time online program will be evaluated on a yearly basis. Repeated failure of courses can result in being dismissed from the full-time program.
- The grading scale used by CIOLA will be converted to the scale utilized by KCSD in order to maintain fairness and consistency. A copy of the conversion scale is included at the end of this handbook (Appendix A).
- Final grades are determined using the CIOLA guidelines.

KCSD ONLINE STUDENT HEALTH RECORDS POLICY

Students enrolled in online classes are required to undergo regular health screenings, receive or update immunizations, and maintain a school health record in accordance with the regulations set forth by the Pennsylvania Department of Health and Education. Every student, in every grade, must undergo a height, weight, Body Mass Index (BMI), and vision screening for each year enrolled in public school. These screenings are provided free of cost by the KCSD Health Office staff. Arrangements for yearly screenings can be made through the online principal. In addition, the following health services are required by grade level:

- 6th Grade: Medical Exam and Scoliosis Screening

- 7th Grade: Hearing Test, Scoliosis Screening, and Dental Exam
- 11th Grade: Medical Exam and Hearing Test

These services can also be provided by KCSD Health Office staff at no cost, or the student can choose to have the services provided by his/her regular physician or dentist. If the student chooses to see a private provider for these services, written documentation of the screening results must be provided to the Health Office (forms can be obtained from the online principal or the Health Office). Should an online student fall out of compliance with regulations, he or she will be notified by the Health Office. Failure to comply with required screenings can result in school exclusion.

KCSD STANDARDIZED TESTING

All students are required, by law, to participate in PSSA testing in grades 3, 4, 5, 6, 7, and 8. In addition, all students enrolled in Algebra 1, Biology, or English 10 are required to participate in the Keystone Exam at the end of the appropriate course. Students and their parents/guardians are responsible for ensuring that they report to the school for testing on the designated day. Students will be supplied with the testing calendar established by the district.

Students may also be required to come on-site for local district assessments that can not be administered online. It is expected that the student/parent cooperate with any and all of these requests.

Please Note: Online students are welcome to participate in various standardized tests administered throughout the year, including the ASVAB, PSAT, and SAT. Please discuss these options with your counselor if you are interested in participating.

HOMELESS INFORMATION

School Districts are required to support the education of homeless youth under the McKinney-Vento Homeless Assistance Act.

Homeless children and youth definition: Section 725(2) of the McKinney-Vento Act defines “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

The term includes children and youths who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up”);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are experiencing Homelessness or know someone who is, please call KCSD's Homeless Liaison at: (570) 893-4900 ext. 2105.

KCSD Online SPECIAL EDUCATION SERVICES

The Keystone Central School District provides a variety of opportunities for the screening and evaluation of students thought to be exceptional. In Kindergarten all students receive screenings on readiness as well as standardized indicators of early literacy. All elementary schools in the district have an identified and trained Instructional Support Team (IST). The Instructional Support Team works with school staff to provide screening in various areas (cognitive, emotional, social, motor, vision, hearing, and speech/language). Parents may request IST consideration through the building principal. The IST process can recommend interventions, further screening and/or a referral for multidisciplinary evaluation (MDE) for special education services. Pre-referral intervention services are also available at the secondary level, MDE can be requested at any level by school teams and/or parents. Parental requests should be made in writing to the building principal. Requests for screening and/or evaluation of students in preschool settings should be directed to the preschool provider who, in turn, will contact the Preschool Program Supervisor of the Central Intermediate Unit #10. Requests for screening and/or evaluation of students in non-public schools should be directed to the Nonpublic School Director/Principal who, in turn, will contact the district Special Education Office. Policy 103.1 Nondiscrimination of Qualified Students with Disabilities, Policy 113 Special Education, and Policy 113.4 Confidentiality of Special Education Student Information.

Special education services are provided to exceptional students under IDEA Federal Regulations Part 300 and Chapter 14 of the Pennsylvania Special Education Regulations. Special education is defined as specially designed instruction to meet the needs of an exceptional student including specially designed instruction that is the following:

(1) Conducted in the classroom, in the home, in community settings, in hospitals, in institutions and in other settings. (2) Provided in an instructional or skill area, including physical education, speech and vocational education.

A specially designed program of instruction is available for a student who meets one of the categorical exceptionalities: autism deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment including blindness and who needs a specially designed program of instruction.

Parents or teachers may refer students for a multidisciplinary evaluation if a student is thought to need special education services. The district conducts screening to identify students who may need special education through health screenings, group intelligence tests and achievement tests. Regularly scheduled Child and Pupil Study Teams as well as Student Assistance Teams, review student records and teacher reports for relevant information. These activities are ongoing during the school year.

Related services such as occupational therapy, physical therapy orientation and mobility training and specialized transportation are available as deemed appropriate by the Multidisciplinary Evaluation Team and Individual Education Plan Team. Transition Services, Extended School Year Services, and

Assistive Technology Services are provided according to the Pennsylvania Special Education Standards and Regulations.

Behavior Intervention Plans include a variety of techniques to develop and maintain skills that will enhance an individual student's or young child's opportunity for learning and self-fulfillment. Potential causes of behavior problems, such as physical or medical conditions, environmental factors, staffing and program concerns, shall be reviewed and addressed prior to the development of a behavior intervention plan. For each eligible student or young child who exhibits behavior problems which interfere with the student's ability to learn, including students identified as seriously emotionally disturbed, the IEP shall include provisions for a program of behavior management. Positive rather than negative measures shall form the basis of behavior intervention plans. Aversive techniques, restraints or discipline procedures may not be used as a substitute for a behavior intervention plan.

The Keystone Central School District does not discriminate against Protected Handicapped Students. Such students are assured equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate. It is the policy of the school district to provide a free and appropriate public education to each student with disabilities within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be considered handicapped under this policy even though they do not require services pursuant to the Federal Individuals with Disabilities Education Act (IDEA) and the corresponding Pennsylvania Special Education Regulations. Written service agreements may be developed annually in order to detail necessary services for students with disabilities under section 504.

Confidential rights of students and parents are protected by the Keystone Central School District Policy on Confidentiality of Student Records and the Pennsylvania Special Education Regulations section addressing confidentiality.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials: PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets. PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Questions concerning any matters relative to Special Education Evaluation, Identification, Programs, Services, Due Process rights of students and parents well as appropriate administration, support staff, and police

ts or the Surrogate Parents Program, should be directed to the Special Education Office at (570) 893-4900. For further information about child identification, screenings, referral for evaluation, or public awareness, please contact the Special Education Office in writing or by phone at (570) 893-4900. Questions about written service agreements for Protected Handicapped Students should be directed to the Director of Special Education at (570) 893-4900.

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, ancestry, marital status, disability and/or handicap, pregnancy, or age in its admission, treatment, access, procedures, programs, services, employment practices and activities and provides equal access to the Boy Scouts and other designated youth as required by Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, the Boy Scouts of America Equal Access Act, Pennsylvania 22 Pa. Code § 15.4, and School District Policies.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in programs, services, activities, and/or benefits.

The following person has been designated to handle inquiries regarding all non-discrimination matters for all students including but not limited to students with disabilities, and/or handicaps, and/or Limited English Proficiency:

Christina Manning
Director of Pupil Services
Keystone Central School District
Administration Office
86 Administrative Drive, Mill Hall, PA 17751
570-893-4900 ext. 2105
Email: cmanning@kcsd.k12.pa.us

The following person has been designated to handle inquiries regarding all non-discrimination matters for all employees and employment matters:

Mark Condo
Director of Human Resources
Keystone Central School District
Administration Office
86 Administrative Drive, Mill Hall, PA 17751
570-893-4900 ext. 2321
Email: mcondo3@kcsd.k12.pa.us

EXTRA-CURRICULAR OPPORTUNITIES

KCSD Virtual Academy students are permitted and encouraged to participate fully in all district activities, including athletics, music programs, school-sponsored clubs, and other school activities. School activities include, but are not limited to: Prom, Graduation ceremonies, school dances, and school-sponsored trips. All students who participate in extracurricular activities are held to the same standards for academic performance and behavior as regular district students (see *elementary/secondary Student Handbook* for details).

ATHLETIC ELIGIBILITY

KCSD Virtual Academy students can enjoy full participation rights in all eligible athletic teams. For the purposes of academic athletic eligibility, students will follow the established guidelines of the student/athlete handbook.

ACADEMICS

1. Keystone Central students are required to be passing five courses, including graduation project at the high school with a grade of Satisfactory, to be eligible to participate in co-curricular activities, extracurricular activities, and/or interscholastic athletics.
2. The academic progress of all students participating in co-curricular activities, extracurricular activities, and/or interscholastic athletics will be monitored Fridays.
3. Academic eligibility will be based on final and current course grades. Eligibility reports will be run Friday morning of each week. Students ruled academically ineligible will not be able to participate in ALL team activities beginning 12:00 am Sunday through 11:59 pm Saturday. Please contact the Athletics Department if more clarification is needed.

4. Any Student/Athlete enrolled in classes outside of KCSD will be responsible for weekly eligibility checks. The student will provide the athletic office a weekly signature from the course instructor by noon on Monday for the prior week's work.

5. Weekly eligibility sheets will not be run for one week at the start of each marking period due to the small number of grades available at that time. Weekly eligibility sheets will be run the second week and a probationary list created based on those grades.

6. Any student-athlete with two (2) failing grades will be required to work on academic material or tutoring for the first thirty (30) minutes of each practice until the grades are brought up to passing.

7. Any student-athlete with three (3) failing grades will be academically ineligible. Students will not be eligible to participate in practices, events, activities, or games while they are academically ineligible due to a failing grade(s). Ineligible students are not permitted to attend events where they would represent the team or organization. Ineligible student-athletes should not be transported to or from the event using school transportation or be dismissed early for team events.

8. Students not passing five (5) courses at the end of a marking period, semester and the school year will be ineligible to participate in co-curricular activities, extracurricular activities and/or interscholastic athletics for the first fifteen (15) school days of the next applicable activity or program during the next school year. The student may attend a district approved summer school program or other academic programs in the failed subject area and must receive a passing grade to be eligible and not serve the fifteen (15) day suspension.

Go to the KCSD Athletic Handbook on the district homepage to view the entire athletic handbook.

ONSITE CYBER ROOM PRIVILEGES

KCSD maintains a cyber room to function as a learning and research center to allow students to enrich their classroom experiences and personal growth. The room is open daily during regular school hours (7:55 am to 2:50 pm) for research, assigned work, or individual help. Online students are permitted to use the cyber room throughout the school day. When visiting our cyber room, students are expected to conduct themselves appropriately and respectfully. Failure to adhere to the guidelines specified in the student code of conduct may result in the suspension of cyber room privileges and/or disciplinary consequences. Please refer to the Elementary/Secondary Student Handbook.

If you need to access the online room and are having issues with busing please contact our transportation office to let them know that you need to attend school.

The contact information for the transportation office is:

transportation@kcsd.k12.pa.us
570-893-4900 EXT: 2306

Susquehanna Transit:
becky@susquehannabus.com
570-753-7125

Keystone Central School District

Student Chromebook Acceptable Use Policy

ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS AND PARENTS/GUARDIANS

See KCSD Acceptable Use of the Communications and Information Systems Policy #815 Under the One to One initiative, students enrolled in grade 9 or full time online at Keystone Central School District will receive the following equipment for educational use both in school and at home: a Chromebook laptop computer (with preinstalled software), charger, and protective carrying case. This equipment is the property of the Keystone Central School District and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

1. The student should complete the technology orientation program provided at Keystone Central School District.
2. The student and parent/guardian must read the terms and conditions outlined in this "Acceptable Use of Technology" document and then sign the "Equipment Loan Agreement" form at the end.
3. The student and parent/guardian must have a signed copy of the "Acceptable Use of the Communications and Information Systems Policy #815" on file with the district.

Terms and Conditions:

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use:

- Students are expected to follow KCSD Policy No. 708, "The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return...." Families should read this policy and be familiar with its content.
- Do not alter or modify the pre-installed software in any way.
- The equipment is the property of the Keystone Central School District and is on loan to the student for educational purposes for the current academic school year. The student should not deface or destroy this property in any way.
- The Keystone Central School District is not responsible for any electronic viruses that may be transferred to or from the laptop, student storage media (i.e. jump drives, CD's, etc.), or other technological tools used with the district equipment.
- When the laptop is required for classwork, the student must have his/her laptop at school and in class ready to work. This includes a responsibility to have the laptop battery charged and ready to go.
- Be sure to return any and all equipment when requested by the Keystone Central School District.

- In accordance with KCSD Policy No. 208 (Withdrawal From School), if a student withdraws from the Keystone Central School District before the end of the school year, all equipment must be returned to the district in a timely manner. If the equipment is not returned within a reasonable timeframe, KCSD has the right to charge the student for the full replacement cost of the equipment.
- In accordance with KCSD Policy No. 814 (Copyright Material), improperly documented use of copyrighted material in any format will be deemed as plagiarism and punished accordingly. For more information consult the district's Policy 814.
- Each laptop has been identified with a barcode label for inventory and repair issues. Do not remove or damage this label. If the label is damaged or removed, contact the Keystone Central School District for a replacement.
- Do not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by a teacher or administrator upon request. The district has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.
- Transmitting or creating any material in violation of Federal, State, or local laws and ordinances are strictly prohibited.
- Communication methods such as instant messaging, chat rooms, social networking, and e-mail that is not sanctioned or moderated by a teacher or administrator are prohibited during the school day.
- Computers should be taken home each night. Only students whose parents have elected not to have the laptop go home every night will turn in the laptop at a predetermined location each night and pick it up each morning. Computers should not be left in lockers.

Using the Internet and Email:

- All use of Internet resources should be in accordance with the school's Acceptable Use of the Communications and Information Systems Policy (KCSD Policy No. 815). Families should read this policy and be familiar with its content.
- Students should use the district assigned email for all educational purposes.
- While on the school's wireless network attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited (KCSD Policy No. 815).
- In compliance with the Children's Internet Protection Act (CIPA), KCSD filters Internet content accessed using the school network. Parental supervision is encouraged while the district equipment is being used at home in adherence to Acceptable Use of the Communications and Information Systems Policy (Policy No. 815). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

Files and File Management:

- Backup files regularly onto your KCSD network account or onto a CD, jump drive, or other portable media. The Keystone Central School District is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired, or serviced.
- Do not remove programs or files from the laptop unless they are your own created files and you have created a backup.

Safety and Security:

- No student or other participant may include any information or images on school-related websites that could compromise the safety of him/herself or others.

- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify a classroom teacher immediately and submit a "Trouble Ticket" online at <http://helpdesk.kcsd.k12.pa.us> .
- No student may share his/her login information or protected information with anyone other than District Staff members for the purpose of troubleshooting tech issues. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- Students and participants are not permitted to add, delete, or modify other user accounts in any way.
- Students must not knowingly upload or introduce an electronic virus to any district equipment, network, server, or other technology.

Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student may edit or delete the work of another without teacher permission.
- All participants will be respectful of their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated (KCSD Policy No. 815, 248, and 249).

Care, Service, and Repair:

- In accordance with KCSD Policy No. 224 (Care of School Property), "The Board charges each student in the schools of this district with the responsibility for the proper care of school supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under the law. Parents and guardians of students shall be held accountable for student actions." Families should read this policy and be familiar with its content.
 - o Do not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.
 - o Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer's exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
 - o Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, bring the laptop to school. Please submit a "Trouble Ticket" on-line at <http://helpdesk.kcsd.k12.pa.us> .
 - o Additional stickers, labels, tags, or other markings should not be added to the equipment. Students may purchase a protective plastic cover and apply it to their computer. This cover may be decorated.
 - o Avoid getting the equipment wet or damp.
 - o Do not leave the equipment outdoors or inside a car in extreme temperatures.
 - o The laptop must be placed inside a protective carrying case when not in use. Cases are available at school. Students may also use their own case.
 - o The laptop computer should go home every night with the student. Only students whose parents have elected not to have the laptop go home every night will turn in the laptop at a predetermined location each night and pick it up each morning. Time allowances will have to be made for securing the computer at the end of the day and for pick-up at the beginning of the next day.
 - o Students and parents may be held responsible for damages and repairs to the equipment regardless of circumstances or cause.

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other disciplines under the school code of conduct.
- At the teacher's discretion, a warning may be given in the case of minor infractions.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.

PLEASE MAINTAIN A COPY OF THESE TERMS AND CONDITIONS FOR YOUR RECORDS. IF YOU WISH TO OFFER YOUR CONSENT TO THIS AGREEMENT, PLEASE SIGN AND COMPLETE THE FORM ON THE FOLLOWING PAGE. COMPLETION OF THIS DOCUMENT IS A REQUIREMENT FOR PARTICIPATION IN THE ONE TO ONE COMPUTER INITIATIVE EQUIPMENT TAKE-HOME PROGRAM. BOTH THE STUDENT AND A PARENT/GUARDIAN MUST SIGN THIS FORM.

Policy Statement on Discrimination in KCSD

The Keystone Central School District is an equal opportunity education institution and does not discriminate on the basis of race, color, national origin, sex, disability and/or protected handicap, sexual orientation, or age in its admission, treatment, access, procedures, programs, service, employment practices and activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the American Disabilities Act, and the Boy Scouts of America Equal Access Act. See Policy 103.1 Nondiscrimination of Qualified Students with Disabilities, Policy 113 Special Education, and Policy 113.4 Confidentiality of Special Education Student Information.

The Keystone Central School District will assist students who have Limited English Proficiency to participate in all programs, services, activities, and/or benefits.

The following person has been designated to handle inquiries regarding the non-discrimination policies for *students with disabilities, and/or handicaps, and/or Limited English Proficiency*:

The following person has been designated to handle inquiries regarding the non-discrimination policies for *all other students*:

The following person has been designated to handle inquiries regarding the non-discrimination policies for *employees and employment matters*:

Christina Manning
Director of Pupil Services, Title IX Coordinator
Keystone Central School District
86 Administration Drive
Mill Hall, PA 17751
570-894-4900 ext 2105

General Chromebook Use Rules

- Make sure your hands are clean before using the keyboard and/or touchpad. Excessive lotion can cause hardware failures.
- Do not place drinks or food in close proximity to your Chromebook.
- Extreme temperatures or sudden changes in temperature can damage a Chromebook. You should NOT leave a Chromebook in an unattended vehicle.

How to Avoid Chromebook Chromebook Theft

Students and parents/guardians should follow the rules set out below. The student and parent/guardian will be held personally responsible for any District Chromebook, equipment, and accessories that are stolen during the time they have been assigned to that student.

- Do not leave a Chromebook in an unattended vehicle. If you must leave it in a vehicle, the best place is a locked trunk, out of plain sight.

If a theft does occur, immediately notify the technology staff and online principal.

ADVANTAGES OF HAVING A COMPUTER INSURANCE POLICY

A broader form of coverage	NO DEDUCTIBLE

Call for a quote!



Your homeowners may cover your computer at your homeowners' deductible that is usually \$500 to \$1,000 with limited coverage.



[Personal Articles Policy Brochure from State Farm](#)

For more information, contact the

David Wrona Insurance Agency

258 Hogan Blvd #2, Mill Hall, PA 17751

Call (570) 748-3283 or visit <http://www.davidwrona.com>

Student Chromebook Loan Agreement Form

Keystone Central School District	86 Administration Drive, Mill Hall, Pennsylvania 17751
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Equipment Loan Agreement for Student and Parent/Guardian

Grade: 9 10 11 12 Online
(circle grade level)

Please **PRINT CLEARLY** the following information

(Student Last Name)	(Student First Name)	(Student Middle Initial)	(Lunch ID Number)
(Parent/Guardian Last Name)	(Parent/Guardian First Name)	(Parent/Guardian Middle Initial)	
(Parent/Guardian Last Name)	(Parent/Guardian First Name)	(Parent/Guardian Middle Initial)	

Check one of the following and initial in the space to the right of the check box:

- ☐ I give permission for my child to participate in the One to One Laptop Initiative program.

☐ I **DO NOT** give permission for my child to participate in the One to One Initiative (will **NOT** receive a laptop).

If your child will participate in the program, check one of the following and initial in the space to the right of the check box:

- ☐ I want the laptop to be brought home (taken off campus).

☐ I **DO NOT** want the laptop to be brought home (to be stored at school).

Laptop Insurance Program

Information will be distributed with each laptop regarding a Laptop Insurance Program. It is voluntary, but highly recommended to protect against damage or theft. Or you can contact your insurance company and ask about a "Personal Articles Policy".

Parent/Guardian Technology Loan and User Agreement

As the Parent(s) or Legal Guardian(s) of _____ (print child's name), I/we acknowledge that I/we have read, understand and agree to everything set forth in the **KCSD One to One Parent Handbook**, the **Acceptable Use of Technology for Students and Parents/Guardians** pertaining to the "One to One Initiative," and agree to abide by all School District policies. I understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges and school disciplinary action and/or legal action. I accept responsibility for guidance of technology use and setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Updated Information

I/we agree that any repair cost to the laptop (not covered under warranty or insurance) must be paid in **FULL** prior to any repair is undertaken. During the repair window, my child may be issued a temporary "loaner" laptop (capable of completing assigned school work), and I/we agree that I/we are still responsible for any damage to the temporary "loaner" laptop. However, the temporary "loaner" laptop will **NOT** be allowed to leave school property (it will be stored at school at the end of each day).

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Technology Loan and User Agreement

[Students will sign an electronic agreement when they receive their laptop]

Additional information about the KCSD One-to-One Laptop Program can be found at <http://go.kcsd.us/121>

KCSD STUDENT/PARENT ENROLLMENT & AGREEMENT

The Keystone Central School District is pleased to provide you with the opportunity to enroll in a variety of online options to meet your academic needs. To complete your enrollment, please bring this form to your initial meeting with the academy coordinator and sign it at the conclusion of the meeting.

With your signature, you indicate that you have read and understand the policies and procedures outlined in the Online Student Handbook and agree to comply with stated procedures. These policies include, but are not limited to:

- ✓ KCSD Online Attendance Policy
- ✓ KCSD Online Student Expectations
- ✓ KCSD Online Grading Policy
- ✓ KCSD Online Computer Use and Loan Agreement

In addition, you agree to follow the guidelines specified in the Elementary/Secondary School Student Handbook. Failure to comply with the guidelines of either the Online Student Handbook or the Elementary/Secondary Student Handbook can result in dismissal from the Online Learning Program and/or disciplinary consequences.

The student and parent assume full responsibility for the decision to enroll in the KCSD Online Program and are prepared for the significant time commitment required to be successful in the online learning environment. Should the student desire to leave the program, return to a traditional school schedule will preferably occur at the beginning of a marking period and at the discretion of the administration. Additionally, grades earned while enrolled in online courses will become part of the student's permanent academic record.

I have read and understand the policies and procedures outlined in the KCSD Online Student Handbook. I officially enroll in the KCSD Online Program and am prepared to invest the time and attention necessary to be successful in the academy. I agree to all policies specified in the KCSD Online handbook related to attendance, enrollment, and the grading policy.

Student Signature

Date

Parent/Guardian Signature

Date

KCSD Administrator Signature

Date

TIPS FOR ONLINE LEARNERS

The following tips are designed to help you make a successful transition to the online learning environment:

- Schedule the same time every day to work on your course assignments. Treat your “school time “ as a regular, required appointment in your day. In general, students need to plan about 5 hours of study time per week for each full credit course.
- Work at a regular pace each week. Try not to get behind as work will only “pile up,” requiring you to invest additional hours the next week. This creates a cycle that is difficult to break.
- Make sure that your subject teacher and the online principal have a current email address and your parent’s/guardian’s email address for communication purposes.
- Create a workspace designated for school work and an organizational system to track assignments.
- Make a list of questions you want to ask before you contact your subject teacher.
- Ask for help as soon as you recognize the need! You are in a unique position as an online student to have both your subject teachers at CIOLA *and* teachers at KCSD as helpful resources – use them!

Appendix A

GRADE SCALE CONVERSION (in percentages)

KCSD Grade	CIOLA Equivalent	KCSD Grade	CIOLA Equivalent
100	99, 100	83	77, 78
99	97, 98	82	76
98	96	81	75
97	95	80	74
96	94	79	72, 73
95	93	78	71
94	92	77	70
93	91	76	68, 69
92	90	75	66, 67
91	88, 89	74	64, 65
90	86, 87	73	63
89	85	72	62
88	84	71	61
87	82, 83	70	60
86	81	69	59
85	80	68	58
84	79	Any grade below 58% on the CIOLA scale will be converted to the KCSD scale by adding 10 percentage points.	

Keystone Central School Virtual Academy Request Form

Student Name: _____ Grade: _____

School: _____

Parent/Guardian Name: _____

Address:

Contact Number: _____

Parent/Guardian Email: _____

Vendor Name: 1. _____ 2. _____ 3. _____ 4. _____

Course Name: 1. _____ 2. _____ 3. _____ 4. _____

Are you planning to attend a college, university or technical school after you graduate? Yes No

Are you an Athlete? Yes No

Do you plan on playing sports in college? Yes No

Do you have an IEP? Yes No

Full Time online? Yes No **If yes,** Onsite At Home

*I understand that **there is NOT a Drop/Add period for online courses**, once enrolled and the course begins I must complete the course.

*I understand that I will be required to complete a **set number of assignments weekly**, based upon the number of classes I am enrolled in through the KCSD cyber program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Administrator Approval: _____ Date: _____

On Line Administrator Approval: _____ Date: _____

Date entered into system: _____

KCSD Virtual Academy Contract & Enrollment Form

The Keystone Central School District Virtual Academy is part of the Keystone Central School District. The KCSD Virtual Academy follows all attendance and district policies. KCSD Virtual Academy is committed to helping students succeed in a non-traditional way. As a student and as a parent, we need you to be actively involved in this entire process.

_____, and _____, who reside at,
_____ will do the following:

Student's Commitments

_____ Student	_____ Parent	I will complete a minimum of _____ per week based upon the number of classes/credits I am taking. I understand that each activity will take approximately one hour to complete and I will have a pacing guide.
_____ Student	_____ Parent	I will maintain a minimum of a 60% in all my classes. If I fall below this level I will attend the virtual room until such time as all grades are passing.
_____ Student	_____ Parent	If there is something that I do not understand, I will contact the teacher for that class or the Online Learning paraprofessional.
_____ Student	_____ Parent	I will attend ALL mandatory meetings.
_____ Student	_____ Parent	I will attend ALL mandatory testing unless I have prior approval to opt out. (Keystone and PSSA)
_____ Student	_____ Parent	I will take care of any and all equipment provided by the Keystone Central School District and return it cleaned and in working condition (if applicable).
_____ Student	_____ Parent	I will promptly respond to any communication from my teachers or the virtual academy through the Genius SIS within 24 hours.
_____ Student	_____ Parent	I will check in my KCSD teacher or designated advisor each week to provide an update on my course progress.
_____ Student	_____ Parent	I understand that I need to access and complete Smartfuture Career activities.
_____ Student	_____ Parent	I understand that all courses will be accessed through Genius except for PE, which will be through Google Classroom or Schoology.

(FOR FULL TIME CYBER STUDENTS)

Attendance: Based on the PA compulsory school attendance laws, I understand that I am responsible for logging on and completing the required number of activities each week as outlined above. ____ number of activities is equivalent to a day of school. Each time I do not complete ____ assignments I will accumulate an unexcused absence unless I am on pace or ahead.

The following actions will occur if I have accumulated unexcused absences:

3 unexcused days, or the equivalent, will result in a first offense letter being mailed home to the parents/guardians.

4 unexcused absences will result in a Student Attendance Improvement Plan (SAIP) meeting being scheduled. The purpose of this meeting would be to create a plan to ensure I can maintain academic success and to eliminate any additional unexcused absences.

5/6 unexcused absences will result in a criminal complaint being filed in the local magistrates office. Any additional unexcused absences will result in criminal complaints being filed weekly.

EXAMPLE ONLY (weekly totals change by grade level and courses enrollment) – Target is 25 assignments per week so a student daily number for assignment completion is 5. If a student completes 20/25 assignments in a week they would be marked absent for 1 day of absent, 15/25 would equal 2 days, etc. All absences will begin with the last school day of the prior week and will be backdated based on assignment completion for that specific week. Cyber attendance is always a week behind.

Consequences for not complying with this contract could result in one or more of the following:

- I will be required to attend the virtual room at my respective school at least one day a week until I am back on pace.
- I will be required to complete all of my activities in the virtual classroom.
- I could be removed from the virtual academy/courses. Upon removal I would have to take my courses in my home school building.

I have read the policies and agree to this Student Contract. **I understand that attendance is calculated by assignment completion on a weekly basis and not by the amount of time or days logged online.** I also understand that until this contract is received I will not be registered in the KCSD Virtual Academy.

Student Signature

Date

Parent Signature

Date

Administrator Signature

Date

Keystone Central School District 2021-2022 School Calendar

Approved: Dec. 3, 2020

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates

August 24	New Teacher Induction
August 25, 26	Act 80 Days
August 27, 30	In-Service Day
August 31	First Day of Classes
September 6	Labor Day
September 13	Open House – Elementary Schools 5-8 pm
September 14	Open House – CMMS & BAHS 5-8 pm
September 15	Open House – CMHS & KCSD CTC 5-8 pm
October 29	Act 80 Day
November 1	In-Service Day (½ clerical)
November 24	3 hr. Early Dismissal
November 25, 26, 29, 30	Thanksgiving Break
December 17	No School
December 23, 24, 27, 28, 29, 30, 31	Winter Break
January 3	Winter Break
January 21	In-Service Day (½ clerical)
February 18	No School
February 21	Presidents' Day
March 31	In-Service Day (PM-½ clerical) / AM-Senior Projects / Parent Conferences
April 1	Act 80 Day
April 15, 18	Spring Break
May 30	Memorial Day
June 2	Last Day of Classes – Early Dismissal / ½ Clerical Day
June 3	In-Service Day (½ Bid Day/½ Clerical Day)
June 6, 7	Act 80 Days

Special Act 80 Days

Aug. 31 & Sept. 1 – Kindergarten ONLY (report cards are distributed within two weeks)

Act 80 Days

August 25, 26	April 1
October 29	June 6, 7

Planned Early Dismissal

November 24	June 2
-------------	--------

End of Marking Period

October 29
January 20
March 28
June 2

Snow Make-Up Days Will Be Added To The End of The School Year

PSSA Testing Window (subject to change from PDE)

English/Language Arts	April 25 through April 29 -Grades 3 - 8
Mathematics/Science/Make-ups	May 2 through May 13 -Grades 3 - 8

Keystone Exams (subject to change from PDE)

Winter Testing Window (Wave 1)	December 1 through December 15
Winter Testing Window (Wave 2)	January 3 through January 14
Spring Testing Window	May 16 through May 27
Summer Testing Window	July 25 through July 29

Legend

	In-Service Day		Act 80 Day
	Vacation Day		Snow Make-Up Day
	Early Dismissal		First/Last Day of School
	Closure Day (indicates school was closed due to weather)		
	Open House		

NOTES/QUESTIONS???