Welcome to the SCHS

Griffin Cyber Academy

Sullivan County High School 2023-2024

Rev. 06.21.22

Mission

It is the mission of the Griffin Cyber Academy to provide all students of Sullivan County School District (SCSD) the option of a focused and challenging learning-centered opportunity that meets their needs through a cyber learning platform.

GVA Overview

At Sullivan County School District, we strive to provide the best learning opportunities that help to develop the learner and all of their educational goals by providing quality education in a variety of ways. The Griffin Cyber Academy will help to meet the flexible and changing learning needs of our students and community.

Qualities of a successful GCA student
- Highly organized
- Self-driven
- Highly motivated
- Goal focused
- Clear communicator

Benefits of joining the GCA program
- Earn a diploma from Sullivan County
- Remain a Griffin - Sports & Extracurricular
- Participate in clubs and other special events
- SCSD teachers and rigorous curriculum
- SCSD teachers and GCA support

Is the Griffin Cyber Academy right for you?
Contact your school to schedule an informational session.

Family & Student Agreement

Admission to the Griffin Cyber Academy (GCA) will be based on an assessment of a student's academic background and a meeting with Sullivan County School District staff. The GCA curriculum will be delivered online and commitment for enrollment will be for a full semester. Due to the mode of delivery for this type of educational setting, the family is is a key component in the education of their child.

Sullivan County School District (SCSD) recognizes the importance of consistent contact with certified teachers therefore the district requires a commitment from the family, online provider, and the district teachers to maintain regular contact as outlined below.

Student Responsibilities:

- Students are required to log in and complete tasks throughout each school week.
- Students will use email or phone calls to communicate with his/her teacher(s) as needed.
- Students will not copy and paste or plagiarize any material for an online course. Students may not search for answers to questions during an assessment, they may only use their own written notes.
- Students must take care of equipment borrowed from SCSD. If equipment is lost or damaged, the student/family will be responsible to pay for the repair or replacement of the equipment.
- Students or families are responsible to contact the district if any technical issues arise. Direct communication with teachers is important so they know how to support you. Contact your teacher **immediately** with any technical issues.

How Attendance Will Be Tracked:

- We require that all students spend a **minimum of 30 minutes** on lessons **each day**.
- Each Monday, attendance will be reviewed for the previous week.
- If the student remains ON PACE with their assignments each week, absences will not be assigned.
- If a student is considered BEHIND in any courses, absences will be issued for **each week day** the student did not spend the **minimum required 30 minutes** online.
- If your child was absent, you may submit an excuse up to 3 days from the absence notification date to eberlynn@sulcosd.k12.pa.us
- District attendance policies apply.

Family Responsibilities:

- The family will contact the course teacher for any issues related to content.
- Parents/Guardians are required to monitor and keep track of work completion for their child as this is how attendance will be processed. Attendance and time online will be monitored through the GCA.
  - Absences, illness, vacations, and other time away need to be communicated with course teachers and school offices.
- The student will be required to report to the school to complete state mandated assessments as designated by PDE. (Ex. PSSA or Keystone Exams)
- Students or families are responsible to contact the district if any technical issues arise. Direct communication with teachers is important so they know how to support you.
- Families can send a student into school on the bus for support **by appointment.** When riding the bus, while in attendance at school events or at the school for coursework, students will abide by district policies.
- All provided materials must be returned in a timely manner in good condition.

District Responsibilities:

- The SCSD teacher will be available via email as needed. Telephone and Google Meets can be scheduled as needed. Communication by teacher will occur no less than three times per week.
- The SCSD teacher or a certified teacher in that subject will also be available through the help/support options from the vendor or SCSD staff.
- The SCSD teacher will direct both the assignments and grading of the course.
- The student will receive GCA equipment (chromebook and power supply).

Student Signature: _____ Parent Signature: _____ Date: _____

Griffin Cyber Academy Enrollment - 2023-2024

GCA

Parent/Guardian Information

Parent/Guardian First Name:		Parent/Guardian Last Name:	
Phone Number:		Email Address:	
Mailing Address:			

Student Information

Student First Name:		Student Last Name:	
Grade Level:		Current Plans:	☐ IEP ☐ 504 ☐ None
Previously attended SCSD?	☐ Yes ☐ No		

Office Use

Date Submitted:		Start Date:	
Courses Assigned		Teachers	

Notes:	Date active in IU System:

7-8

- English Language Arts
- Mathematics
- Science
- Social Studies

9-12

- Business Education
- English
- Family & Consumer Science
- Foreign Languages
- Mathematics
- Physical Education & Health
- Science
- Social Studies
- Other Electives

Please contact the High School Guidance office for a complete list of offerings.

The student will:

- Attend an orientation to begin the GCA program.
- Remain on-track in all academic areas.
- Maintain progress in all assigned classes, completing and submitting work daily.
- Log-in to the GCA program daily.
- Check their course email daily.
- Take the PSSA or Keystone Exam (if applicable) at the appropriate grade levels.
- Meet all established guidelines by staying on pace with assignments throughout each marking period.
- Actively participate in coursework.
- Maintain regular contact with GCA teachers.
- Make a good faith effort in all academic areas.
- Attend individualized support sessions as assigned by the GCA program.

The family will:

- Ensure compliance with Sullivan County School District requirements.
- Ensure student attends an orientation to begin accessing courses.
- Provide a quiet working environment conducive to learning for their student.
- Make a commitment to serve as the student's coach to monitor and assist progress in all courses.
- Monitor the student's progress and contact the GCA teachers or guidance office with any questions.
- Ensure that the student is actively participating daily and submitting assignments on time.
- Ensure that the student is checking-in with their online teachers to ensure they are on-pace with course assignments.
- In the event of an absence, parents will submit a valid excuse within three days of notice to the attendance email provided on the SCSD website.
- Ensure student attends assigned individualized GCA support sessions.

The School District will:

- Provide students with guidance in course selection.
- Ensure compliance with special education regulations.
- Account for the student in state reporting.
- Provide health, guidance, and other District services to GCA students.
- Track credits towards graduation.
- Provide GCA equipment (Chromebook and power supply) without charge, except in the case of damages.

The teachers will:

- Check in with students at least three times per week through email, phone, or virtual meetings.
- Communicate with parents as needed to help encourage students to complete coursework in a timely manner.
- Keep a log of communications with students and parents.
- Monitor student progress and grade open-ended questions/essays/projects in a timely manner.
- Maintain grades weekly in the PlusPortals grading system. Ensure that their grades are updated by the beginning of the school day on Mondays, for eligibility purposes.
- Send progress reports and/or deficiencies to parents if students are not making adequate progress.
- Review and sign student IEPs to ensure compliance with their needed accommodations.
- Encourage students to come into the building for assistance if they are falling behind or if they are struggling with their coursework.
- Submit grades at the end of each marking period.

GCA Expectations

Tutoring Sessions

- Individual tutoring sessions will be available to assist students with their coursework.
- If a student is behind on assignments, they will be required to attend individual tutoring sessions to receive support.
- Time and length of tutoring sessions will be determined through communication with the teacher. Tutoring sessions can be conducted online or in-person.

SCSD Testing

- Students will be required to report to the school to complete state mandated assessments as designated by PDE. (Ex. PSSA and/or Keystone Exams).
- Students enrolled in Algebra I, Biology and/or English 10 are required to participate in the Keystone Exams at the end of each course.
- Students in 7th grade are required to take English and Math PSSA Exams in the spring.
- Students in 8th grade are required to take English, Math and Science PSSA Exams in the spring.
- Students enrolled in AP courses are required to report to the school to complete AP exams on assigned days in May.
- Students may participate in additional assessments throughout the year, such as ASVAB, PSAT, SAT and PA State driver's tests.
- Contact the Guidance Office for additional information regarding specific testing.

Extra-Curricular Opportunities

- GCA students are permitted to participate in all district activities, including sports, clubs and special events.
- All SCHS policies, including eligibility requirements, apply.

GCA Tips for Success
Families

Set up a work space outside of distractions.

Help your learner manage their time throughout the day.
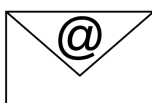
Set up a schedule and routine, and stick with it.

Remind your learner to get up and move, take breaks, and regroup.

Assist your learner with checking through all tasks.

Check in with your learner frequently to see what they are working on and if they have questions.

Help with email communications to and from your learner's teachers.

We care! We are here to support you!
Email your teacher or call the school at:
SCHS - 570.946.7001

GCA Tips for Success
Student

Make your work space clear of distractions.

Use good time management to work through your tasks.

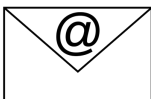Set up a schedule and routine, and stick with it.

Get up and move, take breaks, and regroup.

Check through all tasks and assignments for each course.

Not sure? Reach out! Email your teachers, attend Google Meets, have no regrets...

Communicate clearly with your teacher, reach out when you need anything, and check your email regularly.

We care! We are here to support you! Email your teacher or call the school at: SCHS - 570.946.7001