

STSD myCyber

Southern Tioga School District

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Principal, Andrew Freas

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Section 1: STSD myCyber Eligibility and Our Mission

Eligibility:

When students begin to think about applying to the myCyber program, they must communicate with their parents/guardians. Parents/guardians should submit the [application](#) and communicate with the STSD myCyber staff to set up intake meetings.

We want to use resources the school district has applied to each building to solve problems. A myCyber school application is not the appropriate first step if students have issues in their school building. We would like to see students utilize their classroom teacher, a trusted adult, the dean of students, the assistant principal or principal, or the school counselor. If, after some intervention with these adults, there is still a clear choice to utilize cyber school as an option, the parent/guardian should continue to apply.

Our Mission:

STSD operates a cyber-school program to allow students an alternative to leaving our school community if cyber school is a good fit for them. While there are many programs out there, we want to continue to have students be a part of the Southern Tioga school community. Our cyber program allows students to check in at local sites, attend electives in their building, and participate in school events and after-school activities. We want them to graduate with a Southern Tioga diploma. Additionally, offering and having students attend this in-house program keeps local resources in the district.

Section 2: 2024-2025 Enrollment Window

Quarter 1: August 11 - August 29, 2025

Quarter 2: October 13 - October 24, 2025

Quarter 3: January 5 - January 16, 2026

Quarter 4: March 16 - March 26, 2026

Parents may enter a student enrollment request online at:

[MCC FORM](#)

Meetings will be set to allow students to begin their enrollment inside the window. Meetings will review all items in this handbook, a student's schedule, and any discussion about course schedules.

Section 3: Student Trial Period

Each 10-day student trial period is aligned to the enrollment windows calendar in section 2.

Quarter 1: August 20 - September 3, 2025

Quarter 2: October 21 - Oct 31, 2025

Quarter 3: January 14 - January 24, 2026

Quarter 4: March 25 -April 7, 2026

The date range allows students ten days (more taking breaks into account) to trial the programming. Students will also evaluate, with input from myCyber staff and parents, if this workload is feasible. Student attendance, per section 5, will be strictly evaluated. Students will also need to be on pace and passing courses during their trial. The trial will also give students time to set the foundation for daily communication with the distance learning coordinator and principal. Students will be expected to appear in person at a site as well to ensure that they have access to all the support this program can offer them.

Section 4: Return to Building Process/ Loss of Cyber Privilege

Academic: The goal of the STSD myCyber program is for students seeking this option to achieve success. Success is measured by the daily login (attendance) on the coursework. In addition, success is the completion of coursework in the timelines set up during enrollment windows (following the marking period schedule) and acquiring credits for 9th through 12th graders. Additionally, success is passing courses and mastering each course's information for the students (using the STSD grading scale). Lastly, success is the appropriate communication between parents and STSD myCyber and between students and STSD myCyber.

Behavioral: It is important that students adhere to each building's code of conduct and all school policies as they enter to check in and work on courses. Failure to do so will impact MCC enrollment.

Students will return to the school building when they fail to succeed during their trial period.

Students who fail to succeed during the trimester return to the building at the end of the marking period when they meet only some criteria. Students and parents will be notified using email, phone, and written/mailed correspondence. Their return will be scheduled with their appropriate STSD school building so that they return with a schedule of classes. A meeting may also be a part of that return. Once students and parents are notified of their return date, any absences on or after that date will abide by the school district's attendance policy.

The return dates (First day of quarters for 2024-2025) are:

Quarter 1 - August 20, 2025

Quarter 2 - October 21, 2025

Quarter 3 - January 14, 2026

Quarter 4 - March 25, 2026

June 5, 2026, all students who failed to meet progress for the year.

Blended Return to School: When students are unsuccessful, coursework may remain to be completed to acquire credits needed to graduate fully. If a student returns to the school building, courses may be left open, and students can use their personal time to complete in hopes of earning full credits. Students will not be given additional NEW courses after they are asked to return to the building.

Full Return to School: Students who have not successfully completed their trial or for other circumstances where no coursework will remain open will return to their school building and no

longer have access to their myCyber login or work platform. These situations will be handled on a case-by-case basis.

Section 5: Student Attendance

Once enrolled with the Southern Tioga School District myCyber program, students and their parents will be held accountable for completing work at home in a manner consistent with the STSD Academic Calendar. STSD will monitor attendance through electronic monitoring of students accessing their classes, content, and curriculum through the Genius Portal.

Students must complete work each day listed in the academic calendar, regardless of weather delays or closures, for a minimum of 3 hours or 180 active minutes OR students should be on pace each Monday (STSD is aware that some courses will take you offline to read, etc.). Please note that some students and some courses may require more than one hour per day to maintain an appropriate pace.

Internet Access:

In the event of an internet failure, power outage, or computer failure, all students must have an alternative plan to go to a public library or public Wi-Fi-enabled location with computer access to complete school work. Students can also attend evening sessions or sessions at the classrooms located in Mansfield, Liberty, and Blossburg.

If an alternate plan is not feasible due to extreme circumstances, the myCyber staff must be notified within 24 hours.

Absences: Parents/guardians are responsible for notifying the STSD myCyber staff if their child is absent for a valid excusable reason on a scheduled school day during the year.

Excused/Unexcused Absence:

A parent must email the Southern Tioga School District if the student is absent or ill. The parent must indicate the nature of the absence and the period the student is unavailable to complete myCyber coursework. A valid excuse for absence from STSD myCyber may include illness, family emergency, death of a family member, medical or dental appointments, court-ordered hearing, religious holiday, school activities, and educational travel with prior approval. A parent has three days from the unexcused absence to respond. A maximum of ten cumulative lawful absences verified by parent notification may be permitted during a school year. All absences beyond ten cumulative days may require an excuse from a physician.

Please email excuses to: afreas@southerntioga.org

Include the student's name, date of absence (unavailability), reason for absence, and your (parent/guardian) name.

Section 6: School Attendance Improvement Plan (SAIP)

A school attendance improvement (SAIP) plan meeting is a school-family conference used to address chronic absences and/or academic difficulties. Students can be recommended for a SAIP by the principal or program teachers. Issues addressed will include, but are not limited to:

1. Appropriateness of the student's educational environment
2. Possible elements of the school environment that inhibit student success
3. Student's current academic level and needs
4. Social, emotional, physical, mental and behavioral health issues
5. Issues concerning family and home environment
6. Any other issues affecting the student's success.
7. SAIP meetings are an important step for the student's continued success; therefore, cooperation and participation by the student and parent/guardian are appreciated.

Consecutive Unexcused Absences:

Pursuant to Chapter 11.24 of Title 22 of the Pennsylvania Code:

Students 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, shall thereafter be removed from the active membership roll in myCyber unless one of the following occurs:

- (1) STSD has been provided with evidence that the absence may be legally excused.
- (2) Compulsory attendance prosecution has been or is being pursued.

Regular Contact:

In addition to maintaining a regular schedule of completing schoolwork, it is important for students to maintain regularly scheduled communication between the school staff, the student, and the parent. The coordinator will make regularly scheduled contact with students and parents via Parent Square. Both parents and students must make every effort to maintain consistent contact with STSD myCyber staff within a 48-hour period.

Mandatory State Testing Attendance Policy:

All students in grades 3-8 and high school are required to participate in PSSA's, Keystone's, and/or other state assessments according to the laws outlined by The Pennsylvania Department

of Education. An unexcused absence may be recorded for any student absent on a given testing day and not participating in testing.

Section 6: myCyber Campus Attendance

Live Session/Attendance Requirements:

First through twelfth-grade students with an overall grade of C or below and/or who are not meeting adequate and consistent progress will be required to attend a blended session in a school building. Students will receive an email to notify them if in-person attendance in upcoming sessions is mandatory.

Failure to attend a live session for any given subject area may result in an unexcused absence for the individual course session unless a valid excuse is provided within three (3) calendar days (see section 5).

Additionally:

- A. Elementary School (K-4) – Regular attendance in the cyber school classroom is highly recommended.
- B. Middle School (5-8) – Regular attendance in the cyber school classroom is highly recommended for social interaction and staying on task with school work.
- C. High School (9-12) – Attendance is recommended if students are falling behind or not completing courses toward graduation requirements. Additionally, social interactions are important for students' overall success.

Section 7: Health, Vaccines, and Required Screenings

In order for a student to be admitted to school, parents must submit satisfactory evidence that immunizations against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis and Varicella (Chicken Pox) have been or are in the process of being completed, or must file a certificate of exemption. As a cyber school, we follow the same mandates as other public schools as set by the Pennsylvania Department of Education and the Department of Health.

The following immunizations are required for attendance in each grade:

All Grades K-12

- 3 polio
- 4 DPT with one after age 4
- 3 Hepatitis

- 2 MMR
- 2 Varicella (chicken pox) vaccine or history of the disease

Students attending 7th grade also need the following:

- 1 Tdap (tetanus, diphtheria, acellular pertussis) if five years have elapsed since the last tetanus immunization
- 1 MCV (meningococcal conjugate vaccine)

Students attending 12th grade also need

- 1 MCV (meningococcal conjugate vaccine)

Immunization Exemptions

Parents with strong moral or ethical beliefs against immunizations must complete a religious exemption form. Students with medical exemptions must return a form signed by a physician. A copy of immunizations or a statement of exemption must be received before computers and supplies are released for students.

Health Screenings

The school requires health screenings for students in compliance with Pennsylvania law. Height, weight, and vision screenings are required annually. Other screenings, including hearing, scoliosis, and general physical and dental exams, are required at specific grade levels indicated as follows:

Height/Weight/Vision- All grades annually

Hearing: Grades K, 1, 2, 3, 7, and 11, plus all Special Education students

Scoliosis: Grades 6 and 7

Physical Exam: Grades K, 6, and 11

Dental Exam: Grades K, 3, and 7

At the beginning of each school year, parents should submit health screenings as required.

Section 8: Tuition Billing

Billing for classes at the request of parents. This would occur when a parent/student wishes to take a course in addition to the course offerings in school.

Parents should register students using the online application.

- Billing will be invoiced and payment received before courses are assigned, and students are able to start.

- Most courses will be billed four times yearly, and some electives are billed twice yearly.

Parents/Guardians: Please sign if you accept these parameters for course payment:

Signature: _____

Section 9: Graduation

Students considering graduating from STSD, and enrolling in myCyber campus, must recognize several factors when preparing for their senior year and graduation.

A. All STSD graduation requirements are utilized for confirming graduation. Those are listed below for reference but need to be confirmed by school counselors.

4 Credits English - can be AP coursework as well for any category

English 9

English 10 - Keystone triggering course - required

English 11

English 12

Senior project course - not really an English course, but carries that "code" in our system

4 credits Math

Algebra 1 - Keystone triggering course - required

Geometry - recommended

Algebra II - recommended

Any other 1.0 math elective

3/4 credits of Science - Students need a total of 7 credits between these two categories

Biology - Keystone triggering course - required

Chemistry - recommended if entering health professions or higher education related field

Any range of 1-2 credits in science electives

3/4 credits of Social Studies/History -Students need a total of 7 credits between these two categories

American History - recommended

American Government - recommended

Any range of 1-2 credits in the remaining social studies electives

2.5 credits Health and Phys. Ed – This could be broken down into 2 credits PE and 0.5 credit in Health

1 credit of World Language - can be any language

0.5 credit Career Exploration

0.5 credit Financial Literacy

Electives to reach 26 Credits

B. Graduation credits must be confirmed with Final Grades on the same date as in building high school students. **For 2025-26 that date is May 15, 2025 to complete coursework.** Please note that work that is submitted and requires teacher grading will take time to be graded. There are no guarantees that work turned in at the last minute will be scored. Do not wait until the last day.

C. Graduation Timeline:

PLEASE NOTE: Before starting the 12th grade year, Act 158 Graduation Pathways work should be completed to ensure on-time graduation.

To ensure that students and families are informed about their ability to graduate (walk and participate in the ceremony), we will institute the following schedule:

1. On or around Friday, January 23, 2026, MCC staff and students (along with parent/guardian) will meet to discuss general progress towards graduation. Additionally, any timelines or course registrations can be discussed at this time.
2. By ***Friday, April 10, 2026***, we will give a progress report toward graduation. It will include courses left to complete and the general status of how prepared the student is to meet the timelines and deadlines given their current effort and daily attendance.
3. By Friday, May 15, 2026, all students should be prepared to complete coursework and submit assignments to ensure time to score and perhaps revise and resubmit. ***Students and families will be warned if their current progress or outstanding work will likely result in missing the deadline.***
4. Wednesday, May 27, 2026 (1:30 PM): All grades and transcripts will be confirmed at this time. Students awaiting grades or items that need to be graded ***have missed the deadline for graduation.*** Only completed courses and transcripts will be accepted at this date and time.

Note: While we strive to see students graduate and participate in the ceremony in front of family and friends, it is critical that students read and take responsibility for the above timelines.

MCC Student Release

MCC Student Release is a scheduling privilege that allows eligible students to leave the school campus during designated times and return if necessary. This privilege is granted to MCC students who meet specific criteria for attendance, behavior, and academic achievement. To maintain this privilege, students must have a signed parent/guardian permission form and adhere to the rules and regulations outlined in this document.

All students wanting to access this privilege must schedule an appointment to meet with Mr. Freas, MCC Principal, prior to any release time.

Students who choose to remain on campus during their release period must report to their scheduled activity or class (which could include the MCC classroom during open hours). Those exercising the MCC Student Release privilege must sign out, leave the school building, and arrange for their own transportation. Students must also comply with all transportation guidelines when traveling to and from school. This includes holding a valid parking permit or providing a parent note granting permission to ride with another student or to be transported by a parent or guardian.

To ensure accountability and security:

- Students must sign in and out at the Office each day.
- Students must use the Main Entrance to exit and re-enter the building.

Please review the attached MCC Student Release Rules and Regulations carefully and retain them for reference.

Students must maintain:

- Positive academic standing in their courses (80% or better, on pace in each course)
- Adherence to the student discipline code (No class disruptions)
- Satisfactory attendance (Daily logins for 3 weeks in a row)

Failure to comply with these requirements or any violation of the rules may result in the revocation of the MCC Student Release privilege.

To grant permission for your child to drive their own vehicle, ride with another student, or be transported by a parent/guardian during the MCC Student Release period, please complete and sign the form below.

MCC Student Release Rules and Regulations

MCC Student Release is a privilege, not a right, and may be revoked at the discretion of the administration.

If a student's MCC Student Release privilege is revoked, the administration will determine if and when it may be reinstated.

General Rules:

1. Students who lose their MCC Student Release privileges must report to their assigned area. Leaving school without permission will result in disciplinary action.
2. Students must maintain an 80% in all classes to participate in MCC Student Release. Grade eligibility is reviewed weekly.
3. Students receiving three discipline referrals will lose their MCC Student Release privileges. Any referral resulting in in-school suspension (ISS) or out-of-school suspension (OSS) will lead to an immediate loss of privileges, with reinstatement subject to administrative discretion.

Transportation and Safety: Students must leave school property in a safe and timely manner. Unsafe driving behavior will result in disciplinary action and the loss of privileges.

Other Requirements: Students must sign in and out at the office each time they leave or return to school. Rules and regulations are subject to modification by the administration to address new issues or situations.

Acknowledgment and Consent

Student Name: _____

Parent/Guardian Name: _____

I have read and understand the MCC Student Release Rules and Regulations. By signing below, I agree to abide by these guidelines and understand that failure to do so will result in the revocation of my MCC Student Release privilege.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____