

WEST GREENE SCHOOL DISTRICT

2015 - 2016



ONLINE ACADEMY

HANDBOOK

West Greene Online Academy

Philosophy:

The West Greene Online Academy is partnering with the Intermediate Unit 1 to offer West Greene grade 1 through grade 12 students the opportunity to attend a full-time cyber school. Enrollment is based on an agreement between the school district and the student's family, and it gives children an opportunity to complete school work using online curricula at home, while allowing West Greene Online Academy students the opportunity to participate in extra-curricular activities sponsored by the district. Additionally, each West Greene Online Academy high school student who completes all program requirements will be awarded a West Greene High School diploma and will be eligible to participate in the West Greene Commencement Exercises.

Advantages:

- West Greene High School Diploma
- Highly Qualified Teachers
- Elective Course Options
- Flexibility in Program Designs
- Individualized Instruction
- Progress Monitoring

Mission:

The mission of the West Greene Online Academy is to provide online education in a supportive environment to successfully meet the diverse needs of individual learners. Not every student is most successful in a traditional classroom setting. There are students who require an alternative learning platform where they can be most successful. The West Greene Online Academy is designed to be that alternative platform for success.

Shared Values of the West Greene Online Academy:

- ❖ All students can learn and will learn.
- ❖ Every student deserves the best possible education through individualized learning opportunities and utilization of quality resources.
- ❖ Every student's education is a personal experience involving diverse challenges and opportunities.
- ❖ Education is a cooperative responsibility shared by family, community, students, and school.

- ❖ Instruction should be provided in a safe and supportive environment, while fostering individual students' needs.
- ❖ Students learn responsibility by relating actions to outcomes.
- ❖ Through modeling and mentoring, students can become positive and productive individuals.

West Greene School District Graduation Requirements:

All West Greene High School students and West Greene Online Academy students must successfully earn a total of 24 credits during grades 9 through 12 in order to earn a West Greene High School Diploma. Additionally, students must complete a graduation project and demonstrate proficiency on the Pennsylvania Keystone Exams or the West Greene School District Assessment. West Greene Online Academy students are NOT exempt from district policy. Required credits MUST be earned as follows:

- 4.0 Credits of English
- 4.0 Credits of Mathematics
- 4.0 Credits of Science
- 3.0 Credits of Social Studies
- 1.5 Credits of Physical Education/Health
- 1.0 Credits of Technology
- 5.5 Credits of Electives
- 1.0 Credits for Graduation Project

- 24.0 Total Credits for Graduation

Additional Graduation Requirements:

Senior Project – Students must successfully complete all components of the Senior Project.

Pennsylvania Keystone Exams – Students must attain a score of Advanced or Proficient in Algebra I, Biology, and Literature on the Pennsylvania Keystone Exams during their 9th-12th grades years. West Greene Online Academy students will be required to report to West Greene Middle-Senior High School to complete the Pennsylvania Keystone exams. Students who attain a score of Basic or Below Basic in any of the above areas will be required to take and pass the West Greene School District Assessment.

Students will access their West Greene guidance counselors as necessary in order to plan the appropriate sequence of courses needed for graduation and post-secondary opportunities.

Student Participation Expectations and Guidelines:

Students participating in the West Greene Online Academy are required to meet course benchmarks and receive passing grades as indicated through individual student progress reports.

- Tier 1 – At the notification of failing grades or lack of timely course progress, the West Greene Online Academy Coordinator will email the student and parent/guardian to notify them of the student’s lack of effort being displayed in their coursework.
- Tier 2 – At the notification of failing grades or lack of timely course progress, the West Greene Online Academy Coordinator will call home to discuss the student’s performance in their coursework.
- Tier 3 – If the student does not show improvement in progress and/or grades within a determined time frame, the West Greene Online Academy Coordinator will initiate a meeting with the student, parents, and appropriate West Greene administration at West Greene Middle-Senior High School. The meeting will focus on bringing the student back on track and creating an individualized academic recovery plan for him or her.
- Tier 4 – If the student does not show improvement in progress and/or grades within a determined time from, and is not succeeding with the criteria set in the academic recovery plan, then he or she may have to withdraw from the West Greene Online Academy. In determining withdrawal, a meeting would be organized with the West Greene Online Academy Coordinator, guidance counselor, student, parents, and appropriate administration.

****At any time, a student can be pulled back into the building if grades are significantly low****

Enrollment Process:

Students expressing interest in the West Greene Online Academy are expected to have basic computer skills and be willing to follow all Academy Guidelines. Students must be able to manage their time and to work productively in a less restrictive learning environment. Interested students and their parents/guardians must complete all district enrollment forms as a means of confirming residency and program eligibility. Once eligibility has been confirmed, the West Greene Online Academy Coordinator will contact each student to arrange an interview to discuss program expectations and guidelines and to discuss each student’s online scheduling options.

An orientation will be scheduled for those students/families who wish to finalize their enrollment in the West Greene Online Academy. The orientation will cover topics relevant to login procedures, academic and technology support options, and tips for online success.

Enrollment Dates:

The following enrollment dates will be offered to any West Greene School District student interested in enrolling in the West Greene Online Academy

- Before School - August 17th, 18th, 19th, 20th, & 21st, 2015
- Quarter 1 Interim - September 30th, 2015
- End of Quarter 1 - October 28th, 2015
- Quarter 2 Interim - November 27th, 2015
- End of Quarter 2 - January 14th, 2016
- Quarter 3 Interim - February 12th, 2016
- End of Quarter 3 - March 21st, 2016

****All dates are subject to change****

All students and parent/guardians are to let the West Greene Online Academy Coordinator know two (2) weeks prior to the above dates if they are interested in enrolling in the West Greene Online Academy.

Extra-Curricular Participation:

Students enrolled in the West Greene Online Academy will have an opportunity to participate in West Greene extra-curricular programs consistent with students who are attending schools in the West Greene School District. West Greene Online Academy students who participate in district-sponsored, extra-curricular activities are subject to academic and attendance monitoring per district, WPIAL, and PIAA policies and procedures. West Greene Online Academy students will be held to the same level of review based on the district's Code of Student Conduct as all West Greene students, and participation and/or attendance at district-sponsored activities may be revoked by the West Greene School District staff.

Internet Safety:

The West Greene School District along with the Intermediate Unit 1 will make every effort to maintain a safe learning environment for all students. All laptops are provided with basic internet content filter and are locked to prevent students from downloading other programs. It is the role of the parent/guardian to monitor his/her child as online studies are being completed in the home. A record of sites visited and email account data will be archived, and the West Greene School District staff reserves the right to view live and archived records. The West Greene School District is committed to providing a safe and bully-free cyber learning environment. All suspicions and/or incidents of impropriety should be reported to Mr. Bedilion, West Greene Online Academy Coordinator, who will investigate and address per the West Greene School District policy.

Technology Acceptable Use Policy

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;">815. USE OF THE INTERNET/SCHOOL DISTRICT'S NETWORK BY STUDENTS</p> <p>The technology and telecommunication resources available in the district represent a large capital investment by our communities. The Board intends that access to the Internet, and to the school district's network system, be made available to students for legitimate and lawful educational purposes; considers the Internet to be like a "digital" library where students are expected to be responsible and accountable for their actions in accessing resources just as they are in a traditional library; and expects students to act as the school district's ambassador when accessing the Internet as they do when traveling on field trips.</p> <p>To this end, the Board established Responsible Use Guidelines to ensure proper and ethical student use; to provide consistent, responsible student access management; to conform usage with current law; to define parameters for acceptable use; and to impress upon students that inappropriate use may result in a serious penalty.</p> <p>Just like preparing to get a driver's license, a student who learns the rules of this electronic highway and agrees to be responsible and accountable for his/her conduct on line, provided his/her parents/guardians consent, will be eligible to receive an Internet/Network Driver's License issued by a teacher.</p> <p>The following Responsible Use Guidelines (RUGs) apply to all students when they access any school district computer, network or internet connection using any computer equipment and/or communication services owned or leased by the district.</p> <p>The Board delegates to the Superintendent authority to implement these Responsible Use Guidelines through the administration and staff.</p> <p style="text-align: center;">RESPONSIBLE USE GUIDELINES (RUGs)</p> <p><u>Cooperation</u></p> <p>It is understood that cooperation is critical in the use of the Internet/district network at the school district. It is the goal of the use of the Internet/district network to prepare students to become technologically literate in an increasingly technological world. It is understood that a student's independent use of the Internet/school district's network may be necessary to attain such a goal, subject to procedures and standards for appropriate network behavior and communication.</p>
---	---

Pol. 218

Violations of these Responsible Use Guidelines will result in appropriate student discipline, in accordance with the school district's Student Discipline Policy. This may include loss of the privilege to access the Internet/school district network for a defined period or permanently, and/or criminal or legal proceedings if a law has been violated.

Access

Only those students who receive training, obtain a Student Internet/Network Driver's License, receive teacher permission, and are subject to teacher/faculty supervision, are authorized to use the Internet/network at the school district.

Use Is A Privilege – User Accountability

It is understood that the use of the Internet/district network is a privilege, not a right. The equipment, hardware, software or communication services allowing access to the Internet/district network are the property of and/or under the possession and control of the school district. Use shall be reserved to those students who utilize materials that are of educational value to the programs of the school district. For the purposes of these guidelines, **educational value** shall mean those areas of network access that have a direct or indirect impact on the student educational program at the school district. The use of the Internet/district network for e-mail to be remitted to friends, chatting, reading jokes, searching MTV, searching sport sites, farming out information on games, or other actions that are not directly or indirectly related to the school's curricula are not deemed to be of educational value and will not be permitted.

Other Prohibited Uses

The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially, ethnically, religiously offensive, and illegal material or other prohibited activities shall also not be permitted, and the school district will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the system.

In accordance with the Pennsylvania Child Internet Protection Act, use of any computer equipment and/or communication services owned or leased by the school district for sending, receiving, viewing or downloading visual depictions of obscenity, child pornography or material that is harmful to minors, as those terms are defined in the Act (24 P.S. §4603) is prohibited.

Discipline

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. These procedures shall include, but may not be limited to:

1. Using a technology protection measure that blocks or filters Internet access from users including students, to certain visual depictions that are obscene, child pornography, harmful to minors with respect to abuse by minors, or determined by the Board to be inappropriate for use by students.
2. Maintaining and securing a usage log.
3. Monitoring online usage of all users, including students.

In addition, prohibited uses of the Internet/district network include, but are in no way limited to the following:

1. Facilitating illegal activity.
2. Using the Internet/district network for solicitation, commercial gain, gambling or profits.
3. Transferring copyrighted and/or licensed materials to or from any district network without the express consent of the owner of the copyright/license.
4. Performing non-school related work.
5. Advertising products or performing political lobbying.
6. Bullying.
7. Disseminating hate mail, discriminatory remarks, and defensive or inflammatory communication.
8. Installing, distributing, reproducing, or using copyrighted materials illegally or without authorization.
9. Accessing obscene or pornographic material or child pornography.
10. Accessing material that is harmful to minors or is determined to be

inappropriate for students in accordance with Board policy.

11. Using inappropriate language or profanity.
12. Intentionally obtaining or modifying files, passwords, and data belonging to other users.
13. Impersonating another user, or using the Internet anonymously or under pseudonyms.
14. Disrupting the work of other users.
15. Destroying, modifying, abusing or accessing without authorization network hardware, software and files.
16. Quoting of personal communication in a public forum without the original author's prior consent.
17. Attempting to circumvent the system security, guess passwords, gain unauthorized access to local or wide area network resources or attempting to harm the system or infect it with a virus.
18. Moving, repairing, reconfiguring, modifying, or attaching external devices to the computer/network without permission of the district Superintendent or his/her designee, reconfiguring, modifying or attaching external devices to the computer/network without permission of the district's Superintendent or his/her designee.

This prohibition does not apply to use of thumb-drives or USB drives for school-related work.

Reporting Inappropriate Behavior

Use of electronic mail and other network communications facilities to harass, defame, offend, or to disseminate sexually oriented, threatening, racially, ethnically, or religiously offensive, or illegal material, or otherwise annoy other users of the network is forbidden.

Each student user shall be responsible for reporting all such knowledge or entry of materials in the school district's system immediately to the building principal. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.

Pol. 216, 324,
424, 524

Potential Student Liability

All students using the Internet/school district network are charged with recognizing that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on other employees, students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

District Not Liable For Content

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

Compliance With Relevant Laws

No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, and/or other applicable statutes, shall be disseminated through the network.

Protection Of Confidentiality

All users of the Internet/school district network must comply applicable federal and state laws prohibiting unauthorized interceptions or disclosure of e-mail messages by third parties. These laws prohibit the unauthorized interceptions or disclosures of e-mail messages by third parties. They also regulate the propriety of certain material transmitted on the Internet. These statutes do permit interception or disclosure of e-mail messages if either the sender or receiver of the message consents. Moreover, this legislation recognizes and the school district, therefore, reserves the right to monitor a student's e-mail messages, as long as the interception device is included in the e-mail equipment.

No Privacy Rights

Students who use the Internet/school district network are charged with recognizing that the district administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the district to exist in the statements made in the network. Users of the Internet/school district network are discouraged from storing extensive e-mail messages; in fact, messages which are no longer useful or necessary should be

eliminated daily and no message may be stored for more than fourteen (14) calendar days.

System Security

Student users shall not allow any other person to use their password or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to another individual.
2. Students are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk, having a history of problems with other computer systems, and/or a history of misuse of the district's system may be denied access to the network.

Equity Of Use

Student time restrictions on use of the Internet/school district network may be imposed by the faculty to ensure equity of use of district equipment, and/or avoid interference with the delivery of the district's educational program to students during the student day.

Reduction Of Cost

From time to time, the district may encourage students to use certain other informational sources in order to minimize costs.

Monitoring For Educational Use

The district administration reserves the right to use electronic devices, cards, or any other means of monitoring the manner in which research is performed, to determine whether the student is using the system for an appropriate educational purpose.

Faculty Role With Respect To Student Use

Members of the school district's faculty shall use their best judgment and discretion in authorizing student access and monitoring student use of the Internet/school district network. In accordance with this policy, student users will be required to obtain a driver's license from a faculty member that signifies eligibility to access the Internet/school district network. The student user and

his/her parents/guardians must sign the attached consent form prior to the student's use of the system.

Review Of Prohibited Uses

The Board is aware that due to the vastness of information on the Internet, situations may occur when these Responsible Use Guidelines or the blocking software or devices may prohibit access to material being sought for legitimate research of "educational value" directly related to a curricular project. If a student reasonably believes that this policy is denying him/her access to material that is not within the prohibition of these responsible use guidelines, s/he may first request permission from the faculty member supervising the student's access to the Internet. If that permission is denied, the student may set forth in writing to the building principal:

1. The information the student is seeking to retrieve or send, and, if applicable, the Internet site s/he wishes to access.
2. The reason for obtaining or sending that information.

The building principal shall inform the student, based upon interpretation of this policy, of his/her decision to allow or deny access within five (5) days of receipt of the written request. This decision shall be final.

If the building principal agrees that access should be permitted for legitimate bona fide research of "educational value," or other lawful purpose, and the information sought is inaccessible due to the blocking software/devices, then the building principal may have the blocking software or device disabled temporarily to allow access only to that student. Prior to disabling any blocking software or device, the student shall provide written consent, signed by a parent/guardian allowing such access.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcomed communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by students to inappropriate matters on the Internet.
2. Safety and security of students when using electronic mail, chatrooms, and other forms of direct electronic communications.

3. Prevention of unauthorized on-line access by students, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of students’ access to materials harmful to minors.

Dissemination

Student handbooks will contain a copy of these rules and the consent form. They will also be posted in each library.

References:

School Code – 24 P.S. Sec. 1303.1-A

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777

Internet Safety – 47 U.S.C. Sec. 254

Board Policy – 216, 218, 249, 324, 425, 524, 814

I have read, I understand, and I will abide by the *Responsibly Use Guidelines for Users*. I understand that violation of these provisions will result in my loss of use privileges, as well as disciplinary actions. This may include revocation or suspension of network privileges, suspension from school, and/of appropriate legal actions.

Student Signature: _____ Date: _____

Parent/
Guardian Signature: _____ Date: _____

School Calendar

West Greene Online Academy students will follow the West Greene Online Academy School Calendar. Below is the West Greene School District's official school calendar. (*dependent upon snow makeup days – January 21st, February 18th, March 28th, April 1st & 2nd, May 31st, and remainder of the year.

2015

August 25 th	First day for teachers
August 31 st	First day for students
September 7 th	Labor Day – No school
October 9 th	Act 80 Day – No school for students
November 11 th	Veterans Day – No school
November 26 th – November 30 th	Thanksgiving Break – No school
December 24 th – 31 st	Winter Break – No school

2016

January 1 st	Winter Break – No school
January 18 th	Martin Luther King Jr. Day – No school
February 15 th	Presidents' Day – No school
March 23 rd – 28 th	Spring Break – No school
April 1 st	Act 80 Days – No school for students
May 27 th	Last day for students
May 30 th	Memorial Day – No school
June 3 rd	Graduation

All dates are subject to change

Attendance:

Students must log into their homeroom between 8:00 A.M. and 10:00 A.M. every day school is in session. Students who log-on between 10:01 and 12:44 will be marked for a ½ day absence. Anything after 12:45 P.M. will be marked a full day absent. Attendance will be kept by the West Greene Online Academy Coordinator.

Meetings:

Students must report to West Greene Middle-Senior High School up to two(2) times every quarter throughout the school year. Students will also have to report to West Greene Middle-Senior High School for Pennsylvania Keystone Exams and/or PSSA Exams for mandatory testing days. These testing dates do not constitute for the two days the students have to come in for mandatory meetings. Students will remain at the school the entire school day. This time will be used to discuss any concerns with the Online Academy Coordinator and to monitor all students' progress. The Online Academy Coordinator will set up dates where students are to come into the building. Students are permitted to ride the buses to and from school these days.

West Greene Online Academy Contact Information

<u>Contact</u>	<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Phone</u>
District Office	Thelma Szarell	Superintendent	szarellt@wgsd.org	(724) 499-5183 Ext. 2211
District Office	Chelsey Holloway	Assistant to the Superintendent	hollowayc@wgsd.org	(724) 499-5183 Ext. 2231
West Greene Middle-Senior High School	Eric Bedilion	West Greene Online Academy Coordinator	bedilione@wgsd.org	(724) 499-5183 Ext. 2222
West Greene High School	Scott Sakai	Principal	sakais@wgsd.org	(724) 499-5183 Ext. 2228
West Greene High School	Jed Hamberger	Assistant Principal	hambergerj@wgsd.org	(724) 499-5183 Ext. 2232
Graysville / Springhill	Donald Painter	Principal	painterd@wgsd.org	(724) 428-3592 (724) 447-2331
West Greene High School	Kimberly Cowden	Guidance Counselor	cowdenk@wgsd.org	(724) 499-5183 Ext. 2220
West Greene Middle School / Graysville / Springhill	Melissa Berry	Guidance Counselor	berrym@wgsd.org	(724) 499-5183 Ext. 2237

Students will access their West Greene guidance counselors as necessary
in order to plan the appropriate sequence of courses

West Greene Online Academy Interview

Name: _____

Date: _____

Address: _____

DOB: _____

Parent/Guardian Name: _____

Grade Level: (circle one) 1 2 3 4 5 6 7 8 9 10 11 12

Quarter: (circle one) 1 2 3 4

Last School Attended: _____

Have you even been assigned especially designed instruction in the form of a GIEP or IEP?

_____ yes _____ no If so, which one? _____ IEP _____ GIEP

Why would you like to enroll in the West Greene Online Academy?

Please rate your proficiency levels with respect to computer usage?

_____ Very Limited (will need extensive support)

_____ Novice Level (may need some support)

_____ Mastery Level (expect to need very minimal support)

Is your parent/guardian at home throughout the day?

_____ yes _____ no

If no, what is your plan to ensure your child completes school work in your absence?

Do you plan on participating in extra-curricular activities at West Greene Online Academy during this school year?

Yes _____ No _____ (Please specify your area of interest) _____

*West Greene Online Academy students who participate in district-sponsored, extra-curricular activities are subject to academic and attendance monitoring as per district, WPIAL, and PIAA policies and procedures.

Family Responsibilities

1. The family will maintain a home learning environment that supports academic progress.
2. All district and IU1 property will be used for educational purposes ONLY.
3. The family will take steps to ensure West Greene School District and IU` property is being used EXCLUSIVELY by the student who has been issued the computer and related equipment.
4. The family will designate a primary contact for the purposes of communicating with Intermediate Unit 1 and West Greene School District Staff.
5. The family will monitor student performance and ensure the student contacts Intermediate Unit 1 Staff for academic support and/or West Greene Online Academy Coordinator to report technical difficulties when progress appears to be stalled.
6. The family will refrain from attempting to make repairs to district or IU1 property and will contact West Greene Online Academy Coordinator to report technology concerns.
7. When in attendance at school events and participating in online studies, students will abide by all district policies and adhere to the West Greene School District's Code of Student Conduct.
8. The student will handle district and IU1 property responsibly and will return all district and IU1 property when requested by West Greene School District.
9. The student will meet or exceed all expectations for minimum login time.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Home Phone: _____ Cell Phone: _____

Parent Email: _____

Student Email: _____