



Carlynton School District

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Superintendent John W. Kreider, Ed.D

Web address: www.carlynton.k12.pa.us



Education Customized for You

2023-2024

5th to 12th Grade

Student Handbook

435 Kings Highway, Carnegie, PA 15106



Bullying/Cyber Bullying

There is no place for bullying in Seneca Valley. Bullying is defined as an intentional electronic, written, verbal or physical act, or a series of acts directed at another student that has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Students who act as bullies will be disciplined according to the discipline code.

Responsibility of Student to Remain in Designated Areas

As a matter of safety and welfare, students must report to and remain in areas assigned to them by their schedule. It is especially important that students avoid areas that are "off limits", such as the parking lots. Likewise, students are never to be off school property unless they have been appropriately dismissed by school authorities. Failure to follow these guidelines will result in assignment of appropriate discipline. Students will be charged with class cutting for being out of their assigned areas.

All participants involved in athletics are subject to school district and administrative policies applying to use, possession and distribution of alcohol/drugs. All actions by students and the school district with respect to athletics shall be governed by Carlynton Board Policies.

Building Student Handbook

Cyber students are additionally expected to comply with student handbook published for their assigned building. Each building's Student Handbook is available on www.carlynton.k12.pa.us and can be obtained by calling your building principal.



Internet Policy

All enrolled students have an account on the network system for file storage and software access. Students and parents/guardians must agree to the district's acceptable use policy in order for the student to use the computer and their account. All passwords are to be kept confidential and protected against unauthorized use.

Students' files are not considered to be personal property and may be accessed at any time by teachers, administrators, or the system managers. You are responsible for what appears in your accounts and on media in your possession. Files brought to school must also follow the district's acceptable use policy.

The following are some examples of inappropriate behavior: tampering with files or passwords, accessing another student's files, probing or circumventing security systems, downloading and/or playing unauthorized games, downloading and/or viewing inappropriate material, accessing unauthorized directories, and removing equipment or software. Likewise, chat sites, blogs, social network sites, and electronic mail are not to be used to post personal, harassing, threatening, unwelcome, or inappropriate messages. Violations of the acceptable use policies may result in loss of computer use privileges and other school disciplinary action. Violators may also be prosecuted under applicable local, state or federal civil or criminal law.



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About Our School

The Carlynton Cyber Academy is a new and exciting approach to offering learning opportunities to our students. The Carlynton Cyber Program will give students the education they need to prepare for life in the 21st century. The specially designed program will provide students with opportunities they may not have had previously in a public education experience.

Carlynton is proud to meet the needs and wants of students and their parents in the same quality academic environment with which stakeholders have become accustomed.

The staff of the Carlynton Cyber Academy is proud to present a variety of distinct course offerings through the Cyber Program combined with traditional options of past years.

The quality of education in the Cyber Program is superior, but the courses are presented in a different way. No matter the program in which a student chooses to enroll, successful completion will result in a Carlynton diploma. Parents and students can be assured that they are prepared for the next steps life has to offer.

Additionally, Cyber Academy students can and are welcome to participate in all Carlynton School District-sponsored events, including athletics, clubs, homecoming, prom, and other social activities.



Quality Point Averages (Q.P.A.)

Students who enroll in the Carlynton Cyber Program receive credits from the Carlynton School District. Students will receive a grade for each course completed. Students will receive progress reports on a daily basis through an automated email system. Any student that is taking a semester course all year will have their grade recorded during the third and fourth marking period.

Academic Dishonesty/Plagiarism

Students are expected to be independently familiar with the Carlynton Academic Dishonesty policy and to recognize that their work in any course, including cyber courses, is to be their own original work that truthfully represents their time, effort and concepts learned. Violations of the policy are serious and will be handled in a manner that fully represents the extent of the policy and that befits the seriousness of its violation. There will be no explanations accepted for plagiarism, cheating, or any other acts that suggest that a student has not honestly fulfilled his/her academic responsibilities. Any evidence of academic dishonesty and plagiarism may result in a grade of "F" for the course or for a particular activity, including quizzes, tests, practice home-work and required signatures. All violations of the Carlynton Academic Dishonesty policy will be kept on file yearly and reported to administration.



Carlynton School District Policies

Carlynton School District Policies

School attendance is required by the PA School Code and the Carlynton School District. Students enrolled full-time in the Carlynton Cyber Academy program must be actively engaged in their online courses a minimum of 2.5 hours per day per course. Students should be completing activities regularly. If a student continues to fall significantly short of the hour requirement, a School Attendance Improvement Plan (SAIP) Meeting will be held. A truancy complaint will be filed with the local magistrate if the SAIP is not followed.

Special Education Students:

- Case manager will be contacted by the Cyber Special Education teacher
- Case manager will set up an IEP meeting and notify Director of Special Education
- Case manager will keep all documentation of communication with parent and Cyber Service teacher

Grading Policy

All marks or grades district-wide shall be designated with the following letters:

A - Excellent	90-100%
B - Good	80-89%
C - Average	70-79%
D - Below Average	60-69%
F - Not Passing	0-59%
I - Incomplete	

P - Pass	No QPA applied to credit recovery
F - Fail	

W - Withdrawn with a passing grade with no credit towards graduation

WF - Withdrawn with a failing grade with no credit towards graduation

P- Passing grade with credit toward graduation but not included in Q.P.A.

NOTE: Cyber Students will receive a letter grade and percentage on their report card.



Carlynton School District Administration

Mrs. Sara Hoffman

Director of Special Education and Pupil Services
412-429-2500, ext. 3309
sara.hoffman@carlynton.k12.pa.us

Dr. Edward P. Mantich

Director of Curriculum, Instruction and Assessment
412-429-2500, ext. 1130
edward.mantich@carlynton.k12.pa.us

Building Principals

Mr. Michael Loughren

Carlynton Junior-Senior High School Principal
412-429-2500, ext. 1109
michael.loughren@carlynton.k12.pa.us

TBD

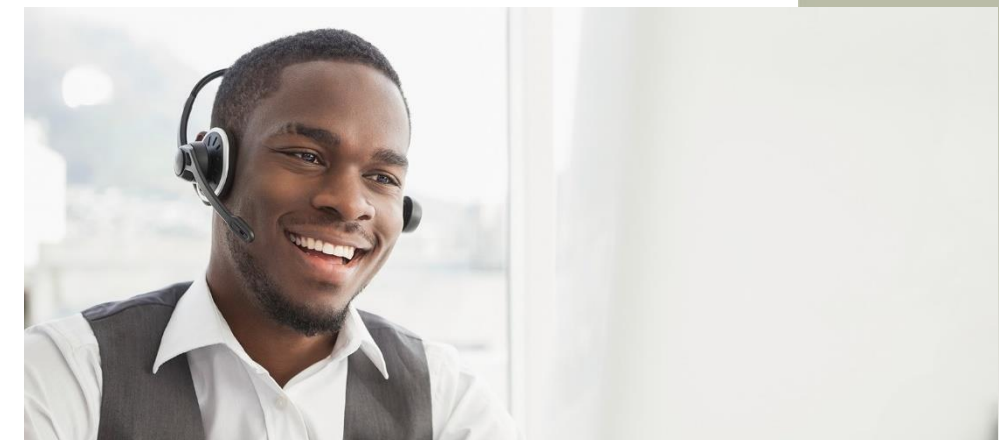
Carlynton Junior-Senior High School Assistant Principal
412-429-2500, ext. 115
emily.dunker@carlynton.k12.pa.us

Mrs. Jenna Mozzocio

Carnegie Elementary School Principal
412-429-2500, ext. 3336
lauren.baughman@carlynton.k12.pa.us

Mrs. Marsha Burleson

Crafton Elementary School Principal
412-429-2500, ext. 4301
marsha.burleson@carlynton.k12.pa.us



Carlynton Cyber Academy Contacts

The Carlynton Guidance Counselors assist students in a developing a realistic picture of their progress in relation to their a potential.

The guidance staff provides academic advising, orientation services, consultation with parents and teachers, college and career advising, referral services, assistance to students, parents, teachers and other professionals in developing a sound educational program.



Guidance Department Contacts

Carnegie Guidance Counselor

Elle Lohman
412-429-2500 ext. 5224
elle.lohman@carlynton.k12.pa.us

Crafton Guidance Counselor

Helen Shearer
412.429-2500, ext. 4321
helen.shearer@carlynton.k12.pa.us

Carlynton JSHS School Guidance

Stefanie Barnes
Grades 7-9
412-429-2500 ext. 1122
stefanie.barnes@carlynton.k12.ap.us

Carlynton JSHS School Guidance

Scott Canty
Grades 10-12
412-429-2500 ext. 114
scott.canty@carlynton.k12.pa.us

Attendance

Regular attendance is necessary to ensure your best performance in school and is also required by state law. Each student's attendance record at school is very important.

Students in the Carlynton Cyber Academy should expect to spend approximately three (3) hours working online per course each week. At minimum students are required to spend 40 minutes per school day on each cyberclass or 2.5 hours per week on each course in which they are enrolled. Instances of truancy (habitual non-attendance at school) will be handled according to Carlynton School Board Policy.

Use the following chart below to determine the minimum number of hours per week required by Carlynton Cyber Academy Program:

1 Cyber Class	= 2.5 hours per week
2 Cyber Classes	= 5 hours per week
3 Cyber Classes	= 7.5 Hours per week
4 Cyber Classes	= 10 hours per week
5 Cyber Classes	= 12.5 hours per week
6 Cyber Classes	= 15 hours per week
7 Cyber Classes	= 17.5 hours per week
8 Cyber Classes	= 20 hours per week

Students will have access to certified teachers in the core content areas. Failing grades and attendance concerns will result in required mandatory attendance in the cyber lab. Students attending the lab must sign in and mark the periods in which they will remain in the lab.

Activity Participation

Students must maintain passing grades and attend school in order to be eligible to participate in Carlynton School District extracurricular activities. Grades are reported weekly to the Athletics/Activities Office and factored into eligibility requirements. Students must stay up-to-date with their cyber assignments. Questions regarding eligibility can be directed to the Cyber Service Office.

Carlynton School District Policies

Edgenuity – Where Learning Clicks

Technology Troubleshooting

- If your video does not load correctly, try clearing the browser cache. Close the browser and then re-launch it before reattempting the video.
- Hold the control button while pressing F5 at the beginning of a video – this refreshes the player and should clear out any caching done by Adobe Flash. If you are using Firefox, refresh the browser.
- If this does not work, right click on the area of the page where the player loads. Choose Settings.



- Please set the player settings to the following: Local Storage: None
- You may need to uninstall and reinstall the Flash player. Please note you might need to reboot the computer after this process. <http://www.adobe.com/products/flashplayer/>
- Try starting the video then clicking on the pause button. Allow the video to fully load (you will have a status bar around the play controls; it needs to go all the way around to indicate the lecture has completely loaded.) After it has loaded then hit the play button to resume the lecture.
- Try a different browser. Edgenuity supports **Chrome, Firefox, Internet Explorer and Safari**

Edgenuity – Where Learning Clicks

Edgenuity's Virtual Classroom is designed for students in grades 5 through 12. Our Carlynton curriculum is delivered to students who are wishing to take their coursework online. Using Edgenuity gives students the flexibility to complete course work anytime, 24 hours a day, seven days a week.

Please make sure that your computer meets or exceeds the following technical specifications in order for Edgenuity to work properly.

Courseware Minimum System Requirements			
Operating Systems ¹		Browsers	
<ul style="list-style-type: none"> • Android™ 5.0+ • Apple iOS 10.3+ • Mac® OS X® 10.9+ 	<ul style="list-style-type: none"> • Chrome™ OS™ 57+ • Windows® 7, 8, 10 • Windows RT 	<ul style="list-style-type: none"> • Chrome 58+ • Firefox® 53+ • Safari® 9.0+ 	<ul style="list-style-type: none"> • Internet Explorer® 11 • Microsoft® Edge
Processor		Network / Speed Connection ²	
<ul style="list-style-type: none"> • Processor: 2.33 GHz AMD® -or- Intel® 1.33 GHz • Memory: 1+ GB RAM 		<ul style="list-style-type: none"> • LAN 100/1000 switched to desktop • Internet access of 384 kbps per concurrent user • Wi-Fi with 54 mbps access points or better 	
Sound ³		Plug-Ins ⁴	
<ul style="list-style-type: none"> • OS supported sound card • Microphone, Speakers or Headsets 		<ul style="list-style-type: none"> • Adobe® Flash® Player 18+ 	
Example Mobile Devices ⁵			
Android:	Chromebook:	iPad®:	
Google™ Pixel C	Acer® Chromebook 15 C910	iPad 4	
Samsung™ Galaxy Tab® 3	Dell™ Chromebook 11	iPad mini™	
Dell Venue 10 7000	Chromebook Pixel™	iPad Pro™	
Mobile Data Requirements			
Access to an Edgenuity Media Appliance is unavailable over a mobile data connection. Mobile data usage will average 110 MB per lesson. Semester courses consist of approximately 40-50 lessons. Smart phone and smart watch devices are not supported by Edgenuity.			
Activity	Bandwidth Average	Bandwidth Peak	Average Download per Activity
Vocabulary	40 kbps	480 kbps	2.1 MB
Warm-up	728 kbps	22.4 mbps	11 MB
Instruction	856 kbps	47.5 mbps	73 MB
Online Content	200 kbps	3 mbps	10 MB
PLEASE NOTE:			
¹ The Android operating system is supported by Edgenuity, but the Android browser is not. Android users should download and only use the Chrome browser to access Edgenuity. As of April, 2017 Microsoft Vista™ is no longer a supported operating system by Microsoft.			
² A slow Internet connection will affect the performance of multimedia elements found in the Edgenuity courses. Recommended workstation Internet access speeds are based on use of an Edgenuity Media Appliance.			
³ Students will need access to audio capabilities including microphones, speakers and/or headsets.			
⁴ Adobe Flash is required when using desktop and laptop workstations. Mobile devices do not require Adobe Flash. Content within Middlebury Power/Speak World Languages courses rely upon Adobe Flash.			
⁵ Example devices listed above have been tested to be functional when using Edgenuity. Devices not listed may be used providing they meet the minimum requirements.			

Edgenuity – Where Learning Clicks

Logging-In to Edgenuity

Once your computer has all the necessary software, you will need your username and password to enter the site.

Use the information on your welcome letter to enter the site.



The image shows the Edgenuity Student login interface. It features a blue header with the word "Student" in white. Below the header, there are two input fields: "Username" and "Password". A blue "Login >>" button is positioned at the bottom right of the form.

Parent Information -Progress Reports

Knowing how well your child is performing in their classes is important. We want to make sure that you not only have access to progress information, but also know how to interpret it.

Student progress reports are sent to you via email. Please make sure to look for the progress email from Edgenuity as they may initially appear in your junk mail. Be sure to add the Edgenuity address to your list of trusted senders so future progress reports come to your inbox.

When you receive the progress report, it will look like the example at right.



Edgenuity – Where Learning Clicks

Technology Troubleshooting

Recommended connection speeds:

For optimal performance, we recommend high speed internet. Download speeds of 5 Mbps are ideal since the Edgenuity Virtual Classroom is a multimedia environment. (Please note, we recommend at least 2.0 Mbps per home user, the system will perform best at 3-5 Mbps.) You can check your download speed via speedtest.net.

- To do this, open up a browser, go to <http://speedtest.net>
- Click on the area nearest your location
- You will need to note the download speed, recommended is 3-5 Mbps, with at least 2.0 Mbps required
- You can clear your browser cache by pressing the following keys on your keyboard- CTRL + SHIFT + DELETE

Video Issues:

If you encounter problems loading or watching videos, it could be due to a number of possible causes. Once you have verified that your computer meets or exceeds our technical specifications, and have checked that your connection speed is at least 2.0 Mbps, please try the following:

- Since you are working at home, verify that your account is set to pull media from Home. To do this, click on the Organizer icon in the Virtual Classroom, next click on the settings icon located at the right of the window

Once in the settings, change your Media Server to Home by selecting the radio button to the left of Home. Save your settings. Please note this change is made on a per session basis, so you will need to do this each time you login from home so that the system searches for media on the correct server.



Welcome to the Family Portal *Continued*

Step 2 - Create Your Account

Password:

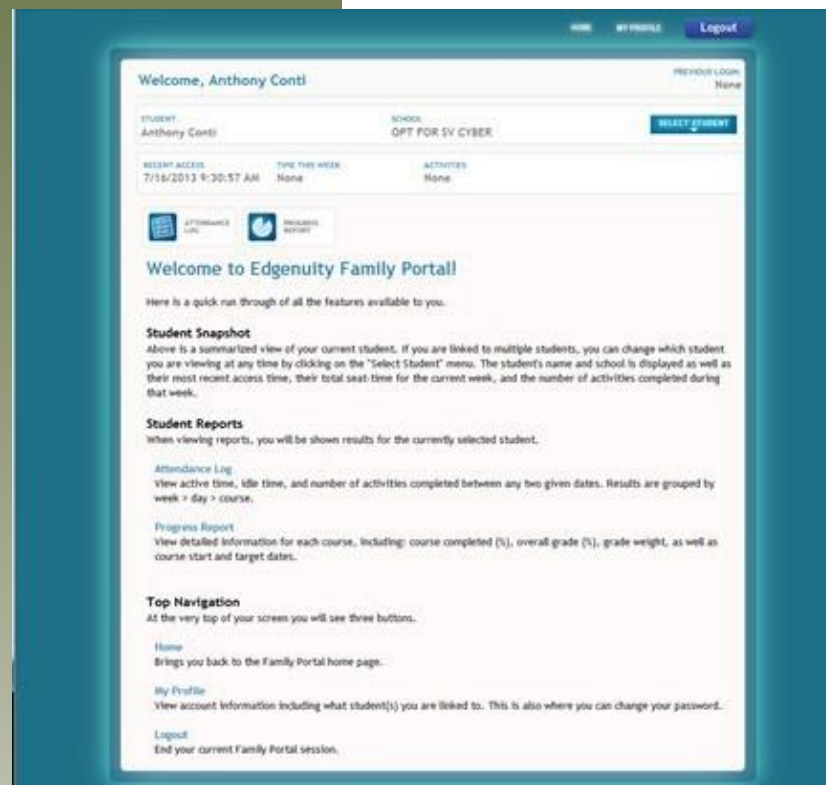
Re-enter Password:

Secret Question:

Answer:

Step 2

Next, you'll be prompted to create a password to log into the Family Portal. You will also be asked to provide a secret question and answer in case you forget your password. Once you have entered this information, click the **Submit** button.



Generated Account

Now that your account has been generated, you will automatically be logged into the Family Portal. Once you are logged in, you will be able to see a listing for all students that are associated with the account. You will also have the ability to view the Attendance Log and/or Progress Report for any of your associated children.

Family Portal

The Family Portal site contains explanations for all of the information you'll be able to find such as their attendance log, progress reports,

and more, so that you can understand all the details about how your student is doing.

When you return to the Family Portal at <http://learn.edgenuity.com/family/> you can log in using your email address and the password you created.

If you have trouble remembering your password, you can click the "Forgot your password?" link, enter your email address, and your password will be emailed to you.

Edgenuity – Where Learning Clicks

Interpreting Progress Reports



NAME OF COURSE: At the top of the report you will see the name of the course: Algebra 1 – MA880

COURSE COMPLETED: There are three (3) elements in the Course Completed section that advise you on the progress your child is making in that specific course:

Course Completed Percentage: Indicates the percentage of the course that your child has completed thus far. 100% of the course must be completed by the end of the term. The color coded bar indicates:

- Red: your child is falling behind in their course
- Blue: your child is on track with their course
- Green: your child is ahead of schedule in their course

Target Completed: Indicates how far along your child should be to date.

OVERALL GRADE: The grade your child has acquired thus far in the course based on all of the activities and assessments that they have completed thus far.

Overall Grade Percentage: Percentage grade between 0% and 100% with the color coded bars indicating:

- Red: A grade between 0%-59%
- Orange: A grade between 60%-69%
- Yellow: A grade between 70%-79%
- Olive: A grade between 80%-89%
- Green: A grade between 90%-100%

Edgenuity – Where Learning Clicks

Interpreting Progress Reports



COMPLETE COUNT: Indicates the percent of the course completed calculated by the number of assignments completed vs. the total number of assignments in the course (this number may be slightly different than the Course Completed percentage).

RELATIVE GRADE: Represents the grade that your child would receive at the end of the term if they stopped working in that course today and completed no more activities or assessments

ACTUAL GRADE: Represents the overall grade in relation to the percentage of course-work that should have been completed by this date. This grade is lower than the Overall Grade if the student is behind in the course and is the same as the Overall Grade if the student is on-pace or ahead of schedule in their coursework.

Welcome to the Family Portal

The Family Portal allows you to see a detailed view of what your student has accomplished in their Edgenuity courses. You will see a range of information including how much time they have spent working on their courses, what their grades are, and whether they are on track to finish their course(s) on time.

The cyber service office will link the email address that you provide to your student's Edgenuity account. You will activate your Family Portal account by entering into the webpage an access code that we will provide to you along with your email address.

Family Portal Information

You can activate your account at the Family Portal's main page which can be found at <http://learn.edgenuity.com/family/>

Click on the **Activate a Student** link



Step 1

