



**SLIPPERY ROCK
AREA SCHOOL
DISTRICT**

SLIPPERY ROCK ONLINE ODYSSEY
EDUCATION CUSTOMIZED FOR YOU

2018-2019
KINDERGARTEN – 12TH GRADE
STUDENT HANDBOOK

SLIPPERY ROCK AREA SCHOOL DISTRICT

201 KEISTER ROAD

SLIPPERY ROCK, PA 16057



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Administrative and Guidance Departments Contacts

Slippery Rock Area School District

Guidance Counselors:

Ms. Kelly Gallagher

kelly_gallagher@slipperyrock.k12.pa.us

Mrs. Stephanie Karwoski

Stephanie_karwoski@slipperyrock.k12.pa.us

Slippery Rock Middle School

Guidance Counselors:

Ms. Amy Manion

Amy_manion@slipperyrock.k12.pa.us

Ms. Melinda Isles

Melinda_isles@slipperyrock.k12.pa.us

Slippery Rock Area Elementary School

Guidance Counselor:

Mrs. Carisa Takac

Carisa_takac@slipperyrock.k12.paus

Moraine Elementary School

Guidance Counselor:

Miss Katie Westermayer

Katie_westermayer@slipperyrock.k12.pa.us

Cyber Service Special Education

Dr. Laura Green



Cyber Program - Administrators

High School

Mr. Cory Hake - Principal

Mrs. Kristen Czubiak—Assistant
Principal

Area Elementary School

Mr. Herb Basham

Middle School

Dr. Jake Jefferis

Moraine Elementary

Dr. Kristie Shulsky

Assistant Superintendent

Dr. Patricia Kardambikis

Superintendent

Dr. Alfonso Angelucci



The SRASD Guidance Counselors assist students in developing a realistic picture of their progress in relation to their potential. The guidance staff provides academic advising, orientation services, consultation with parents and teachers, college and career advising, referral services, and assistance to students, parents, teachers and other professionals in developing a sound education program.

Edgenuity—Where Learning Clicks

Edgenuity's Virtual Classroom is designed for students in grades 5 through 12. Our Slippery Rock curriculum is delivered to students wishing to take their coursework online. Using Edgenuity gives students the flexibility to complete their 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.

| Edgenuity Minimum System Requirements | |
|---------------------------------------|--|
| Operating System | <ul style="list-style-type: none"> Windows 7® Windows Vista® Windows XP® (Home / Pro) |
| Processor | <ul style="list-style-type: none"> PC: 2.33GHz AMD -or- Intel® Core™ Duo 1.83 GHz Mac®: Intel Core Duo 1.33 GHz |
| Memory | <ul style="list-style-type: none"> 1024 MB RAM |
| Hard Disk Space | <ul style="list-style-type: none"> 500 MB available disk space for browser cache |
| Display | <ul style="list-style-type: none"> 1024 x 768 resolution 16-bit color 128 MB graphics card (for use with Mac computers) |
| Sound | <ul style="list-style-type: none"> OS supported sound card Speakers or headsets (recommended)* |
| Network / Connection Speed | <ul style="list-style-type: none"> LAN 10/100 switched to desktop Internet access 256 kbps** per concurrent user |
| Browser | <ul style="list-style-type: none"> Internet Explorer® 8.x Firefox® 21.0 Safari®5.0 (Requires 10.6.2+) |
| Plug-Ins | <ul style="list-style-type: none"> Adobe Flash® Player 10 Adobe Acrobat® Reader® 8 Adobe Shockwave® Player 10 QuickTime® Player 7 Java® Virtual Machine 1.7 |

The Internet address to access courses is:

<http://learn.edgenuity.com/student/>

Please note there is no www before the web address.

Once you type the web address into the address bar of your internet browser, you will be taken to the Virtual Classroom login page. Before you log in, it is a good idea to check the plug-ins on your computer to verify that you have all the software necessary to run the Edgenuity program.

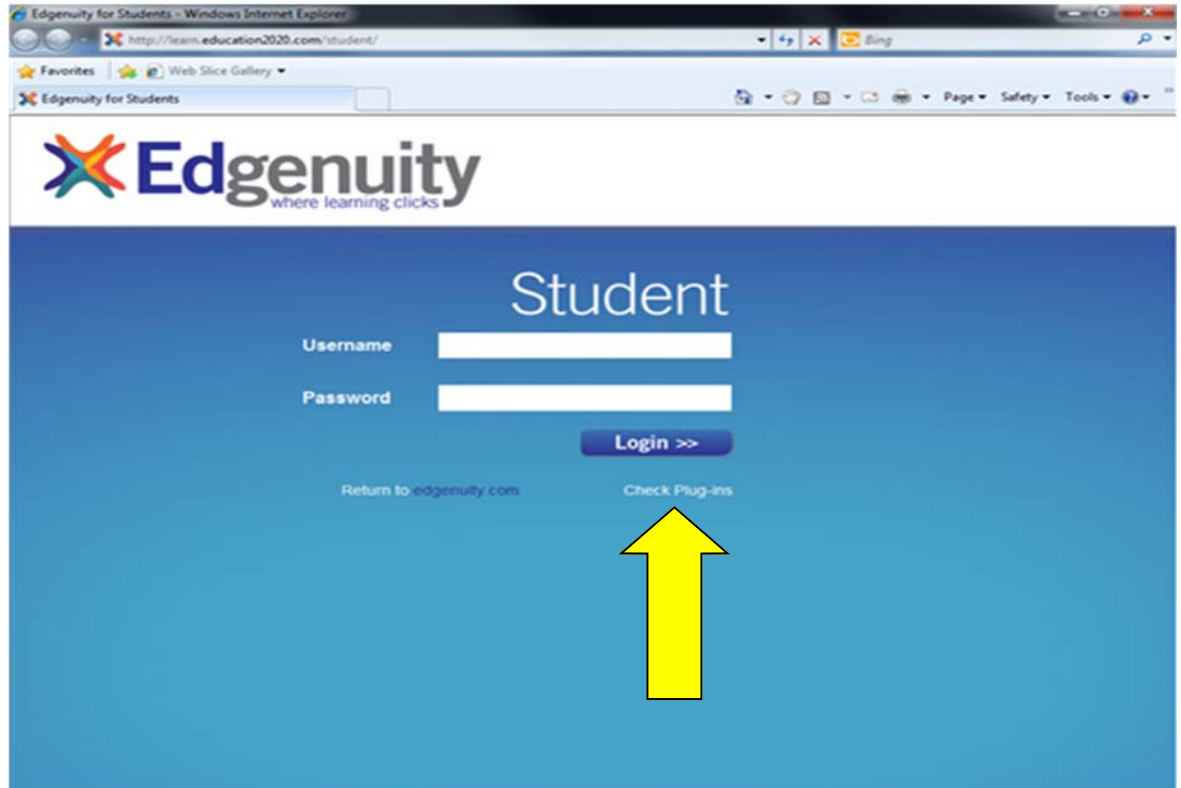
*All instructional computer stations will need to have sufficient network-user permissions to ensure full functionality when using certain plug-in applications. Students will need access to audio capabilities including speakers and/or headsets.

**A slow Internet connection will affect the performance of multimedia elements found in the Edgenuity courses.

Edgenuity—Where Learning Clicks

Checking Your Internet Plug-Ins

Click the **Check Plug-ins** link directly underneath the login button so that the Internet plug-ins on your computer can be checked.



If the software check comes back OK, you should continue to log-in. If the software check comes back with a red X next to any of the required software, click the software provider's link and download the necessary version of the software.

| Plugin | Your Version | Required Version | Status |
|--------------------------------------|--------------|------------------|--------|
| Adobe Flash Player | 10 | 9 | OK |
| Adobe Acrobat Reader | 7 | 6 | OK |
| Quicktime Player | 7.41 | 7 | OK |
| Shockwave Player | 11 | 10 | OK |
| Java | 1.6 | 1.5 | OK |

Your system is updated and ready to proceed

| Plugin | Your Version | Required Version | Status |
|--------------------------------------|--------------|------------------|--------|
| Adobe Flash Player | 7 | 9 | X |
| Adobe Acrobat Reader | 7 | 6 | OK |
| Quicktime Player | 7.41 | 7 | OK |
| Shockwave Player | 11 | 10 | OK |
| Java | 1.6 | 1.5 | OK |

Your system needs additional software to proceed

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.



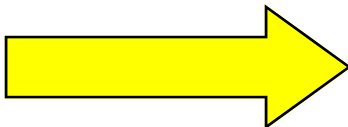
A blue login form for a student. It features the word "Student" in large white text at the top right. Below it are two white input fields: "Username" and "Password". A blue "Login >>" button is located at the bottom right.

Progress Reports

Knowing how well your child is performing in his or her 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 emails 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

Interpreting Progress Reports



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



COURSE COMPLETED: There are 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. The course must be completed 100% by the end of the term. The **color coded bar** indicates:

- o Red: your child is falling behind in their course
- o Blue: your child is on track with their course
- o 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:

- o Red: A grade between 0%-59%
- o Orange: A grade between 60%-69%
- o Yellow: A grade between 70%-79%
- o Olive: A grade between 80%-89%
- o 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 divided by the total number of assignments in the course (this number may be slightly different than the Course Completed percentage).

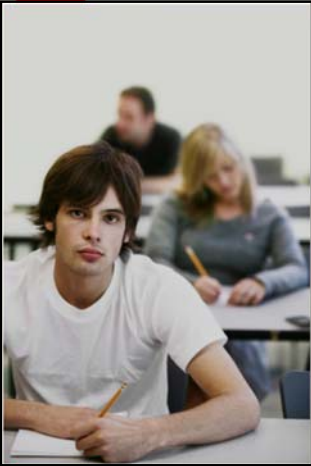


RELATIVE GRADE: Represents the grade that your child would receive at the end of the term if he or she stopped working in that course today and completed no more activities or assessments.



ACTUAL GRADE: Represents the overall grade in relation to the percentage of coursework 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 Parent Portal



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

The cyber service office will link the email address that you provided to your student's Edgenuity account. You will activate your Parent Portal account by entering an access code on the webpage that is provided by the District, along with your email address.

Parent Portal Information

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

Click on the **Activate a Student** link

A screenshot of the Edgenuity Family portal login page. The page has a teal background. At the top, the word "Family" is written in white. Below it, there are two input fields: "Username" and "Password". To the right of the "Password" field, there are two links: "Activate a student" and "Forgot your password?". Below these fields is a blue "Login >>" button. At the bottom of the page, there are two links: "Return to edgenuity.com" and "Check Plugins". A yellow arrow points from the left towards the "Activate a student" link.

Step 1

A screenshot of the Edgenuity "Step 1 - Verify Student" page. The page has a blue background. At the top, the text "Step 1 - Verify Student" is displayed in blue. Below it, there are two input fields: "Email:" and "Activation Code:". Below these fields is a blue "Submit" button.

Welcome to the Parent Portal Continued

Step 2

Next, you'll be prompted to create a password to log into the Parent 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 Parent 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.

Parent Portal

The Parent 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 Parent 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

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.

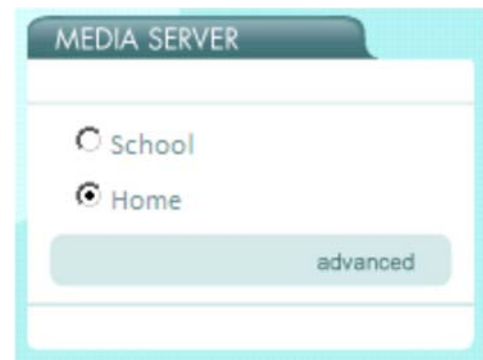
- To do this, open up a browser, go to <http://speedtest.net>
- Click on the area nearest your location
- You will need to note the download speed, recommended is 3-5 Mbps, with at least 2.0 Mbps required
- You can clear your browser cache by pressing the following keys on your keyboard—
CTRL + SHIFT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



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**

Slippery Rock Area School District Policies

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 Slippery Rock Online Odyssey Program should expect to spend approximately 3 hours working online per course each week. At minimum students are required to spend 40 minutes per school day on each cyber class 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 Slippery Rock School Board Policy.

Use the following chart below to determine the minimum number of hours per week required by Slippery Rock's Online Odyssey 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

Activity Participation

Students must maintain passing grades and attend school in order to be eligible to participate in Slippery Rock's extra-curricular activities. Grades are reported weekly to the Athletics/Activities Office. Students must stay up-to date with their cyber assignments. Questions regarding eligibility can be directed to the Assistant Superintendent's Office.



Slippery Rock Area School District Policies

If a student is not working 2.5 hours a week on each cyber course, the following steps will be taken:

- Cyber service staff will call or email to inform parent(s)
- Cyber service coordinator initiates a truancy report after three unexcused absences
- If the student continues to not work consistently, a parent/student /teacher conference will be held with the cyber staff
- The student may be required to attend the cyber lab at Slippery Rock
- Possible recommendation for the student to return to traditional schooling
- Alternative education placement if deemed necessary

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 Student Services
- Case manager will keep all documentation of communication with parent and Cyber Service teacher

Grading Policy (as per Slippery Rock policy #217)

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

| | |
|-------------------------|---|
| A- Excellent | 90-100% |
| B- Good | 80-889% |
| C- Average | 70-79% |
| D- Below Average | 60-69% |
| F- Not Passing | 0-59% |
| I- Incomplete | |
| P- Pass | No QPA applied to credit recovery– student does |
| 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.

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

Slippery Rock Area School District Policies

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 on his or her 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 account 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.



Slippery Rock Area School District Policies

Grade Point Averages (G. P.A.)

Students who enroll in the Slippery Rock Area Online Odyssey Cyber Program receive credits from the Slippery Rock Area School District. Students will receive a letter 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.

Computer and Network Use

There are computers available throughout the building for student use. All enrolled students have an account on the network system for file storage and software access. All student accounts are password protected. These passwords are to be kept confidential to protect unauthorized use.

Lab Rules and Regulations

The labs are a privilege provided for the students to enhance the academic curriculum. Games that are not specifically used in the curriculum are not allowed on the system. Individual files are **not** considered to be personal property. These files may be accessed at any time by teachers, administrators, or the system managers. Students are not permitted access to other students' files. Tampering with files, copying of copyrighted software, downloading or installing games, password tampering, accessing unauthorized directories or removing equipment, or software will be considered theft. Tampering with any hardware or equipment or violating policies and/or guidelines governing the use of networks, internet or software programs are also considered offenses and will be dealt with according to the discipline policy. Violators may also be prosecuted under applicable local, state or federal civil or criminal law.

Academic Dishonesty/Plagiarism

Plagiarism is defined as taking or imitating the ideas, thoughts or language of another to represent them as one's original work. It is imperative that all work submitted by a student be representative of his/her own ideas, thoughts and especially language capability. Therefore, plagiarism is strictly prohibited in all work pertaining to school. A grade of "F" or zero will be awarded for any submitted work which is found to be the work of another (student, author, encyclopedia, internet, etc.) and subsequent offenses will be dealt with accordingly.

If the ideas, thoughts, or language from another source must be used in the work being done, it is the student's responsibility to cite the information appropriately.

Slippery Rock Area School District Policies

Dress Code (as per Slippery Rock Policy #221)

All students are expected to be appropriately dressed and to maintain personal hygiene. Shoes must be worn at all times throughout the building, except in the gymnasium locker room areas. Students are not permitted to wear hats, hoods, head gear or bandanas inside the building.

A student may not wear any apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso, and/or undergarments or is disruptive to the educational process.

A student may not wear any apparel or jewelry that by words, signs, pictures or any combination thereof, advocates or promotes sexual activity or violence or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, or disability.

Bullying/Cyber Bullying (as per School Board Policy #244)

There is no place for bullying in Slippery Rock. 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 Slippery Rock Area School District Board Policy.

Building Student Handbook

Cyber students are additionally expected to comply with the student handbook published for their assigned building. Each building's Student Handbook is available and can be obtained by calling the Assistant Superintendent's Office at 724-794-2960 ext. 1002.

SLIPPERY RICK AREA SCHOOL DISTRICT

201 KEISTER ROAD

SLIPPERY ROCK, PA 16057

PHONE: 724.794-2960

FAX: 724.794-2001



Web address:

<http://www.slipperyrock.k12.pa.us>