Cardinal Virtual Campus Student and Parent Handbook

2025-2026 School Year

PROGRAM & ENROLLMENT INFORMATION

Overview of Cardinal Virtual Campus

Cardinal Virtual Campus (CVC) provides a flexible virtual instructional model for students in the Pine Grove Area School District. Both synchronous and asynchronous instruction are included to create a rigorous yet flexible virtual solution. A variety of supports are provided to help students experience success in a virtual environment. Cardinal Virtual Campus includes a full Elementary and Middle School program including all four core courses as well as electives. Secondary students (9-12 grades) will be offered all core courses, electives, and World Language. Everything a student needs to earn a Pine Grove Area School District-approved diploma. Each course will have a state certified teacher provided by EdOptions Academy. This teacher is the teacher of record and will be working with the student to teach and guide them through the course. We will work with the student and family to make sure the student has everything they need to be successful in their courses. The student is required to submit an at-home schedule created within the first two weeks of each semester and meet with the Cardinal Virtual Campus team regularly either synchronously via Zoom or on the phone to go over progress.

Student Eligibility

Students who live within the Pine Grove Area School District boundaries and are registered with the District are eligible to enroll in Cardinal Virtual Campus. Interested families whose child is not registered in the Pine Grove Area School District need to complete this process before attempting to enroll in Cardinal Virtual Campus. The registration process and required documentation is detailed on the District website.

Enrollment

Open enrollment is scheduled throughout the summer until three days before the start of the school year. Parents/guardians should complete the Cardinal Virtual Campus Enrollment Form found at https://www.pgasd.com/Page/1268. For students with an IEP/GIEP/504, we will notify the Special Education office to initiate a team meeting prior to course registration. If you have any questions, please email cvc@pgasd.com for additional assistance. The Edmentum Course Catalog is available online for review prior to enrollment, although some courses are not part of the Pine Grove Area School District catalog. There may be some high school courses that are outside of the Edmentum course catalog and platform. These courses will be offered inside our Schoology platform and taught by a Pine Grove Area teacher. Parents/Guardians will be asked to register for either a full-year or Fall semester only (half-year). We cannot guarantee enrollment during a mid-year transition. Due to scheduling and staffing, late registration after open enrollment is not guaranteed enrollment at the start of the school year. Late applications will be evaluated on an individual basis with notification of status provided as soon as possible.

Note: All students must sign a Student Code of Conduct before Enrollment.

Withdrawals

The Cardinal Virtual Campus team monitors progress on a weekly basis and will reach out to any student who will potentially fall short of the minimum goals and pacing. If minimum pacing and attendance are not being kept during the first 30 days of school as well as throughout the school year, a meeting will be scheduled to determine a plan to get on track or removal from the program. Failure to attend the meeting or meeting the minimum goals may result in the District Administration beginning the process of program withdrawal back to in-person instruction in the District. For students with 504s, IEPs, or GIEPs struggling to meet minimum goals in the first 30 days, the team will meet to discuss support and interventions and establish a timeline for determining whether or not the online program is a suitable fit for the student.

BEST PRACTICES for ONLINE LEARNING

We understand our students may not possess these traits yet, and you may not know where to begin in helping your child develop them. Here are some tips to get you started on developing or maintaining the traits of a successful online student.

Wake up at the same time each day.

● Having a regular sleep schedule will help students have consistency in their education and daily routine. It can help improve their attitude as they tackle something new, and it may assist them as they learn to plan out their days.

Stay organized, in a way that works for you.

● Find the best way for you to stay organized. This will empower you to get their assignments done in a timely manner, leading to free time to be involved in things that interest you outside of school.

Keep school in one distraction-free zone.

● This division helps separate school and home. When in your "school" space, it will be easier to focus on school.

Take a break!

● It is not expected that you spend five consecutive hours staring at a screen. This is a healthy part of time management: learning to recognize when your brain needs a break, when your body needs to stretch, and when you genuinely would be able to do something more efficiently later.

Use the resources available to you.

● As you learn or further develop self-advocacy, you need to be able to reach out to the people put in place to help. This includes attending live sessions, office hours, and reaching out to your success coach and guidance counselor.

THE STUDENT EXPERIENCE & RESPONSIBILITIES

Course Content

Elementary Students (Grades K –5): Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects. Students will be provided a recommended course pace/schedule on the Genius LMS dashboard in order to complete the course within the allotted time.

Secondary Students (Grades 6 – 12): Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam.

School Calendar

Cardinal Virtual Campus students will follow the same schedule as in-person instruction in terms of holidays, breaks, and half-days. Each EdOptions Academy teacher will share specific calendar information related to the subject(s) taught once the school year starts. We will also maintain a Pine Grove Area School District calendar on the District website. Unlike in-person, Edmentum grades by semester instead of quarterly. You will notice the CVC semesters end earlier than in-person. This allows time for Edmentum to finalize transcripts to send to Pine Grove for us to use for report cards and district transcripts. Because of this there are **NO EXTENSIONS** beyond the scheduled ends of semesters

School Related Information

While CVC students are eligible for all Pine Grove extra-curricular activities, clubs, mandatory and voluntary testing, and other student-based activities, the individual student is expected to monitor their student email, district website and Schoology accounts for information relative to school based announcements. We also have a YouTube channel for morning announcements that you can follow at https://www.youtube.com/@pgahsbroadcasting1606/streams

Attendance
Regular attendance is essential for success in school. A student's first responsibility is to attend school regularly and fulfill all requirements. Excessive absences, even when excused, have an impact on learning and student achievement. Students are required to work consistently and to follow the minimum pacing provided in the EdOptions Academy Student Information System (SIS), Genius LMS.

Daily Attendance Requirements:
● Students must login to the Genius LMS, open a course, and complete work every day that Cardinal Virtual Campus in session. Failure to do so will result in the student being marked absent. Logging and not engaging a class **will** result in an absence. The Cardinal Virtual Campus team will run a daily attendance report for the previous school day in order to provide students flexibility in terms of when they login and complete work.
● Special Note: If the PA Department of Education issues new guidance for attendance, all enrolled students and parents/guardians will be notified of changes.
● Absences: If a student is unable to log in on any school day or complete the requisite work, the parent/guardian should email the building secretary a note or reason for absence within 3 days or it will be considered an unexcused absence.

○ **Elementary School K-4 Darcy Brommer dbrommer@pgasd.com**
○ **Middle School 5-8 Nina Purcell npurcell@pgasd.com**
○ **High School 9-12 Melanie Daubert madaubert@pgasd.com**

● In keeping with state law, acceptable reasons for an absence are: illness, injury, medical appointments, family emergencies, death in the family, religious holiday, and pre-approved family vacation.

Truancy
If an absence is due to an illness, the student is not permitted to participate in after-school activities on that day. Should an illness last more than three consecutive days, a note from a medical provider is required to clear the absences. In the case of religious absences, a prior written parental request for observance of the religious event of a bona fide religious group is required. This type of absence will not be recorded as an absence on the student's attendance record. Absence in Excess of Ten (10) Days - When a student is absent for ten (10) days or more in a school year, a letter will be sent to the student's parents/guardians informing them that any further absence will be considered illegal or unexcused, unless a doctor's excuse covering the absence is furnished.
Absence without sufficient reason as outlined previously is considered illegal. Penalties for truancy are as follows:

● After accumulation of three (3) illegal/unexcused days of absence from school, the student's parents/guardians shall receive a First Notice.
● After accumulation of four (4) illegal/unexcused days of absence from school, a District Counselor will be notified and will contact the parents/guardians.
● After accumulation of six (6) illegal/unexcused days of absence from school, the student's parents/guardians will receive a Second Notice, and the District Counselor will schedule and notify parents/guardians of a School Attendance Improvement Plan Conference. In addition, the student will be considered habitually truant from school and may be referred to Truancy Court.

Additional Student Responsibilities
Secondary students are expected to respond within 24 hours to any e-mails they receive from EdOptions teachers or the CVC staff. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their EdOptions Academy instructor each month. This

contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Monitoring Progress
Students and parents/guardians can monitor progress in each class using the Genius LMS Dashboard. The following are easily tracked on the dashboard:
- Active assignments in each course along with the number completed.
- Overall course progress represented as a percentage.
- Current grade for each course.

Students and parents/guardians can also access an interactive gradebook using the quicklink located along the left side navigation menu. From the gradebook, it is possible to view additional details related to course progress. EdOptions Academy teachers will monitor student progress and periodically conference with students and/or parents/guardians. If progress slows or other issues emerge that could potentially challenge progress, the teacher may reach out to the CVC team at cvc@pgasd.com. In addition, the CVC team will regularly check student progress and establish contact with the student and/or parent/guardian to discuss the situation and determine whether or not additional support may be needed.

Career Readiness Requirements
Pennsylvania school districts are required to expose students to a variety of career readiness opportunities from elementary school through high school. In order to demonstrate compliance with these requirements, school counselors oversee and facilitate the collection of artifacts in each of the four strands of the Career Education and Work standards. A building guidance counselor will reach out to collect artifacts related to Career Readiness.

Earning Credit and Grading Policy
In order to receive credit in a course, students must meet the following requirements:
Elementary: The student will need an overall average of 60%.
Secondary: The student will need an overall average of 60% in each course, complete all major assignments, and take the end of semester exam.

Note: Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. The EdOptions Academy teacher will establish the timeframe for the retake, which is usually within a week of the test date. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content The EdOptions Academy teacher will provide the specific dates but it is typically a week and must be before the course end date.

Student Schedule
While the Cardinal Virtual Campus provides the student flexibility in terms of creating a personalized schedule, we recommend a daily schedule that includes approximately 45 - 60 minutes per core subject area (K-5) and a minimum of 60 minutes per core subject area (6-12). We also recommend students attend the live instruction sessions on a regular basis. The following are sample schedules from which students can create their own in order to CVC staff within the first two weeks of each semester.

Student Advancement and Graduation
Students must meet the already established requirements to advance to the next grade level or to graduate with a Pine Grove Area School District diploma. In addition, there may be sequential courses that require the completion of an assessment on prerequisite skills before moving on to the next level.

Transcripts and Grade Reports
Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the same time all other Pine Grove Area School District students receive their grade reports. Parents can request grade reports from the following:
- EdOptions Teacher(s)
- Cardinal Virtual Campus staff cvc@pgasd.com

Materials & Resources
With the exception of common household items and typical school supplies, the materials and resources needed to complete lessons are embedded within the LMS or linked to a digital resource. Worksheets and documents can be printed on a home printer for personal preference but it is not required. If there is an item suggested for a project or activity that is not available, the student or parent/guardian can reach out to the CVC team for assistance.

Required Testing - PSSA, Keystone, WIDA, and AP Exams
Students enrolled in the Cardinal Virtual Campus are required to take any grade/course appropriate PSSA or Keystone examination. All ELD students must participate in the annual WIDA testing. Prior to test administration, the CVC staff or guidance will communicate the date(s), location, and other pertinent information. For those students enrolled in an AP course, the same guidelines as brick and mortar apply.

Voluntary Testing – PSTAT, ASVAB, SAT
This does not apply to voluntary testing such as PSAT, ASVAB and SAT testing. Please monitor district resources for information on those testing dates and locations. Students are responsible to make voluntary testing arrangements on their own.

Academic Integrity
Cardinal Virtual Campus students are expected to follow the same guidelines for academic integrity as students attending a brick and mortar school within the District. Academic misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. Students who are found to have engaged in any violation of academic integrity will receive a zero as a grade on the specific assignment. The EdOptions teacher will notify the parent/guardian and the District Success Manager. The severity of the infraction and whether it is a second offense may result in additional disciplinary action and possible withdrawal.

Right to Privacy Policy
Cardinal Virtual Campus and EdOptions Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of a student's education records. Pine Grove Area School District and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

TECHNOLOGY

Technology Issues
CVC Staff Support
● If a student is unable to login due to a technical problem at home (ex., loss of power), the parent/guardian should e-mail cvc@pgasd.com or call 570-345-2731 x275 the CVC Support team.

Edmentum Support
● If the student is unable to login and suspects the issue may be with Edmentum or the Genius LMS, the parent/guardian can call the EdOptions Support Team at 800-447-5286 from 8 AM-7 PM, Monday-Friday. E-mail [support@edmentum.com] is an option but there is a 48 hours turnaround time. Please Note: If the student is unable to login due a technical issue EdOptions is experiencing, no absence will be charged.

PGASD Tech Support
● If you have a problem with your District issued device please contact the Pine Grove Area School District Help Desk at pga_tech_support@pgasd.com. If you do not have access to email, you can leave a message at 570-345-2731 x339 . The PGASD Help Desk is staffed during regular school hours.

Technology Requirements
Students enrolled in Cardinal Virtual Campus need a device that meets the specifications provided by EdOptions Academy such as the latest Internet browser (Chrome, Firefox, Edge, or Safari) and disabling popup blockers for some content. Students also need a reliable Internet connection given the nature of the program. As part of the registration process, Cardinal Virtual Campus will issue newly enrolled students a Chromebook to ensure a readily accessible device for work completion. Any current or new PGASD student that does not have a District device will be offered a District Chromebook.

Additional Notes:
● Parents/Guardians who may need assistance with Internet access may apply for a hotspot during the registration process.
● Parents/guardians who wish to use a personal device may waive the District device and/or return the District device the student has in their possession during the registration process.
● The use of a Pine Grove Area School District device is for school use only and all applicable rules and regulations apply as well as follow the PGASD Acceptable Use Policy.

KEY POINTS

We understand not everyone reads every line of the handbook, so here are some very important points to keep in mind for CVC families:

- There are **NO EXTENSIONS** beyond the end dates of semesters. Edmentum is allotted time to finalize transcripts, and we must incorporate them into our system for grading. These dates are set specifically for the process to be carried out.
- To be considered present, students must log in AND interact with a class. Failure to do so will result in you being marked absent.
- Logging on near midnight and staying on until just after DOES NOT get you credit for 2 days of attendance.
- When school news and information is specifically shared with the CVC Coordinator, a group email will be sent out, but this does not cover all school information. CVC students (especially seniors) are expected to monitor their student emails and Schoology for special announcements, as well as the district website for dates and times of school events including but not limited to sports, clubs, mandatory and voluntary testing. Daily announcements are also available at https://www.youtube.com/@pgahsbroadcasting1606/streams
- CVC students are expected to monitor their Edmentum inbox. Your teachers will contact you with frequent updates and to check in to offer help. Ignoring these messages result in missing important information and lead to confusion later in the semester. The CVC Coordinator is not your teacher. Any questions related to coursework should be addressed to your Edmentum teacher.
- CVC students are required to complete career indicators (such as Xello) the same as in-person students. You will receive information through guidance about these requirements, and your guidance counsellor will address any questions you may have.

Cardinal Virtual Campus Academic Integrity Student Agreement

All students must read and sign this Academic Integrity Student Agreement in advance of taking an EdOptions Academy course. Cardinal Virtual Campus students are expected to follow the same guidelines for academic integrity as students attending a brick and mortar school within the District. Included in this expectation are the following assurances that you are making about enrollment in this program:

- I will do my own work.
- I will not copy another person's work, in whole or in part, and turn it in as my own.
- I will not consult unauthorized material or information during tests unless my teacher gives me permission.
- I will not plagiarize.
- I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
- I will not communicate exam information or answers during or following an exam.
- I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
- I will not turn in an original paper or project more than once for different classes or assignments.
- I will log in and complete assignments as required by the course and instructor.
- I will follow the CVC guidance with regard to no extensions, attendance, and school related information.
- I will not, in lab situations, falsify or fabricate data or observations, including computer output.

By signing below, I agree to adhere to this agreement and refrain from committing any of the violations identified. I understand that any violation of this agreement could result in the loss of credit and revocation of access to all instructional materials provided by EdOptions Academy, in addition to the other consequences identified herein.

Student Signature _____

Parent Signature _____

Handbook Review

I have reviewed the Cardinal Virtual Campus handbook and understand the expectations of the virtual program as well as attendance requirements, and ways to access support.

Student Signature _____

Parent Signature _____