

Central Greene School District's
eLearning Academy



Student Handbook

2026-2027

CENTRAL GREENE SCHOOL DISTRICT

Our Mission

To provide a comprehensive education for all students to become successful critical thinkers as they enter a global society.

STUDENTS RIGHTS AND RESPONSIBILITIES

Student responsibilities include regular school attendance (traditional and/or virtual), conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate that is conducive to wholesome learning and living.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Assist the school staff in operating a safe school for the student enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Exercise regular school attendance.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- No use of obscene language in any online format.

CGSD eLearning Academy Contact Information

Administration

Mr. Matthew Blair, Superintendent of Schools
Dr. Diana Fronczek, Assistant to the Superintendent

CGSD eLearning Academy

Mr. Scott Headlee, K-12 Cyber School Principal
724-627-1050
sheadlee@cgsd.org

Other Important Phone Numbers

WCJSHS Main Offices
WCES Main Office

724-852-1050
724-627-3081

CGSD eLEARNING ACADEMY

PROGRAM OVERVIEW

The Central Greene School District eLearning Academy is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The Central Greene School District recognizes the value of cyber learning; yet, continues to carry the belief that the interaction with professional educators truly extends learning to a higher level. The educational program offers a cyber learning program that includes a variety of interactions with professional educators and guidance counselors and opportunities to interact with peers of the students' own ages.

Like the educational program of the Central Greene School District's traditional "brick and mortar" system, the learning environment of the CGSD eLearning Academy is based on the Pennsylvania Academic Standards. This standards-aligned curriculum focuses on students demonstrating mastery of specific skills. It ensures students develop proficiency across all subject areas, regardless of whether learning takes place in person or through distance education.

The eLearning Academy strives to engage students in a highly motivational, student-centered educational program that relies on basic educational principles while utilizing the latest information and communications technology to promote student achievement to foster higher-order thinking and problem-solving skills. Students have a chance to master essential content skills and a chance to build a strong foundation to compete in the workforce of today and tomorrow.

This handbook outlines procedures specific to students enrolled in the eLearning Academy. However, when a student enters any CGSD building for meetings, activities, testing, or other events, they must follow the rules and regulations outlined in the student handbook for that building and their grade level. Copies of all building-specific handbooks are available on the district website

GOALS

The goals of the CGSD eLearning Academy are to:

- Offer a non-traditional learning environment to the students of the Central Greene School District that aligns with the mission and vision of the district.
- Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Central Greene School District.
- Provide students who select the eLearning Academy with balanced educational experiences that include asynchronous academic programs, personal interactions with professional educators, and opportunities to interact with peers

- Establish individualized learning plans for participating students that are consistent with the Pennsylvania Academic Standards and graduation requirements of the Central Greene School District.
- Provide students with a sense of ownership and responsibility for their academics.
- Utilize web-based learning and existing courses in addition to assignments, tests, products, and portfolios as means of assessing students' mastery of competencies in order to advance to higher learning.

REGISTRATION/ORIENTATION

As part of the registration process for the CGSD eLearning Academy, students and families will meet with the E-Learning Academy Principal, E-Learning Academy Dean and/or school counselors, and content-area teachers to create a personalized course schedule that best meets each student's needs and goals. Orientation sessions will be held at the beginning of the school year.

Each student, accompanied by a parent or guardian, must meet with the Cyber School Principal, Dean, or a school counselor to complete registration before beginning coursework. During this meeting, staff will help determine appropriate courses, provide passwords and instructions, and review how to troubleshoot common technical issues.

STUDENT EXPECTATIONS

Participation in the eLearning Academy requires students to be organized, motivated and willing to assume responsibility for your education. Failure to adhere to any of the following requirements could result in removal from the eLearning Academy.

CGSD eLearning Academy students must:

- Login to Edmentum each school day each week. Not including offline activities
- Access their electronic communication account daily
- Reach out to the appropriate eLearning Academy staff member whenever support or assistance is needed.
- Complete offline activities by established deadlines
- Complete and submit own work
- Use district-issued computers exclusively for school-related work and educational purposes.

eLEARNING ATTENDANCE

Pennsylvania law requires all students to complete 180 instructional days or meet the equivalent instructional hours:

- 990 hours per year for secondary students (Grades 7–12)
- 900 hours per year for elementary students (Grades 1–6)

As a Central Greene eLearning Academy student, there are no half-days of attendance. Each scheduled school day counts as a full day and must meet instructional time requirements as outlined by the district and state.

Attendance Recording

- Daily attendance is based on student progress in Edmentum and district monitoring tools, which confirm that the student is actively engaged and “present.”
- Students are expected to log in and make progress each school day listed on the district calendar.

Absences

- If a student is absent, a written excuse from a parent or guardian must be submitted within three (3) days of the absence. Excuses may be emailed or delivered to the eLearning Academy Principal, Cyber Dean, or Cyber Secretary.
- In the case of an extended illness, students and families should work with the E-Learning Academy Dean or Principal to create a plan to complete all missed work in a reasonable time frame.
- Failure to follow these attendance requirements may result in dismissal from the eLearning Program.

EXCUSED ABSENCES

Students may be excused from school for the following reasons:

1. Personal illness verified by parent’s note or doctor’s excuse.
2. Attendance at funeral of immediate family member or other relative.
3. Observance of religious holidays observed by **bona fide** religious groups, upon written parental request.
4. Absence due to suspension.
5. Absence due to expulsion.
6. Absence due to the student’s participation in a scheduled school-sponsored program.
7. Trips or events that have **prior** approval of the Superintendent’s Office.
8. Required court attendance.

Illegal: Any unexcused absence of a student under the age of 17.

Unexcused: Any unexcused absence of a student over the age of 17.

ABSENCES FROM SCHOOL

1. When a student has missed more than ten (10) days of school due to illness with a parent excuse, a doctor’s excuse is required for subsequent absences. The doctor’s excuse is to indicate that the student had a medical condition that interfered with the student’s ability to attend school on the date of the absence(s) in question.
2. Upon receiving three (3) full days without a lawful excuse, a Student Attendance Improvement Conference (SAIC) will be held with the student, parent and/or eLearning Academy Principal, Dean, or Social Worker.

3. The SAIC will address the student's violation of the Compulsory School Attendance Law.
4. A warning letter will be sent home to the parent/guardians of all students who have accumulated over four to five (4-5) days of absences. A SAIC will be scheduled if it hasn't been already.
5. After six (6) unexcused absences, a letter will be sent home and discipline will begin being enforced. SAP and CYS referrals will be made.
6. At ten (10) unexcused absences, a citation with the magistrate will be filed and a mandatory doctor's note will be required for additional absences. Loss of privileges for a 9 weeks, including parking permit, attendance to dances and school activities, work release.

Parental/Guardian Excuse

1. When a student has been absent from school, a written statement from the student's parents/guardians must be submitted to the eLearning Academy Principal (sheadlee@cgsd.org) or eLearning Academy Dean (bspeakmani@cgsd.org) within **three (3) school days** following the student's return to school. Parents may also email an excuse to the Junior/Senior High Main Office (wcexcuses@cgsd.org) within the three day period.
2. The parent excuse must contain the following items: the student's first and last name, the date or dates of the student's absence, the reason for the absence, a signature of one of the parents/guardians.
3. The excuse will be kept on file in the eLearning Academy secretary's office.
4. If no excuse is submitted by the student within **three school days**, the absence will be considered unexcused or illegal depending on the student's age.

A student with unexcused/illegal absences will receive a grade of "F" for each day of the unexcused illegal absence.

ELECTRONIC COMMUNICATION

All eLearning Academy students will have access to the eLearning principal, dean and teachers via electronic communication. Students are required to check their accounts each time they log in and out of their eLearning courses. Failure to follow this policy may result in dismissal from the eLearning Program.

COMMUNICATION

Open and consistent communication between eLearning students and eLearning Academy staff is essential for student success. We encourage students and families to connect regularly with staff through email, phone, or in-person meetings to ask questions, seek support, and share progress.

Staying in touch helps ensure students have the resources they need and stay on track with their learning goals. Lack of communication can make it difficult to provide timely support and may affect overall academic success.

OFFLINE ACTIVITIES

Offline activities can be an important part of the eLearning curriculum. Offline activities are to be printed, completed and submitted by the student. The eLearning teacher will inform students of due dates.

Individual teachers will determine if they will accept offline assignments past their established due dates. Failure to follow this policy may result in dismissal from the eLearning Program.

FOLLOW COURSE SCHEDULE

Students are strongly encouraged to complete, in order, assignments listed.

PARENTAL INVOLVEMENT, RESPONSIBILITY & EXPECTATIONS

Parental involvement is a key factor in student success. During orientation, parents and guardians will learn how to monitor their child's progress using the tools provided by the eLearning Academy.

If a student is struggling or failing, parents/guardians are expected to contact the eLearning Academy Dean and/or Principal for support. Staff can be reached by email, phone, or in person.

Failure to regularly monitor student progress or communicate concerns may impact the student's success and could result in removal from the eLearning Academy.

CONTINUATION IN eLEARNING PROGRAM

Toward the end of each grading period, or 9 weeks period, it is recommended eLearning students and their parent/guardian meet with the eLearning Academy Dean, School Counselor and/or eLearning Principal. At this time, a review of the student's performance will be assessed. Based on the review, it will be determined whether or not the student will continue in the eLearning program. All policies and procedures contained in this document will be reviewed. **Please note, if a student is not meeting expectations they may be removed prior to the end of the marking period.**

CHEATING/PLAGIARISM

Webster's Dictionary defines cheating as *"to influence or lead by deceit; to practice fraud or trickery; to violate rules dishonestly."*

Students are expected to complete their own homework, tests, projects, papers, and other assignments to ensure grades accurately reflect their individual effort and understanding.

Cheating

Cheating includes, but is not limited to:

- Submitting someone else's work as your own
- Allowing another student to use your work as their own

Consequences for Cheating

Students who cheat will receive a failing grade on the assignment and may face additional disciplinary action in accordance with district policy.

Plagiarism

Webster's Dictionary defines plagiarism as *"the act of stealing and passing off ideas or words of another as one's own without crediting the source; to commit literary theft."*

Students are expected to submit original work and properly credit sources when using another person's ideas or words.

Consequences for Plagiarism

- Students who plagiarize or cheat will not receive full credit for the assignment, test, project, or other work and may receive a zero depending on the extent of the violation.
- Serious cases, as determined by the eLearning Academy Principal, may result in additional disciplinary action, including removal from the class and a grade of "**F**" recorded on the student's transcript.

A **second offense** in the same course will result in:

- A failing grade for the marking period in that course
- A suspension from school for three (3) days
- **Cheating or plagiarism in more than one course will also be considered repetitive and may result in a three-day school suspension.**

BORROWING/USE OF DISTRICT PROPERTY

The instructional materials, textbooks, equipment and/or technology (ie. computers, etc.) are at all times the property of the Central Greene School District, even when in physical possession of the student/guardian. The student and parent/guardian will sign an ***Equipment Agreement*** which will outline the specific regulations with regard to this equipment. The school district will NOT provide "consumables" to the students at home (ie. printer paper, ink, etc.).

Internet Access

All students enrolled in the Central Greene School District eLearning Academy must have access to a high-speed internet connection. A high-speed connection is necessary because many educational programs used in online learning are complex and require reliable internet to function effectively. Ensuring this connection is available in the home is the responsibility of the student and their parent/guardian.

School Property

Students are personally responsible for all school-issued items, including textbooks, computers, and other equipment.

- If items are lost or damaged, students will be required to pay the prorated replacement cost.
- Damage caused by misuse or carelessness will also result in charges.
- Any outstanding bills at the end of the year may result in the withholding of report cards and other student materials until resolved.

All financial obligations must be settled with the eLearning Academy Principal.

Returning Equipment

Students who are removed from the eLearning Academy, return to in-person instruction, withdraw from the district, or complete the school year must return all school-issued equipment within five (5) business days.

- If equipment is not returned or is returned damaged, parents/guardians are financially responsible for the cost of the equipment.
- The district may pursue legal action if equipment is not returned or compensated for in a timely manner.

STATE TESTING

All students are required by law to participate in PSSA assessments in grades 3, 4, 5, 6, 7, and 8. Students will take these assessments in person at their assigned school building (elementary or junior high school). Specific testing dates and locations will be provided by the eLearning Academy Principal, Dean, and/or School Counselor.

High school students are required to take Keystone Exams at the end of year for the following courses: Biology, Algebra I, and English Literature (ELA 11). Participation in the Keystone Exams is a graduation requirement.

In addition to required state testing, high school students may choose to participate in additional assessments such as PSAT, AP exams, or other college- and career-readiness tests. For more information about these optional tests, please refer to the WCHS Student Handbook.

STUDENT APPEARANCE CODE

When eLearning Academy students are on school property for meetings, testing, activities, or events, they must follow the district's Student Dress Code Policy and will be held accountable to the district's Student Code of Conduct.

STUDENT CODE OF CONDUCT

All Central Greene School District students, whether attending classes in person or through the eLearning Academy, are expected to conduct themselves in a way that supports a positive and productive learning environment.

To ensure safe and orderly schools, students are expected to:

- Respect school property and the property of others
- Follow all laws and school rules
- Maintain a positive academic environment
- Treat others with courtesy and respect

Both the junior high school and senior high school have detailed Student Codes of Conduct in their respective handbooks. Please refer to these handbooks for specific disciplinary infractions and their consequences.

PARENT VISITORS

Parent support is essential to the success of the Central Greene School District. While parent visitors are welcome in the buildings, certain procedures must be followed to ensure the greatest benefit of the visit

and the safety of the building. In accordance with [Central Greene School Board Policy #907](#), all visitors must report to the office and sign in before proceeding to their destination. Visitors are to have scheduled appointments and may not interrupt a teacher who is teaching a class. Parents may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with the policy.

HEALTH RECORDS

Students enrolled in the CGSD eLearning Academy are required to acquire health screenings and maintain a school health record, just like the students in each grade level within the “brick and mortar,” in accordance with regulations set forth by the Pennsylvania Departments of Health and Education. **This means that every student, in all grades, must receive a height, weight, Body Mass Index (BMI), and vision screening each year of school.** These screenings will take place in the Nurse’s Suite at the high school and can be arranged through the Junior/Senior High School Main Office. The school nurse will then maintain these records. In addition, other health services are required in the following grade levels:

- 6th grade: Medical Examination and Scoliosis Test
- 7th grade: Hearing Test, Scoliosis Test, and Dental Examination
- 11th grade: Medical Examination and Hearing Test

As stated above, each of these examinations can be conducted by school health officials when offered to traditional students in those grade levels for no cost, or parents can elect to have their own private family physician/dentist perform these examinations at the cost to the families. If the latter is the case, parents must provide proof to the school district of these exams. Forms for this purpose can be obtained from the Junior/Senior High School Main Office or from the school nurse.

The school district is also obligated to ensure that students have the proper immunizations and can request these records from parents at any time. If you have any questions about required immunizations, please contact your family physician or the school nurse.

SPECIAL EDUCATION

The Central Greene School District provides Special Education programs in compliance with federal and state regulations to ensure that all eligible school-age children receive a **Free Appropriate Public Education (FAPE)**.

Students may receive Special Education services if they are identified by an **Individualized Education Program (IEP) Team** following a comprehensive **multidisciplinary evaluation**. Services are designed to meet each student's unique educational needs and may include support for academic skills as well as related services that improve access to and participation in their educational program.

Examples of related services include:

- Speech and language therapy
- Occupational therapy
- Physical therapy
- Counseling and other support services

All services are provided in accordance with **Chapter 14 Regulations**.

For additional information or assistance regarding Special Education services, please contact the **Central Greene School District Special Education Department**.

CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER

Please report any change of name, address, or telephone number to the eLearning Academy Dean as soon as possible. Emergency situations sometimes occur which necessitate parents or guardians being reached, and it is essential that pertinent information be on file.

UNAUTHORIZED ENTRY TO BUILDING

It could be necessary for students who are enrolled in the eLearning Academy to enter the school building(s) on a regular basis for scheduled appointments, testing, and/or other activities. eLearning students should **ALWAYS** sign-in at the School Main Office before proceeding to their destination. If students are entering for a reason other than a pre-scheduled visit, notice should be given to the

Junior/Senior High Main Office. Students are not permitted to remain on or re-enter any school building after regular school hours or on days when school is not in session unless they have permission and are under supervision.

- 1st offense will result in verbal warning.
- Repeated offenses will result in further discipline according to the student code of conduct.

FAMILY EDUCATIONAL TRIPS/VACATION TOURS

In accordance with basic Board policy it is necessary that family trips for educational purposes be considered within the context of school purpose and the law.

- Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence.
- Due to concerns over missed class time and the possible impact on student achievement and comprehension, an educational trip may be granted for up to five (5) days in a school year by the principal. The Superintendent must approve trips over five (5) days.
- If approval is given, family educational trips do not count against the school's attendance policy. However they are credited as excused absences.
- ***If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence.***
- Furthermore, should the student's absence extend beyond the approved time, such days will be classified as *unlawful and/or unexcused*.

Educational Trip forms may be obtained on the District's website at

<https://wchs.cgsd.org/our-school/school-forms> under "Forms" in the "Our School" tab on the High School Page. The eLearning principal shall review each student's request based on the following criteria:

1. The purpose of the trip must be educational in nature.
2. The student's grades, discipline record and attendance must be satisfactory.

Students will NOT be approved for Family Educational Trips if:

- They have missed ten or more days of school for any reason.
- They have been suspended in or out of school at any time throughout the school year.
- Grades are not satisfactory.

Students are reminded that it is their responsibility to collect assignments before going on an approved trip. Students are expected to complete all schoolwork that is assigned during the approved absence. The student is expected to complete all school work that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence.

ATTENDANCE AT DANCES/PROM/ASSEMBLIES

Students enrolled in the eLearning Academy are permitted to attend school dances and the Junior/Senior prom and assemblies scheduled for a school or grade level if eligible. Please refer to the Waynesburg Central Junior and Senior High School Student Handbooks for eligibility requirements and guidelines.

eLearning students who are in the “Probationary Period” as outlined in the Academic Expectations are not eligible for these activities.

PROMOTION AND CLASSIFICATION

Students must demonstrate satisfactory academic progress to be promoted to the next grade level at the end of the school year. Promotion decisions are based on:

- Test scores
- Online and offline coursework
- Additional academic data as appropriate

Exceptional circumstances may warrant modification of these criteria. Final decisions regarding promotion or retention will include input from the Superintendent, Assistant to the Superintendent, eLearning Academy Principal, guidance counselor, and, when applicable, the Special Education Supervisor. Parents/guardians may present additional evidence for consideration in exceptional cases.

Junior High School Policy:

All junior high students who fail two or more core subjects for the school year must either:

- Repeat their current grade level, or
- Successfully complete summer school to meet promotion requirements.

Grading Scale

100 – 90% = A

89 – 80% = B

79 – 70% = C

69 – 60 = D

59 and Below = F

ELIGIBILITY REQUIREMENTS

The Central Greene School Board has approved eligibility requirements for participation in extracurricular activities that are not part of the daily assignments. Based on the requirements, eligibility is determined as follows:

Weekly Eligibility Requirements:

- Teachers report names of students who are failing to the athletic office each Thursday.
- Students who are failing more than one class are ineligible to participate for the following week. (Sunday through Saturday)

Marking Period Requirements:

- Students must earn a 2.0 (C) average during marking periods 1, 2, and 3.
- Students must earn a 2.0 (C) final grade average to participate in Fall activities during the subsequent school year.
- Students may have no more than one failing grade.
- Students must pass a minimum of 4.5 credits.
- Students may miss no more than a total of 20 school days during a semester.
- Ineligibility will last for 15 school days.

Junior and Senior high school students who are enrolled in the following credit bearing courses may participate in performance-based evening activities:

- Concert Band
- Marching Band
- Jazz Band
- Concert Chorus
- Yearbook
- Newspaper

Students will only be eligible to participate in those performances which comprise a percentage of their marking period grades. No other after school activities are considered part of a credit bearing course. Therefore, students must meet policy requirements in order to participate in them.

Grade Level Requirements - To be ranked as a:

10th Grader

4 credits must be earned by the end of 9th grade.

11th Grader:

12 credits must be earned by the end of 10th grade.

12th Grader:

20 credits must be earned by the end of 11th grade

Graduation Requirements

In order to earn a diploma from the Central Greene School District, students must complete/achieve the following four objectives:

- 1) Successful completion of 28 credits, with a minimum distribution in the following specified content area:

English

4 credits

Mathematics

3 credits

Science

3.5 credits

<i>Social Studies</i>	<i>3.5 credits</i>
<i>Health & Safety</i>	<i>.5 credit</i>
<i>Computer</i>	<i>.5 credit</i>
<i>Physical Education</i>	<i>2 credits</i>
<i>Drivers Education</i>	<i>.5 credit</i>
<i>Electives</i>	<i>11.5 credits</i>
<i>Total</i>	<i>28 credits</i>

*****SENIORS MUST COMPLETE THE REQUIRED 28 CREDITS IN ORDER TO PARTICIPATE IN THE COMMENCEMENT PROGRAM***

- 2) Demonstrated proficiency on the Keystone Literature, Algebra I, and Biology exams, or completion of an approved alternative pathway.
- 3) Satisfactory completion of a Graduation Project/Senior Interview.
- 4) Adherence to the school district attendance policy.

****Please refer to the Junior High School and Senior High School Course Description Booklets for additional information on courses and programs offered within the “brick and mortar” program.**

HONOR ROLL CRITERIA

Students will be recognized at the end of each nine weeks grading period for outstanding work. The following criteria will be used to determine these honors:

- High Honor Roll: (H.S.) 4.0 average GPA by marking period (M.S.) 3.5 GPA or higher
- High Honors 3.99 – 3.75
- Honor Roll: (H.S.) 3.74 – 3.5 average GPA by marking period (M.S.) 3.0 – 3.49 GPA

****For Junior High School students, honor roll will be computed for only the content subject Areas (math, science, social studies, and English) using the student’s GPA (Grade Point Average).**

HIGHLY QUALIFIED

The **Every Student Succeeds Act (ESSA)**, signed into law on December 10, 2015, requires school districts that receive federal Title I funding to share important information with parents about the qualifications of their child’s teachers.

As a parent of a student in the Central Greene School District, you have the right to request information regarding the professional qualifications of your child’s classroom teachers, including:

- Whether the teacher is certified and licensed by the Commonwealth of Pennsylvania to teach the grade levels and subject areas assigned.
- Whether the teacher is teaching under an emergency permit or other temporary status that waives state certification.
- The teacher’s college major, any advanced degrees earned, and the field of study of those

degrees.

- Whether your child receives services from paraprofessionals and, if so, their qualifications.

All teachers in the Central Greene School District meet or exceed state certification requirements and are designated as **highly qualified** under federal guidelines.

To request information about your child's teacher or paraprofessional, please contact:

Mr. Matthew Blair, Superintendent

Central Greene School District

Phone: 724-627-8151

The district is committed to providing high-quality education and values your partnership in helping every student succeed.