# STUDENT & PARENT GUIDE TO ONLINE LEARNING

# VIRTUAL ACADEMY
## GRADES K-6 | 2021-2022

# WASD Virtual Academy Handbook:
## Grades K-6
## 2021-22

This handbook will provide you with useful information about our online learning program and our expectations for virtual students and their families. Our virtual students have the support and advantages of being Williamsport Area School District students and are expected to abide by all WASD policies.
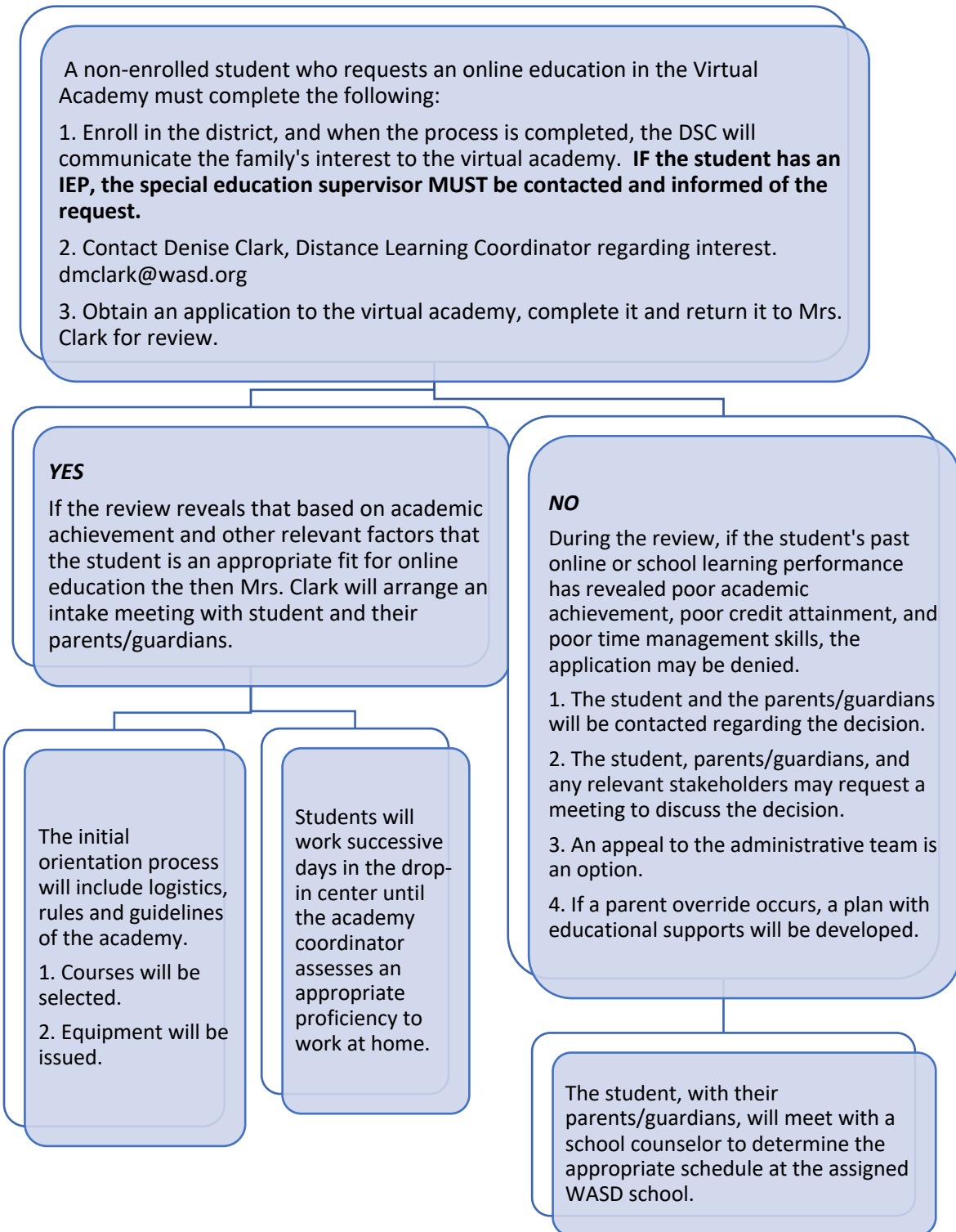
Enrollment in the Virtual Academy is intended to be a full-year commitment for the 2021-2022 school year. However, students may apply to transfer into the Virtual Academy at the beginning of each semester.

For more information, please contact:
      Mrs. Denise M. Clark,
      Distance Learning Coordinator
      Phone: (570)323-8411 extension 65297
      Email: dmclark@wasd.org


***Process for Admission to the WASD Virtual Academy: A Student <u>not</u> enrolled in the Williamsport Area School District – including students returning from Cyber***

*Charter Schools:*

A non-enrolled student who requests an online education in the Virtual Academy must complete the following:

1. Enroll in the district, and when the process is completed, the DSC will communicate the family's interest to the virtual academy. **IF the student has an IEP, the special education supervisor MUST be contacted and informed of the request.**

2. Contact Denise Clark, Distance Learning Coordinator regarding interest. dmclark@wasd.org

3. Obtain an application to the virtual academy, complete it and return it to Mrs. Clark for review.

*YES*

If the review reveals that based on academic achievement and other relevant factors that the student is an appropriate fit for online education the then Mrs. Clark will arrange an intake meeting with student and their parents/guardians.

*NO*

During the review, if the student's past online or school learning performance has revealed poor academic achievement, poor credit attainment, and poor time management skills, the application may be denied.

1. The student and the parents/guardians will be contacted regarding the decision.

2. The student, parents/guardians, and any relevant stakeholders may request a meeting to discuss the decision.

3. An appeal to the administrative team is an option.

4. If a parent override occurs, a plan with educational supports will be developed.

The initial orientation process will include logistics, rules and guidelines of the academy.

1. Courses will be selected.

2. Equipment will be issued.

Students will work successive days in the drop-in center until the academy coordinator assesses an appropriate proficiency to work at home.

The student, with their parents/guardians, will meet with a school counselor to determine the appropriate schedule at the assigned WASD school.

*Process for Admission to the WASD Virtual Academy: A Student enrolled in the Williamsport Area School District:*

An enrolled student who requests an online education in the Virtual Academy must complete the following:

1. Contact your building principal. If appropriate, the principal will contact the student's parents/guardians to discuss the Virtual Academy option. **IF the student has an IEP, the special education supervisor MUST be contacted and informed of the request.**

2. With application reviewed, the principal will arrange a meeting with the virtual academy coordinator and counselor, the parents/guardians, and the student to determine if online education is an appropriate educational option.

*YES*

If the review reveals that based on academic achievement and other relevant factors that the student is an appropriate fit for online education the then Mrs. Clark will arrange an intake meeting with student and their parents/guardians.

*NO*

During the review, if the student's past online or school learning performance has revealed poor academic achievement, poor credit attainment, and poor time management skills, the application may be denied.

1. The student and the parents/guardians will be contacted regarding the decision.

2. The student, parents/guardians, and any relevant stakeholders may request a meeting to discuss the decision.

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The initial orientation process will include logistics, rules and guidelines of the academy.

1. Courses will be selected.

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The student, with their parents/guardians, will meet with a school counselor to determine if other interventions at the assigned WASD school are necessary.

**Policies & Procedures for the WASD Virtual Academy**

**Orientation Process for the Virtual Academy**
Following admission to the Virtual Academy, students and their learning coaches will complete a comprehensive orientation process under the supervision of the coordinator.

- The orientation process will assist students with the Edgenuity/Buzz program and relevant technical equipment.
- Learning coaches (parent/guardian) will have the opportunity to become familiar with the learning management system.
- Students will complete assigned coursework and develop an understanding of the demands and challenges of an online education.
- The orientation process will vary, based on student proficiency.

**Academic Achievement & Requirements**
Online education is challenging, and students must maintain an appropriate level of achievement in order to remain enrolled in the WASD Virtual Academy. **Students who fail to make adequate academic progress may be required to report to the Drop-In Center, located in Room E-207 (WAHS). If adequate progress cannot be reached or maintained, students may be required to return to in-person instruction.**

Students are required to take all state-mandated exams (PSSA/Keystone) at the appropriate district school.

WASD Virtual Academy students follow the academic calendar of the Williamsport Area School District. All deadlines for progress reports and report cards will be followed, and virtual students must meet those deadlines.
   - A 2021-22 calendar is included at the end of this handbook.

**Learning Coach**

For K-6 students, the role of the Learning Coach is vital to academic success. Whether a parent, family member, teacher, or another adult working with a student, as the learning coach you will help the student(s) as they are going through their courses.

The Learning Coach MUST do the following:

- Guide the student through the lessons as needed
- Discuss the concepts being taught
- Assist with interactive tools and games
- Oversee assignments
- Help facilitate hands-on learning that may be in the course
- Check for understanding of assignments
- Keep the student on schedule and pace
- Ensure all course components are being done with fidelity (independent reading, novel studies, practice activities, etc.)
- Communicate with the teacher as needed

**Curriculum for the WASD Virtual Academy**
WASD Virtual Academy offers a K-12 curriculum that is aligned to PA State Standards. The coordinator and school guidance team will create an appropriate schedule for each WASD Virtual Academy student.

WASD Virtual Academy students will be assigned an online instructor for each course. Online instructors are readily available to meet with students and address any concerns. In addition, Concept Coaches provide online tutoring.

**Special Education for the WASD Virtual Academy**
Students who qualify for an individualized education plan (IEP) will have additional supports in place in accordance with the accommodations identified in their IEP.
- Special education professionals within the district will assist with the transition to the Virtual Academy.

**Attendance**
WASD Virtual Academy students will follow the WASD attendance policy. Attendance will be monitored by the coordinator.

**Communication**
Regular communication is critical to success in online learning. Virtual Academy students are expected to check their email every day. Students will be able to communicate with their online instructors and the coordinator, using the learning management system.

**Guardians**
Guardians are given a Guardian Account for the learning management system, where they can check student pacing, grades, and activity. Guardians are also able to contact online instructors and the coordinator. Guardians should check their email on a regular basis.

**Grading**
WASD Virtual Academy follows the WASD grading scale. Students and guardians can check grades and progress at any time. The learning management system will show a snapshot of three grades:
- **Actual Grade:** takes into consideration the pace at which the student is completing the course and any missing work/0's. **This is the grade that will appear on the student report card at the end of the course.**
- **Overall Grade:** reflects only the work submitted and graded; missing work/0's are not accounted for in this calculation.
- **Relative Grade:** is used by the online teachers only.

# 2021-2022 Williamsport Area School District Calendar

**23-24** New Teacher Induction

**26** K-12 Professional Development Day

**27** Building Meeting Day

**30** Full Day for Students 1st Grade – 12th Grade (Kdg follow schedule that was mailed home for the first week)

## AUGUST '21

| M | T | W | Th | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

TD = 4 SD = 2

## SEPTEMBER '21

| M | T | W | Th | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

TD = 21 SD = 20

**6** Labor Day

**17** K-12 Professional Development Day

**11** Countywide Inservice

**29** End of First Marking Period

## OCTOBER '21

| M | T | W | Th | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

TD = 21  SD = 20

## NOVEMBER '21

| M | T | W | Th | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

TD = 19 SD = 16

**22** K-12 Professional Development Day

**23-24** K-12 Parent/Teacher Conferences (Report Cards Issued Grades K-8)

**25-29** Thanksgiving Break

**22-31** Winter Break

## DECEMBER '21

| M | T | W | Th | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

TD = 15  SD = 15

## JANUARY '22

| M | T | W | Th | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

TD = 21 SD = 20

**17** K-12 Professional Development Day/ Martin Luther King Observance Day

**21** End of First Semester

**18** K-12 Professional Development Day

**21** Presidents' Observance Day

## FEBRUARY '22

| M | T | W | Th | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | | | | |

TD = 19 SD = 18

## MARCH '22

| M | T | W | Th | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

TD = 23  SD = 22

**11** K-12 Professional Development Day

**25** End of Third Marking Period

**13-14** K-12 Parent/Teacher Conferences

**15-20** Spring Break

**25-29** Grades 3-8 English/Language Arts PSSA Testing

## APRIL '22

| M | T | W | Th | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

TD = 17  SD = 15

## MAY '22

| M | T | W | Th | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

TD = 21 SD = 21

**2-13** Grades 3-8 Math & Science PSSA Testing along with Make-Up Testing

**16-27** Keystone Exams

**30** Memorial Day Break

### Local School Holidays
-November 25
-December 25
-December 26
-January 1
-April 15

**8** Half Day for Students K-12 Last School Day

**9** Teacher Record Day and High School Commencement

School Days and Holidays Board Adopted: February 16, 2021

Calendar is subject to change with Board approval.

## JUNE '22

| M | T | W | Th | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

TD = 7 SD = 6

Make-up Days will be utilized in the following order:  2/21, 4/20, 4/19, 4/18

Additional snow/emergency days will be added to the end of the school year, if needed.

### Key
No School students
= Assessment dates and important marking period dates