

West Perry High School
Virtual Academy (WPVA)
Student/Parent Handbook
2023-2024



Mission Statement

To build tomorrow's future, the West Perry School District prepares, inspires, and empowers...every student, every day.

West Perry Virtual Academy

West Perry Virtual Academy (WPVA) is a remote (cyber) learning option for students. The WPVA experience varies for each student. Students may be enrolled full or part-time. WPVA students will complete coursework asynchronously through the Capital Area Online Learning Association (CAOLA) Genius portal. There are multiple content vendors on the Genius course management portal. The vendors most often used by WPVA students are Accelerate Education and eDynamic.

West Perry counselors support WPVA students by guiding their course selection. Course offerings align with face-to-face options and earn credit hours that count toward graduation.

WPVA is considered Asynchronous learning. Asynchronous learning describes forms of learning that do not occur in the same place or at the same time. Students communicate via email or other electronic communication with their assigned teachers. Students must be self-sufficient, independent learners because our online program is student-driven. Students will learn on their schedule within a prescribed timeframe.

Getting Started/Application Process

Online learning requires commitment, time management, and self-motivation. Students must spend time reading and researching new content and unfamiliar concepts without the attention of a face-to-face instructor. Students who are ready to begin an online course should understand the following:

1. Meet with your school counselor to discuss your interest in online learning.
2. If you can move forward with the application process:
 - a. Full-Time: complete the enrollment request form
 - i. 2 teacher recommendations (plus Case Manager, if applicable)
 - ii. SmarterMeasure Assessment
 - iii. Required signatures
 - iv. Counselor and administrative approval
 - b. Part-Time: complete the enrollment request form
3. Full-Time Only: Upon approval you and your parent/guardian will meet with an administrator.

Accessing Course Content

Students and their parent/guardian(s) will receive their username and password via email before their start date. Students are allowed to change the initial password if desired. Do not allow others to use your account and do not sign in using others' accounts. Communicate Login issues to the CAOLA advisor at caola@westperry.org immediately to avoid any attendance issues and to ensure a rapid response. Additionally, students and their parent(s)/guardian(s) will receive an orientation video via email that **MUST** be viewed by both parties before the start date.

Full-time WPVA Students will log into their Genius course management portal daily to access their courses. The Genius website can be found at <https://caola.caiu.org/login>.

Example Genius Dashboard:

The screenshot displays the Genius Dashboard for a student named Mary Coleman. The dashboard is titled "Example Genius Dashboard:" and includes a navigation menu on the left with options like Dashboard, Messages, Contact School, Course Information, Academic Snapshot, Suggested Pacing, Gradebook, Student Activity, View Transcript, Edit Account, and School Calendar. The main content area shows the student is currently enrolled in 8 courses. Six course cards are visible, each with a teacher demo, a progress bar, and a "LAUNCH" button. The courses and their details are as follows:

Course Title	Teacher	Start Date	End Date	Actual Progress	Expected Progress	Time Left	Launch Time
Fitness Part 1 [Competency Based] Demo.CB.EL0...	Teacher Demo	Jul 10, 2023	Aug 25, 2023	0 of 48	32 of 48	15d left	5 min
Spanish 1 Part 1 [Foundation] Demo.CP.FL001.A.1	Teacher Demo	Jul 10, 2023	Aug 21, 2023	0 of 38	26 of 38	11d left	0 min
Renewable Energy Part 1 [AE Teacher] (Acc Ed) 2...	N/A N/A	Jul 10, 2023	Aug 21, 2023	0 of 14	9 of 14	11d left	0 min
American Sign Language 1a: Introduction (eDyna...	Jill Collins	Jul 10, 2023	Aug 21, 2023	0 of 31	-	-	-
Veterinary Science: The Care of Animals (eDynam...	Amanda Cope	Jul 20, 2023	Nov 22, 2023	0 of 44	-	-	-
Marine Science 1a: Introduction (eDynamic)	Maximilian Macias	Jul 25, 2023	Aug 24, 2023	0 of 35	-	-	-

If you have issues with logging into Genius and/or accessing your courses, please contact the CAOLA Advisor at caola@westperry.org. You can also reach them on Thursdays at 717-789-3931 ext. 5404, or you can schedule a 15–30-minute, face-to-face appointment between 8:30 am – 3:00 pm on Thursdays.

Excused Absences

Excuses for absences must be submitted to the school's attendance secretary within 3 days of the absence(s); otherwise, the absence will be considered unexcused. Excuses can be emailed to the attendance secretary and must fall into at least one of the following categories unless otherwise approved by an administrator:

1. **Absence due to illness, health condition, or family emergency:** The parent or legal guardian is expected to notify the attendance secretary via email or phone call (717-789-3931 ext. 5402) before the absence unless the situation does not provide such an opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness or if the student has exceeded ten cumulative days for the school year; otherwise, the days will be considered unexcused.
2. **Participation in school-approved activity:** To be granted an excused absence, the activity must be authorized by the advisor and parent. The affected online teachers must be notified before the event.
3. **Educational Trip:** An Educational Trip form must be submitted for approval before the absence and must meet the guidelines outlined in Policy 204. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.
4. **Disciplinary actions:** Absences due to temporary suspensions are deemed excused for attendance record keeping.

Please review the District's Attendance Policy (P 204) for additional information.

Grading

1. Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Final grades for coursework are recorded in PowerSchool at the end of the course/marketing period/semester only.
2. Student Grade Point Average (GPA) will be calculated and reported by West Perry High School. Final grades are calculated into a student's cumulative GPA.
3. Unless otherwise noted, full-year courses contain 4 parts, and each part is intended to be completed within a West Perry School District marking period. Submission deadlines are noted on the dashboard of the Genius portal.
4. Unless otherwise noted, semester courses have 2 parts which also correlate with West Perry marking periods.
5. Students must complete each part of their course within the corresponding marking period. Students will only receive scores for completed assignments and will receive zeros for non-completed assignments. *You can monitor your grade at any time in the Genius Portal.*
6. Student progress and achievement will be evaluated at the end of each marking period. If the student is not progressing in their pacing or passing the coursework, they will be placed on "virtual academy probation" for the next marking period.
7. Parents who provide an email address on the student information page will be granted access to a Guardian Account through Genius to monitor student progress.

Virtual academy probation refers to keeping a close eye on progress being made. If there is no drastic improvement, your student will be dropped from WPVA courses and will be required to attend in-person learning at West Perry School District.

Failure to Complete/Dropping a Course

1. **Students have a 10-day window to drop an online course without incurring a penalty. YOU MUST** email your counselor for approval to drop a course.
 - a. *It is suggested to include in the email the school administrator and/or CAOLA advisor.*
2. **The 10-day drop window begins on the assigned course start date listed in Genius and includes weekends.** The WPSD may charge a fee (\$130 - \$340) for dropping a course after the 10-day window has expired.
 - a. ***Students who choose to drop a course after the 10-day window will receive the penalty even if they have never accessed the course.***
3. **Students who do not complete at least 25% of a course part within the assigned date range will be charged for the cost of the course (\$130 - \$340).**

Technology and Support

Technical Support will be provided to full-time cyber students for the computer system and courseware associated with the cyber program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by the cyber program, or to any other students/families not enrolled in the full-time WPVA program.

West Perry Virtual Academy will provide full-time students with a Chromebook, a power cord, and a carrying case. This equipment remains the property of the West Perry School District and must be returned upon termination of the student's online learning. Contact West Perry Support for charging issues, district devices, etc.

All use of the internet and computer technology must be related to or in support of the educational goals of the student. Use of the internet and computer technology for illegal or non-educational purposes, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks, or obtaining or housing obscene or pornographic material is strictly forbidden.

Use of the WPVA program technology or the internet for fraudulent or illegal copying, communication, taking, or modification of materials in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.

It is also important to note the act of plagiarism is a violation of honor and the West Perry School District ethics code and will result in disciplinary action and removal from WPVA.

Students, parents, or any third parties not participating in the full-time WPVA program are strictly forbidden from installing any applications on the provided Chromebooks, nor shall anyone remove installed software, applications, or hardware from that Chromebook. Such software shall not be loaned, given, or otherwise used on any other computer.

West Perry reserves the right to deny a student's access to equipment and/or internet reimbursement(s) to prevent further unauthorized activity as per the Acceptable Use Agreement. Students denied such access must return any issued equipment.

Full-time WPVA students will report all issues they have with West Perry-issued equipment to their respective school buildings.

Report course player and course errors to the CAOLA Advisor by calling 717-732-8403 or emailing caola-support@caiu.org.

DSL or Cable Internet connection is the recommended internet connection speed, while a 56Kbps modem connection is the minimum recommended. Slower dial-up connections, while feasible, are not recommended.

Lost/Damaged Property

The student/parent must notify the school within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent will be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to the cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the grade-level counselor or school administrator who will then forward the information to the appropriate personnel.

The West Perry School District reserves the right to take legal action to recover damages.

Special Education Services

West Perry School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. For students with Individualized Education Plans (IEP) or 504 plans, the family should consult with their case manager before enrolling in West Perry Virtual Academy. If enrollment is accepted, Individualized Education Plans (IEP) or 504 plans will be uploaded for the online instructors.

If additional support is requested/required, students and their families have the responsibility to schedule a time to meet in person or on Zoom on Thursdays during Flex Time (10:45 to 12:11) with their case manager. The district will work with the parent and student to ensure proper procedures are followed with appropriate results.

Testing Policy

Advanced Placement Exams

Students wishing to take AP exams must contact their school counselors before November 1st to determine the date, time, and location. While the cost of AP exams may be the responsibility of the student, students should contact their school counselor to see if financial support is available.

Keystone Exams

Keystone exams are a graduation requirement for all students, including WPVA students. As such, all students will be required to take the appropriate Keystone Exams, as notified by his or her counselor or cyber advisor, during the testing window. Students will be required to attend both test modules on the appropriate dates.

Academic Support

1. College-bound athletes should verify NCAA course approval with their counselors before enrollment.
2. Each student will have a CAOLA Instructor who will monitor the student's progress.
3. Each student will be able to seek assistance from an online tutor. Online teachers will provide tutoring hours and means of contact to students. Students can also call the toll-free tutoring hotline at 1-855-534-3996 for help. Most subjects are available from 8:00 am to 8:00 pm Monday-Friday or by appointment.
4. West Perry High School also offers weekly in-person tutoring following the regular school day. For more information regarding in-person tutoring, please reach out to WPHS Counseling Offices.
5. If a student has an Individualized Education Placement (IEP) or 504 Document, it is encouraged for the student and family to remain in contact with their assigned in-person case manager.

Graduation Requirements

All students taking online courses through the West Perry School District Virtual Academy are required to complete WPSD graduation requirements to obtain a diploma. Students must work with their school counselor to ensure proper placement and credit fulfillment to meet graduation requirements. Students in grades nine through twelve will be classified by grade based on the number of credits they have earned. Students must also work with their counselor and advisor to ensure that all graduation requirements are met (graduation project, etc.).

Athletic and Extra-Curricular Activity Eligibility

WPVA students are permitted to participate in all West Perry Athletic and Extracurricular Activities. Questions regarding upcoming school events should be addressed through the WPHS Main Office.

All students taking online courses through the West Perry School District Virtual Academy are considered students at the West Perry School District and are still expected to follow all policies and procedures as outlined for West Perry students.

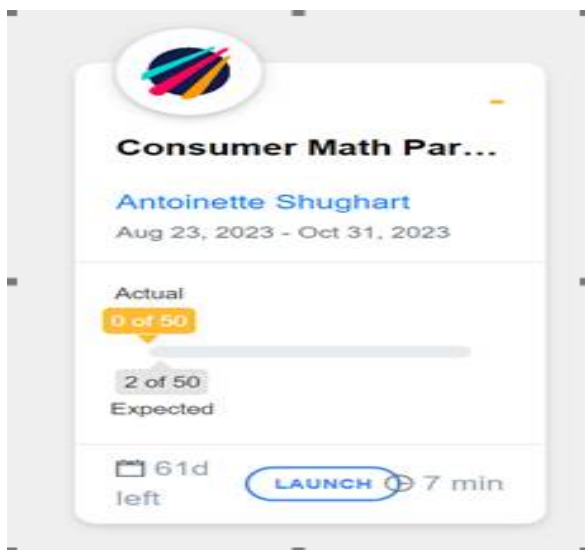
This **includes** the policy for athletic and extracurricular eligibility. Eligibility reports will be given to the Office of the Athletic Director each week per District policy. Please view the West Perry Student Handbook and the Athletic Eligibility Code of Conduct for additional eligibility information.

Students enrolled in West Perry Virtual Academy will be screened for academic eligibility by adhering to the following 2 requirements:

1. Students must be holding at least a 60% grade point average in their course grade to date.
2. Students must be staying 'on pace' in their coursework, by staying less than 5 or more assignments behind.

Where to Find Student Accounts:

When you log into your dashboard, you will see something similar to this for each course. The highlighted "2 of 50" shows where the student is expected to be through the course at the time of login. However, the "Actual" 0 of 50 shows how many assignments the student has completed for the course.



Pacing:

In this example shown above, the student is 2 assignments behind their suggested pacing. They would still be eligible.

Where to find Parent/Guardian Accounts:

When you log into the parent account you can see on the dashboard the actual assignments completed versus the expected assignments completed. There is also a tab on the left side that is called Suggested Pacing. This will tell you the total number of assignments that need to be completed by course per week. Below you will find a picture of what one of the pacing pages looks like:

Suggested Pacing

Here you can see how many assignments the student must complete per week in order to finish the course section on time.

First Aid & Safety[AE Teacher] (Acc Ed) 23-24

24 weeks behind

Pacing

Week	Original Assignments	Extra Assignments	Total Assignments
Oct 26 - Nov 01	3	3	6
Nov 02 - Nov 08	4	3	7
Nov 09 - Nov 15	4	3	7
Nov 16 - Nov 22	3	3	6
Nov 23 - Nov 29	4	3	7
Nov 30 - Dec 06	4	3	7
Dec 07 - Dec 13	4	3	7
Dec 14 - Dec 20	3	3	6
Dec 21 - Dec 27	4	0	4
Dec 28 - Jan 03	4	0	4
Jan 04 - Jan 10	4	0	4

Highlighted is the Suggested Pacing. For this course (First Aid and Safety) you can see that for the Week of October 26 - Nov 1 there should be a total of 6 graded assignments that would need to be completed. If 3 or more assignments were not completed this week, this class would deem the student academically ineligible.

Student Agreement

Certain standards are expected of students enrolling in online courses. This agreement makes both the student and the parent/guardian aware of the standards expected of students enrolling in such courses.

As a student taking an online course, I am aware that:

1. All West Perry School District policies apply.
2. Inappropriate use of the internet of any kind and/or inappropriate language or messages will not be tolerated.
3. All coursework and activities may be retrieved and printed by the teacher, administrator, or technology staff at any time.

As a student taking online courses, **I agree to follow all procedures outlined in the WPVA Handbook,** including, but not limited to:

1. Notifying my grade-level counselor of the desire to drop a course within 10-days of the course start date listed in Genius.
2. Logging in every school day, checking email (Genius and West Perry School District) messages complying with requests and updates therein, and completing the required minimum course assignment total each week.
3. Making professional contact (acceptable language, grammar, and spelling) with my teacher and/or advisor with any questions or problems while taking the course.
4. Following the West Perry School District's Acceptable Use Policy and all other rules as specified by the teacher and advisor.
5. Refraining from using any other student's login or password and allowing anyone else to access my coursework.
6. Using information within the course appropriately.
7. Maintaining academic honesty.
8. Maintaining adequate attendance and progress by completing the total number of required minimum course assignments each week.
9. Completing courses by the given end date.
10. Caring for my equipment and paying for repairs/replacements if I damage it.

Students who violate the student agreement will face disciplinary action, including, but not limited to:

1. Parental contact
2. Academic "probation" as defined in the attendance policy.
3. Course failure or removal from the program

Parent/Guardian Agreement

Parents/Guardians of students using online learning have a unique opportunity and responsibility to participate in the education of their children.

As the parent or guardian of a student taking an online course, I agree to:

1. Complete the Student Registration Form.
2. Directly supervise my student's education at home.
3. Provide a physical environment conducive to my student's educational needs.
4. Talk with my student about the positives and negatives of taking an online course.
5. Get the information needed to log in to monitor my student's progress.
6. Find out the name and contact information of my student's advisor.
7. Log in at least weekly to monitor my student's progress.
8. Assist my student in complying with all rules, policies, and procedures of West Perry, including all attendance requirements.
9. Assist in the submission of all forms, applications, and documents to the school on time.
10. Monitor my student's computer use to ensure that computer equipment is only used for educational purposes and following school policy.
11. Work with my student and his/her advisor to ensure successful completion of the curriculum within the allowable time frame.
12. Assure that all work submitted by my student was completed solely by my student.
13. Provide transportation to the school, when necessary for testing and/or student meetings.

Dropping a Course/Failure to Complete

Students have a ten-day window to drop an online course without incurring a penalty. The ten-day window begins on the assigned course start date listed in Genius and includes weekends. The WPSD will charge a fee (\$130 - \$340) for dropping a course after the ten-day window has expired. Students who choose to drop a course after the ten-day window will incur the penalty even if they have never accessed the course. Students who do not complete at least 25% of a course part within the assigned date range will be charged for the cost of the course (\$130 - \$340).

Academic Integrity/Plagiarism Policy

It is expected that all work submitted to meet online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of his or her effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, advisors, students, and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as "taking someone else's work or ideas and passing them off as one's own."

Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own.
- Using another student's work in whole or part and handing it in as one's own.
- Using information from an encyclopedia, book, textbook, website, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Use any facts, statistics, graphs, drawings, pictures, sounds, or other pieces of information you found from any source that is not common knowledge, without citing the source.
- Using quotations from another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken and/or written, without citing the source.

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, West Perry School District will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- Discussion with the student
- Referral to the school principal or assistant principal
- Call to parents by the principal or teacher
- Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student will receive no grade/credit for completing the assignment. The completion of the assignment is to ensure that the student obtains the knowledge needed to continue through the course. A second plagiarism offense will automatically result in a "0" for the course.

West Perry Virtual Academy Agreement

We have read and understand the information referenced above and agree to abide by the rules and procedures set forth within the WPVA Handbook.

Student Name (Print)	Student Signature	Date

Parent/Guardian Name (Print)	Parent/Guardian Signature	Date

West Perry Virtual Academy Contacts

Assistance with any course and/or technical issues:

Mary Coleman – West Perry CAOLA Advisor
CAOLA@westperry.org
Phone: 717-732-8400 Ext.8188

Mrs. Coleman's Advising Schedule

Monday	Virtually	7:30 AM to 3:45 PM
Tuesday	Virtually	7:30 AM to 3:45 PM
Wednesday	Virtually	7:30 AM to 3:45 PM
Thursday	On-site	WPHS Sm Conf. Rm
Friday	Virtually	7:30 AM to 3:45 PM

General information about WPVA:

Clark McCready - WPHS Asst. Principal
cmccready@westperry.org
Phone: 717-789-3931 Ext. 5406

Chris Kasian - WPHS Principal
ckasian@westperry.org
Phone: 717-789-3931 Ext. 5405

To begin the application process and for scheduling questions:

Mandy Zeigler - 12th Grade School Counselor
mzeigler@westperry.org
Phone: 717-789-3931 – Ext. 5409

Tracy Commins - 11th Grade School Counselor
tcommins@westperry.org
Phone: 717-789-3931 - Ext. 5411

Heather Bell - 9th/10th Grade School Counselor
hbelle@westperry.org
Phone: 717-789-3931 – Ext. 5412