

## **WASD Virtual Academy Handbook: Grades 4-12 2023-24**

<https://www.wasd.org/our-schools/virtual-academy/williamsport-virtual-academy>

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 2023-2024 school year. However, students may apply to transfer into the Virtual Academy at the beginning of each semester.

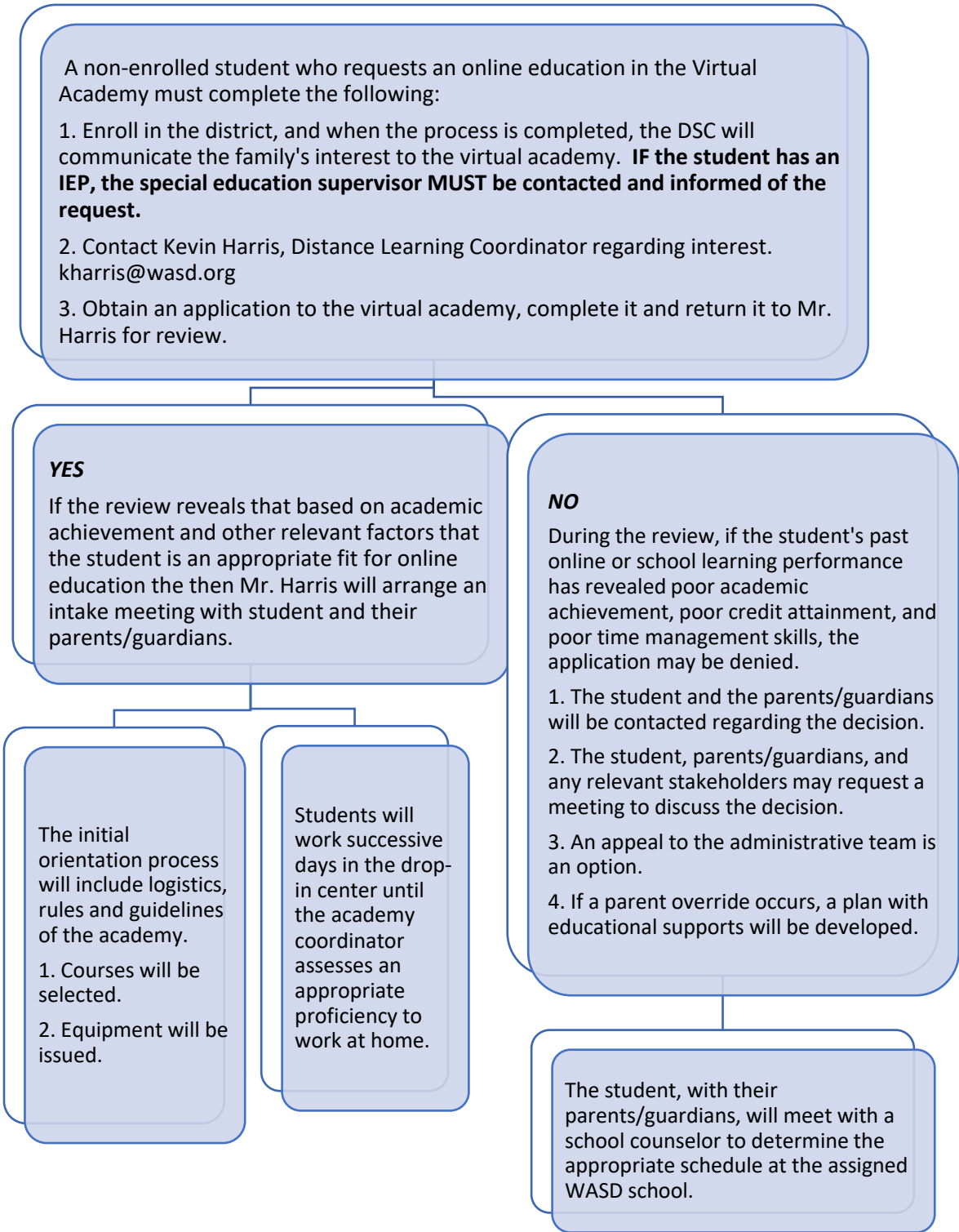
For more information, please contact:

Mr. Kevin J. Harris,  
Distance Learning Coordinator  
Phone: (570)323-8411 extension 65297  
Email: [kharris@wasd.org](mailto:kharris@wasd.org)

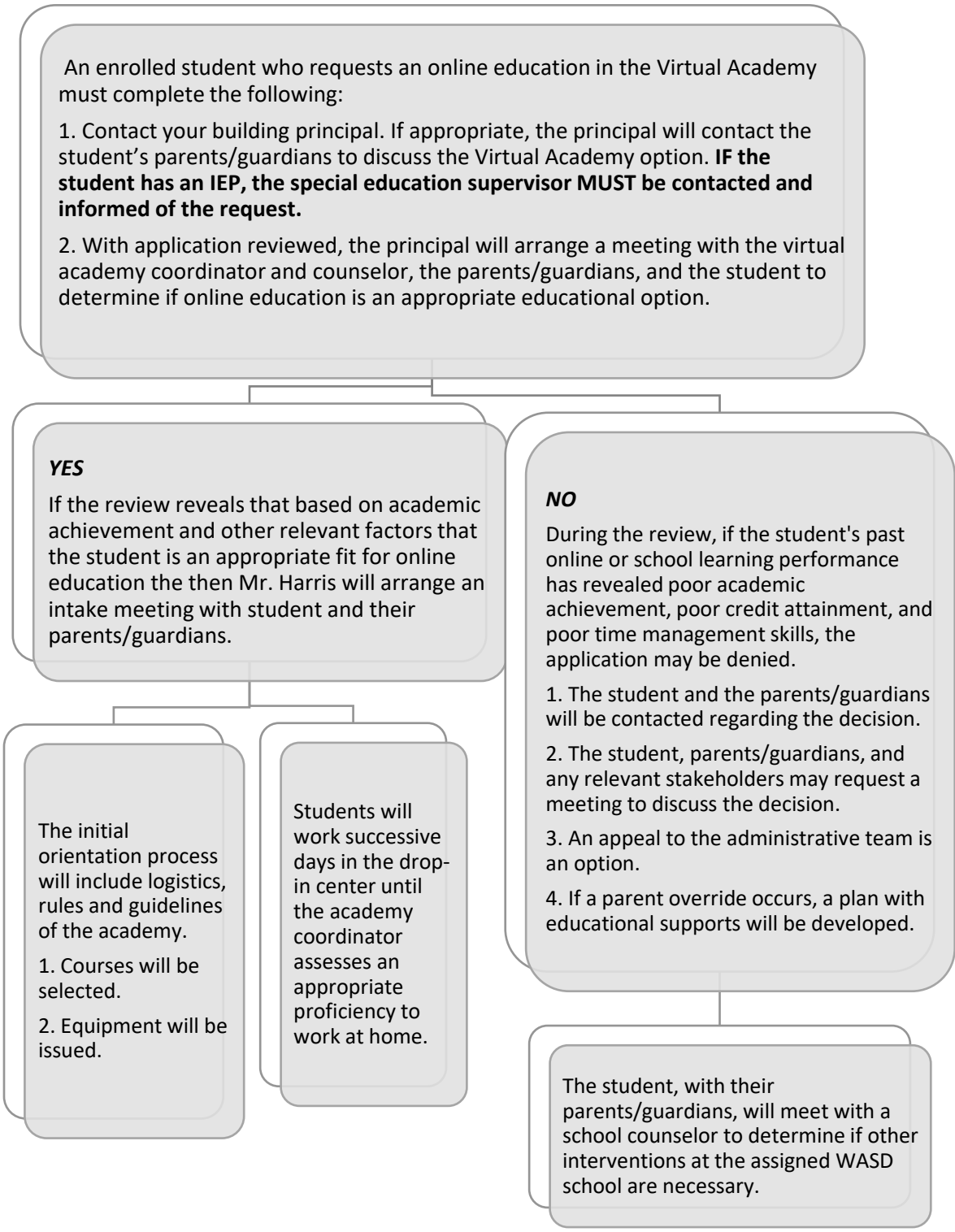
### **Advantages to Our Virtual Academy**

- Students progress toward a Williamsport Area School District diploma. Our diploma is readily accepted by colleges and universities, all branches of the military, and employers in our region and beyond.
- Students remain an integral part of the district, and therefore maintain access to all district resources and amenities. For instance, a virtual academy student has access to the following:
  - Extra-curricular activities (e.g. events, clubs, dances)
  - Athletics: all sports from middle school through high school
  - Career & Technical Education Programs
  - Performing & Visual Arts (e.g. music, drama, art electives)
  - Student Support Services: Guidance Counseling
  - Special Education Resources (for students who qualify for an individualized education plan)
  - Blended scheduling opportunities: Students are eligible to take selected courses on campus
  - Eligibility for a vast array of scholarships & awards at graduation to assist with the next level of education
- Students have access to academic supports to sustain achievement:
  - In-person tutoring is available during school hours
  - The drop-in center in E207 at the Williamsport Area High School will provide students with access to the coordinator and subject area teachers
  - A comprehensive orientation process will ensure that students and families understand the online learning program and equipment

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



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



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

### **Orientation Process for the Virtual Academy**

Following admission to the Virtual Academy, students will complete a comprehensive orientation process in E207 under the supervision of the coordinator and assigned faculty.

- The orientation process will assist students with the Edgenuity program and relevant technical equipment.
- 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 should use an academic planner/organizer to keep track of assignments and deadlines.
- Students should plan to spend 1-2 hours a weekday on each course.
- Students should have a quiet place at home designated for schoolwork.
  - Students are always welcome in the Drop-In Center at WAHS (E207). Contact Mr. Harris to make arrangements in advance.
  - The Drop-In Center will maintain an academic environment at all times.
- Students whose grades drop **below 70%** will be required to attend consecutive school days in the E207 Drop-In Center to receive additional tutoring and support.
  - To attend a remediation day or receive tutoring, students may use district transportation by riding an assigned WAHS school bus.
  - Breakfast & lunch are available for purchase in the Red Cafeteria.
  - Failure to attend assigned days in the Drop-In Center and/or failure to make appropriate effort to raise low grade(s) may result in dismissal from the Virtual Academy.
- 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 2023-24 calendar is included at the end of this handbook.

### **Curriculum for the WASD Virtual Academy**

WASD Virtual Academy offers a 7-12 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. Students should expect to spend 1-2 hours on each course per school day. 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.

# WAHS Graduation Requirements

## Program of Studies

### Graduation Requirements

A student must accumulate twenty-three credits in grades 9 through 12 in order to qualify for a Williamsport Area High School diploma. Among these are required credits in the areas of English, Social Studies, Mathematics, Science, Health & Physical Education, and the Arts and Humanities. Graduation requirements apply to all students unless determined otherwise by an IEP team in compliance with the Individuals with Disabilities Education Act (IDEA).

STANDARD GRADUATION REQUIREMENTS	
Subject Area	Required # of Courses
English	4.0 (1 course per year)
Mathematics	4.0* (1 course per year)
Science	3.0/4.0** (1 course per year)
Social Studies	3.0/4.0** (1 course per year)
Physical Education/Health	1.5
Arts and Humanities	2.0
Electives	4.5

\*Any student that completes Calculus I by their Junior year has officially completed their high school math requirements.

\*\*Students have a choice of a swing credit. They have the ability to choose a 4<sup>th</sup> course of science or social studies, their senior year, to fulfill graduation requirements.

CAREER & TECHNICAL EDUCATION PROGRAM COMPLETER GRADUATION REQUIREMENTS	
Subject Area	Required # of Courses
English	4.0 (1 course per year)
Mathematics	4.0* (1 course per year)
Science	3.0 (1 course per year)
Social Studies	3.0 (1 course per year)
Physical Education/Health	1.5
Arts and Humanities	2.0
Electives	4.5

\*Any student that completes Calculus I by their Junior year has officially completed their high school math requirements.

## Technology

### *Computer basics*

In order to be successful in the program, students should have a basic understanding of the following:

- Accessing the Internet through a Web browser
- Using Microsoft Word & Microsoft Excel (courses are available to enhance a student's skill set) at age-appropriate levels

### *Internet safety*

At Williamsport Area School District, student safety is our #1 priority. In compliance with the Children's Internet Protection Act (CIPA), all laptops are equipped with web-filtering software, which ensures that students are not accessing inappropriate content. In addition, all virtual classrooms are monitored by Williamsport Area School District Virtual Academy teachers.

WASD Virtual Academy students will be required to sign the district Chromebook agreement and follow all expectations outlined in the Chromebook Handbook.

	Q1	Q2	Q3	Q4
Building Marking Period Schedule				
Start	8/28/23	10/30/23	1/22/24	3/25/24
End	10/27/23	1/19/24	3/22/24	5/31/24
WASD VLN Marking Period Schedule				
Start	8/28/23	10/30/23	1/15/24	3/25/24
End	10/27/23	1/12/24	3/22/24	5/24/24



# 2023-2024 Williamsport Area School District Calendar



<p><b>21-22</b> New Teacher Induction</p> <p><b>23</b> K-12 Professional Development Day</p> <p><b>24</b> Building Meeting Day</p> <p><b>28</b> Full Day for Students 1<sup>st</sup> Grade – 12<sup>th</sup> Grade (Kdg follow schedule that was mailed home for the first week)</p>	<p style="text-align: center;"><b>AUGUST '23</b></p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td><u>21</u></td><td><u>22</u></td><td>23</td><td>24</td><td>25</td></tr> <tr><td><u>28</u></td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p style="text-align: center;">TD = 6 SD = 4</p>	M	T	W	Th	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	<u>21</u>	<u>22</u>	23	24	25	<u>28</u>	29	30	31		<p style="text-align: center;"><b>SEPTEMBER '23</b></p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> <p style="text-align: center;">TD = 20 SD = 19</p>	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	<p><b>4</b> Labor Day</p> <p><b>15</b> K-12 Professional Development Day</p>
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<p><b>5</b> Half Day for Students K-12 Last School Day</p> <p><b>6</b> Teacher Record Day and High School Commencement</p> <p>School Days and Holidays Board Adopted: February 14, 2023 Revised: July 11, 2023</p> <p>Calendar is subject to change with Board approval.</p>	<p style="text-align: center;"><b>JUNE '24</b></p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td><u>5</u></td><td><u>6</u></td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table> <p style="text-align: center;">TD = 4 SD = 3</p>	M	T	W	Th	F	3	4	<u>5</u>	<u>6</u>	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	<p>Make-up Days will be utilized in the following order: 2/19, 4/3, 4/2, 4/1</p> <p>Additional snow/emergency days will be added to the end of the school year, if needed.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Key</b></p> <p><span style="display: inline-block; width: 15px; height: 15px; background-color: #cccccc; border: 1px solid black; margin-right: 5px;"></span> No School students = Assessment dates and important marking period dates</p> </div>																																			
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