WILKES-BARRE AREA SCHOOL DISTRICT

Wilkes-Barre Area Virtual

Cyber Program

2016—2017

Student Handbook

WILKES-BARRE AREA SCHOOL DISTRICT
730 SOUTH MAIN STREET
WILKES-BARRE PA, 1871-0375

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About Our School

The Wilkes-Barre Area School District Cyber Program is a new way of looking at how we offer learning to our students. The purpose of the Wilkes-Barre Area Cyber Program is to offer students the education they need to prepare for life in the 21st century. It provides students with opportunities they may not have previously had through their public education experience. Wilkes-Barre Area is proud to meet the needs and wants of students and their parents in the same quality academic environment with which stakeholders have become accustomed.

The staff of Wilkes-Barre Area is proud to offer various new offerings through the Cyber Program combined with the traditional offerings of past years. The quality of education with which you are accustomed remains as high as ever, but the courses are presented in a different way. No matter which program a student chooses to enroll in, successful completion will result in a Wilkes-Barre Area School District diploma. Parents and students can be assured that they are prepared for the next steps life has to offer.

Principal's Message

Dear Students, Parents/Guardians,

As a new student or as a returning student, we welcome you to the WBA Cyber Program and to the many opportunities available. As always, we have been working very hard to create an educational environment that is personalized, rigorous, and relevant for our Cyber students. We are genuinely excited that your child will be joining us for a true adventure in learning. The Wilkes-Barre Area Cyber Program is home to an exciting, engaging, online learning environment that is designed to capture your child's attention and draw them into the interactive world of web-based education.

To ensure that your child's experience with the Wilkes-Barre Area Cyber Program is successful I would like to introduce myself to you and provide you with information that will enable you to join us in our goal of guiding your children to success.

Thank you for joining us in this endeavor to provide engaging, relevant instruction to your child. It is our mission to not only help your child have a successful school year, but to prepare them for graduation and beyond.

Your success as an individual will be our success as educators and as a total school community. We wish the best for you!

Wilkes-Barre Area Cyber Program Contact

570 826-7111 ext 1123

WBA Cyber Program Benefits

Benefits of the cyber program include:

- Providing students the opportunity to participate in all Wilkes-Barre Area School District-sponsored events, including Homecoming, Prom, Graduation, Athletics and Activities.

- Allowing flexibility of scheduling, traveling, and exploring career options.

- Teaching students responsibility, time management, self-discipline, dedication, independence and a global perspective.

- Providing students with the opportunity to graduate on stage and receive a diploma from their home school.

- Providing students with a smooth transition to and from the traditional school setting.

- Convenience for students and parents, the system is available 24 hours a day seven days a week.

- A tuition free program. No additional cost to the family.

- Providing highly-qualified teachers.

- Utilize educational resources and services of the cyber student's home school as needed.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

Cyber School Enrollment Procedures

1. Students interested in the district cyber school program should meet with the school guidance counselor.
2. An on-line application needs to be submitted.
3. On-line cyber application is reviewed by the school district's Cyber Administrator and guidance counselor or building principal.
4. An orientation meeting will be scheduled with the student and parents.
5. Cyber Administrator will notify building administration, guidance department, school nurse, and Central Registration Office regarding the start date of the student in the district cyber program.

Cyber School Enrollment Procedures for Special Education Students

1. Special education students interested in the district cyber school program should meet with the school guidance counselor.
2. The school guidance counselor should notify the building principal.
3. An on-line application will be submitted by the school guidance counselor.
4. Cyber Administrator will notify the Special Education Secretary and Special Education Director or designee.
5. On-line cyber application is reviewed by the school district's Cyber Administrator, Director of Special Education or designee and school guidance counselor or building principal.
6. The Special Education Secretary will contact Special Education teachers to determine Cyber Case Manager for the student.
7. After placement into the Cyber program is approved, IEP should be revised within ten School days (two weeks) to reflect the Parent/Students Choice to enter Cyber School and then forwarded to the Special Education Department Secretary.
8. An orientation meeting will be scheduled with the student and parents.
9. Cyber Administrator will notify building administration, guidance department, school nurse, and Central Registration Office regarding the start date of the student in the district cyber program.

Please note that a when special education student requests admission into the district cyber program a meeting must be held, approval of the Special Education Director or designee must be obtained, and a case manager assigned by the Special Education Department prior to formal acceptance.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

GUIDANCE DEPARTMENT

Guidance counselors are available to assist students in all matters relating to academics, personal, and school related conditions that affect student learning, behavior or attendance.

GUIDANCE SERVICES

There is a guidance counselor available to help students with any problem that may arise during the school day.

Students are more than welcome to see the counselor at any time during a study period or the eighth period of the day. Guidance appointments can be made by

1. Requesting an appointment from the guidance secretary
2. Teacher request
3. Principal's recommendation
4. Parental or community agency referrals
5. Psychologist, nurse or home and school visitor's request
6. Student Assistance Program (SAP) referral

Guidance counselors are responsible for addressing the needs of all students in school. The duties of guidance counselors include admission, orientation and scheduling of new and transferring students, visiting the classroom to give important information to all grade levels, selecting students for advanced classes and special vocational technical classes, keeping accurate cumulative records, administering standardized tests, conferences with parents and teachers, group counseling sessions, counseling failing students, continually updating career information, and actively participating as members of the SAP team.

The WBASD Guidance Counselors assist students in developing a realistic picture of their progress in relation to their potential. The guidance staff provides academic advising, orientation services, consultation with parents and teachers, college and career advising, referral services, assistance to students, parents, teachers and other professionals in developing a sound education program.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

The WBASD Guidance Counselors assist students in developing a realistic picture of their progress in relation to their potential. The guidance staff provides academic advising, orientation services, consultation with parents and teachers, college and career advising, referral services, assistance to students, parents, teachers and other professionals in developing a sound education program.

SCHOOL GUIDANCE DEPARTMENT CONTACT INFORMATION

Dan Flood Elementary Guidance Department

Contact: 570-826-7111

Extention: 4106

Dodson Elementary Guidance Department

Contact: 570-826-7111

Extention: 3103

Heights Murray Elementary Guidance Department

Contact: 570-826-7111

Extention: 6107

Kistler Elementary Guidance Department

Contact: 570-826-7111

Extention: 7114

Plains/Solomon Elementary Guidance Department

Contact: 570-826-7111

Extention: 3309

Coughlin High School Guidance Department

Contact: 570-826-7111

Extention: 2112

G.A.R. Memorial Jr. Sr. High School Guidance Department

Contact: . 570-826-7111

Extention: 5102

Meyers Jr. Sr. High School Guidance Department

Contact: 570-826-7111

Extention: 8102

Plains/Solomon Jr. High School Guidance Department

Contact: 570-826-7111

Extention: 3608

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

SCHOOL NURSE

School nurses are available in each of the district's school buildings. Cyber students may be contacted by the school nurse and required to report to the school when scheduled for required health examinations and screenings. Cyber students are required to comply with and follow all established state and district health and medical policies. Please note that Wilkes-Barre Area School District and the school nurse will not be responsible for the diagnosis or treatment of any student's illness/injuries. If you have any questions please contact your school nurse for further clarification.

IMMUNIZATIONS

Pennsylvania law requires the following immunizations, with their appropriate dosage intervals, before registration or transfer into school:

1. 4 doses of DTP, (with 4th dose given after the 4th birthday)

2. 3 doses of Polio

3. 2 doses of Measles, Mumps & Rubella (MMR)

4. 3 doses of Hepatitis B

5. 2 doses of Varicella

   All students entering 7th grade will also need ....

1. 1 dose of TDAP

2. 1 dose of Meningococcal conjugate vaccine (MCV)

HEALTH EXAMINATIONS AND SCREENINGS

The school nurse performs health screenings throughout the school year as follows:

1. Vision screenings: grades Kindergarten through 12

2. Hearing screenings: grades Kindergarten, 1, 2, 3, 7 and 11

3. Scoliosis screenings: grades 6 and 7

4. Body Mass Index (BMI): all grades. Results will be mailed home.

5. Students in grade K, 6 , and 11 are mandated by the Pa Dept. of Health to have a physical by a physician (M.D./D.O.)

For additional information please refer to the district's Elementary or Secondary Student Handbooks.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

SCHOOL NURSE CONTACT INFORMATION

Dan Flood Elementary School Nurse

Contact: 570-826– 7111

Extention: 4112

Dodson Elementary School Nurse

Contact: 570-826-7111

Extention: 3112

Heights Murray Elementary School Nurse

Contact: 570-826-7111

Extention: 6116

Kistler Elementary School Nurse

Contact: 570-826-7111

Extention: 7118

Plains/Solomon Elementary School Nurse

Contact: 570-826-7111

Extention: 3311

Coughlin High School Nurse

Contact: 570-826-7111

Extention: 2111

G.A.R. Memorial Jr. Sr. High School Nurse

Contact: 570-826-7111

Extention: 5109

Meyers Jr. Sr. High School Nurse

Contact: 570-826-7111

Extention: 8107

Plains/Solomon Jr. High School Nurse

Contact: 570-826-7111

Extention: 3311

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

SPECIAL EDUCATION DEPARTMENT

The Wilkes-Barre Area School District provides the following special education services for exceptional/eligible students: speech and language support, gifted support, learning support, physical support, emotional support, autistic support, and life skills. The district also contracts services in occupational and physical therapy. These services will be provided to eligible/exceptional children who are identified through a Multi-Disciplinary Evaluation (MDE). A referral for an evaluation is made by the Instructional Support Team, parent/guardian or guidance counselor. The Multi-Disciplinary Team meeting is followed by an Individual Education Plan (IEP) meeting with the parents and appropriate school personnel.

In addition to these services for children, the Wilkes-Barre Area School District, in cooperation with the Luzerne Intermediate Unit 18, provides the following services: deaf or hearing impaired support, blind or visually impaired support, and multiple disabilities support.

For more information please contact the Wilkes-Barre Area School District Special Education Department at 570-826-7271.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

VOCATIONAL CENTER

Students in 10th-12th grades have the opportunity to participate in vocational/technical education courses at the Wilkes-Barre Area Vocational Technical School (WBAVTS). District Cyber School students are eligible to enroll at the WBAVTS. Students who participate in these programs will attend regular education courses half-day at his/her perspective school and vocational education courses half-day at WBAVTS.

The following is a list of course offerings available at WBAVTS: air conditioning and refrigeration, audio visual communication, auto mechanics, auto body and repair, building and home remodeling, business data processing, carpentry, cosmetology, culinary arts, diesel and heavy equipment mechanics, drafting, electrical construction, engineering related technologies, fashion design and interior decorating, graphic arts, health assistant, ornamental horticulture, machine shop, marketing, masonry, plumbing and pipefitting, residential construction, scientific data processing, warehousing, and welding. Transportation is provided by school district transportation to and from the vocational-technical school as part of the academic schedule. Annually, a letter explaining all rules and provisions for vocational training students is sent to parents/guardians.

For more information regarding the WBAVTS please contact Mr. White the school guidance counselor at 570 822-4131.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

ATTENDANCE

Philosophy

Success of any school including a cyber-school in achieving its goals of education is predicated on good attendance by the students, continuity of instruction, and their participation. It is the school's responsibility to develop within the students a sense of responsibility, discipline, and good work habits. These goals can be reached only by maintaining a close communication with the home and school, and by encouraging, sustaining, and enforcing regular online attendance. Regular online attendance is a major way to improve the student's chance for academic success.

Not every possible case can be covered in a policy. Administrators will interpret the policy with common sense and exercise good judgment in unusual cases.

Policy

Compulsory school age begins with the first day of school a parent or guardian elects to enroll a child in the public school, but no later than the age of eight (8). Compulsory school attendance is required until the age of seventeen (17), or unless legitimately excused from attending as outlined by the Pennsylvania Department of Education (PDE) and existing school laws. Students who are seventeen (17) years of age or older, and have not graduated may not be asked to leave school merely because they have reached their seventeenth birthday, providing they are fulfilling their responsibilities as students.

The Commonwealth Court of Pennsylvania has decreed, "Although the law grants the right of people to attend school, this right is not absolute. It is subject to reasonable rules and regulations. One of these rules is that a student must attend school on a regular basis. Failure to comply with this regulation constitutes sufficient grounds for suspension or dismissal whether under compulsory school age or not." (301 A2nd 99).

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

CYBER SCHOOL ATTENDANCE

Regular attendance is necessary to ensure your best performance in school and is also required by state law. Each student's attendance record at a school is very important. All truancy issues will be addressed following Wilkes-Barre Area School District policies established attendance policies listed in the *Wilkes-Barre Area School District Secondary Schools Handbook*. The handbook is available on-line at the district website; hard copies are available on request.

Students enrolled in the Wilkes-Barre Area Virtual Cyber program are required to spend a minimum of 2.5 hours per week on each course in which they are enrolled.

Use the following chart to determine the minimum amount of hours each week required by the Wilkes-Barre Area Virtual Cyber School.

    1 Cyber Class = 2.5 hours per week
    2 Cyber Classes = 5 hours per week
    3 Cyber Classes = 7.5 hours per week
    4 Cyber Classes = 10 hours per week
    5 Cyber Classes = 12.5 hours per week
    6 Cyber Classes = 15 hours per week
    7 Cyber Classes = 17.5 hours per week
    8 Cyber Classes = 20 hours per week
    9 Cyber Classes = 22.5 hours per week
    10 Cyber Classes = 25 hours per week

Students not participating in the required hours per week for each course enrolled maybe subject to the following actions:

1. Cyber-School administration calls and emails home to inform parents of the participation issue.
2. Cyber-School administration contact with truancy officer to file report after three unexcused absences.
3. Home visit by truancy officer.
4. Parental conference with cyber-school administrator and parent.
5. All other Wilkes-Barre Area School District attendance policies.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

ATTENDANCE AND ACTIVITIES

Any student absent from school, either excused or unexcused, may be prohibited from participating in any school activities during that same school day. Any exceptions may be made by the discretion of the building principal. This includes activities both during the school day and after school hours.

The Wilkes-Barre Area School District maintains a policy that links consistently poor attendance with the loss of the privilege to participate in any event such as extra-curricular activities, performances, clubs, field trips or participation on any athletic team sponsored by their school.

All events would come under the umbrella of this policy including class night, class trips, the semi-formal, and the prom. The policy prohibits students who have been absent or suspended from school for a total of twenty-five days (25) or more from participating in the activities listed above.

A board of arbitration is established for students to appeal for reinstatement based on extenuating circumstances. The extenuating circumstances will be the same as defined by the Pennsylvania Inter-Scholastic Athletic Association (PIAA) as they apply to participation on an athletic team.

Cluster absences will be calculated as one absence for the purpose of this policy. A cluster absence is defined as a block of consecutive days absent for which a medical excuse is presented. For example, a student absent for seven days brings in a note stating they were under a doctor's care for the full seven (7) days would only be charged with one absence under this policy. The cluster absence rule does not eliminate the days of non-attendance on a student's record; rather it serves to consolidate consecutive absences as they relate to this district attendance policy.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

DAILY PROGRESS PROCEDURES

Students should follow the process below each day to stay on place in each course;

1) Log in.
2) Go to your <u>organizer</u>.
3) Then click on <u>reports.</u>
4) Then click on <u>assessment calendar</u>.
5) Each day <u>select each of your courses</u>.
6) <u>Complete the daily assignments</u> for each class for each day.

Following these steps on a regular basis will ensure that the student completes all of his or her assignments in a timely manner. This process will keep the student on pace to complete all of his or her required coursework by the end of each quarter.

<u>*As a reminder the Wilkes-Barre Area Cyber Program will follow the 2014-2015 Wilkes-Barre Area School District calendar.</u>

Tips for a Successful Cyber Experience

♦ Set a schedule for your child to complete each subject's lesson and work (and stick to it!)

♦ Record each score on your grade sheet for each subject as they are completed

♦ Check your email frequently for cyber announcements and information from the teacher

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

REPORT CARD/GRADING SYSTEM

Report cards are issued four (4) times each school year following a forty-five (45) day marking period. The final report card will be mailed home at the end of the school year.

The Wilkes-Barre Area uses a numeric grading system in order to chart the progress of individual students. Each report card contains numeric information regarding the student's performance.

The grading system used on the report cards is to be interpreted in this manner:

     a. 100-93 (Superior)
     b. 85-92 (Above Average)
     c. 75-84 (Average)
     d. 70-74 (Passing)
     e. Below 70 (Failing)

     Failed subjects may be made up during summer school.

INCOMPLETES

When a student receives an incomplete for a marking period, the following procedure is to be followed:

- The teacher shall notify the student(s) who receive an incomplete for the marking period.
- The teacher will meet with the student to establish a time frame for completion of the required course work. Parents/guardians will be notified to ensure that they are aware of what needs to be completed.
- When the incomplete has been made up to the teacher's satisfaction, the grade shall be changed.
- If the incomplete work is not finished by the established time frame:
    i. The teacher will issue a grade for missing work.
    ii. The marking period grade will be recalculated.
- Teachers may assign a failing grade for uncompleted work. Any grade below 70% is failing.
- Failed subjects may be made up during summer school.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

COMPUTER AND NEWTORK POLICIES
AUTHORIZED USERS

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Wilkes-Barre Area School District network. It is a general policy of the district to promote the use of computers in a manner that is responsible, legal and appropriate. This policy is enacted anytime there is a connection to the district's hardwired or wireless network. This policy applies to not only the computer network but also Distance Learning Equipment, Personal Digital Assistants and any other personal electronic devices. This policy will be amended as the technology changes.

THE INTERNET

The Internet - a collection of interconnected computer networks around the world - expands classroom and library media resources by providing access to information, images, and computer software from places otherwise impossible to reach through normal avenues. These resources can yield individual and group projects, collaboration, curriculum materials, and idea sharing. Internet access also makes possible contacts with people all over the world, bringing into the school and classroom experts in every content area in addition to students and adults from other nations and cultures. The district has taken every reasonable measure to filter unacceptable Internet sites as ordered by federal law. Please keep in mind, there is no perfect filtering system, and therefore the school district is not responsible for any unapproved material acquired while using the district's internet.

RESPONSIBILITIES

With this access comes a responsibility. The Wilkes-Barre Area School District will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents/guardians are responsible for agreements their children make or actions they take in and outside of school setting and conveying the standards their children should follow when using any media or information service. Users are responsible for proper behavior on these electronic resources. Appropriate access is the shared responsibility of the district and its users.

Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that users understand the importance of appropriate and polite behavior and of avoiding the sharing, transmission or distribution of personal information that you would not want any stranger to have such as, but not limited to addresses, telephone and Social Security numbers.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

RESTRICTIONS

The following activities are not permitted on Wilkes-Barre Area School District electronic resources:

Accessing uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.

Damaging computers, computer systems or computer networks, vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer viruses through the inappropriate use of files or diskettes.

Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.

The using of network resources for non-academic purposes is not permitted. Non-educational uses of the district's network includes, but not limited to games, wagering, gambling, junk email, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying. Additionally, the network cannot be used for financial gain or for transaction of any business or commercial activities.

Breaching the Internet filtering system by trying to bypass the filtering system to gain access to sites that have been blocked.

Students will not be issued e-mail accounts nor are they to establish or access Internet e-mail accounts.

Violating local, state or federal statutes. Please refer to the Pennsylvania Crimes Code.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If a user identifies a security problem on the Internet or the Wilkes-Barre Area School District area network, he/she is responsible to notify the teacher, building principal or the system administrator. Users should not demonstrate the problem to other users. Additionally, users cannot use another individual's account. This will result in loss of network privileges. Tampering with computer security systems and/or applications and/or comments will be considered vandalism, destruction, and defacement of school property.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

RIGHTS AND PRIVILEGES

The user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional network resources provided by the Wilkes-Barre Area School District. The user's network account provides for personal storage space on Wilkes-Barre Area School District resources, which may be treated as any other storage space and should be cleared periodically. It is important that the users keep passwords secure and private. However, users should not expect that files would always remain private. Wilkes-Barre Area School District network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

SANCTIONS

Violations of school and Wilkes-Barre Area School District network information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the district/building and/or classroom level. If appropriate, law enforcement agencies will be involved. A violator must understand that if he/she is removed from the district network, there shall be no obligation to provide any substitute equipment or subsequent opportunity to access the district's network.

DISCLAIMERS

The Wilkes-Barre Area School District makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school, and the Wilkes-Barre Area School District are not responsible for any damages incurred, including, but not limited to loss of data resulting from delays or interruption of service, the loss of data stored on Wilkes-Barre Area School District resources or for personal property used to access Wilkes-Barre Area School District resources, the accuracy, nature, or quality of information stored on Wilkes-Barre Area School District resources or gathered through corporation-provided access, or for unauthorized financial obligations incurred through Wilkes-Barre Area School District-provided access. Further, even though the Wilkes-Barre Area School District may use technical or manual means to limit user access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statutes.

SCHOOL PROPERTY

State law requires the responsible student pay the cost of equipment damaged, lost or destroyed, plus labor costs. No diplomas will be granted and all other high school records will be withheld for those who do not make complete settlement. The rule applies to all school items including computer, uniforms, athletic equipment, textbooks, class dues, etc.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

ACADEMIC DISHONESTY/PLAGARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying another student's homework;
2. Working with others on projects that are meant to be done individually;
3. Looking at or copying another student's test or quiz answers;
4. Allowing another student to look at or copy answers from your test or quiz;
5. Using any other method to get/give test or quiz answers;
6. Taking a test or quiz in part or in whole to use or to give to others;
7. Copying information from a source without proper attribution;
8. Taking papers from other students, publications or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to redoing assignment/retaking test, receiving a failing grade/zero on the project/test, receiving a lower overall grade in the class, detention, suspension, and expulsion.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

Dress Code

All Wilkes-Barre Area School District Registered Students (Who attend any District School or The W-B Area Career Technical Center (CTC) will be required to adhere to this board approved dress code. Additionally Wilkes-Barre Area Students who attend the CTC are required to adhere to the district's dress code when being transported to and from that technical training facility. Upon arrival at the CTC, students will be allowed to change into their proper vocational technical training attire. It is also required that CTC students change back to the districts approved attire of dress before leaving for their home district schools. When entering or visiting a Wilkes-Barre Area School District building or the W-B Area CTC all WBA Cyber Students are required to follow the WBA School District Dress Code. For more information regarding the district Dress Code please refer to the WBA Secondary or Elementary Schools Handbook.

Bullying

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all district schools. A safe school environment free from bullying is necessary for pupils to learn and achieve high academic standards. Bullying behavior disrupts the educational process; therefore it will not be tolerated on school property, in school vehicles, at school- sponsored events, or during travel to and from school. WBA Cyber students are bound by the district bullying policy. For more information regarding the district Bullying Policy please refer to the WBA Secondary or Elementary Schools Handbook.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

Cyber Bullying

The School Board prohibits all forms of bullying and cyber bullying behavior on school property, in school vehicles, at school-sponsored events, or during travel to and from school. Any violation of this policy shall be considered an infraction of the Student Code of Conduct, with discipline implemented accordingly. All bullying behavior that is a violation of the PA Crimes Code will be reported to law enforcement.

Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

The School District shall annually inform students that bullying or cyber bullying of students will not be tolerated. For more information regarding the district Cyber Bullying Policy please refer to the WBA Secondary or Elementary Schools Handbook.

Responsibility of Student to Remain in Designated Areas

When entering a Wilkes-Barre Area School District Building cyber students, as a matter of safety and welfare, must report to and remain in areas assigned to them following the entry and exit procedures of the designated building administration. Failure to follow these guidelines will result in assignment of appropriate discipline.

WILKES-BARRE AREA SCHOOL DISTRICT POLICIES

Skylert for Cyber Students

The Wilkes-Barre Area School District Cyber Program recognizes the need to pro-vided timely and relevant communication with cyber students and parents. To address this need the cyber program has incorporated Skylert. Skylert provides the Cyber Administrator with the capability to send important information to parents and guardians regarding cyber students. Skylert connects with parents and guardians via automated phone system, text messages, and emails. Through Skyward Family Access parents can set up which message types should be sent and which phone numbers and email addresses to use.

Responsibility of Student to Remain in Designated Areas

An additional tool designed for the convenience of cyber parents, guardians, and students is the creation of the district cyber website. This site will serve as a one stop shop for any relevant information and access regarding the district's cyber program. Copies of course catalogs, handbooks, resources, and links to student and parent log in cites will be available through the cyber webpage.

DISTRICT ELEMENTARY

AND

SECONDARY STUDENT HANDBOOKS
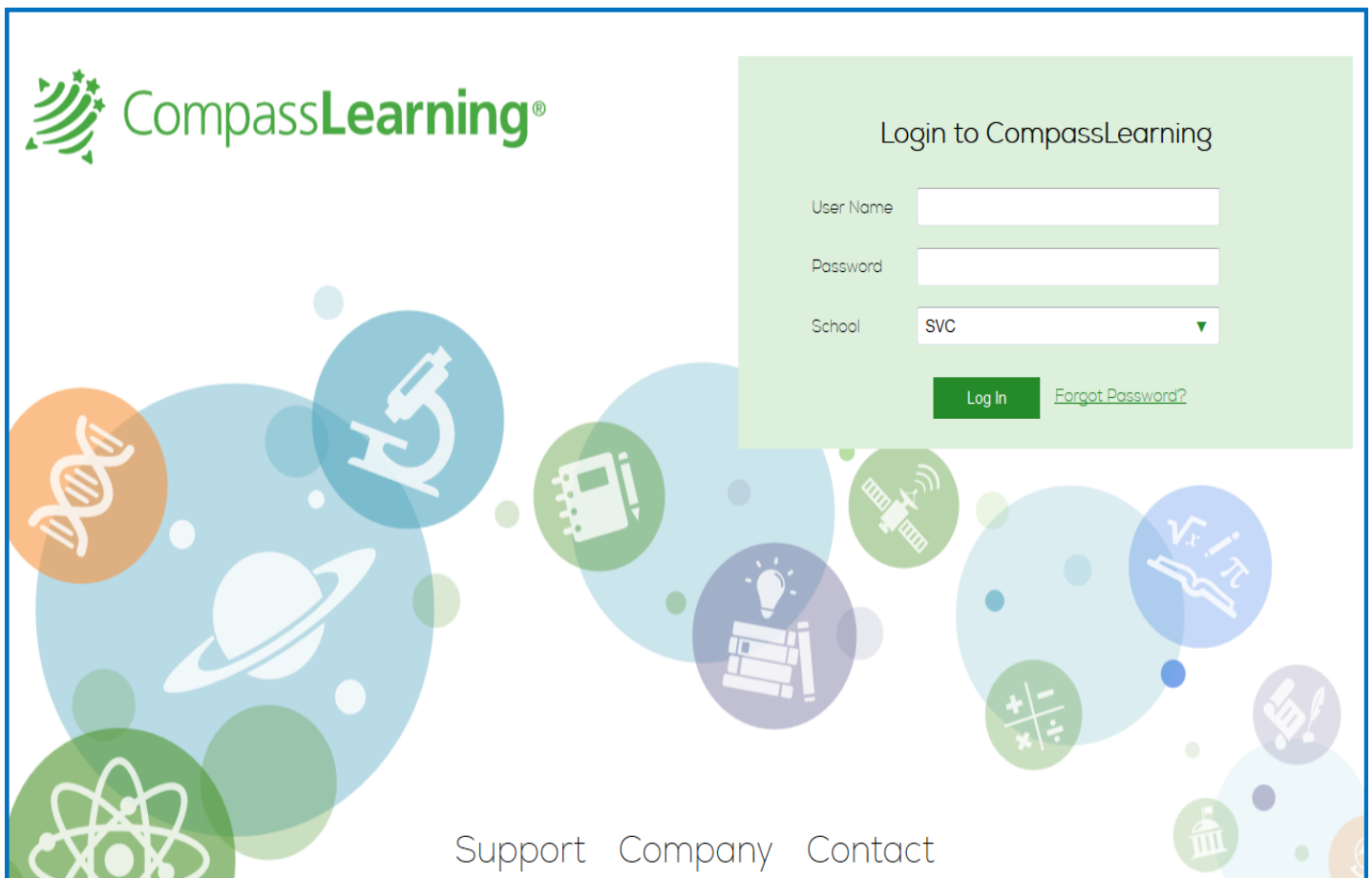
In addition to the WBA Cyber Handbook, Cyber students must comply and are bound by all district rules, regulations, and polices documented in the district's Elementary and Secondary Student Handbooks. The student Handbooks can be viewed on the district website. Hard copies are available in the main office of each school building or can be obtained by calling the Cyber Program office at (570) 826-7111 ext. 1123.

Compass Learning Odyssey (Grades K-4)

Logging-In to Compass

Steps for logging on/off:

1. Go to: http://clo.svsd.net

2. Enter the provided Username: _____
   and Password: _____

3. Select or type: **SVC** in the School Box for Seneca Valley Cyber

4. Courses are located in subjects with a white "ring" around them on the Dashboard.

5. Click the subject title and then the first folder. (ex: 4th—Math 1st 9wks)

6. Each lesson must be completed in sequential order. The program will not allow the student to complete tasks out of order. Activities with a five digit number can be completed repeatedly for more practice.

7. Once the lesson has been completed the student will receive a overall score and a percentage grade.

8. To ensure the student's work has saved, <u>only</u> use the round "x" to close the program.

Compass Learning Odyssey (Grades K-4)

General Information

As students complete each assignment, the Compass program will provide the student with a point grade and a percentage grade. Keeping track of your student's progress in each subject is very important. Using the course outline sheet, it is recommended that you record both the point grade and percentage immediately after completing each assignment.

In addition to online assignments, students will be responsible for completing a notebook for each subject area. The notebook will be turned in at the mid-term and at the end of the 9-weeks. A notebook grade will be calculated in with online content grades at the end of each 9-weeks.

Parents are required to provide an email address upon registration. Compass will send parents an email bi-weekly summarizing the students progress on the 9-week course. *The emailed report does not include the notebook grade.

Communicating with Your Teachers

Have your child check the Communication Center in the Compass Odyssey program frequently for updates from their cyber teacher. Students may email the teacher directly through the Communication Center regarding assignments and/or student course progress.   Your cyber teacher has a Seneca Valley email address which can be used to communicate with parents. In addition, you can contact Mr. Makaravage at rmakaravage@wbasd.k12.pa.us or (570) 826-7111 ext. 1152.

Log for Music, Art, Library, and Physical Education

Wilkes-Barre Area School District elementary cyber students are responsible for logging hours to meet the state requirements for that area. The cyber elementary teacher will provide the specials log so that the student can record activities in the special areas . For more information refer to the Elementary Specials Log.

Elementary Student Handbook

Students and parents should additionally be familiar with the contents of the district elementary student handbook. The district elementary student handbook can be viewed on-line . In addition, printed copies are available upon request.

Compass Learning Odyssey (Grades K-4)

Compass Learning Odyssey is our K-4 Platform that we use with our Cyber program. The curriculum was built from the ground up and is broken down into 9 week periods and then broken down into weeks 1 through 9 within those folders. The platform is very kid friendly with many sounds, colors, and animation. The lessons are very engaging and bring the kids into the lesson. There are checkpoints built into the program to check for understanding. In addition, there are writing assignments that are turned into the teacher separately from their normal/daily activities. Lastly, there are off-line materials that matches up with each subject/nine weeks/week of work.

Odyssey 2012 Technical Requirements

Windows	Mac
1.5 GHz Intel® Pentium® 4	1.83 GHz Intel® Core™ Duo
1 GB RAM	1 GB RAM
100 MB free disk space	100 MB free disk space
1024 x768 video	1024 x768 video
16M colors	16M colors
Sound card w/speakers or headset and microphone*	Sound card w/speakers or headset and microphone*
100 Mbps NIC	100 Mbps NIC
256 Kbps/student	256 Kbps/student
Windows® 7 or XP	10.4.9, 10.5 or 10.6
Internet Explorer 8 or 9	Safari 4 or 5
Firefox 11 or 12	Firefox 11 or 12
Google Chrome	Google Chrome
Allow third-party cookies	Allow third-party cookies
Adobe Flash Player 11.1 or 11.2	Adobe Flash Player 11.1 or 11.2
Adobe® Acrobat® Reader 9	Adobe® Acrobat® Reader 9
Adobe® Shockwave® Player 10	Adobe® Shockwave® Player 10
QuickTime 7.6 and above	QuickTime 7.6 and above
Chromebook	Chromebook
Sun Java™ J2SE™ 6	Sun Java™ J2SE™ 6
Javascript™ 1.2	Javascript™ 1.2

Student Log-in Information

The Internet address to access courses is:

https://

www.thelearningodyssey.com/

Once you type the web address into the address bar of your Internet browser you will be taken to the Login to CompassLearning page.

*All instructional computer stations will need to have sufficient network-user permissions to ensure full functionality when using certain plug-in applications. Students will need access to audio capabilities including speakers and/or headsets.

**A slow Internet connection will affect the performance of multimedia elements found in the courses.

Compass Learning Odyssey (Grades K-4)

Progress Reports / Parent Access

There is not specific parent access in Compass Learning Odyssey. However, the parent does have the ability to log-in as their student and go into their "Backpack." This backpack provides parents with all of the information that the student and teacher have access to. This information includes past, current, and future assignments, grades, and current location in the curriculum. The Progress Reports provide valuable information regarding the student's most recent work completed and grades that they have received. In addition, by logging in child, the parent can view the folder their child is currently working in and those are labeled by the specific week that they are working on.

Troubleshooting

Most troubleshooting can be addressed by care checking your system requirements and making sure things are up to date. It sometimes takes something as simple as restarting your computer so that these updates can take care of themselves, but if there is a problem while working on the system, Compass does have an online chat and phone number for support questions. For more information please go to https://compasslearning.secure.force.com/CustomerSupport/CustomerPortalContactUs. In addition call 570 826-7111 ext.. 1123 for any questions you may have.

Edgenuity—Where Learning Clicks (Grade 5-12)

Edgenuity's Virtual Classroom is designed for students in grades 5 through 12. Our Wilkes Barre Area curriculum is delivered to students wishing to take their coursework online. Using Edgenuity gives students the flexibility to complete their course work anytime, 24 hours a day, seven days a week.

Please make sure that your computer meets or exceeds the following technical specifications in order for Edgenuity to work properly.

Edgenuity Minimum System Requirements	
Operating System	• Windows 7® • Windows Vista® • Windows XP® (Home / Pro) • Mac OS® X 10.6.2+
Processor	• PC: 2.33GHz AMD -or- Intel® Core™ Duo 1.83 GHz • Mac®: Intel Core Duo 1.33 GHz
Memory	• 1024 MB RAM
Hard Disk Space	• 500 MB available disk space for browser cache
Display	• 1024 x 768 resolution • 16-bit color • 128 MB graphics card (for use with Mac computers)
Sound	• OS supported sound card • Speakers or headsets (recommended)*
Network / Connection Speed	• LAN 10/100 switched to desktop • Internet access 256 kbps** per concurrent user
Browser	• Internet Explorer® 8.x • Firefox® 21.0 • Safari®5.0 (Requires 10.6.2+) • Google Chrome™ 26
Plug-Ins	• Adobe Flash® Player 10 • Adobe Acrobat® Reader® 8 • Adobe Shockwave® Player 10 • QuickTime® Player 7 • Java® Virtual Machine 1.7

The Internet address to access courses is:

http://learn.edgenuity.com/student/

Please note there is no www before the web address.

Once you type the web address into the address bar of your Internet browser you will be taken to the Virtual Classroom login page. Before you log in, it is a good idea to check the plug-ins on your computer to verify that you have all the software necessary to run the Edgenuity program.

*All instructional computer stations will need to have sufficient network-user permissions to ensure full functionality when using certain plug-in applications. Students will need access to audio capabilities including speakers and/or headsets.

**A slow Internet connection will affect the performance of multimedia elements found in the Edgenuity courses.

Edgenuity—Where Learning Clicks

Checking Your Internet Plug-Ins

Click the **Check Plug-ins** link directly underneath the login button so that the Internet plug-ins on your computer can be checked.
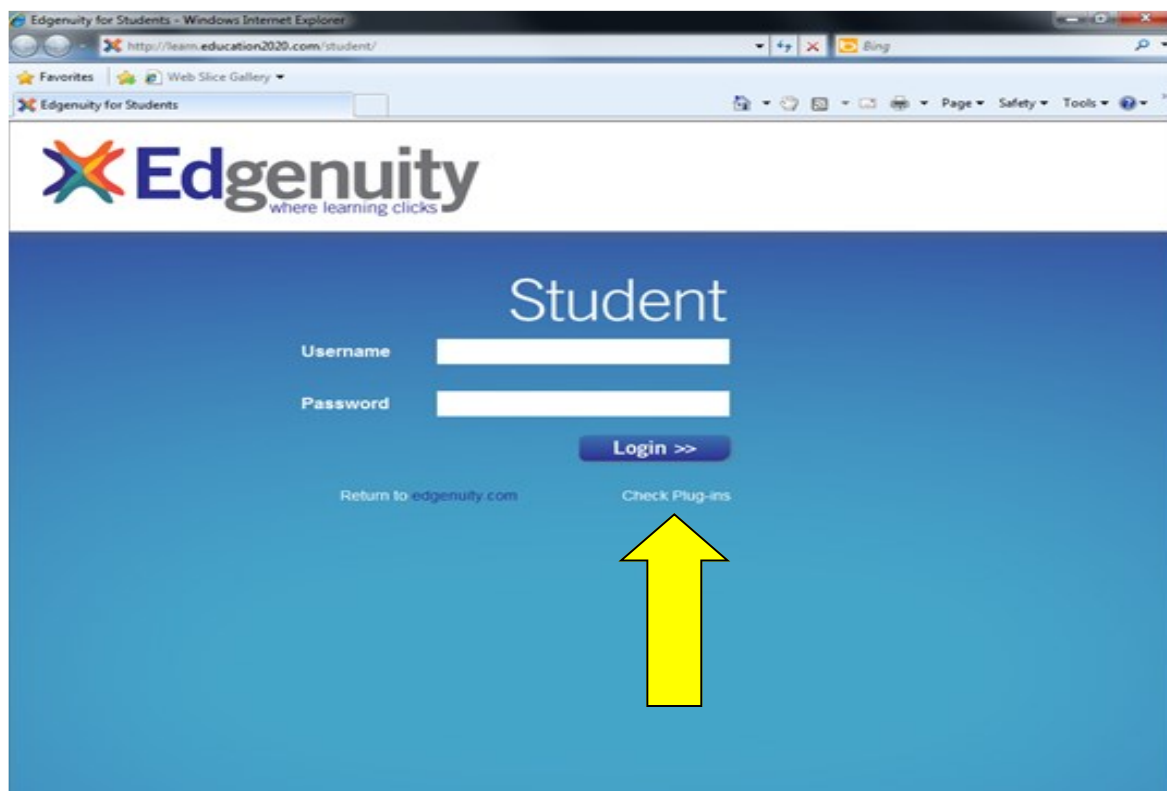
If the software check comes back OK you should continue to log-in. If the software check comes back with a red **X** next to any of the required software, click the software provider's link and download the necessary version of the software.

Your system is updated and ready to proceed
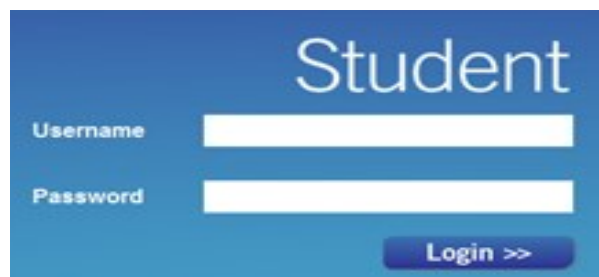
Your system needs additional software to proceed

Edgenuity—Where Learning Clicks

Logging-In to Edgenuity

Once your computer has all the necessary software, you will need your username and password to enter the site. Use the information on your welcome letter to enter the site.

Progress Reports

Knowing how well your child is performing in their classes is important . We want to make sure that you not only have access to progress information, but also know how to interpret it.

Student progress reports are sent to you via email. Please make sure to look for the progress email from Edgenuity as they may initially appear in your junk mail. Be sure to add the Edgenuity address to your list of trusted senders so future progress reports come to your Inbox.

When you receive the progress report, it will look like the example at right.
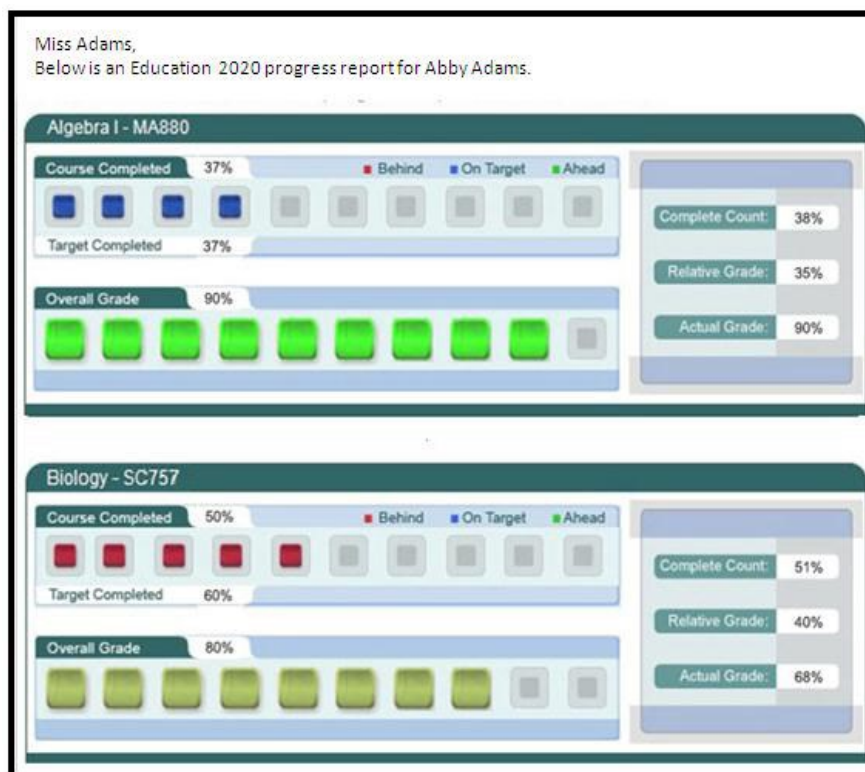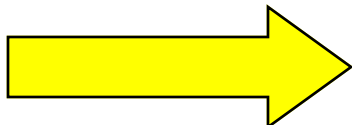
Edgenuity—Where Learning Clicks

Interpreting Progress Reports

NAME OF COURSE: At the top of the report you will see the name of the course: Algebra 1 – MA880

COURSE COMPLETED: There are 3 elements in the Course Completed section that advise you on the progress your child is making in that specific course:

Course Completed percentage: Indicates the percentage of the course that your child has completed thus far. 100% of the course must be completed by the end of the term. The **color coded bar** indicates:

> o Red: your child is falling behind in their course

> o Blue: your child is on track with their course

> o Green: your child is ahead of schedule in their course

Target Completed: Indicates how far along your child should be to date.

OVERALL GRADE: The grade your child has acquired thus far in the course based on all of the activities and assessments that they have completed thus far.

Overall Grade percentage: Percentage grade between 0% and 100% with the **color coded bars** indicating:

> o Red: A grade between 0%-59%

> o Orange: A grade between 60%-69%

> o Yellow: A grade between 70%-79%

> o Olive: A grade between 80%-89%

> o Green: A grade between 90%-100%

Edgenuity—Where Learning Clicks

Interpreting Progress Reports

COMPLETE COUNT: Indicates the percent of the course completed calculated by the number of assignments completed vs. the total number of assignments in the course (this number may be slightly different than the Course Completed percentage)

RELATIVE GRADE: Represents the grade that your child would receive at the end of the term if they stopped working in that course today and completed no more activities or assessments

ACTUAL GRADE: Represents the overall grade in relation to the percentage of coursework that *should* have been completed by this date. This grade is lower than the Overall Grade if the student is behind in the course and is the same as the Overall Grade if the student is on-pace or ahead of schedule in their coursework.

Welcome to the Parent Portal

The Parent Portal allows you to see a detailed view of what your student has accomplished in their Edgenuity courses. You will see a range of information including how much time they have spent working on their courses, what their grades are, and whether they are on track to finish their course(s) on time.

The cyber service office will link the email address that you provided to your student's Edgenuity account. You will activate your Parent Portal account by entering into the webpage an access code that we will provide to you along with your email address. The access code will arrive in the US Mail after your student begins their cyber course(s).

Parent Portal Information

You can activate your account at the Parent Portal's main page which can be found at http://learn.edgenuity.com/family/

Click on the **Activate a Student** link
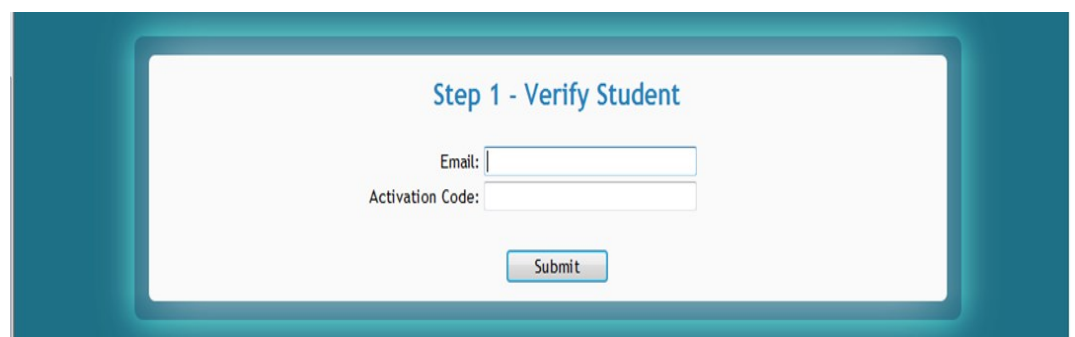
Step 1

Welcome to the Parent Portal Continued

Step 2

Next, you'll be prompted to create a password to log into the Parent Portal. You will also be asked to provide a secret question and answer in case you forget your

password. Once you have entered this information, click the **Submit** button.

Generated Account

Now that your account has been generated, you will automatically be logged into the Parent Portal. Once you are logged in, you will be able to see a listing for all students that are associated with the account. You will also have the ability to view the Attendance Log and/or Progress Report for any of your associated children.

Parent Portal

The Parent Portal site contains explanations for all of the information you'll be able to find such as their attendance log, progress reports, and more, so that you can understand all the details about how your student is doing.

When you return to the Parent Portal at — http://learn.edgenuity.com/family/ you can log in using your email address and the password you created. If you have trouble remembering your password, you can click the **Forgot your password?** link, enter your email address, and your password will be emailed to you.

Edgenuity—Where Learning Clicks

Technology Troubleshooting

Recommended connection speeds:

For optimal performance, we recommend high speed internet. Download speeds of 5 Mpbs are ideal since the Edgenuity Virtual Classroom is a multimedia environment. (Please note, we recommend at least 2.0 Mbps per home user, the system will perform best at 3-5 Mbps.) You can check your download speed via speedtest.net.

- To do this, open up a browser, go to http://speedtest.net
- Click on the area nearest your location
- You will need to note the download speed, recommended is 3-5 Mbps, with at least 2.0 Mbps required
- You can clear your browser cache by pressing the following keys on your keyboard—
  CTRL + SHIFT + DELETE

Video Issues:

If you encounter problems loading or watching videos, it could be due to a number of possible causes. Once you have verified that your computer meets or exceeds our technical specifications, and have checked that your connection speed is at least 2.0 Mbps, please try the following:

- Since you are working at home, verify that your account is set to pull media from Home. To do this, click on the Organizer icon in the Virtual Classroom, next click on the settings icon located at the right of the window

Once in the settings, change your Media Server to Home by selecting the radio button to the left of Home. Save your settings. Please note this change is made on a per session basis, so you will need to do this each time you login from home so that the system searches for media on the correct server.
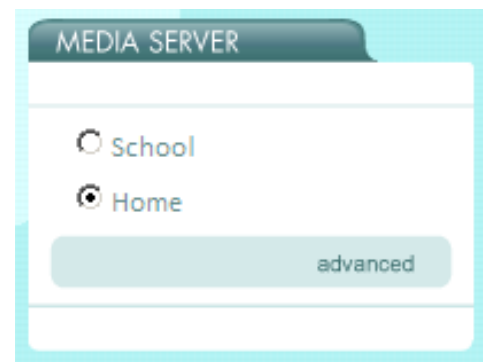
Edgenuity—Where Learning Clicks

Technology Troubleshooting

- If your video does not load correctly, try clearing the browser cache. Close the browser and then re-launch it before reattempting the video.

- Hold the control button while pressing F5 at the beginning of a video – this refreshes the player and should clear out any caching done by Adobe Flash. If you are using Firefox, refresh the browser.

- If this does not work, right click on the area of the page where the player loads. Choose Settings.
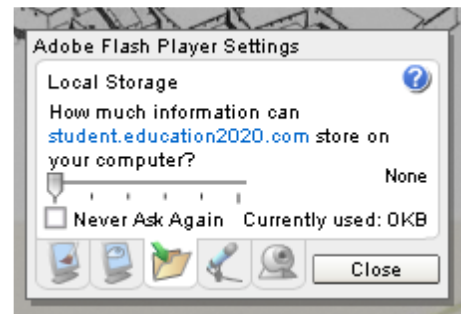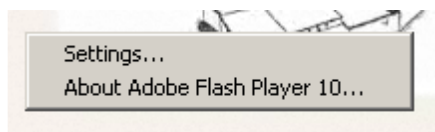
- Please set the player settings to the following: Local Storage: None

- You may need to uninstall and reinstall the Flash player. Please note you might need to reboot the computer after this process. http://www.adobe.com/products/flashplayer/

- Try starting the video then clicking on the pause button. Allow the video to fully load (you will have a status bar around the play controls; it needs to go all the way around to indicate the lecture has completely loaded). After it has loaded then hit the play button to resume the lecture.

- Try a different browser. Edgenuity supports ***Chrome, Firefox, Internet Explorer and Safari***