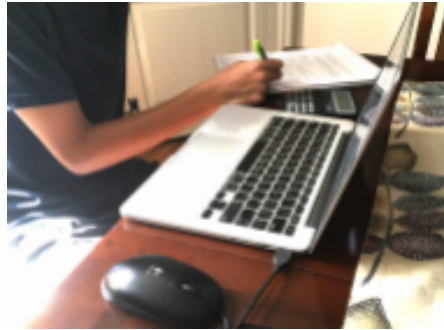


MANHEIM TOWNSHIP SCHOOL DISTRICT
K-12 Virtual Academy

Student/Parent Handbook



Mrs. Beth Krebs

Coordinator of MTVA and the Learning Commons

717-560-3097

krebska@mtwp.net

mtva@mtwp.net

Mrs. Kelley Romyn

Supervisor of Math and Virtual Learning

717-569-8231

romynke@mtwp.net



Dear Students and Parents,

Welcome to Manheim Township's Virtual Academy (MT Virtual Academy, MTVA). We are excited about your interest in attending our prominent virtual learning academy. We recognize that each student and family has unique needs and interests, and nearly every student has different learning styles, preferences and circumstances. Therefore, we collaborate with the Lancaster-Lebanon Virtual Solutions (LLVS) at IU13 to provide additional learning opportunities through the Manheim Township Virtual Academy. Our academy offers unique opportunities with 300+ web-based K-12 academic courses incorporating high-quality student instruction and proven online learning practices for students to personalize their educational experience. In addition, all MTVA teachers are PA certified and highly qualified and are committed to providing you with a quality program and the support and guidance you need to be successful.

The MTVA offers a complete Manheim Township educational program. The course content and rigor are similar to what you would encounter in the traditional classroom; however, this program provides flexibility in the pace of your work, where you work, and when you work. In addition, this program allows you to continue your education with Manheim township as a valued student member of this learning community and allows for participation in school events, programs, and activities.

This handbook has been developed to overview the virtual academy, support systems, roles and responsibilities, and important policies and procedures. We look forward to working with you this school year. We are committed to supporting student success, and we are dedicated to achieving that goal together. If you have any questions, we are here to help. Please do not hesitate to contact me for additional assistance.

Respectfully,

Beth Krebs

Mrs. Beth Krebs
Coordinator of MT Virtual Academy and Learning Commons
krebska@mtwp.net
mtva@mtwp.net
717-560-3097

TABLE OF CONTENTS

Mission and Vision Statements.....	4
Values and Beliefs.....	4
Graduation Requirements.....	5
MTVA Overview.....	7
Recommended Online Learning Skills.....	8
Enrollment Procedures.....	10
Enrollment Options / Course Requirements.....	11
Typical MTVA Day:.....	13
Login Guidelines / Work Completion.....	13
Sample Full Time Virtual Academy Schedules.....	14
Course Content.....	14
Roles and Responsibilities.....	15
Online Student Responsibilities:.....	16
Academic Assistance.....	17
K-12 Student Supports.....	18
Grading.....	20
Attendance.....	20
Academic Eligibility.....	23
Withdraw from Virtual Academy and the District.....	24
Transfer to Another District.....	25
Schedule changes - Dropping/Adding a Course.....	25
District Issued Technology.....	26
Internet Access.....	26
Additional Materials.....	26
Student Services.....	26
Career Explorations and Portfolio.....	27
Mandated State Testing K-12.....	27
Code of Conduct.....	28
School Board Policies.....	28
District Contact Information.....	29
MT Virtual Academy Handbook Sign-Off Form.....	31

Mission and Vision Statements

The mission of the Manheim Township School District is to nurture and challenge for success.

We are committed to the achievement of each individual's potential by providing:

- A nurturing learning community that:
- Provides safety and mutual respect
- Stimulates curiosity and creativity
- Promotes personal integrity
- Encourages good citizenship

A challenging learning community that:

- Establishes high expectations and promotes individual achievement
- Encourages critical thinking and problem solving
- Inspires lifelong learning
- Provides opportunities for extracurricular experiences
- Facilitates collaborative communication
- Embraces the richness of diversity

Values and Beliefs

We believe that our learners...

- Thrive best in a safe and nurturing environment
- Form strong partnerships among home, school, and community
- Approach life with strong personal convictions and ethical behavior
- Invest in their learning
- Grow when challenged with high expectations
- Contribute to and benefit from a diverse learning community
- Embrace change and innovation

For more information about Manheim Township School District, please visit www.mtwp.net.

Graduation Requirements

MTSD Students in the Classes of 2023 and beyond will be held to the requirements set by...

- a. the Manheim Township High School Educational Planning Guide
- b. recent legislative changes instituted by the Pennsylvania Department of Education (PDE) that provide five (5) “Pathways to Graduation” (*Act 158*)

From the Manheim Township Educational Planning Guide (EPG)

Course Work (22 Total Credits)

- English 4 Credits
- Health ½ Credit
- Social Studies 4 Credits
- Physical Education 1 ½ Credits
- *Arts and Humanities 1 Credit*
- *Financial Literacy ½ Credit*
- STEM 7 Credits - See requirements listed below Required:
 - Science- Biology + 1 Freshman Science Course and additional science credit
 - Math- Completion of Algebra 1, Algebra 2 & Geometry
 - Student selected courses from the Sciences, Math or Tech Ed STEM offerings to complete the 7 credit minimum
 - Elective Courses 3 ½ credits

College and Career Artifacts (Chapter 339)

- Graduation Project Completion of a College and Career Readiness Portfolio is required and will be used as the PDE Graduation Requirement. Students will complete a variety of activities which fall under the following categories: Career Awareness, Career Acquisition, Learning and Retention, and Entrepreneurship. Participation in lessons and a series of tasks will be required to be completed by the end of eleventh grade.

Assessment of Civics Knowledge (Act 35)

- All PA schools must administer a locally developed assessment of U.S. history, government, and civics at least once to students during grades 7-12, beginning with the 2020-2021 school year. Full-time virtual students that have not completed this requirement by the middle of their senior year will be enrolled in a schoology course and required to complete a brief assessment to fulfill this requirement.

From the Pennsylvania Department of Education (PDE - Act 158)

Pathway 1: Keystone Proficiency	<ul style="list-style-type: none"> ● Student scores proficient or advanced on Algebra I, Biology, and Literature Keystone Exams.
--	---

For students that do not meet Pathway 1, they must meet **one of the pathways** below:

Pathway 2: Composite	<ul style="list-style-type: none"> ● Composite Score is 4452 or Greater (Alg 1 Score + Bio Score + Lit Score) ● At least 1 Keystone score is Proficient or Advanced ● No score Below Basic 	
Pathway 3: Alternative Assessment	<p>One of/Minimum Score:</p> <ul style="list-style-type: none"> ● ACT - Composite score of 21 ● ASVAB - AFQT score of 31 ● PSAT - Score of 970 ● SAT - Score of 1010 ● AP Exam (in content area) - Score of 3 ● IB Exam (in content area) - Score of 4 ● ACT WorkKeys - Gold Level ● Successful completion of Dual Enrollment course (in content area) ● Successful completion of an approved pre-apprenticeship program ● Acceptance to 4yr Institution of Higher Education (IHE) and eligibility for college-level coursework 	
Pathway 4: Career and Technical Education	<p>One of:</p> <ul style="list-style-type: none"> ● Industry-recognized credential ● Likelihood of success on approved industry-based competency assessment as demonstrated on benchmark assessments or course grades* ● Demonstration of readiness for continued meaningful engagement in a CTE program of study as demonstrated on benchmark assessments or course grades* <p>*The determination shall be made no later than the end of the eleventh grade, or, if a student enrolled in a one-year program, the end of the first semester of twelfth grade.</p>	
Pathway 5: Evidence-Based Three pieces of evidence that demonstrate readiness for post-secondary engagement	<p>At least ONE:</p> <ul style="list-style-type: none"> ● ACT WorkKeys - Silver Level ● Any AP Exam - Score of 3 ● Any IB Exam - Score of 3 ● Successful completion of Dual Enrollment course in any content area ● Industry-recognized credential ● Acceptance into an other-than-4yr Institution of Higher Education (IHE) and eligibility for college-level coursework 	<p>No more than TWO:</p> <ul style="list-style-type: none"> ● Attainment of Proficient or Advanced on any Keystone Exam ● Successful completion of a service learning project ● Letter guaranteeing full-time employment or military enlistment ● Completion of an internship, externship, or cooperative education program ● Compliance with NCAA Division II academic requirements
Individualized Education Plan	<p>A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes their special education program and IEP goals is granted a diploma under Title 22 § 4.24.</p>	

**Please reach out to your child's counselor/principal for more information about graduation requirements.*

MTVA Overview

The MTVA (MT Virtual Academy) provides K-12 virtual learning opportunities for Manheim Township learners. During the 2023-2024 school year, the MTVA will be a collaborative effort between Manheim Township and the Lancaster-Lebanon Virtual Solutions (LLVS) affiliated with the Lancaster Lebanon IU13 and CAOLA- Capital Area Online Learning Association: <https://caola.caiu.org/>

1. Online courses are carefully designed to align with the state standards to ensure that students receive a robust and relevant education. We understand the importance of adhering to these standards as they define the knowledge and skills that students are expected to acquire at each grade level.
2. Courses are PA standards aligned and are reviewed through the Capital Area Online Learning Association (CAOLA) minimally every three years. The committee uses Quality Matters (QM) alignments and National Standards for Quality (NSQ). Courses are reviewed and updated annually by individual course providers.
3. This curriculum is aligned to PA State standards and meets MTSD graduation requirements.
4. Online courses address multiple learning styles through an expertly designed multi-media mix of streaming videos, flash-based activities, podcasts, text, and voice discussion forums, blog writing, on-demand synchronous tutoring, web exploration, and research, objective and subjective assessments, Discovery Education® videos, custom textbooks, interactive gaming environment, and much more.
5. MTVA ,through LLVS, delivers courses asynchronously, which means lessons are presented in the learning management system independent of a teacher. Therefore, students can complete the work independently and contact the teacher if they have questions or need help. It is recommended that students check in with their online teachers and MTVA coordinator weekly if not more.
6. Students take daily assessments in every lesson; as a result, students have clear, achievable goals in each lesson each day, which allows them to focus, see accomplishments, and stay motivated. In addition, parents and students can see learning progress, assignments, and grades at a glance on their personalized home page. The proprietary software program immediately alerts the parents/guardians and instructor if the student falls behind in any portion of the material.
7. The Virtual Academy Coordinator will collaborate with counselors,

administrators, students, and parents to choose online courses that align with grade-level peers within the district. The first priority when scheduling online courses is to ensure the student is taking courses required by the district or state. These courses will be plugged into a student's schedule before allowing the student to choose from various electives.

8. Students are assigned course work based on what credits are needed to advance to the next grade level, meet Manheim Township School District graduation requirements, and continue annual progress towards graduation.
9. Students are asked to work in each course daily, Monday through Friday (completing lessons each day). A course completion plan may be arranged with coordinator, counselor, and student. Course planners are built into the courses.
10. Courses are available to students twenty-four hours a day, seven days a week. MTVA follows the school calendar, and expectations for attendance are adjusted accordingly.
11. The Parent/Guardian is expected to have an active role in their student's daily education and participation as the learning coach, as well as ensuring that the student is making adequate progress.
12. Students who are enrolled in MTVA continue to follow the district's attendance policies and follow the district student handbook (dress, behavior, etc...).
13. Students have the opportunity for in-person support by appointment. See Welcome letter from the MTVA coordinator and sign-up for Schoology or SeeSaw for available times.
14. Online Pennsylvania Certified teachers of students course(s) are available by appointment and through scheduled meeting times through virtual scheduled meetings. Students will receive notification of meetings from individual online teachers.
15. 80% Mastery levels are set for daily assessments, and 70% Mastery levels are set for tests, quizzes, exams, essays, etc.
16. Students are required to have weekly check-ins with MTVA coordinators and/or support teachers/staff.

Recommended Online Learning Skills

Online learning offers a distinct learning environment compared to traditional

classrooms, demanding learners to possess or cultivate essential skills such as effective time management, self-advocacy, technological proficiency, and personal accountability for their education. Successfully navigating online learning requires individuals to demonstrate a willingness to enhance these capabilities. Therefore, for students who exhibit an interest in developing these skills, embracing online learning presents an exceptional opportunity for academic growth and achievement.

When considering whether or not full-time or part-time virtual learning is a good fit, students and parents should consider the following:

- Does the student have good time management skills?
- Is the student able to advocate and ask for help when needed?
- Does the student have a basic comfort level with technology?
- Does the student have access to reliable internet services?
- Can the student (or parent) navigate minor technological troubleshooting?
- Is the student resourceful and generally independent for their age?
- Does the student have a designated workspace where he/she can work without interruption?
- Is a parent or other adult available to assist the student and monitor progress and pacing through online coursework? **This is a significant consideration for K-6 students.*

If you answered “yes” to most of these questions, virtual learning may be a good fit for your child. If you did not answer “yes” to all of these questions, you might want to consider a part-time online experience to ease into the program and develop skills in these areas before taking on a full-time virtual schedule. *Please note* that there is currently no part-time option available for elementary students. Finally, if most of your responses were “no,” you may want to talk with your student’s counselor about a more traditional, face-to-face schedule where teacher support is more readily available and accessible.

A good indicator if online learning is a good fit for you is the SmarterMeasure.

- ❖ SmarterMeasure is a web-based assessment tool that measures non-cognitive attributes, technical skills, and readiness for online/self-regulated learning. Students, Parents, and MTVA use this tool to determine student readiness for online learning.
- ❖ The SmarterMeasure takes approximately 60 minutes to complete. It does not keep you from participating in MTVA, but allows the educational team (parent/guardian, student,MTVA, Counselor, Case Manager etc..) to have discussions about student learning

- ❖ <https://caola.smartermeasure.com/>
- ❖ **UN: manheimtownship**
- ❖ **PW: welcome**

Enrollment Procedures

Students and parents who are interested in pursuing virtual learning opportunities should follow these procedures:

1. <https://www.mtwp.net/about/curriculum/manheim-township-virtual-academy/> please complete the MTVA enrollment intake form to notify the Virtual Academy department of your interest. *Please note that you must currently be enrolled in the district to enroll in MTVA.* To enroll your child in the district, please visit <https://www.mtwp.net/about/student-services/student-registration/>
2. Meet with your school counselor to discuss options that will ensure a personalized program that meets the academic requirements needed to advance in grade level and/or graduate. *Please note:* Before enrolling in virtual courses, students may be asked to complete an online pre-assessment to help families determine whether or not online learning is a good fit. Students may also participate in a district pre-assessment to ensure appropriate Math or ELA placement.
3. Once the decision is made to enroll in one or more online courses, the parent, student, and counselor will work with the MT Virtual Academy Coordinator to build an appropriate schedule. Students will continue to attend all of their assigned face-to-face classes until they are notified of the start date for their virtual experience.
4. Students can enroll in the virtual academy prior to semester commencement or at marking period start dates. Official enrollment ideally needs to begin weeks prior to the start date of classes to allow time for orientation (for the student a) and essential enrollment procedures to be completed.
- 5.
6. Schedule a MTVA orientation session with MTVA coordinator and/or school counselor
7. Students moving into the district interested in virtual learning should contact their school counselor.

Important: Students will have five calendar days following the start of a course to decide whether to remain in the course or withdraw. If the student chooses to withdraw from a course, they will need to notify both the Virtual Academy Coordinator and their school counselor. The student will be reassigned to a face-to-face class to keep pace with their academic progress towards graduation or grade-level advancement. After five school days, the student will need to remain in the online course until its completion.

Enrollment Options / Course Requirements

MTSD recognizes that students learn at different paces and that learning can happen in different places. In addition, we realize that families have different schedules and needs. We also recognize that learners have different aspirations and education needs to meet their goals. For these reasons, MTSD has a variety of ways learners can participate in learning.

Option #1 – Full-Time Virtual Academy

Full-time HS students will participate in courses required to meet graduation requirements and constitute a full load of credits according to their grade level. In addition, these students will follow the MTSD calendar, which indicates the start and end of the school year and scheduled holidays and extended school breaks. Most secondary online courses are divided into four parts (one per marking period), and students need to pass all four parts collectively to earn credit for the course. Each part of the course consists of approximately 35-48 lessons, quizzes, and exams. With retakes afforded, students typically need to achieve at least an 80% or higher on the daily lessons and 70% or higher on quizzes and exams to earn passing grades.

- i. English – 4 Parts (1 Credit)
- ii. Science – 4 Parts (1 Credit)
- iii. Math – 4 Parts (1 Credit)
- iv. Social Studies – 4 Parts (1 Credit)
- v. Physical Education (Fitness) – 2 Parts (½ Credit)
- vi. Other Required Courses -
 - 1. Health (½ credit) & Personal Financial Literacy (½ credit)
 - 2. Electives – (1 ½ Credits) which can include but are not limited to: World Languages, Art, Music, Family & Consumer Science, Business, Technology, etc.

Middle School (7-8)

Middle school courses are not credit-based. Full-time MS students will participate in courses required to advance to the next grade level.

- a. Courses include English, Math, Science, Social Studies, Phys. Ed, Health, College and Career Readiness.
- b. Electives include, but are not limited to: Art, Music, Family & Consumer Science, Technology, World Languages, etc.

Intermediate School (5-6)

Courses in 5-6 are not credit-based. Required Courses include: English Language Arts, Science, Math, Social Studies, Physical Education, Health

5th grade online courses are semester-long and students need to pass the semester to earn credit for the course.

6th grade online courses are either semester long and students need to pass the semester to earn credit for the course or 4 parts =4 marking periods

Elementary (K-4)

Courses in K-6 are not credit-based. Most elementary online courses are semester-long, and students need to pass the semester to earn credit for the course. Required Courses include: English Language Arts, Science, Math, Social Studies, Physical Education, Health

Option #2 – Part-Time Virtual Academy (Blended)

Secondary students (grades 7-12) have the option of enrolling in the MT Virtual Academy part-time, meaning some of their daily schedule would consist of face-to-face classes at Manheim Township Middle or High School. This may be an excellent option for students who want to take specific courses online to:

- a. Complete additional credits
- b. Recover credits
- c. Have a flexible schedule

In contrast, the remainder of the day consists of online classes completed at home. Families interested in this option should reach out to their school counselor to discuss their student's needs. *The parent must provide mid-day transportation to and from school.*

The Manheim Township Virtual Academy has a face-to-face virtual classroom for virtual students located at Manheim Township High School. A virtual classroom is where part-time virtual students report to work on their online courses during class periods

when they are not assigned face-to-face classes. This HS room is staffed by Manheim Township teachers and paraprofessionals who can answer student questions and support students with content or technology questions every period of the day.

Typical Full Time MTVA Day:

A typical school day for a virtual student is similar to a traditional face-to-face student day. Students log in to their course dashboard to check announcements, instructional schedules, and course work for each class to prepare them for what is to be accomplished and help them pace their day.

Students are welcome to set a schedule that works for them and their families; however, many students benefit from a structured daily schedule when working at home. A daily schedule should start with a consistent wake time with students ready to attend to their school work at the same time each day. We encourage parents/guardians to help their students create a daily/weekly plan that will work for their learners.

- Elementary (K - 4): 1 hour per work session (with breaks) (see schedule below)
- Intermediate:(5-6) : 1 hour per work session (with breaks) (see schedule below)
- Middle School (7-8) 2 hours per work session (with breaks) (see schedule below)
- High School(9-12): 3 hours per work session (with breaks) (see schedule below)


Login Guidelines / Work Completion

1. As a standard expectation, students must log in to their coursework Monday through Friday and complete at least 1 lesson a day from each of their courses. Following this guideline will ensure that students will sustain pace with the prescribed pacing plan for each course.
2. Students in the LLVS must stay on pace according to the system. The dashboard will keep students and parents updated.
3. As per PA State requirements, elementary students should expect to spend 25 hours and secondary students approximately 30 hours a week on their school work. Following these guidelines will promote an adequate commitment to ensure that most students' learning and progression occur.
4. Virtual students and Learning Coaches will automatically have access to courseware training to navigate online courses

•

Sample Full Time Virtual Academy Schedules

- Lessons are designed to be completed in 20 - 50 minutes.
- Students may choose which order they work on their lessons; however, we recommend five lessons be completed for each course each week.
- Students should take notes within courses in order to aid in learning content. (Bring notes to tutoring sessions and check-ins)

<p><u>Elementary (grades K - 6)</u> 8:00 - 8:30 Student begins work on ELA Assignments 8:30 - 8:45 Break 8:45 - 9:30 Finish ELA Assignments 9:30 - 10:00 Break 10:00 - 10:30 Begin work on Math Assignments 10:30 - 10:45 Break 10:45 - 11:30 Finish Math Assignments 11:30 - 12:00 Lunch Break 12:00 - 12:30 Work on Science Assignments 12:30 - 12:45 Break 12:45 - 1:30 Finish Science Assignments 1:30 - 2:00 Recess 2:00 - 2:30 Work on Social Studies Assignments 2:30 - 2:45 Break 2:45 - 3:30 Complete Social Studies Assignments</p>	<p><u>Secondary (grades 7 - 12)</u> 7:30 - 9:00 Work on English Assignments 9:00 - 9:15 Break 9:15 - 10:45 Work on Math Assignments 10:45 - 11:00 Break 11:00 - 12:30 Work on Science Assignments 12:30 - 1:00 Lunch 1:00 - 2:30 Work on Social Studies Assignments 2:30 - 2:45 Break 2:45 - 3:30 Work on Elective Course / College and Career Readiness Portfolio (HS Requirement)</p> 
--	---

Building in breaks is essential to helping students reset their energy level and improve their ability to focus, retain more, and stay on task.

Course Content

LLVS delivers courses asynchronously, which means that lessons are presented in the learning management system independent of a teacher, allowing flexibility in when and where students view instructional materials and complete coursework.

- Students are responsible for contacting their virtual instructor if they have questions or need help. It is strongly recommended that students check in with online teachers weekly.
- Online teachers will send messages to students and learning coaches within the system. Please check for messages and respond (Communication can assist you in learning content and scheduling tutoring, support, and submission of work).

Roles and Responsibilities

Parents/Guardians = Learning Coach(es)

At Manheim Township, we value parent involvement and engagement with student learning in traditional and online environments. We encourage parents to participate in information/orientation sessions and parent-teacher conferences set up by the district. Adult support will be needed to assist learners with managing daily schedules and routines, accessing the necessary technology applications, and communicating with the teacher. The level of adult support required per learner will vary and is expected to decrease as time goes on. In online learning, parents/ guardians= Learning Coach(es) can support their students in a variety of ways.

- Parents/Guardians= Learning Coach(es) can support their students by establishing a regular "school workplace" and "school work time" in the home for students to complete their online course work. This structure helps students to distinguish between schoolwork time and leisure time.
- During the "school work time," students should work at a comfortable workstation that promotes good posture. The workstation should include a desk that allows the student to work on their technology comfortably. The workstation should also have a chair that is appropriate for the learner's size and provides support. The area should be uncluttered and quiet. The site should be well lit, and if possible, the area should have natural light.
- Parents/Guardians= Learning Coach(es) can help their students by setting

guidelines on using other technologies such as TV and music while studying.

- Parents/Guardians= Learning Coach(es) can support their learners by helping them establish a daily routine for working on their coursework. Please help your child recognize when they learn best and schedule more challenging subjects at that time. Help younger students intersperse more extended reading and writing times with activities completed off the computer.
- Use the school calendar and the due dates within the online courses to help students pace themselves. Because students are still learning the skills associated with time management, organization, and self-discipline, it is often good to map out assignments and identify specific times and days when they plan to work on particular assignments or course materials. In addition, the online courses have pacing guides used within courses to assist.
- Most importantly, Parents/Guardians= Learning Coach(es) of online students should work with their children every day to review what lessons were completed, what difficulty they faced, what lessons they enjoyed, and how they felt the day went. Assess your student's level of comfort and success every day. Provide support for students if they become discouraged and contact the course teacher immediately to let them know of their concerns.
- Online learning requires a strong partnership between the parent/parents/guardians Parents/Guardians= Learning Coach(es), MTVA coordinator/staff, and the online teacher. Communication is key to online learners' success, and as such, Parents/Guardians= Learning Coach(es) must stay in contact with your student's teacher. It is recommended to communicate with online teachers as well as a member of your students MTSD educational team weekly.
- Please notify the school immediately of any change in the Parents/Guardians= Learning Coach(es), student's contact information or academic status and to maintain contact with the MT Virtual Academy through email and telephone. The MT Virtual Academy relies heavily on email communications to update parents, so it is critical that an accurate email account is on file in your student's records and that Parents/Guardians= Learning Coach(es) are responsive to emails received from the MT Virtual Academy.
- Parents/Guardians= Learning Coach(es) should monitor students' computer use to ensure that computer equipment and software are used for educational purposes and following school policy.
- Students and parents/legal guardians have continual access to student grades online through Schoology and Sapphire, and Manheim Township School District issues report cards quarterly. Parents/Guardians are encouraged to reach out to

their student's counselor or the Virtual Academy Coordinator if they have questions or concerns regarding grades or progress in online courses.

Online Student Responsibilities:

Students are expected to adhere to all policies, regulations, and procedures outlined in the MTSD student handbook in addition to the MT Virtual Academy Handbook. Additionally, students taking online courses are responsible for:

- Logging into the <https://caola.caiu.org/login> Monday -Friday. If a student will miss a day Monday-Friday, please notify the MTVA coordinator. The courses are available 24 hours a day, 7 days a week. However, online teachers and the MTSD educational team through MTVA are available during the school day only.
- Checking announcements and reviewing the lessons for the day (Schoology, See Saw, online courses platform)
- Completing a minimum of 5 lessons per week per course and remaining on pace in each virtual course.
- Submitting their own work and abiding by the [Code of Conduct](#).
- Maintaining consistent communication with teachers and the MTSD educational team with MTVA regarding pace, progress, problems, and concerns.
- Notifying parents and teachers if and when they need assistance.
- Reach out to the tech department if there are technical difficulties.
- Contacting online teachers and the MT Virtual Academy Coordinator in the case of an absence. This communication helps students to keep up with assignments and stay on pace.
- Attending all state and school mandated assessments such as the PSSA Testing schedule for grades 3-8 and Keystone Testing for grades 9-12 at their home building. Principals and counselors will be in touch with all MT Virtual Academy students regarding the required assessments' dates, times, and locations.
- Complying with the district and state's graduation requirements, including adherence to the Pathways for Graduation.

Academic Assistance

Elementary

In addition to asynchronous lessons, synchronous sessions are conducted weekly at the beginning of the year and touch on all subject areas, focusing primarily on Math and ELA. Some assessments/benchmarks emerge throughout the course that may require an additional synchronous session to occur. The teacher schedules the weekly synchronous sessions; however, parents can request if they prefer to meet on a different day or time. The synchronous sessions are between teacher and student via Zoom to ask and answer questions, building rapport.

Secondary

The Manheim Township Virtual Academy has a face-to-face virtual classroom for full-time and part-time virtual students located at Manheim Township High School. This MTVA classroom is located at the high school in the Learning Commons near the library. The room is staffed by Manheim Township teachers and assistance every school day. MT teachers and MTVA team assistance staff are available to answer student questions and support students with content or technology questions. Full-time students enrolled in the Virtual Academy may also take advantage of the Learning Commons as a resource for academic or technological assistance or workspace during the school day.

Full-time and part-time MTVA students are encouraged to attend the Learning Commons for weekly check-ins and support.

Full-time students attending the MT-Learning Commons room on campus will need to:

1. Sign up on the MTVA Schoology in order to let the front office know you are coming
2. Check-in at the main office when entering the building and sign out when leaving.

Please Note: Full-time students who fall behind the prescribed pace will be expected to come onto campus to use the Learning Commons to catch up on course work

K-12 Student Supports

- Each student will be able to seek assistance from an online, on-demand tutor via LLVS. This tutor, available from 8:00 am to 5:00 pm on weekdays, is a highly

qualified teacher who can provide additional assistance to aid the student's learning. Students are also encouraged to speak with their online teachers via email through the course player software. Please note, tutoring times need to be requested.

- The Virtual Academy Coordinator and MTVA team helps to monitor the student's progress and coordinate assistance, if necessary. To keep parents updated on their child's progress, a weekly report will be emailed home.
- Students with special needs, gifted needs, or EL needs will work with a district case manager and the Virtual Academy Coordinator to ensure appropriate accommodations and modifications are followed.
- If a student repeatedly falls behind pace or struggles to make academic progress in their online course(s) and/or does not attend weekly check-ins, the following will occur:
 - Parents will be alerted to the situation, and a Parent-Teacher-Student conference will be scheduled to discuss additional ways to support the student.
 - Students will be encouraged to attend live sessions, tutoring sessions, or physically come into the Learning Commons at school for support.
 - Students will be required to complete one asynchronous lesson a day per course and be placed on a trial period until work is on pace. It's important to keep in mind that if a student should fall behind, they are expected to address missed work by completing additional lessons and increasing minutes within the course (learning is constant, time is your variable). If students fall behind, they are expected to "accelerate" to regain pace to meet deadlines. Courses are available 24 hours a day, 7 days a week.
 - Students will be required to select a support method, attend live sessions, attend tutoring sessions, or physically come into the virtual academy classrooms at school for support. If the recommendation is to require face-to-face support, parents will be responsible for transportation. If the student needs assistance with transportation, parents/guardians should contact the school counselor for help making arrangements.

***Please note that if the above interventions are not successful, the student may be removed from our virtual program and be required to attend face-to-face classes in the building.*

IMPORTANT: Students who are not successful in the virtual classroom may be required to participate in a conference with their counselor, principal, case manager (if applicable), and/or the Virtual Academy Coordinator to develop an individualized plan for academic success.

Grading

Students are assessed on many criteria, including assessments, quizzes, essays, tests, participation, and forum discussions. Students and parents have immediate and continuous access to grades by logging into the Genius system. Grades for assessments and tests will be posted within 36-48 hours from the date of completion. Grades will be imported into Sapphire at the end of each marking period. Report cards will be distributed per the Manheim Township School District calendar.

Attendance

The attendance policy for virtual students enrolled in the Manheim Township Virtual Academy (MTVA) requires DAILY SCHOOL LOGINS and the demonstration of progress based on their prescribed pacing plan (assignment completion). Although daily school day work is expected, progress is measured weekly. *This is an asynchronous virtual model.*

Students are expected to:

- Log into the MT Virtual Academy platform minimally five days each week Monday - Friday.
- Maintain an “on pace” status within each of their online courses in order to be considered “present” at school.
- A school week is defined as Monday through Friday, 11:59 PM. This provides an opportunity for students to connect with content with support within their weekly school schedule. Students who work consistently tend to be more successful!
- Attendance is calculated in the mornings throughout the week. Students are “present” if they are up to date on their prescribed pacing path and have logged in a minimum of five days for the week.
- If a student is NOT on-pace in their courses and has not met the weekly log-in requirement, the student will be marked absent. Students will be marked absent

for the school day the student did not attend.

- When a student is marked absent, the parents/guardians must submit a written excuse within *three* school days. This must be done through the Sapphire portal. Email excuses will *not* be accepted.

Excused Absences

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Recovery from an accident
4. Required court attendance
5. Death in the family
6. Family educational travel, with prior approval*
7. Educational tours and trips, with prior approval*

**Submittal for these absences must be five (5) days or more before the first day of absence*

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

Standard excuse cards are available on our website for parent/guardian convenience, or notes can be provided on separate paper. Please provide the child's name, grade, date of absence(s), the reason for absence, and parent/guardian signature. Email excuse information without a signature is not an acceptable format. Parents may also fax a signed excuse with the above information to the attendance office at (717) 735-1740. While in your Sapphire Parent Portal account, go to >> student data forms, then >> daily absence form.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. Upon ten (10) days of absences, excluding pre-approved trips or illnesses already excused by a medical professional, an excuse from a physician shall be required for each future absence.

The Board will recognize other justifiable absences for part of the school day. These shall include but are not limited to the following:

1. Family emergencies and other urgent reasons.
2. Absences for religious holidays.
3. Up to 36 hours of religious instruction.
4. Participation in 4 H & FFA events.
5. College visits for High School students only.
6. Government agency appointments.

7. Medical or dental appointments.

Unexcused/Unlawful Absences

Unexcused and/or unlawful absences shall include the following:

1. Pre-arranged or planned absences on so-called "skip days." This type of absence will not be approved under any circumstances, and the student may not make up missed classwork. Students who reported off for illness on such days may be required to provide a doctor's excuse to verify the illness.
2. Absences that require documentation by school health personnel or a doctor's excuse when documentation is not provided.
3. Absences for which a written explanation is not turned in within three (3) days of absence.
4. Leaving school during school hours and/or going directly home without the permission of the school administration.
5. All other absences except those listed under Excused Absences or those approved by the superintendent or designee.

Truancy

State law defines truancy as the accumulation of three (3) or more school days of unexcused absences during the school year by a child subject to compulsory school attendance. When that child accumulates six (6) or more unexcused absences during that school year, they are considered to be habitually truant.

When a student has one (1) unlawful absence, a letter will be sent to the parent informing them of the absence. When a student has a second (2nd) unlawful absence, another letter will be sent to the parent.

After a third (3rd) unlawful absence, a certified letter will be sent informing the parent that the student is now truant, and a School Attendance Improvement Conference will be scheduled (Note "SAIC" heading below). The letter will invite the parent to participate with the school to determine the causes of the absences and what can be done to prevent future absences. The letter also defines the consequences if the student becomes habitually truant. Once a student has accrued six (6) unexcused absences, the school must refer parent/child to a school (or community) based attendance improvement program. Manheim Township School District will recommend that the family contact a local family services agency to register for their "Parenting Wisely" Program.

School Attendance Improvement Conference (SAIC)

Pursuant to the BEC 24 PS 13-1327, public schools must notify parents/guardians regarding the need for a family conference upon the third unlawful student absence. The Manheim Township School District offers a School Attendance

Improvement Conference (SAIC) to help guide the school and family on the path to the elimination of truancy. A cooperative school attendance improvement conference is scheduled to engage participants involved in the student's life to explore possible solutions to increase the student's attendance. Maintaining open communication between the student and adults will facilitate positive outcomes. Causes of truancy and identifying, understanding, and exploring all issues are used to develop a mutually agreed upon plan to assure regular school attendance is discussed.

For students eligible under Individual Disability Education Act (IDEA) as a special education student, all attendance issues should be discussed and resolved with the student's Individual Education Program (IEP) team. While the SAIC form and format may be followed to aid discussion, all attendance improvement-related solutions should be made by the IEP team members and noted in the IEP.

Habitually Truant Under The Age Of 15

After a sixth (6th) unlawful absence, a school must refer the child to either a school-based or community-based attendance improvement program or the county Children and Youth Services (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school attendance officer may file truancy charges against the parent at the Magisterial District Court. If found guilty, a parent could face fines of up to \$750, community service, or imprisonment not to exceed three (3) days.

Habitually Truant Age 15 Or Older

After a sixth (6th) unlawful absence, a school must either refer the child to a school-based or community-based attendance improvement program or file charges against the student or parent at the Magisterial District Court. If found guilty, a student could face fines of up to \$300, and driver's license suspension and parents fines up to \$750, community service or imprisonment not to exceed three (3) days.

Truancy Diversion Program

Truancy Diversion Program (TDP) is an evidence-based intervention program offered to parents and students as a preventative measure to educate parents/guardians and students who are experiencing truancy problems about the consequences associated with unexcused absences. After a sixth (6th) unlawful absence, a school must either refer the child to a school-based or community-based attendance improvement program or file charges against the student or parent at the Magisterial District Court. By participating in the Truancy Diversion Program, families could avoid the judicial process and have positive and meaningful outcomes for the student.

Academic Eligibility

Students participating in a school-related extracurricular club or athletic team meetings after school must meet academic eligibility requirements. Academic eligibility checks are not required for K-6 students. Eligibility requirements include:

- be in good standing with weekly attendance
- remain on pace with their daily coursework.
- Maintain 60% grade weekly in each subject. Please Note: Notifications of “in danger of failing” are made to administration when students’ grades fall between 60 - 69%.

Please refer to the MT Student Handbook for specific attendance and academic eligibility guidelines and procedures. The Virtual Academy Coordinator, counselors, and principals will use the following chart to determine whether or not a student is “present” for attendance and academically eligible to attend daily and weekly athletics or extracurricular practices or contests.

Student Online Status	Eligibility Status
The student is on pace or ahead of pace in ALL courses, passing courses, AND logged into all courses a minimum of 5 days per week.	The student is considered present (all 5 days) and is daily/ weekly academically eligible.
The student is behind pace in one or more courses and/or NOT passing two or more courses, AND logged into all courses a minimum of 5 days per week.	The student is considered present (all 5 days) but is not daily/weekly academically eligible.
The student is behind pace in one or more courses AND/OR NOT passing one or more courses, and logged into courses fewer than 5 days per week.	The student is absent for the number of days not logged in and is not daily/weekly academically eligible.

If a student is marked absent, he/she may present a written excuse within 3 school days from a parent/guardian to explain the absence. Students should refer to the MT Student Handbook for additional information about what is considered to be an excused or unexcused absence.

Withdraw from Virtual Academy and the District

Students participating in the full-time MT Virtual Academy may withdraw from the program and the district, provided that the parent/legal guardian indicates in writing the reason for withdrawal, the name and location of the public or private school that the student will attend, and the expected exit date from the program.

Parents may initiate withdrawal from the program by contacting the student's school counselor and building principal. The school will contact the parents/legal guardians to ensure proper withdrawal paperwork is completed and meets all district standards. Upon completion of withdrawal, any and all equipment issued by the MT Virtual Academy must be returned to the district in the same condition that it was given to the student(s).

21

Transfer to Another District

Students taking online courses may continue with their school work if they transfer to another LLVS member school district and follow all applicable guidelines of that school district's policies, procedures, and regulations. Parents must contact both the current school and the new proposed school district to make these arrangements for their student(s) to continue with online coursework.

Schedule changes - Dropping/Adding a Course

Elementary Students

Elementary students must enroll in four core courses: Math, ELA, Social Studies, and Science. They are not able to drop one of these core courses. Students will also be required to enroll in Health/PE. Students will work with their school counselors to take additional electives based on student interests.

Parents have **five calendar days** from an elective course enrollment date to notify their student's counselor and the Virtual Academy Coordinator that they intend to drop an online course for their student. The five calendar day window starts from the day of enrollment in each course and includes weekends.

If a student chooses to drop an online elective course, the parent should make arrangements through the school counselor to explore options for a different online elective.

Secondary Students

Students have **five calendar days** from the enrollment date of the course to notify their counselor and the Virtual Academy Coordinator that they intend to drop an online course. The five calendar day window starts from the day of enrollment in each course

and includes weekends.

If a student chooses to drop an online course, they must make arrangements through the school counselor to explore options and limitations based upon graduation and credit load requirements.

District Issued Technology

Students enrolled in the MT Virtual Academy may be provided with an iPad or laptop computer and all applicable hardware, including but not limited to: computer, computer case, mouse, keyboard, microphone/headset, and any software necessary to complete online course requirements. All resources remain Manheim Township School District property, and fees may be charged to repair or replace damaged equipment that falls outside of normal “wear and tear.”

The use of district-provided hardware and software is governed at all times by Manheim Township School District Policy #815 - “Acceptable Use of Electronic Resources.”

The Technology Services department is committed to supporting our Students and Parents/Guardians. Individuals in need of technical support can contact the Manheim Township Technology Department at (717) 560-1500 or email at: techmedia@mtwp.net with questions or concerns.

Internet Access

If you have internet concerns, please reach out to Mrs. Beth Krebs (krebska@mtwp.net). She will be able to provide information and/or resources regarding internet access.

Additional Materials

All MTSD Virtual Academy students will be enrolled in an MTSD Virtual Academy Seesaw page (grades K-4) or Schoology page (grades 5-12). These pages will facilitate home-school communications, and they will house essential documents, resources, and contact information for district staff should a need arise.

Upon enrollment into the online program, a plan will be developed for students to come to the school office to pick up their materials.

Student Services

The Manheim Township School District and the MT Virtual Academy are required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP), Gifted Individualized Education Plans (GIEP) or 504's will have an additional meeting to review and amend educational documents while attending MTVA. Students with Individualized Education Plans (IEP) will be accommodated within the courseware and amended IEP. Students with Gifted Support Services (GIEP) or 504 Plans will receive appropriate accommodations through their coursework.

Communication between the student, their case manager, their school counselor, the MT Virtual Academy Coordinator, and the student's online teachers will ensure the student receives the proper modifications outlined in their IEP and/or 504 plans. All services (OT, PT, Vision, D/HH, Speech, and Language) will be provided through teletherapy or a blended approach. Students learning via MTVA will have access to telehealth services and tele-counseling services when needed.

Parents who believe their child is eligible for special services should contact the Manheim Township School District for further assistance. The MT Virtual Academy will work with the parent and student to ensure proper procedures are followed and review the results.

Career Explorations and Portfolio

All Manheim Township students, including those enrolled in the MT Virtual Academy, are required to meet all of the Career Education and Work Standards required by the state of Pennsylvania. This includes the maintenance of a Career Portfolio. This is in reference to the PDE Graduation Requirements listed earlier in this document and can be found in each student's Schoology page under the "Advisory" course. MTVA staff will periodically send out information updates via Schoology and Email to students and parents as may be necessary.

Elementary Students

Elementary students will work closely with their school counselor and participate in Nearpod lessons that will help to cover the appropriate College & Career standards. In addition, the school counselor will check in throughout the school year to help students collect evidence and upload artifacts into their Career Portfolios.

Secondary Students

- All full-time students will be enrolled in a Career Readiness course in Schoology and should work to complete the graduation requirement. Your child's guidance counselor will work closely with your student and provide lessons synchronously.
- Students and parents will meet annually face-to-face with their counselor and the Virtual Academy Coordinator to check progress on their Career Portfolio and other

graduation requirements. Students that are behind on completing this portfolio may be enrolled in an additional course(s) to meet graduation requirements.

Mandated State Testing K-12

Students are required to participate in all school and state-mandated assessments. Students will communicate with their counselor regarding the date and time they need to arrive at the local school building to take specified assessments.

PSSA's

Pennsylvania System of School Assessment

Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 4 and 8 is assessed in science.

Keystone Exams

Students taking Biology, Algebra 1, and 10th Grade Literature will be subject to the end-of-unit Keystone Exam as required by the state of Pennsylvania. The exam for all Keystone courses taken the first time will occur in May of that year, while credit recovery could either be in either December or May of that year. All information regarding the Keystone Exams will be communicated by the student's counselor and/or principal.

Proctored Exams

Students enrolled in the MT Virtual Academy may be required to take proctored exams each year at their local school. Students will communicate with their counselor on the date and time to arrive at the local school to take specified assessments.

Advanced Placement Exams

Students wishing to take AP exams must work with the appropriate school personnel to determine a date, time, and location. The cost of the AP exams is solely the responsibility of the student and parent/legal guardian.

PSAT/SAT/ACT/ASVAB

Students wishing to take the SAT, ACT, ASVAB must work with their school counselor to determine a date, time, and location. The cost of the SAT exams and transportation to and from the exam is solely the responsibility of the student and parent/legal guardian.

Code of Conduct

All Manheim Township Virtual Academy students are subject to the expectations defined in the Manheim Township Student Handbook & Student Code of Conduct,

including attendance, academic dishonesty, plagiarism, and academic integrity.

School Board Policies

For additional information, please refer to the following MTSD Board Policies, please visit: www.mtwp.net/school-board/

District Contact Information

Technology Support	Tech/Media Services Department <u>Phone:</u> 717-560-1500 <u>Email:</u> techmedia@mtwp.net
K-12 Virtual Academy Coordinator	Mrs. Beth Krebs <u>Phone:</u> 717-560-3097 <u>Email:</u> krebska@mtwp.net
High School Administrative Liaison	Mrs. Lisa Lyons <u>Phone:</u> 717-560-3097 <u>Email:</u> lyonsli@mtwp.net
Middle School Administrative Liaison	Mr. Andrew Hull <u>Phone:</u> 717-560-3097 <u>Email:</u> lyonsli@mtwp.net
Landis Run Intermediate School Administrative Liaison	Mrs. Amy Houck <u>Phone:</u> 717-581-9124 <u>Email:</u> houckam@mtwp.net
Elementary School (K-4) Administrative Liaison	Dr. Nicole Irish <u>Phone:</u> 717-291-1733 <u>Email:</u> irishni@mtwp.net
Guidance Department Contacts	<i>Brecht</i> - Francine Rickert rickerfr@mtwp.net <i>Bucher</i> - Lydia Bekelja bekeljly@mtwp.net <i>Neff</i> - Kelsey Amidon amidoke@mtwp.net <i>Nitrauer</i> - Missy Weaver weavermi@mtwp.net <i>Reidenbaugh</i> - Beth Lester lesterbe@mtwp.net <i>Schaeffer</i> - Megan Bingham binghame@mtwp.net <i>Landis Run</i> - Kaitlyn O'Connor connoka@mtwp.net <i>Middle School</i> - Kara Rogers rogerska@mtwp.net <i>High School</i> - Denise Hall hallde@mtwp.net
Supervisor of Math and Virtual Learning	TBD

	<u>Phone:</u> 717-569-8231 <u>Email:</u>
Director of Technology	Mr. Dan Lyons <u>Phone:</u> 717-735-1735 <u>Email:</u> lyonsda@mtwp.net
Director of Student Services	Mrs. Courtney Nowak <u>Phone:</u> 717-569-8231 x3089 <u>Email:</u> nowakco@mtwp.net
Director of Special Education	Mrs. Amber Mentz <u>Phone:</u> 717-569-8231 x1733 <u>Email:</u> mentzam@mtwp.net
Director of Curriculum and Instruction	Dr. Sharon Schaefer <u>Phone:</u> 717-569-8231 x3087 <u>Email:</u> schaeafh@mtwp.net

This handbook is provided as a general summary of current statutes and policies, guidelines, rules, regulations, and practices applicable to MTVA. It is not intended to be inclusive of all circumstances of the educational process and is subject to change. If further guidance or reference is desired, consult Mrs. Beth Krebs , K - 12 Virtual Academy Coordinator.



MT Virtual Academy Handbook Sign-Off Form

We have read, understand, & agree to abide by the
MT Virtual Academy Handbook in its entirety.

Student Name (Print)

Student Name (Signature) / Date

Parent/Guardian Name (Print)

Parent/Guardian Name (Signature) / Date

