



Tulpehocken Virtual Academy
www.tulpehocken.org/tva

Student & Parent/Guardian Handbook

2022-2023

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What is the Tulpehocken Virtual Academy?

The Tulpehocken Area School District believes that student learning is not confined to the classroom or the school day. Opportunities for learning in today's technologically connected world should be available at all times in many ways. The District also understands the desire of some students and parents to pursue an educational route that could be considered non-traditional but is becoming more prevalent as technology provides more learning opportunities. In an effort to create a culture of educational opportunity within the legal entitlement of a public school education, the Tulpehocken Area School District has created a variety of learning opportunities for students. Many of these courses take place in an online forum and can be accessed from any Internet connection. It is the intention of the District to offer these on-line options for students while ensuring the quality and integrity of curriculum that has exemplified the tradition of excellence our students have enjoyed. Ideally, every student living in the Tulpehocken Area School District will find an opportunity to complete a rigorous and relevant education within the relationship that a community school provides.

To that end, the District has developed the following guidelines to assure that both the individual education of each student and the academic and financial integrity of the district are maintained in this exciting time of change in education. Since the never ending march of technology makes it nearly impossible to anticipate every situation, the District maintains the latitude to make decisions on an individual student basis within the philosophy and guidelines of the District and the Commonwealth of Pennsylvania.

Note:

- 1) TVA refers to Tulpehocken Virtual Academy which is used to designate students who are completing courses from home. They receive TVA equipment (laptop and optional printer/scanner) and are eligible for internet reimbursement if they are taking half of their regular schedule of classes (high school: 3 credits or more online; elementary & junior high: 2 or more core courses) while at home. If eligible, students in grades 5-12 will utilize their TASD assigned laptop and will transport that laptop between home and school as needed. Students in grades K-4 will be assigned a TVA laptop to use at home.
- 2) TVB refers to Tulpehocken Virtual Building for grades 7-12, which designates students who are completing online courses while still in the physical school building. These students do not receive TVA equipment and are not eligible for internet reimbursement.

Providers:

The Tulpehocken Area School District utilizes multiple vendors to give each student the support and flexibility needed. Some of the vendors include: Edgenuity, Virtual High School (VHS), Accelerate, and Google Classroom. Decisions on which vendors will be used for each student will be made by the TVA coordinator based on course requests, IEPs, and other student data.

Enrollment:

Students who want to enroll in TVA courses will meet with their school counselor and Mrs. Erika Kindoll, TVA coordinator. Students/Parents should complete the TVA enrollment form. If approved, the student will then be registered into the appropriate courses and an orientation session will be scheduled.

1. Students/parents should complete the Online Course Enrollment form in order to be considered for TVA/TVB. Students should also complete the “Am I a good candidate for TVA?” survey.
 - a. Signatures and approval from a parent/guardian, the guidance counselor, and a principal are required on this form.
 - i. Students with IEPs, GIEPs, or 504 must also get a signature from their case manager for approval. The Director of Pupil Services may also be consulted before enrollment for a student with an IEP, GIEP, or 504.
 - b. Students may choose to do all classes at home (TVA) or a more blended/hybrid approach with some classes at home and some traditional classes in the building.
 - i. **It is highly recommended that students in grade 12 who elect to do TVA at home have their graduation project completed before beginning TVA. At a minimum, students must have a project approved and begin working on hours prior to enrollment in TVA for grade 12.**
 - c. TVA trial periods may take place here in the building (TVB for grades 7-12) for up to 2 weeks (10 school days) or longer to ensure students are able to navigate courses and are successful before starting TVA at home.
 - d. Students can also elect to do online courses in the building (TVB). They also may choose a blended/hybrid approach with some classes in the traditional classroom.
 - e. Student in each grade level will be expected to take a minimum number of classes
 - i. Elementary (K-6) students must take the 4 core classes as well as 2 online specials (1 must be PE) or they can attend specials in the building
 - ii. Junior High (grades 7 & 8) students will take the 4 core classes as well as Health and PE and 1 special/elective each semester. They can also opt to take Health & PE and specials/electives in the building.
 - iii. High School students will take a minimum of 6.5 credits each year (seniors must carry 6 credits). This can be a combination of online and in the building classes. They must meet the TASD graduation requirement of 26 credits to earn a diploma. Please refer to the Course Catalog on the JSHS webpage for graduation requirements and suggested course sequences. A hard copy of the catalog is available upon request.
2. TVA students should follow the TASD student handbook. Students and parents will be asked to sign the same acceptance forms as traditional students.

- a. The student handbook is available on the TASD website, a hard copy can be requested.
- b. Students should receive a homeroom packet with traditional beginning of the year information and forms to fill out and return.
- c. TVA students will need to complete required health screenings appropriate for their grade level with the school nurse or provide doctor documentation that these were completed.

Attendance:

- 3. Students are expected to log in each day that school is in session for the Tulpehocken Area School District. This may be anytime from 12:00 am to 11:59 pm.
 - a. **Log in for attendance** will be via “TVA Homeroom”. Students must log in and click “mark as done” to submit attendance each school day.
 - i. Students who miss their daily attendance will be marked as absent.
 - 1. If students logged in to their courses and completed some work but missed their daily attendance, then they will be marked for a partial absence for the day.
 - b. Students are expected to log-in on all TASD school days – we will follow the same calendar including snow days, vacation days, and emergency days.
 - c. If the student is too ill to log in or does not have internet access for the day (due to power issues, ISP issues, etc), the student or parent **must** call or email the TVA coordinator **that same day** just as a traditional student would be required to have a parent call to report a student absence.
 - i. Excuse blanks must be scanned/emailed to the TVA coordinator within 3 days in accordance with the attendance policy outlined in the student handbook.
 - ii. Unexcused absences will be documented and treated the same as traditional students according to TASD school board policy. Please also read the attached return to the building procedures for TVA students that have accumulated unexcused absences.
 - d. If a student has an excused absence, the make-up work policy will be the same as the student handbook (2 days to make up work for every 1 day missed).
 - i. Students are responsible to contact their teachers regarding this make-up work and to get back on pace within the time frame mentioned above.
 - ii. Late work policies vary by provider and/or teacher.
 - 1. All assigned Edgenuity & Accelerate classwork must be completed by the end of the marking period.
 - a. Students must be passing at least 50% of their classes at all times.
 - i. Students below 65% each Monday at 7:30am will be contacted to set up a virtual meeting/phone call to discuss progress and complete work. Students who do not attend will be rescheduled one time. A second no show will result in a parent meeting to discuss removal from online classes.
 - b. Fitness logs for Online Personal Fitness (HS PE) may be penalized for late submissions.
 - 2. Google Classroom work must be completed by the end of the marking period.

- a. Teachers for these classes can impose penalties for late work beyond the due date. These policies will be posted in each Google Classroom.
- 3. VHS classes have their own VHS late policy. Discussions and group projects cannot be late. Other assignments can be up to 1 weeks late with a -20% deduction except the final week of the course (no late work that week is allowed). Work can also only be late occasionally - chronic late work will not be accepted. Site coordinators will assist with any extenuating circumstances for late work.
- e. **Students must continue to log in daily for attendance even if they complete their courses early.** Students must continue to log in until their end of year meeting where TVA equipment is collected and next year's schedules are discussed during the last 2-3 days of school by individual appointment.
- 4. Students will be required to participate in all state mandated testing (i.e. PSSA testing, Keystone exams) and will meet all graduation requirements including a graduation project for receipt of a diploma.
 - a. The TVA coordinator/representative from the student's building will provide the dates and times for the state tests.
- 5. All other attendance requirements for TVA follow the student handbook for all students.

Login Information:

- 6. Students may have 1 (or more) username(s) and password(s).
 - a. One each for different vendors depending on courses (Accelerate, Edgenuity, VHS, Google Classroom).
- 7. Parents can request a parent account from each vendor to access course content and view grades/progress reports. Automatic reports are also sent weekly by the content provider.
 - a. Grades will be posted on the Tulpehocken Web Portal (Sapphire) on a weekly or bi-weekly basis for TVA students. These grades will be based on the expected work to be completed. If a student is behind pace or has not completed assigned work, the grade may reflect the missing work as 0s.
 - i. At the end of a marking period, if a student is behind pace, the student may be granted a 2 week period to complete missing work/assignments and will receive an "I" for incomplete during this makeup period. *This extension is granted on a case by case basis and is a team decision with all stakeholders involved.* After 2 weeks, the current grade will be entered as the final marking period grade including 0s for any work not completed by this deadline.
 - b. Grades will be used for extra-curricular and athletic eligibility.
 - i. These will be updated weekly by the TVA teacher or TVA coordinator if the teacher is not a Tulpehocken teacher.
 - ii. Although there is flexibility with completing online work, if a student wants to participate in sports or other extracurricular activities (NHS, Show Choir, etc) that

- require minimum grades or other requirements, TVA students must meet those same requirements as students in the building. If a student is behind pace, those missing assignments will count as 0s until that work is made up.
- c. Students and parents are responsible to maintain communication with TVA teachers about missing assignments and grade concerns. They are encouraged to be proactive and discuss grades throughout the marking period. If a parent has any questions about grades, they should contact the teacher of the course first, then the TVA coordinator if necessary.
8. Students will be required to attend an orientation to online learning. This will be conducted when students receive their login information, schedule, and equipment.
- a. Students will be shown how to log in and access their courses.
 - b. Parents will receive information on how to access student grades and attendance information for the vendors as well as how to log into the Community Portal for Sapphire.
 - c. Each vendor will provide information/video/orientation on how to access features of their system. Students are expected to view/complete each of these before beginning any courses.
 - i. Edgenuity has an orientation quiz that will be taken during 2 videos that are shown when students first log in. This quiz must be completed and scored by the TVA coordinator.
 - ii. Virtual High School (VHS) courses also have their own orientation course to be completed. This must be completed prior to the start of the course. There is a quiz to be turned in to the TVA coordinator at completion.
 - iii. Accelerate has a Resources folder in each course that must be completed as orientation. There are also additional items available to the Learning Coach to help with orientation to Accelerate.
9. Students will need to complete all work assigned by the teacher and follow the due dates/pacing given.
- a. Students are expected to take notes on all online courses. Students must provide these notes if requested by a teacher or the TVA coordinator.
 - i. Edgenuity provides “Guided Notes” that can be printed for all core subjects.
 - b. Students must comply with the TVA Academic Dishonesty policy (see page 7).
 - i. Students should not look up answers during any assessment. Only the browser tab for the assessment should be open. This is considered cheating.
 - ii. Students will not copy and paste or plagiarize any material for an online course.
10. Time to be spent on schoolwork:
- a. Students are expected to spend approximately:
 - i. 45 minutes per class per day for elementary (K-5) plus additional time for reading/worksheets.
 - ii. 60 minutes per class per day for secondary (6-12).
 - iii. 75 minutes per class per day for Honors or AP level classes.

The estimated time includes assignments, tests, projects, reading, etc. This may vary each

day due to illness, assignments, etc. Students should refer to their assignment calendar/pacing guide for each school day.

- b. We expect our TVA teachers to log in once per day (Monday – Friday, not including holidays and weekends) to provide feedback and check messages. Most of the TVA teachers are full time T ASD employees who teach during the school day and may not be available immediately to answer questions.
 - i. Accelerate teachers also are assigned students from other schools but should be checking messages daily and responding to parent/student emails.
- c. If you have any questions about a particular course, please email/contact that teacher with the exact course/assignment/activity that you have a question about. If you do not hear back in 24 hours, please contact the TVA coordinator.
- d. Complete all work as directed by teachers.

TVA equipment:

- 11. A laptop computer, optional printer, and a stipend for an Internet connection will be offered to each TVA full-time family. **If eligible, students in grades 5-12 will utilize their T ASD assigned laptop and will transport that laptop between home and school as needed.**

Students in grades K-4 will be assigned a TVA laptop to use at home.

- a. It is the responsibility of the student/parent to maintain an Internet service contract with an Internet Service Provider (ISP) for the duration of the school year. Parents must have this in place before a TVA orientation and student start date can be given. High speed Internet service is highly recommended.
- b. An internet stipend will be distributed in June each year. It will cover the months of September through May. A copy of each monthly bill for internet services will be required for reimbursement.
 - i. Only 1 reimbursement is available per family even if multiple students are enrolled in TVA.
 - ii. Billing name and address on bills must match family name and address on file with the school district).
- c. The stipend will only be provided if the student remains in the TVA program for more than 2 months (or a minimum of 40 school days).
 - i. Students must be enrolled in a minimum of 50% of a regular schedule of classes (a total of 3.0 credits for HS, 2 or more core subjects for elementary or junior high) online at home to be eligible for internet reimbursement. Students must be passing (65% or higher) at least half of their online courses at the time of withdraw (or end of the school year) in order to qualify for the internet reimbursement. Students who have 3 academic dishonesty incidents are not eligible for reimbursement.
- d. It should be understood that the parent is responsible to monitor the student while accessing the internet and working on TVA courses. It is recommended that students work in an area where parents can view their screens and work habits easily.
- e. The laptop and/or printer are T ASD property. Please use them for TVA and other educational purposes only.

- i. Students/Parents can elect to opt in to the TASD insurance for the laptop.
 1. Please see the insurance opt in form for details on the insurance program details. This insurance does not apply to the printer or any other materials/equipment that is borrowed.
- ii. Equipment will be collected during the last week of school. Individual appointments will be set up to return equipment and any other class materials. A checklist and confirmation of the appointment will be sent in May.
- iii. Please keep all food and drinks away from laptops and printers. Do not expose the laptop to extreme temperatures (hot/cold car, etc). Keep equipment away from pets, smoke, etc.
 1. Parents/guardians may be billed for damage/missing equipment; any damage beyond normal wear and tear is the responsibility of the parent/guardian. See insurance opt in form for details on insurance coverage for the laptop.
- iv. One complete set of printer cartridges will be provided. Any additional cartridges and paper are the responsibility of the student/parent.

12. Any other education materials provided to the student shall be returned when the student withdraws from TVA or the end of the school year. Any Accelerate workbooks should be returned with TVA equipment.

- a. Any textbooks/workbooks or other TASD materials must be returned in good condition (normal wear & tear). Parents will be billed for any missing or damaged materials.

Participation in TASD activities:

13. Students are considered Tulpehocken students and can participate in any Tulpehocken activity that would be offered to students of the same grade/program in the building.

- a. Announcements of assemblies, field trips, etc will be communicated to parents & students. The TASD and TVA websites will have some announcements of such programs but email and apps/tools like **Remind** and **Google Classroom** may also be utilized for communication.
- b. Students will need to sign in at the office and let the TVA coordinator know if they will be attending any functions within the building. Students may not stay in the building without staff supervision and approval from the TVA coordinator and/or the building principal.

TVA Academic Dishonesty Policy:

14. Consequences for cheating/plagiarism are as follows and are not for individual classes but for the student for **all classes/courses across their school career:**

<i>First Offense</i>	<ul style="list-style-type: none"> ● <i>Warning</i> ● <i>Complete the Academic Dishonesty assignment</i> ● <i>Redo the TVA assignment</i>
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<i>Second Offense</i>	<ul style="list-style-type: none"> • <i>Zero for the assignment</i> • <i>Parent meeting (phone/virtual/in person)</i>
<i>Third Offense</i>	<ul style="list-style-type: none"> • <i>Removal from online classes</i> • <i>Ineligible for internet reimbursement</i>

Examples of Academic Dishonesty:

- Plagiarism - using another person's ideas or writing as your own, copy and pasting, or not documenting your sources
- Cheating - getting help from someone during an assessment, looking up answers during an assessment, intentionally leaving questions blank to earn credit, or using your phone to look up answers. No use of online translators is allowed. Students may only use **their own notes** during an assessment.

Please refer to the Student Handbook for possible additional disciplinary actions.

TVA Code of Conduct:

Parents and students who have chosen to continue their education through TVA must follow all District policies and the TVA Code of Conduct. As a TVA student, there are additional rules and expectations regarding proper online etiquette in place in order to protect all students and all staff members. Access to online learning must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, the availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. We especially appreciate partnering with parents to teach responsible online learning.

Please review the following rules and expectations carefully:

- Parents and students should check the following daily for content/assignments and communication:
 - TVA Homeroom in Google Classroom for attendance
 - Grades 5-12: TASD provided Email
 - Announcements posted on the login page for each provider
 - Provider calendar for assignments
- **Students and parents are prohibited from recording through audio or video of any live or recorded session.** The content associated with these sessions is copyrighted materials and any recording of content is strictly prohibited.
 - Taking pictures or screenshots of any of these sessions is strictly prohibited.
 - Posting or sharing of any materials or content is prohibited.
- Online environments are intended for student learning. While TASD acknowledges that parents will play a role in the online learning process, a parent's role should be to facilitate the start of the learning and then monitor student learning. Parents/guardians should not participate in the actual learning environment unless directed to do so in Grades K-5.

- Students are expected to conduct themselves in the same manner as if they were in the building. When contacting teachers via email, phone, or virtual meeting, the following rules should be observed:
 - Students (and parents if K-5 and attending a meeting) should be dressed as if they were attending school in-person
 - Students must refrain from using obscene or vulgar language
 - Students must meet established teacher expectations and building handbooks
- Students are expected to sign on and complete assigned work daily. Failure to complete work or complete daily attendance will result in removal from online classes. If attending virtual meetings, the following rules should be observed:
 - Microphones should be muted unless it is necessary to communicate at an appropriate time.
 - Video should be turned on so that the teacher is able to see students with the student's first and last name utilized as the identifier.
 - Students should arrive at the designated times and should not be tardy.
 - Repeated tardiness could result in removal from TVA.
- We take the integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.
- Security and Safety is a high priority, especially when the system involves many users. If you identify a security and/or safety problem in the school's computers please contact your building principal or Mr. Shirk, Director of Technology.
- Online Learning correspondence is not private. Never say, write, or record anything that will earn you a consequence.
- Protect your passwords. Keep it secret from everyone except your parents/guardians.
- If you experience any technology problems, please call the Technology Department at 717-900-3410.

TVA Procedures for Warning and Return to the Building:

1. When a student is deemed to be unsuccessful in TVA, parent meeting is scheduled and a warning letter is generated for the following reasons:
 - a. The student
 - i. Has not logged in for attendance for a total of 5 days unexcused or 3 consecutive days unexcused.
 1. A total of 10 days or 5 consecutive days would result in returning to the building.
 - ii. Is failing 50% or more of classes taken online (or if taking classes using Accelerate has accumulated more than 15 overdue lessons total for all classes).
 1. This warning letter will give 1 week for the student to improve grades above failing or at least a 10% improvement in each class. After 2 weeks, all classes should be 65% or higher. If all classes are not above

65%, students in grades 7-12 will be required to come work in the building until they are all above 65%. Students in grades K-6 would be required to come back to the building to attend regular classes.

- iii. Has a 2nd incident of academic dishonesty
2. After a warning has been issued, then a parent meeting is scheduled and a 'return to the building' letter will be generated if any of the following occur:
- a. The student has not logged in for attendance for a total of 10 days unexcused or 5 consecutive days unexcused.
 - b. Is failing 50% or more of classes taken online and has not improved any of these grades to above failing (or at least a 10% improvement for all classes) or grades continue to drop in any of the classes or after 2 weeks, some or all classes are below 65% or if student refuses to come work in the building on classes. (If taking classes using Accelerate has not reduced the number of overdue lessons to at least 8 or less total over 2 weeks and continues to lower that number going forward).
 - c. Accrues a third academic dishonesty violation.

Students will be expected to return to the building the day after the scheduled parent meeting (or if the parent refuses a meeting) and accounts for online work will be deactivated if the student does not report to the building as instructed. If students do not return as requested and 10 days of unexcused consecutive absences accrue, a letter would be sent to the student to be dropped from the rolls, if they are 18 years or older. If the student is younger than 18, fines for truancy could be imposed.

Any TVA equipment must be returned within 1 week of notice to return to the building. If not returned, the parent/guardian will be billed for the equipment and a referral to the police may occur for the missing equipment.