

Juniata County School District

Juniata County Virtual Academy

Cyber Student Handbook

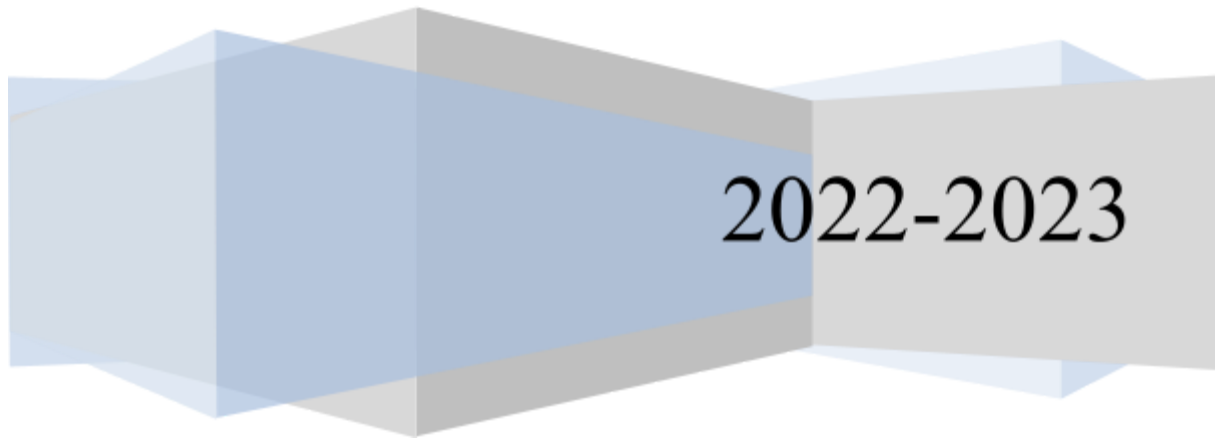


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School Calendar: One will be distributed upon enrollment and follows the JCSD calendar.

Program Coordinators

Juniata High School

Mrs. Kelli Strawser - Vice Principal; Program Coordinator: kstrawser@jcsdk12.org

Mrs. Wagner - School Counselor: ewagner@jcsdk12.org

Mr. Kurt Condo - School Counselor: kcondo@jcsdk12.org

Mrs. Karly Dressler- Attendance Secretary: kdressler@jcsdk12.org

East Juniata High School

Mr. Johnathan Sliski - Vice Principal; Program Coordinator: jsliski@jcsdk12.org

Mrs. Elizabeth Sperlich - School Counselor: esperlich@jcsdk12.org

Ms. Harley Straub - School Counselor: hstraub@jcsdk12.org

Mrs. Tabatha Spriggle - Building Secretary: tspriggle@jcsdk12.org

Tuscarora Junior High School

Mr. Brett Kennington - Vice Principal; Program Coordinator: bkennington@jcsdk12.org

Ms. Joelle Henry - School Counselor: cmann@jcsdk12.org

Mrs. Sabrina Shipp - Attendance Secretary: sshipp@jcsdk12.org

East Juniata Elementary School

Mr. Brett Kennington - Vice Principal; Program Coordinator: bkennington@jcsdk12.org

Juniata Elementary School

Mrs. Amy Sherman - Vice Principal; Program Coordinator: asherman@jcsdk12.org

District Administration

Mrs. Christie Holderman - Assistant Superintendent: cholderman@jcsdk12.org

Juniata County Virtual Academy Staff

Teacher	Email Address	Certification
Beverly Abram	babram@jcsdk12.org	English
Jerold Auker	jaucker@jcsdk12.org	Math 9-12
Nick Beward	nbeward@jcsdk12.org	Health/Physical Education
Tom Brubaker	tbrubaker@jcsdk12.org	Spanish
Robert St. Clair	rstclair@jcsdk12.org	Office Technologies, Mktg. 7-12, Data processing, Accounting
Erin Cook	ecook@jcsdk12.org	Social Studies
Josh Cook	jcook@jcsdk12.org	Social Studies
Rodney Feltman	rfeltman@jcsdk12.org	Math 7-12
Mindy Fryer	mfryer@jcsdk12.org	Special Education 7-12
Tasha Geibel	tgeibel@jcsdk12.org	Elementary K-6
Stephanie Hackenberg	shackenberg@jcsdk12.org	Mathematics 7-12
Joshua Haines	jhaines@jcsdk12.org	Art 7-12
Brandon Houtz	bhoutz@jcsdk12.org	Music
Jennifer Hund	jhund@jcsdk12.org	English 7-12, ESL
Wendy Jerrehian	wjerrehian@jcsdk12.org	Business/Communications/Info. Tech. 7-12, Social Studies
Jessie Reed	jreed@jcsdk12.org	English/Language Arts 6-8
Denise Shaffer	dshaffer@jcsdk12.org	Biology, Gifted Support
Sharon Storey	sstorey@jcsdk12.org	English 7-12, Language Arts
Brian Strawser	bstrawser@jcsdk12.org	US History
Kelli Strawser	kstrawser@jcsdk12.org	Chemistry
Laura Toth	ltoth@jcsdk12.org	Science 7-12
Johnna Towsey	jkratzer@jcsdk12.org	Science 7-12

Emily Wagner	ewagner@jcsdk12.org	English 9-12
Angela Walters	awalters@jcsdk12.org	Geometry, Trigonometry
Brad Willow	bwillow@jcsdk12.org	Elementary K-6

Mission Statement

Juniata County Virtual Academy is dedicated to providing an individualized, quality education to those students that benefit from a non-traditional learning environment.

Juniata County Virtual Academy Program

At the Juniata County Virtual Academy we pride ourselves in engaging our students in a highly motivational, student-centered, educational program. The program is built on basic education principles that utilize the latest information and communications technology to promote student achievement and foster higher-order-thinking and problem-solving skills. Students have the opportunity to collaborate with teaching professionals, guidance counselors, and other students to ensure they have the opportunity to master essential content skills. The goal of JCVA is to provide students with an opportunity to build a strong foundation to prepare them for their futures.

Discrimination Statement

Non-Discrimination – No student will be denied access to a free and appropriate public education because of race, religion, sex, handicap, or national origin.

Freedom of Expression – Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school, encourages unlawful activities or interferes with another individual's rights.

The Juniata County School District is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, gender, age, national origin, or disability.

Program Overview

The Juniata County Virtual Academy (JCVA) is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The Juniata County Virtual Academy recognizes the value of online learning, yet continues to believe interaction with professional educators truly extends learning to a higher level. JCVA offers a nontraditional learning program that includes a variety of interactions with professional educators and opportunities to interact with peers of the students' own age.

The academic program is standards-based. The standards aligned curriculum requires the students' demonstration of mastering specific skills that emphasizes proficiency in all curricular activities whether acquired through online or local learning. Students participating in JCVA demonstrate their proficiency through products, portfolios, and exhibitions that require the student to apply what has been learned, as well as mastering assigned content assignments. Academically, students participating in JCVA range from those who have a sound skill base in all areas to those who have been identified as having learning disabilities.

Goals

Offer a non-traditional learning environment that follows the mission of the Juniata County School District.

Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Juniata County School District.

Provide students who select JCVA an opportunity to participate in a blended learning program that includes personal opportunities to interact with professional educators and opportunities to interact with peers.

Establish flexible individualized learning plans for participating students that are consistent with Pennsylvania Academic Standards and graduation requirements of the district.

Utilize a web-based, standards aligned curricula in addition to products, portfolios, and exhibitions as a means of assessing students' mastery of competencies in order to advance to higher learning.

Allow students ownership and responsibility for their academics.

Program Procedures

Juniata County Virtual Academy:

Any JCSD student, regardless of grade level, is eligible for enrollment in JCVA. In the elementary buildings registration for JCVA begins with the Program Coordinator. Registration for JCVA at the secondary level begins with the guidance counselor who determines what courses each student needs to take. Coordination of courses is a collaborative effort of the guidance counselors and the Program Coordinator.

Program Enrollment:

Students enrolling in the program and their parents sign a contract with JCVA and agree to participate fully in the online instruction, projects, and assessments. Enrollment is encouraged during marking period transitions either starting or ending. Program coordinators reserve the right to deny repeated transitions into the program over the course of an academic year.

Probationary Period:

New and re-enrolling students to the Juniata County Virtual Academy (JCVA) are subject to a probation period. During this two (2) week period, students will be evaluated on a **daily basis** for online attendance, submitting offline activities, required meetings, completion of online assignments, and cooperation with the Program Coordinators. If any procedures or policies are not followed, the student may be removed from the program and return to their “brick and mortar” building.

Any subsequent exit or entry to the program must take place at the beginning/end of a marking period.

Attendance & Absences

Attendance:

Compulsory education laws require all children between the ages of 8 and 18 to attend school. Students are expected to be in school. Regular attendance is in the best academic interest of the student and increases the likelihood that he or she will be successful in the classroom.

Any student in the Juniata County Virtual Program, who is absent or unable to work for any reason, must contact the Program Coordinator/Secretary immediately.

Attendance will follow a two tier model. If a student is on pace and passing their classes, students will be marked as present for that week of school. If a student is not on pace to

complete their school work, attendance will be taken daily Monday thru Friday; students are required to do online work 43 minutes per day, per class (see the district calendar for scheduled school days). Daily reports are generated using Odysseyware software to ensure that the student is meeting daily time requirements.

Students with IEP's and who need weekly/biweekly progress monitoring will be *required* to complete this on a schedule that is agreed upon with the case manager. Failure to do so may result in the student having to come back to their respective brick and mortar school.

Absences:

If you are absent or unable to work for any reason, the attendance secretary for your home building must be contacted immediately. **Excuse notes must be turned in to your building attendance secretary within 72 hours of the absence. Notes can be scanned and sent to the secretaries electronically.** In the event no note is received, the absence shall be recorded as illegal. Excuses must include the student's full name, reason for absence, date of absence, and the parent signature.

The Board and PA school law considers the following conditions to constitute excused absence from school: illness, quarantine, recovery from accident, required court attendance, death in family, and family educational trips.

The district reserves the right to require a doctor's excuse for any questionable period of absence. Medical or dental appointments, court appearance, family emergency and extracurricular activities participation all require notes to be submitted as well.

Excessive Absences:

Students who are absent ten (10) days will receive a letter requiring a doctor's excuse for further absences.

Failure to turn in a doctor's excuse will result in an illegal day. Three illegal days will result in a First Notice being sent. Depending on the exact circumstances and number of days missed a truancy elimination plan will need to be developed through the leadership of the school administration. Any illegal absences after the First Notice will result in a citation being issued through the district magistrate.

Presenting a doctor's excuse for a medical appointment will not be counted in the first ten (10) allowable days of absence. It is advisable to secure and turn in a doctor's note anytime a student is absent from school and has a medical appointment.

Make-up work:

Students who are absent from school are to arrange for make-up hours to complete all required assignments. Generally, daily assignments should be made up in the same number of days the student was absent. Tests should be completed within one (1) week of the student's return from illness. In the event of extended illness, the student should make arrangements with the Program Coordinator to complete all work missed in a reasonable length of time.

Educational Trips:

District Policy permits students to take educational trips during the year as long as the total does not exceed five (5) days.

The parent or guardian must pick up an educational request from the home school and submit at least **10 school days** prior to the trip, and the student is responsible for making up all assignments during the period of absence.

The Coordinators reserve the right to grant approval for excused days based on the student's attendance record and academic standing. (Students must not be failing any subjects or have missed more than 10 days of school).

Excused absences for educational trips will not be granted during state assessment/achievement testing periods.

Required Assessments

JCVA Students must participate in the Pennsylvania System of School Assessment (PSSA) and/or Keystone Exams according to state requirements.

2022-23 TESTING CALENDAR

PSSA ADMINISTRATION

English/Language Arts Test Window: April 24-28, 2023 - Grades 3 - 8
Math, Science, and Make-Up Test Window: May 1-12, 2023 - Grades 3 - 8

KEYSTONE EXAM ADMINISTRATION

Winter 2022/23 - Algebra I, Biology, Literature	Spring 2023 - Algebra I, Biology, Literature
Wave 1: December 5-16, 2022	May 15-26, 2023
Wave 2: January 4-18, 2023	

Orientation/Face-to-Face Meetings

All students and their parents/guardians are required to attend an orientation meeting. At this meeting the student will learn how to log in to Odysseyware and how to troubleshoot for technical issues.

Students will be assigned IDs and passwords.

The Program Coordinator will discuss the program outline and requirements. Students are encouraged to ask questions about the courses they are enrolled in.

Academic Expectations

Status	Criteria	Actions
Good	<ul style="list-style-type: none">• Work on scheduled courses 43 minutes per day, per course (Monday-Friday) or show program completion and competency• Review the “Progress Reports” weekly to show appropriate growth and attendance.• If a student will not be able to log on, a written excuse by the parent/guardian must be emailed to the JCVA Program Coordinator’s secretary within 48 hours.	Follow JCSD attendance procedures along with the student pacing guide to determine time on task and work completed. Students who have an 80% average or better and are on pace to complete the program will receive internet reimbursement along with a letter explaining why or why not a student did or did not receive reimbursement.
Warning	<ul style="list-style-type: none">• A progress report is “Red Flagged”*• When students have missed any 5 school days excused or unexcused	A scheduled “face to face” meeting with the cyber academy program coordinator will occur. Some extracurricular opportunities may be denied.
Alert	<ul style="list-style-type: none">• If a student has ten consecutive absences without having a written excuse.• No educational progress for two unexcused weeks.• Not attending a scheduled “face to face meeting” with the JCVA coordinators	“Face to face” meeting with a JCVA coordinator to discuss removal from the program.

Academic Integrity

The Juniata County Virtual Academy supports student learning and academic achievement by encouraging students to produce their own best work, done with integrity and displayed with the best academic ethical behavior. Students are required to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as testing situations. Grades should reflect a student's own work.

Plagiarism:

Plagiarism is the willful submission of any work that is not the student's own. It also includes the submission or use of falsified data or records. Plagiarism is further composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an outside source includes any work, published, or unpublished, by a person other than the student. Plagiarism may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student's work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else's thought without proper acknowledgement.

Cheating on Assignments, Exams, or Projects:

Cheating will be defined as doing or attempting to do any of the following: copying and/or sharing assignments, plagiarism, using unauthorized sources on exams or projects (whether written or electronic), and/or forgery or stealing of other(s) ideas and passing them off as one's own. Also, any use of unauthorized materials including textbooks, notes, calculators, or computer programs during an examination or on a major project without the consent of the instructor is cheating as well. This definition also includes supplying or including textbooks, notes, calculators, or computer programs during an examination or major project when not previously authorized.

Forgery/Stealing:

Any unauthorized access to an exam or answers to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or gradebook records or forgery signatures for the purpose of academic gain as well as sabotaging or destroying the work of others.

Offline Activities

Offline activities are considered “homework” and are in addition to the 43 minutes per day, per class you spend online.

Offline activities correspond with online work.

Offline assignments are graded and will be counted toward the final course grade.

Completed offline work must be turned into the subject teacher at the completion of each unit.

Delivery of work must be coordinated between the student and subject teachers.

Offline activities are required to be turned in one (1) week prior to the end of each semester and one (1) week prior to the end of the school year. Teachers will remind students of due dates for assignments.

Cyber Support

Students may schedule time with teachers for tutoring possibilities either in person or virtually depending on availability. Teachers may require students to schedule tutoring, test taking, or virtual sessions at particular intervals.

Grading System and Report Cards

Explanation of our grading system:

90-100 = (A) Excellent

80-90 = (B) Good

70-80 = (C) Average

60-70 = (D) Fair

50-60 = (F) Failing

I = Incomplete

P = Pass

F = Fail

An Incomplete is given only in those cases where illness, emergency, or by pre-arrangement and the student has not been able to complete his/her assignments. The incomplete work becomes a zero if not completed by the next marking period and is averaged with the other grades of the previous marking period.

Behavior/Dress Code

School regulations are in effect on any or all school grounds at all times—immediately before or after school, at school activities, on the way to or from school, or off school grounds at a school sponsored event.

Behavior:

The dictionary defines good discipline as “training that develops self-control, character, or orderliness and efficiency.” With this definition in mind, the need for stressing good discipline will become obvious. All students at the Juniata County Virtual Academy (whether in the “brick and mortar” building or the Juniata County Virtual Academy) are expected to conduct themselves in a manner that enhances the educational opportunities for all students and allows for maximum learning. To create and provide these learning opportunities in a safe and orderly environment, students must develop a respect for property, law, academic environment and for each other. Respect for these areas may only be developed by students through awareness of the **acceptable norms and acquisition of good discipline.**

Dress Code:

(The following is an itemization of clothing or conditions deemed to be inappropriate dress for pupils in the Juniata County School District and are not to be worn: Exceptions will be made by Principals for recess, proms, phys ed, and certain other events.)

1. No halter/mesh tops/strapless tops
2. Bare midriffs are not permitted. This is defined to mean no skin showing between the bottom of the shirt and top of the pants area.
3. Underwear may not be exposed.
4. No see-through blouses or shirts.
5. No hats, caps, scarves, or hoods on the head in the building at any time. (The building principal may authorize head coverings for medical/cultural reasons as appropriate.)
6. Logos or sayings on clothing or person may not promote alcohol, tobacco, drugs, gang/cult behavior, offensive language, or inappropriate behavior, nor cause distraction from the educational process. This also includes pins and buttons.
7. Footwear must be worn at all times.
8. If shorts or skirts are worn, the shorts should be no shorter than halfway between the knees and the waistline, and skirts should be no shorter than approximately two inches above the knees. Shorts are defined as being garments that have split legs and terminate above the knees.

TRANSPORTATION:

Students are responsible for getting to and from the school for orientation, meetings, computer issues, required assessment testing etc. The District assumes no transportation responsibilities for orientation or face to face meetings.

BORROWING/USE OF SCHOOL DISTRICT PROPERTY:

Any technology which students are accessing belonging to the school district is the responsibility of the parent or guardian. This does not include maintenance and updates.

If a student is removed from the program or has completed all assignments, the borrower must return all equipment within three (3) business days. If equipment is not returned or is returned damaged, the parent or guardian is responsible to replace equipment or legal action may be taken.

Equipment on loan from Juniata County Virtual Academy should be maintained and returned in the same physical condition as when you received it.

Additional software and hardware is not permitted to be installed on the equipment. The only items that may be attached and installed to the computers are printers, if applicable.

The only software allowed to be installed is that of your Internet Service Provider.

If equipment malfunctions, you should call your program coordinator to explain the problem and find support. The equipment may need to be brought back into the school if service is needed.

You may not have anyone else work on the computer as it is considered Juniata County Virtual Academy property and if damaged, you would be held responsible for repair/replacement costs.

You are responsible for backing up information if service is needed. Any files, pictures, or personal information could be erased when brought into the Technology Department for service. The Juniata County Virtual Academy is not responsible for personal information that is saved on the computer.

Internet Access/Technical Issues

Internet Access:

All students enrolled in the Juniata County Virtual Academy must be equipped with a high speed internet connection. JCVA may provide high speed internet connection upgrade reimbursement at the rate of \$222/school year/family. The reimbursement will only be paid for students who remain in good standing each semester(All A's and B's, plus no attendance issues). Payments will come from the district office at the conclusion of each semester and with the approval of the program coordinator.

Personal Equipment Technical Issues:

Students using their own personal equipment to complete their assignments are responsible for maintenance on their computer. The Juniata County Virtual Academy program is not responsible for any personal equipment failure because of a hardware or software issue.