



Columbia Borough School District

VIRTUAL ACADEMY STUDENT & FAMILY HANDBOOK

2023-2024



Curriculum and Instruction

Mission Statement

Columbia Borough School District and Lancaster-Lebanon Intermediate Unit 13 extend learner options for students to implement a comprehensive and student-centered virtual learning solution.

Grades Levels Included

Students in grades 3 through 12 may be accepted into Columbia's Virtual Academy (CVA).

Enrollment Period

An August Orientation will be held on August 17, 2024 @ 11:30 – 12:30 and 5:30 – 6:30. Students transitioning to CVA during the school year and new students to the district will only begin classes with CVA during the specified enrollment periods. After the August and January dates, students may not enroll in the CBSD virtual academy.

Grades 3 - 12
August 31, 2023
January 26, 2024

Acceptance into CVA will be determined by the school counselor and administration. A review of student records: attendance, behavior, academics, and prior enrollment success or lack of success in CVA will be used to determine eligibility. *For High School students only – First semester CVA classes will end on January 11, 2024. Students returning to the building in the second semester would begin in-person attendance on January 16, 2024.

Registration Process

Parents/Guardians interested in the Columbia Virtual Academy for their child, including returning students, will contact the school counselor and/or the school administration. **If the parent/guardian is requesting a change during the school year, the student must continue to attend in-person at their designated school until they have a scheduled orientation with the CVA Facilitator.** If absences accrue during this time, they will be coded as unexcused. Students will not be withdrawn from their respective school building until after the CVA orientation.

1. School Counselor Responsibility

- a. Parent/student meets with school counselor, administration, Director of Pupil Services (if applicable), Special Education Case Manager (if applicable) and CVA Facilitator (if applicable) to review CVA requirements and potential enrollment into CVA.
 - i. Determination to attend CVA will be based on attendance, grades, ability to succeed in a virtual environment, and parent support.
 - ii. If determination is made that the student will attend CVA, the School Counselor will:
 - Review Columbia Virtual Academy Handbook and commitment letter.
 - Counselor will submit the [CVA Schedule Form](#) to the CVA Facilitator.
 - Confirm with the school secretary and/or student services secretary that the withdraw/transfer form was sent to the Registrar's office and communicate with teachers, when needed.
 - Remind parent/guardian that they must attend an orientation prior to their child starting CVA.
 - iii. Maintain support with a CVA student
 - Communicate with students on academic and/or attendance progress, as needed.
 - Initiate a School Attendance Improvement Plan, as needed.
 - Students wishing to participate in Lancaster County Career and Technology Center (LCCTC) must communicate with their school counselor.

2. CVA Facilitator Responsibility

- a. Receives CVA Schedule Form, verifies student information in PowerSchool, then sets a CVA start date for the beginning of the Marking Period and/or Semester which will not activate until the student and parent/guardian attends an orientation.
 - i. Grades 3-8: Assign schedule and enroll in CVA.
 - ii. Grades 9-12: Enroll student in CVA depending on course selection.
- b. The CVA Facilitator will contact the family and schedule an orientation to meet with the student and parent/guardian. Orientations will be prior to the enrollment period.
 - i. Orientation includes:
 - Access to CAOLA (for student and parent/guardian)
 - PowerSchool access to parent/guardian
 - CBSD district calendar
 - CVA Handbook
 - Computer insurance and cost matrix
 - Explanation of the 45-day trial period
 - ii. Contact the Technology Department to issue a school laptop, if needed.
 - iii. Set the start date.
- c. The CVA Facilitator will communicate with students each week. If a student is not on-pace and/or failing each class (below 60%), the Facilitator will make a phone call to the parent/guardian and document the conversation or attempt of phone call in Communication Log.
 - i. At the end of each marking period, the CVA Facilitator will review the student's academic progress and pacing towards course completion. If the student is not on-pace and/or failing, the student may be dropped from CVA.
 - ii. The CVA Facilitator will enter unexcused absences.
 - iii. Students absent from school for 10 consecutive school days may be removed from active enrollment in the district as per Chapter 11 of the PA code.

3. Special Education Case Manager Responsibility

- a. For students receiving special education services, the Case Manager will check in with their students in each marking period, or as determined by the IEP to provide an opportunity for support and services.
- b. If a student is struggling with academic progress or pacing towards course completion, an IEP team should convene to discuss IEP revisions.

Maintaining Enrollment in the Columbia Virtual Academy

Enrollment will be reviewed every 45 days. If the student does not stay on-pace with a grade of 60% or greater in all their courses, the student must come back to the building of residence.

Attendance Policy

CBSD recognizes that attendance is a crucial factor in educational success. Compulsory school age means the period of a student's life from the time the student enters school no later than age six (6) until age eighteen (18). CVA attendance is no exception. Students must complete lessons and spend time each day on their online courses.

Expectations to stay "On-Pace":

- Students must complete (on average) at least 7 lessons each school day.
- Students are expected to spend four to six hours each day actively working in their classes.
- Attendance will be taken each Monday for the preceding week (Monday through Sunday).

If a student is found to be “Off-Pace,” the facilitator will investigate the daily lesson count and time spent actively working in their classes. One unexcused absence will occur per 7 missed lessons each week.

Missed Assignments (in each week)		Unexcused Absences
7	Equates to	1
14	Equates to	2
21	Equates to	3
28	Equates to	4
35	Equates to	5

After 6 unexcused absences, the student and parent will be notified of a date for a School Attendance Improvement Meeting led by the School Counselor. This meeting will include the CVA Facilitator, when appropriate. At the meeting, the student and parent/guardian are informed of the consequences of continued absences and will know that the district has a right to act on the best interest of the student when CVA is not appropriate. **CBSD has the right to withdraw a student from CVA enrollment depending on the severity of unexcused absences, inactivity, failure to be on-pace, and grades.**

Student Supports

All students have course teachers to support them in their learning. If students need support academically, they contact their course teacher. If there is no response within 24 hours, the student or parent/guardian may contact the CVA Facilitator or send questions to cva@columbiabsbd.org for any support needed for technology, scheduling, class completion, attendance, and any other needs.

For students 7-12, an option may be considered by administration for the student to attend the CVA Café at the High School Library on a mandatory basis to bring a student back to on-pace status.

Special Education Services

Columbia Borough School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. The Columbia Borough School District will work with the parents and students to ensure proper procedures are followed with appropriate results. Each student receiving special education services is assigned a CBSD case manager to ensure implementation of specially designed instruction and related services. The CBSD Case Manager will check in with their students at least twice each marking period, or as determined by the IEP, to provide supports and services. If a student is struggling with academic progress and pacing towards course completion, an IEP team will reconvene.

Grading

Students are assessed on a multitude of criteria consisting of assessments, quizzes, essays, tests, forum discussions, or other methods. Students have immediate and continuous access to grades by logging into the system. Grades for assessments and tests will be posted within 36 to 48 hours from the time they were submitted. Student GPA and class rank will be calculated by the local school district. Grades can be accessed by parents/guardians from the CAOLA site using their own account within the site created at the time of student enrollment.

For Grades 3-6, the CVA Facilitator will submit a PDF of student grades each Marking Period and/or Trimester to the school secretary. The document will be entered into Doculok.

For Grades 7-12, the CVA Facilitator will submit Marking Period and Final Grades to the student services secretary. Grades will be entered into PowerSchool. For High School students, grades will be entered so transcripts are completed.

Testing Policies

Mandated Testing: Students are required to participate in all state mandated assessments (PSSA and Keystone). School Counselors will communicate to students the date and time they are to arrive at the local school to take state assessments. No CVA work will be required on testing days.

SAT/ASVAB: Students who wish to take SAT or ASVAB exams must contact their school counselor to determine date, time, and location.

Athletic and Club Eligibility

Students wishing to participate in their Columbia Borough School District's athletics or clubs will need to contact their CVA Facilitator. The Columbia Borough School District has the authority to enforce academic probation on any student who is participating in an athletic program or club.

Withdraw or Dropping a Course

Withdraw: Parents/guardians will follow the district procedures when withdrawing from the district.

Dropping a course: Students in grades 9-12 have a ten-day window in which to drop an online course. That window starts on the day the student is enrolled and includes weekends. The local school district may charge a fee for dropping the course after that window has expired. Keep in mind when considering dropping a class, a certain core set of classes is mandatory and is unable to be dropped.

Lost/Damaged Property

The student/parent must notify the school within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

Families and students are financially and personally responsible for the care and upkeep of their equipment. In the event the equipment is damaged by the student, all payments made by the family will be used to replace the damaged equipment. Columbia will arrange for replacement equipment only after the appropriate arrangements have been made by the family/student to compensate the school for the loss.

Graduation Requirements

Students will work with their school counselor to ensure proper placement and credit requirements are attained to meet their graduation requirements as determined by the Columbia Borough School Board and the Pennsylvania Department of Education.

Questions about CVA?

If you have any questions, please contact cva@columbiabsd.org

Student and Parent Commitment Letter

Certain standards are expected of students enrolling in the Columbia's Virtual Academy. This commitment letter makes both the student and the parents/guardian aware of the standards expected when enrolling. Enrolling into CVA is a commitment for one semester unless determined otherwise by school personnel.

We are aware that:

1. Certain standards are expected, and inappropriate use of the Internet and Technology of any kind will not be tolerated.
2. Students must communicate with their teacher on a regular basis using acceptable language.
3. Students must maintain academic honesty.
4. Courses must be completed on the due dates as assigned when enrolling. No extensions to due dates will be given.
5. Enrollment in CVA is dependent on staying on or above pace with all assigned courses **and** maintaining a 60% or greater in all courses.
 - a. Students must complete at least 7 lessons each day.
 - b. Students are expected to spend 4 to 6 hours each day actively working in their classes.
 - c. Unexcused absences will occur when students fail to complete the requirements.
6. Once a student reaches six unexcused absences, a school attendance improvement conference will be mandated and will occur with the student's school counselor to develop a plan for success.
7. Enrollment eligibility will be reviewed after each Marking Period. Students not on-pace with courses and not meeting the 60% or greater may be dropped from CVA and returned to the building.
8. The cva@columbiabsd.org email address can be used for questions and concerns.

I have read and I understand the letter of commitment for CBSD Virtual Academy and agree to abide by the rules of this agreement.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date