

Williamsburg Community School District

Cyber School



Student Handbook 2024 - 2025

Student Name: _____

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IU8 EXTENDED CAMPUS

PROGRAM OVERVIEW

Welcome to the Williamsburg Community School District Cyber School. The Williamsburg Cyber School is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional setting. Our cyber school offers a distance learning program that includes a variety of interactions with professional educators and opportunities to interact with peers. The curriculum is aligned with the PA Academic Standards. Courses are selected based on alignment to the Williamsburg curriculum and the ability to meet the needs of the learner. The Williamsburg Community

School District contracts with the Intermediate Unit 8 to offer an online curriculum through Extended Campus.

The Williamsburg Cyber School offers additional benefits as well. Students who successfully fulfill all credit requirements for graduation within the WCSD Cyber School will earn a Williamsburg Community School District diploma and the right to walk at graduation with their senior class. In addition, Williamsburg Cyber School students have access to our full range of extracurricular activities including sports and band.

Williamsburg Cyber School students have access to additional resources including guidance services, student assistance programs, and after-school on-site homework help.

CYBER SCHOOL GOALS

- Offer a non-traditional learning environment to the students of the Williamsburg Community School District that is aligned with the WCSD mission statement.
- Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Williamsburg Community School District.
- Provide students, who participate in the cyber school program, with balanced educational experiences that include: online academic programs, personal interactions with professional educators, and opportunities to interact with peers.
- Establish individualized curriculum plans that align with the PA Academic Standards and graduation requirements of the Williamsburg Community School District.
- Utilize web-based learning and existing courses in addition to assignments, projects, quizzes, and tests as a means of assessing student mastery of competencies in order to advance to higher learning.
- Provide students with a sense of ownership and responsibility for their academics.

REGISTRATION/ORIENTATION

To register, the student must be a residential student within the Williamsburg Community School District and attend a mandatory orientation meeting, with their parent/guardian, each year to be hosted by the principal, school counselor, and/or the contracted Cyber program. The orientation will include a review of the Cyber School student handbook,

expectations for coursework, attendance policies, grading procedures and testing procedures. **Each student, accompanied by a parent/guardian, MUST complete the mandatory orientation session each year prior to being considered a Williamsburg Cyber School student.**

STUDENT PARTICIPATION and EXPECTATIONS

Student participation in the Williamsburg Cyber School will be based on the individual student's needs and is subject to the approval of the school counselor, school principal, and/or superintendent. Typical examples of a student who may qualify for cyber instruction would include a student who is unable to attend school for a medical or medical related problem, a student requiring an alternative educational setting, a student enrolled in an existing online program, or a different reason discussed with the student, parent, and approval team. Students interested in the Williamsburg Cyber School must have their parent/guardian initiate school contact.

Student participation in the Williamsburg Cyber School requires the student to be organized, motivated, and willing to assume responsibility for their education. **Failure to adhere to the requirements and expectations may contribute to removal from the Williamsburg Cyber School.**

- Student will be required to maintain acceptable attendance. This includes signing in at least 5 out of 7 days each week. Please see the attendance section for more information.
- Student will complete assigned on-line work every school day. ***Students should expect to work at least one hour per day/per course to meet due dates. Another good rule of thumb is to realize that a student is expected to complete a full day of school work each day (approximately 5.5 hours).***
- Student will contact on-line instructor(s), the learning guide, or the school counselor if experiencing academic difficulty.
- Student will be required to participate in all state mandated testing and will meet all graduation requirements for receipt of a Williamsburg High School diploma.

- Student participation in district sponsored athletic activities is subject to the team's qualifying rules.
- High School cyber students in good academic standing and meeting attendance guidelines will be permitted to attend prom.
- Student is required to turn in class assignments according to due dates which are set by the course instructors.
- Student will have access to school resources such as the library and guidance counseling per appointment only.
- Any confirmed cases of cyberbullying, cyber stalking or cyber harassment or other violation of the *WCSD Acceptable Use Policy* will result in immediate dismissal from the Williamsburg Cyber School.

ATTENDANCE POLICY

The Williamsburg Cyber School is required to monitor student attendance in accordance with state law. Responsibility for compliance with state school attendance laws belongs to the parents, but the Williamsburg Community School District is obligated to keep an accurate record of daily attendance.

- **Students must log-in to the course platform at least 5 out of 7 days per week in order to be marked in attendance.**
- **Williamsburg Cyber School students will follow the Extended Campus school calendar attached to the last page of this handbook. Williamsburg Cyber students may be required to complete course assignments even when WCSD students are not in attendance due to calendar variations.**
- Students are expected to actively work online until all assignments have been completed as per the instructor's direction. Time spent working offline, as well as time dedicated to school work during weekends or holidays, may be included in the student's 'time on task' (time requirement) for the course.
- Failure to comply with the conditions stated above will result in the student being marked absent (for that course) for that day. Students who are absent from online school work must submit a written excuse (can be emailed or delivered) by the parent/guardian to the building principal within three (3) days of the absence. In

the case of extended illness, the student should make arrangements with the building principal to complete all work missed in a reasonable length of time.

- If an educational trip is planned which will prevent the student from completing his/her work, a written request for the educational trip must be submitted to the building principal at least 24 hours prior to the educational trip.
- **Failure to follow this policy and/or all District attendance policies may result in dismissal from the Williamsburg Cyber School program.**

GRADING POLICY

Parents of students enrolled in the Williamsburg Cyber School will receive progress reports and updates from on-line instructors regularly. Cyber School students will also receive a Williamsburg report card at the conclusion of each nine-week grading period. Students completing a full year of cyber instruction, grades will roll from marking to marking period. For students transitioning to a cyber program during the school year, adjustments to cyber grades will be made to reflect WCSD grading policies. It is imperative that students complete course material assigned before this grading deadline as the grade at the end of each nine-week period is what will be recorded in the Williamsburg student record (including transcripts for HS students). This grade is also what will be used to determine credits earned.

ON-SITE TUTORING AND ACADEMIC SUPPORT

Williamsburg Cyber students will be able to take advantage of on-site homework help located at Williamsburg High School or Elementary School as needed. A Williamsburg faculty member will provide face-to-face support two days a week from **2:55-3:55 pm (high school) and 3:30 - 4:30 (elementary school)**. It is important for students to take advantage of this opportunity when they begin to struggle with assignment completion. Students experiencing continued academic difficulty may be removed from the Williamsburg Cyber program.

ACADEMIC DISHONESTY/PLAGIARISM

Plagiarism is defined as taking or imitating the ideas, thoughts or language of another to represent them as one's original work. It is imperative that all work submitted by a student be representative of his/her own ideas, thoughts, and especially language capability.

Therefore, plagiarism is strictly prohibited in all work pertaining to school. A grade of zero will be awarded for any submitted work which is found to be the work of another (student, author, encyclopedia, internet, etc.) and subsequent offenses will be dealt with accordingly. If the ideas, thoughts, or language from another source must be used in the work being done, it is the student's responsibility to cite the information appropriately. You are required to complete and submit work done by you and only you. Participation in a cyber program requires honesty and integrity. Failure to follow this policy may result in dismissal from the Williamsburg Cyber School program.

GUIDANCE SERVICES

All Williamsburg Cyber School students have access to the school counselor as needed throughout the school year. It is the responsibility of the student and/or parent to contact the school counselor and/or to schedule classes for the following school year. Please contact the school counselor to make an appointment. Also, please check with the school office as well for information regarding PSSA, PSAT, SAT, and Keystone test dates as well as for any college application and/or scholarship information.

PARENT/GUARDIAN ROLE

Williamsburg Cyber School is pleased to partner with you to provide your child with a quality education. While we supply the computer, curriculum and professional support, you provide the supervision, management and encouragement. Your child's success truly depends upon your consistent involvement. A Williamsburg Cyber School parent/guardian is expected to:

- supervise your child's work
- provide support and encouragement
- maintain communication with instructors

- monitor progress through the on-line grade book
- hold your child responsible for completing coursework
- oversee the care of school materials
- make sure your child attends on-line or face-to-face tutoring sessions
- communicate any concerns or problems with the principal in a timely fashion

ACADEMIC STANDING IN WILLIAMSBURG CYBER SCHOOL

At the conclusion of each marking period, Williamsburg Cyber School student performance will be evaluated. Based on this evaluation, it will be determined whether or not the student will continue in the Williamsburg Cyber School. If necessary, a mandatory at-risk meeting will be held with the principal, guidance counselor, family and student. All policies and procedures contained in the Williamsburg Cyber School Student Handbook will be reviewed. **If a student is not meeting expectations of the Cyber School staff or the Williamsburg Community School District, he/she may be removed from the program.**

TECHNOLOGY

Williamsburg Community School District will provide technology equipment and support for our cyber students. The instructional materials, textbooks, equipment and/or technology (i.e. computers, etc.) are at all times the property of the Williamsburg Community School District, even when in physical possession of the student/guardian. The student and parent/guardian will sign an ***Acceptable Use of Internet*** which will outline the specific regulations with regard to this equipment. The school district will NOT provide “consumables” to the students for home use (i.e. printer paper, ink, etc.).

Students are personally responsible for the textbooks, computer and other school property issued to them. If these items are lost or damaged, students will be required to pay the prorated replacement fees. Textbook damages through misuse or carelessness will result in the student paying for the damaged books. Any outstanding bill at the end of the school year may result in the withholding of a student’s report card, diploma, and other materials.

TECHNOLOGY SUPPORT

Williamsburg Community School District has contracted with Appalachia Intermediate Unit 8 to provide technology support for Williamsburg Cyber School students throughout the school year. Please use the contact information provided in the front of this handbook should you need technical support, contact In-Shore Technologies and the Extended Campus.

TRANSITION

The Williamsburg Community School District takes pride in ensuring all students are in the proper educational setting. Transitioning to a cyber environment is much like transitioning to a new class or school. Considerations for transitioning to the cyber program will be considered if made within two weeks of the start of the school year and/or before the start of a new marking period during the regular school year. Contact by the parent/guardian must be made with a valid reason for consideration. **Failure to adhere to the requirements and expectations may contribute to removal from the Williamsburg Cyber School and return to in-person instruction.**

HEALTH RECORDS/SCREENINGS

Students enrolled in the Williamsburg Cyber School are required to obtain health screenings and maintain a school health record in accordance with regulations set forth by the Pennsylvania Department of Health and Education. **Students in all grades must receive a height, weight, Body Mass Index (BMI), and vision screening each year of school.** These screenings will take place in the nurse's office at the appropriate district school. The school nurse will then maintain these records. Additional health services may be required as determined by the child's grade level. These examinations can be conducted by school health officials when offered to traditional students in those grade levels for no cost, or parents may elect to have their own private family physician/dentist perform these examinations at the cost to the families. If the latter is the case, parents must provide proof to the school district of these exams. Forms for this purpose may be obtained from the building office or from the school nurse.

The school district is also obligated to ensure that students have the proper immunizations and can request these records from parents at any time. If you have any questions about required immunizations, please contact your family physician or the school nurse.

SPECIAL EDUCATION

The Williamsburg Community School District provides a special education program in accordance with federal and state regulations/guidelines to ensure the provision of a free appropriate public education (FAPE) to all school-age children in need of such services.

Special Education services are available to students who have been identified by an Individualized Education Program (IEP) team, based on recommendations in a multi-disciplinary evaluation, as needing special education services. Special education services are provided according to the primary educational needs of the child. Support is provided for students who need primary assistance with the acquisition of academic skills. However, other related services are available to the child to enhance participation in or access to his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, gifted support, and other accommodations as detailed in a student's IEP or 504 plan. Special education services will be provided to students who qualify under the Chapter 14 & Chapter 15 Regulations. The Williamsburg Community School District's Special Education Department can offer further clarification/assistance in this area.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

Williamsburg Cyber School students who are in good-standing may participate in extra-curricular clubs, activities, or athletics offered by Williamsburg School District as per WCSD Board Policy 140. Williamsburg Cyber School students are required to follow the same rules, regulations, and grading policies as traditional WCSD students. It is the responsibility of the student and/or parent to communicate with the principal or athletic director regarding the activity or sport that he/she is interested in. Transportation will not be provided by the school district to/from extra-curricular activities.

PSSA/KEYSTONE EXAMS

All Williamsburg Cyber School students must participate in all local and/or state mandated assessments. All local and state mandated tests are administered during the school day at both Williamsburg High School and Williamsburg Elementary School. Williamsburg Cyber School students must be brought to the appropriate school on days of testing. Students will be notified by the principal or school counselor when the tests are offered.

2024/2025 Testing Windows

December 4 - 18, 2024	Winter Keystone Testing Window (Wave 1)
January 6 - 17, 2025	Winter Keystone Testing Window (Wave 2)
April 21 - May 2, 2025	PSSA Math, ELA, and Science Testing Window
May 12 - 23, 2025	Spring Keystone Testing Window

CAREER EDUCATION & WORK STANDARDS

Per state and graduation requirements, all students in grades 3 - 11th must demonstrate that they have met the Career Education & Work (CEW) standards through the development of a Career Portfolio. This may include written assignments/projects as well participation in career-related field trips and activities. Extended Campus provides the course and credit to fulfill this obligation. If a cyber student does not complete the required assignments by the end of the third marking period, they will be required to come to the Williamsburg High School or Elementary School during homework help sessions to fulfill the requirement.

CALENDAR

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

FIRST AND LAST STUDENT DAYS
 August 26 First Student Day
 May 23 Last Student Day

HOLIDAYS

July 4 Independence Day
 September 2 Labor Day
 November 11 Veterans' Day
 November 28-December 2 Thanksgiving Holiday
 December 24-January 1 Winter Holiday
 January 20 MLK Jr. Day
 April 18-21 Spring Holiday
 May 26 Memorial Day

MARKING PERIOD ENDS

October 25 (44 days) End of Quarter 1
 January 10 (44 days) End of Quarter 2
 March 14 (44 days) End of Quarter 3
 May 23 (46 days) End of Quarter 4

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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24	25	26	27	28	29	30	29	30	31																		

MARCH							APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21			
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30	31																													

