

**WELLSBORO  
ONLINE  
ACADEMY**



**Grades K-12  
Handbook**

*“A virtual academy meeting the changing needs of the 21<sup>st</sup> century learner.”*

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## **CONTACT INFORMATION**

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## **INTRODUCTION**

The Wellsboro Area School District is committed to meeting the educational needs of all our students and preparing them for their future. For this reason, WASD is committed to providing online programming to meet the needs of our students in a variety of capacities. The Wellsboro Area School District is proud to offer such a wide range of online and blended learning opportunities for students in our district.

## **MISSION STATEMENT**

Through Wellsboro Online Academy (WOA), the Wellsboro Area School District expands learning opportunities for ALL students by using available technology to provide individualized instruction in a flexible learning environment.

## **GOALS OF WOA ONLINE LEARNING**

- Expand the educational opportunities for the Wellsboro Area School District students and residents in a financially responsible manner through asynchronous online learning.
- Enhance Wellsboro Area School District's curricular and non-credit course offerings by providing online courses which are part of the regular course schedule. These courses are taught by our highly qualified teaching staff.
- Provide prerequisite courses for programs for populations too small to justify regular course offerings.
- Provide access to college courses through alternative delivery methods in order to offer educational opportunities to students unable to meet a regular class schedule.
- Provide educational opportunities to extended homebound, expelled, or health impaired students.
- Provide professional development opportunities to faculty and staff.

### **Wellsboro Online Academy Online Learning Options**

#### **Full online schedule**

Students choosing this option are enrolled in all of their courses online; they are taught and maintain communication with their WASD online teachers through web technologies but have the opportunity to schedule face to face meetings with their teachers at school. This option allows a student and family to do 100% of their education from their home and does not require them to come into school for any part of the course if they choose not to.

#### **Supplemental online schedule**

Students choosing this option are enrolled in one or more online courses to supplement their traditional academic schedule; students may choose to be scheduled for a study hall to work on their online courses in school or schedule part of their day at home and part of their day at school depending on what meets the needs of the family / student; some students take advantage of this option to pursue work opportunities, credit recovery or credit advancement; some students use this opportunity to free up time within their regular schedule to take electives they may not have had room for otherwise. This option also is appropriate for students going through medical problems or mental health problems, which make it difficult for them to attend a full day of school.

***Parents and / or students that have additional ideas of a way that our online program can meet a student's needs are encouraged to speak directly to Dr. Largey, Coordinator of Online programs. We are willing to be flexible and do what is best for each individual student.***

## General Guidelines

### Enrollment

The Wellsboro Online Academy classes follow a similar schedule to the brick and mortar classes. Most WOA classes are full year courses, but there are some that are set up to be completed in a semester. Although we encourage students to enroll at the beginning of each semester to allow for an increased chance of success in their online courses, we operate on an open enrollment system to meet specific needs of students. ***High School students must first consult with their guidance counselor to enroll in any Wellsboro Online Academy class.***

### Schedule

Wellsboro Online Academy classes follow the same schedule as the WASD traditional classes. The official WASD Calendar can be found at [www.wellsborosd.org](http://www.wellsborosd.org)

### Orientation

New students who enroll in one or more online courses at the beginning of the semester will be required to attend an orientation session with their parents. This session will review the policies and procedures of the Wellsboro Online Academy, login information and site navigation. Students (along with parents) enrolling in the middle of the semester will be required to meet with Mrs. Giarth, Online Lead Teacher or their Guidance Counselor to review orientation materials (Handbook).

### Curriculum

The Wellsboro Online Academy utilizes the Accelerate Education Curriculum and Learning Management system for grades K-12. This curriculum has a robust library of standards aligned courses. In addition, Accelerate Education provides a wide array of courses to support career pathways and AP level curriculum. These courses are taught by Wellsboro Area School District teachers who are certified for the core and elective classes they teach.

### Course Completion / Pacing Guides

The Wellsboro Online Academy classes all follow a similar format. Each course follows a pacing guide that outlines due dates for all graded assignments, projects, and assessments throughout the semester. Late assignments are accepted until the end of each quarter (9 week marking period), however all late assignments will be counted as 0% until the late assignments are submitted and graded.

- To see a list of current assignments due, click the “three line” menu icon up in the top left corner in Buzz (Accelerate Education’s learning management system).
- Next click on Calendar.
- You will see a list of assignments due each day for all of your courses.

## **Attendance**

While all WOA classes are asynchronous (students may work at their own pace and are not required to login at specific times for live lessons), students are expected to log into their online courses consistently to maintain progress. Teachers will monitor student progress weekly. Attendance requirements will be fulfilled for students who are completing assigned work with passing scores. For students not completing required work or receiving failing scores, a weekly report will be generated that provides documentation of the hours the student has logged into each course. Illegal absences will be recorded for days in which a student does not login.

## **Grades**

Grades will be updated weekly in Accelerate Education. Parents can monitor online grades by requesting a Guardian Account. Please send an email to Mrs Giarth to get the account set up. Students can monitor online grades by checking their gradebooks in each online class. At the end of the marking period, final online grades will be uploaded to Sapphire to be included in report cards.

Students can monitor their grades when in the Accelerate Education platform (Buzz) by first selecting a class, then selecting the 3 lines in the upper left-hand corner. Click on Grades. Select Syllabus Order in the upper right-hand corner. Students will see their current course grade and all individual assignment and assessment grades.

## **Parent / Student / Teacher Communication**

During the school day, parents and students can communicate any immediate student online needs to Mrs. Giarth, the Online Lead Teacher. In most cases, she will be able to address those needs within that school day. Email: [tgiarth@wellsborosd.org](mailto:tgiarth@wellsborosd.org) / Call or text: 570-948-1600.

To contact the online course teacher, students and parents can use the communication feature directly in the student's Accelerate Education account. A message will be sent to the teacher's district email account. Parents and students can also contact the online teachers through email. Students are required to use their school district email account. All online teachers can be contacted via phone by calling the school and leaving a voicemail. Teacher contact information is posted in the online courses.

Teachers will attempt to return phone calls and emails on the same day that they receive the communication. All emails and phone calls will be returned within 24 hours except on weekends.

Please contact Mrs. Giarth if you are having trouble reaching the online course teacher.

## **Technology / Equipment**

The Wellsboro Online Academy will provide full time online students with the necessary technology (laptops) to access the curriculum. Contact Mrs. Giarth for technology assistance. Email: [tgiarth@wellsborosd.org](mailto:tgiarth@wellsborosd.org) / Call or text: 570-948-1600.

## Support Structures

The Wellsboro Online Academy has a variety of support structures. First and foremost, students are encouraged to maintain constant communication with their teachers. This communication can take place over the phone, email, zoom and/or by scheduling face to face meetings.

Mrs. Giarth, our Online Lead Teacher, is available daily Monday through Friday to provide immediate support for technology needs and issues with the BUZZ (Accelerate Education) platform.

## Special Education Support

The Wellsboro Online Academy provides special education services in accordance with federal and state regulations and guidelines to insure the provision of a free appropriate public education to all school-age children in need of such services.

For students with Individualized Education Programs (IEPs), the Wellsboro Online Academy provides a continuum of virtual special education services that range from consultation to curriculum accommodation and modification, to meet the needs of the child, at no cost to the parent, guardian or student. Each student will be assigned a specific IEP case manager. IEP teams will determine appropriate goals, modifications and accommodations needed for each individual student. Also, teams will determine how related services can be provided appropriately to each individual student.

## Login Procedures

Students may access the Wellsboro Online Academy through any high-speed internet connection by following these steps:

1. Go to: <https://caola.caiu.org/login>
2. Username: student usernames are first name last name with no spaces, capitals or periods.
  - \* Example: Bill Smith's username would be billsmith
3. Enter Password: \_\_\_\_\_
  - \* Student Passwords are the same as their assigned WASD network password
4. Click on a class and you will enter the Buzz Platform.

***\*If you do not know your WASD network password, contact Mrs. Giarth @ 570-948-1600.***

*If you are unable to access your classes following these steps contact Mrs. Giarth, WOA Online Lead Teacher at [tgiarth@wellsborosd.org](mailto:tgiarth@wellsborosd.org) or 570-948-1600 OR contact Dr. Benjamin Largey, WOA Director of Online Programs at [blargey@wellsborosd.org](mailto:blargey@wellsborosd.org) or 570-362-1109.*