

# **Forest Virtual Academy Handbook 2020-2021**



**Board Approved:**

**8/19/2020**

## **Program Description**

The Forest Area School District has been educating students effectively for many years and knows what it takes for students to compete in the hyper-competitive quest for college and career whether learning in the conventional classroom or online. It takes rigorous coursework coupled with a combination of live and prepared instructional support.

Our cyber school program is flexible and offers all the support parents and students need to tackle the demands of online learning to achieve their educational goals. We expect the best from our students; that's why we offer effective support to promote their success.

## **Enrollment**

Students must meet the following criteria to participate in the Forest Virtual Academy through Forest Area School District:

- o Reside within the Forest Area School District
- o Obtain permission from the building principal for Forest Virtual Academy enrollment
- o Meet with school district officials to determine course of study
- o Attend an orientation session prior to beginning of cyber courses

## **Contact Information**

To schedule a Forest Virtual Academy enrollment meeting, or for more information, please contact the guidance counselor.

East Forest: 814-927-6688

West Forest: 814-755-3302

# School Calendar

For BA 03/18/2020

For BA 03/18/2020

## 2020-2021 School Calendar

**FOREST AREA  
SCHOOL DISTRICT**  
22318 Route 62, Box 16  
Tionesta, PA 16353  
814-755-4491 (Fax) 814-755-2426

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August**  
Aug 26-27 Professional Development Days  
Aug 28-31 Vacation Days

**September**  
Sept 1 First Day of School for Students  
Sept 7 Labor Day

**October**  
Oct 2 Vacation Day

**November**  
Nov 13 Act 80 Day  
Nov 26-27,30 Thanksgiving Vacation

**December**  
Dec 1 Thanksgiving Vacation  
Dec 24-31 Christmas Vacation

**January**  
Jan 1 Christmas Vacation  
Jan 18 Professional Development Day

**February**  
Feb 12,15 Presidents' Day Break

**March**  
Mar 19 Spring Break

**April**  
Apr 1-2,5-6 Easter Break

**May**  
May 7 - East / West 1/2 Act 80 Day  
Dismissal 11:04 AM  
May 31 Memorial Day

**June**  
Jun 9 Last Day of School for Students  
Dismissal 11:04 AM

Jun 8 Commencement Exercise - West  
Jun 9 Commencement Exercise - East

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Snow Make-up Dates	
Snow Day #1	Feb 12
Snow Day #2	Feb 15
Snow Day #3	Mar 19
Snow Day #4	Apr 6
Snow Day #5	Apr 5
Snow Day #6	Apr 1

PSSA and Keystone Exams Dates	
Apr 19-23 ELA	PSSA Testing Window
Apr 26-30 Math	PSSA Testing Window
Apr 26-30 Sci	PSSA Testing Window
May 03-07 Make up	PSSA Testing Window
Dec 01-15	Keystone Exams
May 17-28	Keystone Exams

	School Vacation Days
	Early Dismissal
	Act 80 Days
	Professional Development Days
	First and Last Day of School

## Attendance

Attendance is determined by the amount of course work completed and submitted to the course instructor and periodic check-ins with school staff. Students are expected to work on their cyber courses just as they would at the school building. The amount of time working on these courses should average 5 - 6 hours per day for full-time students and 1 hour per course for part-time students. Students are expected to complete about 3% of each course per 5 day week as outlined in the chart below. In addition, 25% of the work for each course should be completed each quarter of the school year for a full year course, 50% for a semester course etc.

Expectations for progress during the 2020-2021 school year are as follows:

### 2020-2021 Virtual Learning Progress Expectations for Regular Attendance:

Week of:	Number of school days	% progress expected for this week	Total progress expected	
September 1 - September 4	4	2.25	2.25	
September 7 - September 11	5	2.8	5.05	
September 14 - September 18	5	2.8	7.85	
September 21 - September 25	5	2.8	10.65	
September 28 - October 1	4	2.25	12.9	
October 5 - October 9	5	2.8	15.7	
October 12 - October 16	5	2.8	18.5	
October 19 - October 23	5	2.8	21.3	
October 26 - October 30	5	2.8	24.1	
November 2 - November 6	5	2.8	26.9	End Q1 = Nov 4
November 9 - November 12	4	2.25	29.15	
November 16 - November 20	5	2.8	31.95	
November 23 - November 25	3	1.67	33.62	
December 2 - December 4	3	1.67	35.29	
December 7 - December 11	5	2.8	38.09	
December 14 - December 18	5	2.8	40.89	
December 21 - December 23	3	1.67	42.56	
January 4 - January 8	5	2.8	45.36	
January 11 - January 15	5	2.8	48.16	
January 19 - January 22	4	2.25	50.41	End Q2 = Jan 22
January 25 - January 29	4	2.25	52.66	

February 1 - February 5	5	2.8	55.46	
February 8 - February 11	4	2.25	57.71	
February 16 - February 19	4	2.25	59.96	
February 22 - February 26	5	2.8	62.76	
March 1 - March 5	5	2.8	65.56	
March 8 - March 12	5	2.8	68.36	
March 15 - March 18	4	2.25	70.61	
March 22 - March 26	5	2.8	73.41	
March 29 - March 31	3	1.67	75.08	End Q3 = March 31
April 7 - April 9	3	1.86	76.94	
April 12 - April 16	5	2.9	79.84	
April 19 - April 23	5	2.9	82.74	
April 26 - April 30	5	2.9	85.64	
May 3 - May 7	5	2.9	88.54	
May 10 - May 14	5	2.9	91.44	
May 17 - May 21	5	2.9	94.34	
May 24 - May 28	5	2.9	97.24	
June 1 - June 4	4	2.8	100	
June 7 - June 9	3	Finals		End Q4 = June 9

**Students will be held accountable for their attendance online.** Students are required to submit written excuses for not completing the necessary amount of work. These excuses are to be brought or mailed to the student's home school within three (3) days. Students who fail to complete a basic amount of work and who do not submit excuses may be cited for truancy.

The following guidelines and actions will be taken when a student fails to complete the appropriate amount of work or does not meet the minimum requirement of time attempting to complete assignments:

- Notice/ truancy letter sent home to parents
- Mandatory meeting with school officials/ administration
- Implementation of Truancy Elimination Plan
- Citations filed against the parent/guardian/student
- Removal from distance learning program

Any interruptions to the timely completion of assignments such as sickness, vacations, death in the family etc. should be communicated immediately. Progress is monitored by the submission of coursework to the course teacher. No submission of work means no progress.

The “I” grade is given when a student fails to complete his/her work due to legitimate reasons. The “I” grade must be made up within 15 school days unless additional time is authorized by the principal, or it will change to a failing grade.

Any student demonstrating academic failure at the end of a course will be put on academic warning and will not be permitted to enroll in any other class until all work has been completed and a grade has been submitted. This may affect your class standing and interfere with timely graduation.

Student progress will be monitored by the teacher and the District but should also be monitored at home by the parent or guardian. Ultimately, it is the student’s responsibility to complete all requirements of any course.

## **High School Graduation Requirements**

### **GRADUATION REQUIREMENTS (Policy 217)**

The following sections pertain to the graduation requirements of the Forest Area School District and the state of Pennsylvania: credit recovery, and Keystone Exams.

High School Graduation Requirements

The following sections pertain to the graduation requirements of the Forest Area School District and the state of Pennsylvania.

- Credit requirements
- Keystone Exams

#### **Credit Requirements**

Students will complete a minimum of 7 credits per grade level and may take no more than 9 study halls or Tutor periods per 6-day cycle without approval from the building principal. Transfer students will be permitted to substitute any additional elective credit for the .5 Business and .5 FCS credits at the discretion of the building principal. 28 credits are required for graduation (see table below).

*Minimum number of credits earned by academic discipline in order to graduate.*

	Non Vocational Students	Venango Vo-Tech Students
English Language Arts	4	4
Mathematics*	3 or 4	3
Science*	3 or 4	3
Social Studies	3	3
Health, Physical Education, and Safety	4	3
Art and Humanities	2	2
Business	.5	.5
Family and Consumer Science	.5	.5
Electives	7	9
<b>TOTAL</b>	<b>28</b>	<b>28</b>

\*Students must complete a total of 7 credits in Math and Science.

#### **Keystone Exams**

Under Chapter 4 regulations, students must successfully complete state assessments in Algebra I, Literature, and Biology.

Students graduating in 2021 that are unable to score proficient or advanced on the Keystone Exams must follow the local policy to qualify for graduation.

For students graduating in 2022 and beyond, the following options exist to meet the statewide graduation requirement:

Keystone Proficiency Pathway, Keystone Composite Pathway, Alternate Assessment Pathway, Evidence Based Pathway, CTE Pathway. More information about these options can be found on the PDE website or by contacting the school counselor.

### **PROMOTION REQUIREMENTS (Policy 215)**

The "Guiding Philosophy" in reference to progress and promotion for the schools of the Forest Area School District is to encourage each student to achieve his/her maximum potential while in attendance in the school district. To reach this goal the administration, faculty and staff members of the school district will assist every student without partiality as much as possible without endangering the learning processes of the other members of the student's group.

Promotion to the next educational level will be based on the student's ability to profit most from experiences at that level. Factors to be considered in cases where retention at the same grade level is a possibility are:

- Achievement of the student in academic subject.
- Attendance record of the student.
- Ability of the student to do school work as reflected by a standardized test of mental ability.
- Attitudes of the student toward the school, the faculty, and his/her peer group.
- Sociological or psychological factors resulting from the student's home life or community relationships that would influence his/her level of educational achievement.
- Age and size of the student in comparison to the age of the group he/she will enter.

A student will be considered for retention at the same grade level in grades 7 or 8 if he/she has failed two or more major subjects or a combination of major and minor courses that add up to two credits.

## **PSSA and Keystone Testing**

All students are required to report to their home school for PSSA and/or Keystone testing as required by the state. Testing dates and times will be provided to you by the guidance counselor. PSSA testing occurs in the spring. Keystone testing occurs mid-year and at the end of the school year.

## **Field Trips/ Extracurricular Activities**

Any student enrolled in distance learning is eligible to go on any field trips available to traditional students. Transportation, admission or any other fees are dependent on trip parameters and are not the sole responsibility of the Forest Area District. Behavior policies are the same as any traditional student and will be adhered to closely.

All students enrolled in distance learning are eligible to participate in school sponsored sports and special events such as dances, community service etc. Events may be viewed through the district website. All eligibility requirements and criteria are outlined in the handbook and will be followed as with any traditional student. It is up to the student to meet their academic responsibilities in order to participate. Infractions of the discipline code as outlined in the handbook will result in loss of privileges.

## **Venango Technology Center**

All cyber-students in grades 10-12 are eligible for attendance at the Venango Technology Center. Please contact the guidance counselor for additional details.

## **Internet Reimbursement**

Students who are 100% enrolled in the District's Cyber program, will be eligible for internet reimbursement at the following rate:

Up to \$40/month for students obtaining Honor Roll status. Honor Roll is determined by the same standard set forth for all Forest Area School District students.

Up to \$35/month for students who are passing. Passing is to be determined based on the PIAA standard for passing which are:

- You must pursue a full-time curriculum defined and approved by your Principal.
- You must be passing at least four full-credit subjects, or the equivalent.
- You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year.

There will be no reimbursement for cyber students who do not meet the passing requirements which are set by the PIAA.

There is no internet reimbursement for credit recovery classes.

Calculations for reimbursement will be made at the conclusion of each 9 week grading period set forth by the Forest Area School District. If the cyber student is eligible for reimbursement under the above-mentioned rates, the parent/guardian will submit the appropriate paperwork and will receive reimbursement within 30 days of approval.

## **Blended Learning: Enrichment and Credit Recovery**

The Forest Area School District may offer online courses to students who attend East Forest and West Forest schools. The following is a list of guidelines and parameters that will be followed:

- Students cannot take an online course if the same course is offered on-campus by the District.



- Students must be passing all on-campus classes before being eligible for cyber classes.
- Students must get principal approval before enrolling in a cyber course.
- Students must meet all prerequisite requirements before taking a cyber course.
- Students can only take cyber classes that are offered by the District or it's subcontracted provider(s).
- If a student does not pass the first semester of a cyber course, they will be removed from the class and will not be eligible to take another cyber class until the next academic year.
- Taking cyber courses is to be viewed as a privilege. Cyber course offerings can be discontinued at any time.

### **Enrichment**

Enrichment classes are designed to enhance a student's educational opportunities above-and-beyond what is offered through the traditional course offerings. Enrichment courses are available only to students who demonstrate academic proficiency and a grade point average of 3.0 and above. Students will follow pre-existing behavior policies as per the school code concerning classroom behavior, Internet and technology usage. The primary responsibility of course work completion and behavior while engaged in the courses is the students. Forest Area personnel will monitor progress and attendance of all cyber courses. Any student found to be in violation of these codes will not be permitted to continue with cyber classes. There is no internet reimbursement for enrichment coursework.

### **Credit Recovery**

Credit recovery coursework is designated for students who do not meet academic requirements during the regular school year. Cyber coursework may be used for credit recovery. **Financial responsibility for cyber coursework used for credit recovery is the responsibility of the parents/guardian.** Eligibility for credit recovery is at the discretion of the administration. Student progress will be monitored by the District but should also be monitored at home by the parent or guardian. Ultimately, it is the student's responsibility to complete all requirements of any course.

### **Late Fees**

Any fees incurred as the result of an extension needed for failure to complete work by the deadline for each course are the responsibility of the students.

**Non-discrimination in School and Classroom Practices** The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation or gender, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[10\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[15\]](#) (Policy 104)

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations. (Policy 103)