

UPPER PERKIOMEN SCHOOL DISTRICT



Upper Perkiomen Online Learning Academy
UPOLA

2021-2022

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PROGRAM VISION

All students in the Upper Perkiomen community will be provided with flexible and equitable learning opportunities that are standards-aligned, rigorous and in environments tailored to their specific needs and learning style.



At the Upper Perkiomen School District, we believe that all students should be afforded the opportunity to participate in a learning environment that is designed to meet their specific needs. The Upper Perkiomen Online Learning Academy (UPOLA) is an extension of the Upper Perkiomen School District. It provides an asynchronous, online educational experience for students who prefer an online learning environment, with the same standards-aligned, rigorous curriculum. Our goal is to improve digital literacy, increase college and career readiness, promote the value of e-learning and raise the technical capacity of all those involved. Upper Perk has partnered with Edgenuity in order to provide a full complement of core and elective coursework to our students. Students in grades 1-5 will take their courses fully online through a partnership with the MVP program provided through the Montgomery County Intermediate Unit. Middle and High School students who qualify may choose to take all their courses online or they may choose to take a blend of online courses and traditional brick-and-mortar courses in our schools.

Curriculum offered to students is developed by Pennsylvania certified and highly qualified teachers in order to meet our district's expectations and state level standards.. The program is easy to navigate and is student-centered. The courses include a web-based curriculum with materials, highly qualified teachers, and a proprietary technology platform specifically designed for each grade level education. UPOLA is dedicated to providing the most dynamic, relative, and global education available for all learners.

PROGRAM BENEFITS

The UPOLA program will afford students the opportunity to work on their courses anytime and anywhere. Students will be able to work from home, at a local coffee shop or in our school buildings at the Middle and High School level (if approved). Please consult the school Guidance Counselor, building Principal(s) or Curriculum Supervisor for suggestions on how to best accommodate scheduling needs. Enrolled students will also have the opportunity to participate in the Western Center, school functions, athletic teams and extracurricular activities . We encourage students to become involved in our local activities, after-school clubs, dances, and athletics.

By participating in our online program, students will be provided with local technology support, on-demand teacher support, asynchronous courses, and the ability to take state-mandated testing (PSSAs and Keystones) in our schools. All students enrolled in the UPOLA Program will receive a district issued laptop. Enrolled students will also have access to career and college counseling services as well as student support services through our guidance department and Connections Coordinators, UPSD staff members that will serve a support person for communication, district information and to help connect the UPOLA student and their family with any district based services, clubs, or activities. Students can enroll in both the Western Center for Technical Studies (pending acceptance in the program) and online courses. Blended learning options are also available for students who qualify (ie. students attending a combination of face to face courses at UPHS and online courses). Last but not least, students will work towards earning an accredited Upper Perkiomen High School diploma.

ENROLLMENT

Interested students and families are encouraged to reach out to their guidance counselor, building administrator or the Curriculum Supervisor at Upper Perkiomen. The team will review the student's transcript and identify the student's credit needs during a meeting with the Curriculum Supervisor, building Principal, and the child's guidance counselor(s). The team will discuss, select and outline the courses, program and schedule needed for the individual student. A registration email will be sent to the student and guardian and oftentimes he or she can begin working shortly thereafter! Families are strongly encouraged to enroll at the natural breaks in the school year (i.e. trimester breaks (elementary), semester breaks (MS/HS)).

All UPOLA students starting in the beginning of the year will be invited to Parent Information Night held on the following dates:

Elementary (Grades 1-5) Parent Information Night will be held on Monday, August 16, 2021, at 6pm.
Secondary (Grades 6-12) Parent Information Night will be held on Tuesday August 17, 2021, at 6pm.

Any students who enroll in UPOLA after the beginning of the school year, likely at the trimester/semester breaks, are required to attend a live, either face to face or on Zoom, orientation session for their online courses. These orientations will be held in the beginning of each trimester/semester and will provide guidance on course expectations, and instructions on accessing and participating in coursework. Should concerns about participation or achievement arise, parents and students may be required to meet with district and building staff in order to develop an online learning plan.

ELEMENTARY COURSES

The UPOLA Program provides a fully asynchronous learning program for students in Grades 1-5. The Upper Perkiomen School District has partnered with the Montgomery County Intermediate Unit and their MVP program as our virtual provider for our elementary students for the 2021-22 school year. This partnership provides our students with access to a fully virtual, asynchronous learning environment with the support of a Pennsylvania certified teacher, UPSD Connections Coordinator, synchronous support, and access to building-based services including support from the School Counselors, and access to clubs and instrumental lessons, as well as other building-wide events. To learn more about a day in the life of an MVP student, please visit the [MVP website](#).

Elementary students will be enrolled in a Language Arts, Math, Science, and Social Studies course taught by a Pennsylvania certified teacher, along with elective options including Art, Music, Educational Technology and Physical Education.

SECONDARY COURSES

The UPOLA Program offers students a variety of course scheduling options. Students can opt to take a full online course schedule or a blended program of studies. A blended program means that students can take both face to face courses at Upper Perkiomen School District and online courses through the UPOLA Program. All course selections should be completed with your student's Guidance Counselor.

TECHNOLOGY

Students enrolled in the Upper Perkiomen Personalized Learning Program must receive a school district issued 1:1 device (Dell laptop at the high school, Chromebook for elementary and middle school students- device type may vary based on supply/other issues).

All interested students must have internet access at their homes or in a quiet place to work. Families who are in need of internet capability at home are encouraged to contact our Technology department for assistance OR apply for the Comcast Essentials Program. More information about the application process can be found at this [link](#). If students need printing and scanning capabilities, students are permitted to enter school in order to do this. Students are expected to behave responsibly at all times or this privilege will be revoked.

ACADEMIC PERFORMANCE

It is extremely important that all students experience academic and personal success through the UPOLA Program. Students will receive periodic check-ins with their Edgenuity teachers, UPSD Connections Coordinators and academic progress will be closely monitored by both school district staff and Edgenuity teachers. If it is determined that students are not achieving and are falling behind in their program, a meeting will be required. Parents and students will be required to attend. At this meeting, it may be determined that the student must return to school to complete their online courses under the supervision of a district staff member. Students may be required to work in a school setting for a full or partial day, depending on the severity of the student's situation. If students continue to struggle academically, the student may be returned to a full face to face program during the semester transition.

ATTENDANCE

Initially, all students enrolled in UPOLA will be afforded the opportunity to participate in an asynchronous, online learning environment. Asynchronous learning is a student-centered teaching method that uses online learning resources to facilitate information sharing outside the constraints of time and place. This means that students will not be mandated to sign on to a learning management system at a set time in order to access instruction. Students will be mandated to take an active role in their own learning and meaningfully participate in the online work experiences designated by the course and instructor.

Students enrolled full time in the UPOLA program, in accordance with school policy and compulsory attendance laws, will be considered present if they are actively engaged in their online coursework for no less than 27.5 hours per school week. In addition to meeting academic eligibility requirements outlined in the UPHS student and athletic handbook, students must meet attendance requirements in order to be considered eligible to participate in athletic activities. Full time online student athletes enrolled must be actively engaged in their coursework at least 22.5 hours per week in order to be eligible for participation in athletics.

Blended students (ie. students who participate in both face to face brick and mortar courses at UPHS and online courses ONLY) will be required to participate in a minimum of 27.5 hours per week of combined face to face and/or online course instruction. If students and families choose to select a blended schedule, students are expected to be in attendance for the entire class period for all selected face to face courses.

Student attendance in the UPOLA program will be monitored by the District Curriculum Supervisor, Upper Perkiomen Building Principals and/or Assistant Principals, school district guidance counselors and online course teacher(s) using the learning management system.

The School Code of Pennsylvania provides that everyone between the ages of eight (8) and seventeen (17) must attend school. The only legal excuses for absences are personal illness, quarantine, death of an immediate family member or preapproved family trips of an educational nature. When a student is ill, a parent/guardian may call the Curriculum Supervisor, Sarah Rothermel, at 215-679-7961, ext. 2449 and may leave a voicemail message on the machine prior to 9:00 a.m. The phone call must be followed by a written note that must be turned in within 3 days of the student returning to school. The note should include the student's full name, grade, reason and date of absence and a parent/guardian signature. The note must be given to the main office at the beginning of the day. Notes may also be emailed to your child's school secretary.

Except to the extent required by an individualized education program, access to the UPOLA Program will not be provided by the school district prior to the beginning of or subsequent to the end of the school year as annually approved by the Board of School Directors. Student attendance will be in conformity with Pennsylvania School Code, 24 PS 13-11327 to 1338, and any other amendments passed by the State Legislature.

Consequences for Non-Attendance

All UPOLA students are expected to meaningfully participate in their online and blended coursework. Attendance will be monitored on a weekly basis. If students fail to log into the learning management system and submit the required assignments in a timely manner without the submission of the required written excuse notes, the following steps will be followed:

- **Step One:** Following two weeks of consecutive or nonconsecutive non-attendance (less than 27.5 hours per week and no written excuse submitted), a meeting will be scheduled with the student, parent or guardian, school guidance counselor, building administrator and Curriculum Supervisor in order to discuss the student's attendance record and course progress. The team will develop an attendance improvement plan during this meeting.
- **Step Two:** Following an additional two weeks of consecutive or nonconsecutive non-attendance (less than 27.5 hours per week and no written excuse submitted) and after the step one meeting and development of an attendance improvement plan, another meeting will be scheduled with student, parent or guardian, school guidance counselor, building administrator and Curriculum Supervisor in order to discuss the student's attendance record and course progress. The team will require the student to come to the school building for at least 90 minutes per school day for at least two weeks in order to complete online coursework with the support of a staff member. The student will not be permitted to miss any 90 minute school sessions. Following two weeks of consecutive attendance (at least 27.5 hours per week), the student will no longer be required to attend sessions for 90 minutes per school day.
- **Step Three:** Following an additional two weeks of consecutive or nonconsecutive non-attendance (less than 27.5 hours per week and no written excuse submitted) and after the step one meeting, development of an attendance improvement plan and the provision of mandated 90 minute support sessions, another meeting will be scheduled with student, parent or guardian, school guidance counselor, building administrator and Curriculum Supervisor in order to discuss the student's attendance record and course progress. The team will require the student to come to the school building for at least 180 minutes per school day for at least two weeks in order to complete online coursework with the support of a staff member. The student will not be permitted to miss any 180

minute school sessions. Following two weeks of consecutive attendance (at least 27.5 hours per week), the student will no longer be required to attend sessions for 180 minutes per school day.

- **Step Four:** If the student continually fails to meet attendance expectations and is not successfully remediated by the process above, the student will be removed from the online program and the high school team will require the student to return to a full time face to face course schedule at the semester break.

* If transportation is unable to be provided in any of the above situations, the student will be expected to utilize school district provided transportation in order to get to/from school to attend in school support sessions. Students in step two will be expected to attend one full school day per week. Students in step three will be expected to attend two full school days per week. Students utilizing school district provided transportation will arrive by 7:40 am and will be dismissed at 2:35 pm.

SPECIAL EDUCATION AND PUPIL SERVICES

The Upper Perkiomen School District is dedicated to access for all students. It is our strong recommendation that students receiving special education services, attend school in person to allow for the best delivery of services. However, if a student is unable or uncomfortable with this, the IEP team will deliver virtual instruction, interventions, and related services in compliance with the student's IEP and based on individual student needs. The annual IEP meeting can be held virtually or in-person and will continue to follow. Reevaluation Reports will continue to follow the same process and procedures for compliance, timelines and program implementation. Throughout the Reevaluation process, if determined updated testing and assessments are needed, the school psychologist will contact the parent to schedule in person testing.

Gifted Education teachers are working in conjunction with teacher colleagues to ensure academic materials are provided for all instructional levels with enrichment to the general education curriculum as per student GIEP. The annual GIEP meeting can be held virtually or in-person, and the Gifted teacher will contact families and team members to schedule the meeting.

504 Students will continue to receive support through his or her 504 Plan, helping students thrive within the UPSD Online Academy. Guidance Counselors will continue to develop the 504 Plan with collaboration from the general education teachers. If you have specific questions, please contact your child's Guidance Counselor directly. If you are unsure of the counselor's contact information, please follow up directly with the principal.

English Learners will receive support and services as provided by their English Language Development teachers. Case managers and English Language Development teachers will continue to work with general education teachers on accommodations and modifications to assignments. If you have specific questions, please contact our English Language Development teachers, Jill Smerdon (jsmerdon@upsd.org) or Susan Michael (smichael@upsd.org).

If you have specific questions regarding special education services please contact your child's case manager, the Director of Special Education, Carol Giblin (cgiblin@upsd.org), Amy Coyle the Supervisor of Special Education (acoyle@upsd.org), or the principal of your child's building.

CONTACT INFORMATION

District Program Contact Information:

Mrs. Sarah Rothermel
Curriculum Supervisor
srothermel@upsd.org
215-679-7961

Mrs. Kimberly Bast
Director of Curriculum and Instruction
kbast@upsd.org
215-679-7961

UPHS Building Program Contact Information:

Dr. Robert Carpenter- Building Principal
rcarpenter@upsd.org
215-541-7140

Mr. Joshua Miller- Assistant Principal
jcmiller@upsd.org
215-541-7137

Mr. Todd Amsler- Assistant Principal
tamsler@upsd.org
215-541-7139

UPHS Guidance Counselors:

Mrs. Angela Traub- School Counselor A-G
atraub@upsd.org
215-541-7120

Mr. John Gunning- School Counselor H-N
jgunning@upsd.org
215-541-7121

Mrs. Leanne Legendre- School Counselor
O-Z
llegendre@upsd.org
215-541-7122

Mrs. Kimberly Kelly- School Counselor
kkelly@upsd.org
215-541-7127

UPMS Building Administration

Mrs. Christine Siegfried- Principal
csiegfried@upsd.org
267-313-4800 Ext 6501

Mr. Brian Callan- Assistant Principal
bcallan@upsd.org
267-313-4800 Ext 6502

UPMS School Counselors

Mrs. Therea Schlatterer
tschlatterer@upsd.org
267-313-4800 Ext 6511

Mr. Justin Arifaj
jarifaj@upsd.org
267-313-4800 Ext 6512

Mrs. Katrina Harman- Student Support
Counselor
kharman@upsd.org
267-313-4800 Ext 6506

Hereford Building Administration

Mrs. Maureen Zavadel- Principal
mzavadel@upsd.org
215-679-4151 Ext 3461

Hereford School Counselors

Mr. Jeff Bibus- School Counselor
jbibus@upsd.org
215-679-4151 Ext 3409

Mrs. Amanda Jaeger
Student Assistance Counselor
ajaeger@upsd.org
215-679-6288 Ext 4005

Marlborough Building Administration

Mrs. Allison Stephens- Principal
astephens@upsd.org
215-541-7299 Ext 7201

Marlborough School Counselors

Mrs. Karen Shetler- School Counselor
kshetler@upsd.org
215-541-7299 Ext 7219

Mrs. Amanda Jaeger
Student Assistance Counselor
ajaeger@upsd.org
215-679-6288 Ext 4005

4th and 5th Grade Center Building Administration

Mr. Arthur Vigilante- Principal
avigilante@upsd.org
215-679-6288 Ext 4001

**4th and 5th Grade Center School
Counselors**

Mrs. Susan Kenna- School Counselor
skenna@upsd.org
215-679-6288 Ext 4012

Mrs. Amanda Jaeger
ajaeger@upsd.org
215-679-6288 Ext 4005