



**Conestoga Valley**  
VIRTUAL ACADEMY

# Orientation & Learning Agreement Packet



## **CVVA Orientation Information Form**

Name \_\_\_\_\_  
(first name) (last name)

Parent E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Student E-mail Address \_\_\_\_\_

Student Phone \_\_\_\_\_ Laptop Barcode # \_\_\_\_\_

**CVVA Laptop Instructions:** Each laptop is labeled with the computer's name.

1. To log on to CVVA computer:
  - Student Username: first\_last
  - Student Password: 7 digit student ID#
    - Example user name: sally\_smith
    - Example password: 217555
  
2. An administrator account has been set up for the parent if the student is required to download/install curriculum related software:
  - Administrator Username: Computer's name\Parent
  - Password: CVparent
    - Example username: CVVA-12345\Parent
    - Example password: CVparent
  
3. On occasion, technical issues may arise. If that happens, we would prefer that the parent or student contact the tech department directly:
  - Phone: CV Help Desk at 399-1551 or 397-5231 ext:8000
  - Email: donna\_witmer@conestogavalley.org

### **STUDENT Odysseyware Log-in Information**

**Login ID:** \_\_\_\_\_

**Password:** \_\_\_\_\_

### **PARENT Odysseyware Log-in Information**

**Login ID (email):** SAME AS PARENT EMAIL ABOVE

**Student(s) Assigned to Parent:** \_\_\_\_\_

**Note: \* If laptops are ever in need of repair we will ask the parent to drop off the laptop for repair to the District Office and we will issue them a spare at that time. The temporary spare that we issue may not be the same model they had prior.\***

## Resources ~ CVVA Graduation Course Sequence

Course Area	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Credits Earned
<b>English</b>	English 1	English 2	_____ Choose course	_____ Choose course	___/4
<b>Social Studies</b>	U.S. History 1	U.S. History 2	World History	U.S. Government and Economics	___/4
<b>Math</b>	Algebra 1	Geometry	Algebra 2	_____ (optional)	___/3
<b>Science</b>	Principles of Science	Biology	_____ (1 more required)	_____ (optional)	___/3
<b>Physical Education</b>	PE 9	PE 10	Fitness/Weight Training	PE12	___/2
<b>Mandatory Electives</b>	Career Education	Digital Literacy 4 Today	Current Health Issues	Personal and Family Development	___/2
<b>Mandatory Electives</b>				Consumer Skills	___/5
<b>Art</b>	Foundations of Design				___/5
<b>Music</b>	Introduction to Music				___/5
<b>Tech. Ed.</b>	Digital Media Production				___/5
<b>Electives</b>					___/8
<b>TOTAL CREDITS EARNED</b>					<b>___/28</b>



## Resources ~ Course Offerings

### 2019-2020 Conestoga Valley Virtual Academy Course Offerings

#### Art

Foundations of Design

#### Business Education

Career Education

Digital Literacy 4 Today

Consumer Skills

#### Communications

English 1

Traditional English 1

English 2

Traditional English 2

American Lit. for Life and Work  
(11-12)

Traditional American Lit. (11-12)

Traditional Brit/World Lit. (11-12)

Business English (11-12)

#### Mathematics

Algebra 1A/Algebra 1B

Traditional Algebra 1

General Algebra 2

Traditional Algebra 2

General Geometry

Traditional Geometry

Computer Programming

Computer Science (10-12)

#### Music

Introduction to Music

Music Theory (10-12)

#### PE/Health/FCS

9<sup>th</sup> Grade PE

10<sup>th</sup> Grade PE

Fitness and Weight Training

Current Health Issues

12<sup>th</sup> Grade PE

Personal and Family Development

#### Science

General Principles of Science

Traditional Principles of Science

General Biology\*

Traditional Biology\*

General Chemistry

Traditional Chemistry

#### Social Studies

General U.S. History 1

Traditional U.S. History 1

General U.S. History 2

Traditional U.S. History 2

Traditional World History

General U.S. Gov./Econ.

Traditional U.S. Gov./Econ.

Psychology (11-12)

Vietnam War (10-12)

Civil War (10-12)

World Geography

#### Technology Education

Digital Media Production

## Resources ~ Student Schedule, Internet Café, and Office Hours

	MP 1	MP 2	MP3	MP4

<b>HS Teachers' CVVA Schedule (717-397-5231 ext. 1116)</b>				
Block	MP1	MP2	MP3	MP4
1	Boyer (1227) Fecera (1116)	Boyer (1116) Fecera (1171)	Boyer (1116)	Boyer (1116) Hower (1157)
2	Keares (1116)	Keares (1126) Kuhn (1116)	Buckwalter (1116)	Myers (1116) Buckwalter (1209)
3	Lefever (1239) Myers (1211) Upton(1116)	Lefever (1116) Upton (1102)	Evans (1132) Lefever (1239) Nase (1116)	Evans (1116) Lefever (1239)
4	Bawell (1170) Brubaker (1100) Evans (1116) C/D Flick (1116) A/B Hershey (1104)	Bawell (1170) Brubaker (1100) Evans (1116) C/D Flick (1235) Hershey (1116) A/B	Brubaker (1116) A/B Evans (1132) Flick (1235) Kuhn (1225) Pontz (1116) C/D	Brubaker (1116) A/B Evans (1132) Flick (1235) Pontz (1116) C/D
5	Buckwalter (1116) Mercier (1116)	Buckwalter (1209) McDonald (1116) Mercier (1116) Nase (1821)	Fecera (1116) Upton(1102)	Fecera (1171) McDonald (1111) Upton (1116)

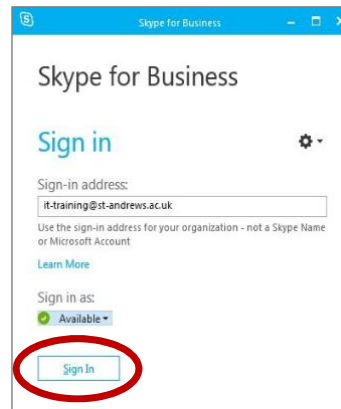
## Resources ~ Skype for Business

Skype-fB is a communications platform it will allow users to interact with contacts via instant messaging (IM), audio and video conversations, and Skype-fB meetings.

**STEP 1:** Starting Skype for Business on your desktop

**Click the Windows start button at the bottom left of your screen**

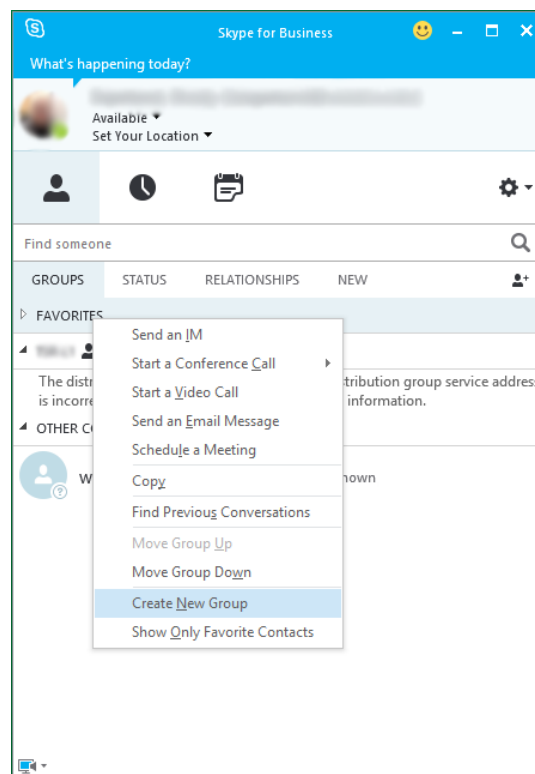
- Type **Skype for Business**
- When the Skype-fB window appears, enter your **Sign-in address** in the format **username@conestogavalley.org** then click the **Sign In** button. It will then request your password. Enter your school password.



## Skype for Business Basics

### Main Skype-fB Window

When you open Skype-fB, the main Skype-fB window will appear:



## Topic: Adding a Profile Picture

If you have previously uploaded a profile picture to Office 365 through the main portal, it will automatically carry through to Skype-fB.

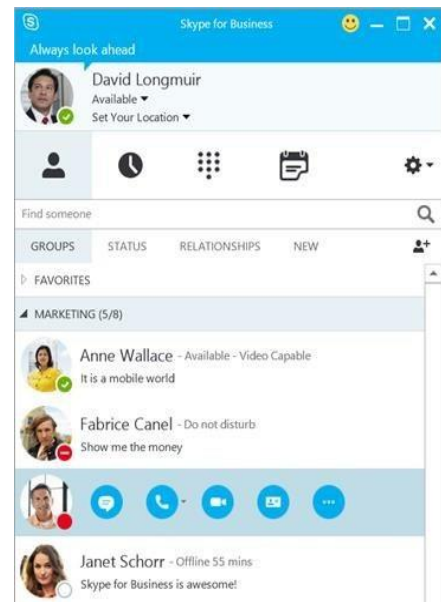
To upload or edit your picture from within Skype-fB:

- Click **Options** (cog icon) on the Skype-fB main window.
- In the **Skype-fB Options** window, select **My Picture** from the left-hand panel.
- Click the **Edit or Remove Picture** button to upload an image. Office 365 will open.
- Browse to select your picture file, then click **Save** at the bottom right of the screen.
- You will be returned to the Skype-fB Options window. Ensure that the **Show my picture** radio button is selected.
- Click **OK**.

## Topic: User Availability/Presence

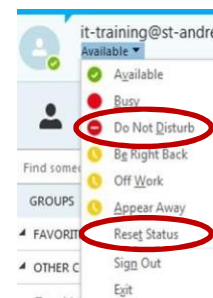
- A user's availability is indicated by the colored icon beside their profile picture. This availability status is known as your **presence** and will indicate a status such as: **Available, Busy, Away, Do Not Disturb, etc.**
- Your presence indicator will affect which communication options are available. Presence is only indicated for those with the Skype-fB client running, otherwise it will show as Offline (uncolored).
- Indicators are based on your Outlook calendar information, but update according to both your calendar and your activity.

For instance, if you are available at your desk but don't use your mouse or keypad for a period of time (the default is five minutes, but this can be changed), Skype-fB automatically changes your presence indicator from green to an inactive yellow icon. Using your keyboard or mouse returns your status to available.



You can also manually change your availability by: Using the drop-down status menu in the Skype-fB window:

- Hovering over the large icon on the task bar
- Right clicking the small icon on taskbar




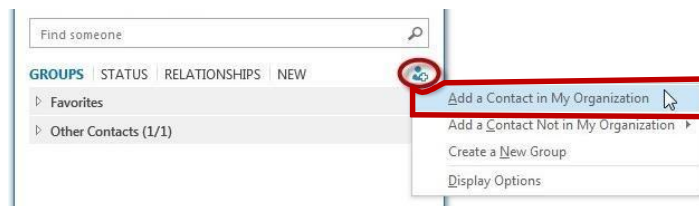
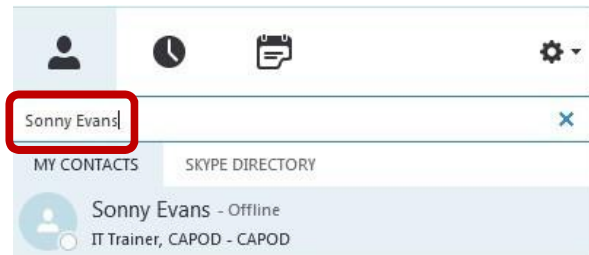
## Topic: Contacts

When you first start using Skype-fB, it is worth investing some time setting up contacts and groups so that you can easily communicate with people that you frequently interact with.

### Finding and adding contacts

#### From the School Directory

- In the main Skype-fB window start typing the name in the search box.
- A list of matching people from your Contacts will appear.
- Right-click on the required name and select **Add to Contacts List**, which then gives options of adding to a specific group.
- You can also add contacts from the Add a Contact icon , then choose **Add a Contact in My Organization**.



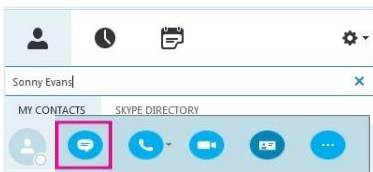



## Topic: Communicating with Your Contacts

To communicate with a contact, use one of the following methods to access the communication tools, then select the option you want to use (e.g. instant message, video call, etc):

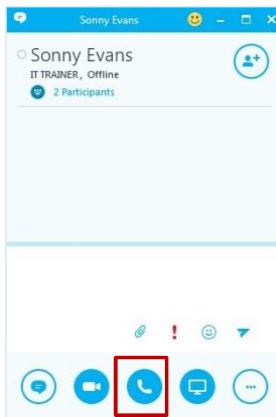
- **Hover your mouse over their picture** in the contacts list:
- **Double-click** anywhere on their contact listing:
- **Right-click** their contact listing:

### Instant Message (IM)

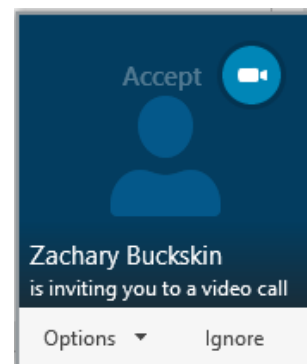
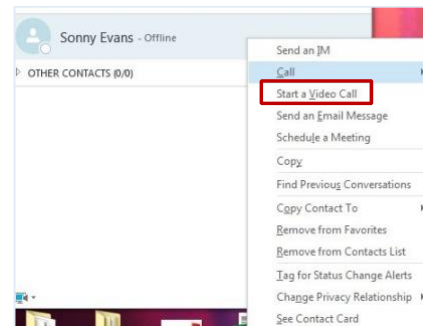


- Display the communication options for that person using one of the above methods; choose the instant messaging icon; 
- A conversation window will appear. Type your message in the window to the person of interest.

### Audio Call



### Video Call





## **Resources ~ Program Contacts**

### **For Students in Grades 7-8:**

Mrs. Christine Kassay, Gerald G. Huesken Middle School Assistant Principal

**Email:** [christine\\_kassay@conestogavalley.org](mailto:christine_kassay@conestogavalley.org)

**Phone:** 717-397-5231 Ex. 2003

### **For Students in Grades 9-12:**

Dr. Matthew Fox, Conestoga Valley High School Assistant Principal

**Email:** [matthew\\_fox@conestogavalley.org](mailto:matthew_fox@conestogavalley.org)

**Phone:** 717-397-5231 Ex. 1006

### **CVVA Secondary Coordinator:**

Ms. Linda Mercier, Conestoga Valley Virtual School Liaison

**Email:** [linda\\_mercier@conestogavalley.org](mailto:linda_mercier@conestogavalley.org)

**Phone:** 717-397-5231 Ex. 1116 / Cell : 717-342-1476

### **CVVA Program Head:**

Dr. Donovan Mann, Assistant to the Superintendent - Secondary Education

**Email:** [Don\\_Mann@ConestogaValley.org](mailto:Don_Mann@ConestogaValley.org)

**Phone:** 717-399-1547

### **For Tech Support:**

Donna Witmer

**Email:** [Donna\\_Witmer@ConestogaValley.org](mailto:Donna_Witmer@ConestogaValley.org)

**Phone:** 717-399-1551



## Conestoga Valley Virtual Academy Parent Learning Agreement

Certain standards are expected of parents who have a child enrolled in the Conestoga Valley Virtual Academy. This learning agreement makes the parents /guardians aware of the standards expected of them when enrolling their child in these courses.

As a parent of a student taking online course(s), I am expected to:

1. Directly supervise my student's education at home.
2. Provide a physical environment conducive to my child's educational needs.
3. Provide or obtain from the school, when available, the physical and technological equipment needed to participate in the Conestoga Valley Virtual Academy (i.e. computer, internet access, lab supplies, printer, etc.).
4. Parents may need to obtain any required course items (i.e. class novels, pedometer) needed to participate in classes.
5. Attend meetings with student to sign learning agreement, discuss policies, review courses/grades/schedules, etc.
6. Access and monitor my student's academic progress and review with the student at least once a week.
7. Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.
8. Assure that all work submitted by student was completed solely by that student.
9. Provide student with transportation as needed to meet with teachers, participate in standardized testing or other school activities.
10. Return all instructional materials and equipment to the high school as requested.
11. Contact the course teacher, the CVVA advisor, guidance counselor or the Conestoga Valley School District technology department with any concerns or needs.

If parents do not abide by the above listed rules, the Conestoga Valley School District will follow the guidelines established in the district issued student handbook regarding the policy infraction and could include removing the student from the Conestoga Valley Virtual Academy course(s).

**I have read and I understand the learning agreement and policies of the Conestoga Valley Virtual Academy. I agree to abide by the rules of the learning agreement.**

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## Conestoga Valley Virtual Academy Student Learning Agreement

Certain standards are expected of students enrolling in the Conestoga Valley Virtual Academy. This learning agreement makes both the student and the parents/guardians aware of the standards expected of students enrolling in this cyber program.

As a student in CVVA, I [ \_\_\_\_\_ ] am aware that:

1. I will make a commitment to complete this program as outlined by the Conestoga Valley Virtual Academy Student Handbook.
2. All school policies in the **Conestoga Valley Student Handbook** apply. The administration, the student, and his/her parents/guardians will be notified of any infractions. In the event of severe misconduct, the student could be disciplined up to and including removal from the program.
3. Students must follow the Conestoga Valley School District's Acceptable Use Policy.
4. Although I may work at my own pace in the program, I will access the coursework on regular school days and complete all work assigned for that day to the best of my ability. I may work ahead and complete courses early.
5. Attendance will be based on one hour per course per day during scheduled school calendar days. If all assigned coursework is completed with a passing grade for the course, the student will not be marked absent. If a student is behind on their coursework, and does not meet the minimum daily login requirement, he or she may be marked absent. Students can still be fined and taken to attendance court for non-attendance.
6. Students who are not consistently making progress in their courses, fall significantly behind in completing their assignments and/or are failing one or more courses, may be assigned interventions. Interventions may include being required to attend after school Learning Labs or the Internet Café.
7. Students must communicate with their teachers on a regular basis through Skype, email, OW messaging, texting, phone, video conferencing or in-person meetings during the teachers' CVVA prep period.
8. I will contact my teachers, the CVVA advisor, guidance counselor, administration or the CV technology department with any concerns or needs.
9. I will return all instructional materials and equipment to the school as requested.
10. I will maintain the academic honesty required and outlined in the CVVA Student Handbook.

**For Office Use Only:**

**I understand the learning agreement and policies of the Conestoga Valley Virtual Academy. I agree to abide by the guidelines of this learning agreement.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_



Parent Name

Parent Signature

Date