



Wilson Area School District  
Online Program Handbook  
2024-2025

Enter to learn.....The Wilson Area School District will provide safe environments and a variety of learning experiences that embrace diversity and allow all students to achieve to their fullest potential as responsible and productive citizens, who become life-long learners. The District and community will work in partnership to prepare our students for tomorrow's challenges so that they may.....Go forth to serve

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# Introduction

The Warrior Academy's learning model aligns with the mission of the Wilson Area School District. The Warrior Academy will uphold the district's commitment to maintain a safe environment and a variety of learning experiences that embrace diversity and allow all students to achieve to their fullest potential as responsible and productive citizens, who become life-long learners.

This handbook contains information on the platforms the district will use for communication, as well as shared expectations for students, faculty and staff, and families.

## Asynchronous Learning Definition

The WASD online instruction plan for high school students consists of asynchronous learning opportunities. This means students will be learning and sharing in a flexible schedule outside of the classroom setting. Faculty will connect with students and families using digital devices and platforms. Further explanation of the classroom and expectations can be found in the remainder of this handbook.

## Process for Requesting To Move Online

1. Parents/guardians or students should request a meeting to discuss the online program. In attendance should be an administrator, school counselor, student, and the parent/guardian. Meeting will explain the expectations and requirements of the program.
2. Student movement should only be at the end of the marking period, though it is highly recommended that students wait until the end of a semester to change. Students will begin the online program the day the next marking period begins.

## Updates and Communication

Communication is key. The Warrior Academy will use the same channels as the Wilson Area School District to share information. The systems used can be found in [Table 1](#).

Table 1

Channel	Audience	Description
Email	Faculty, Staff, Families, Students	Email will be used for all major communications and announcements from the school. Faculty may use email to communicate (in addition to other platforms like Google Classroom, Remind, Skyward, Class Dojo).
Google Apps	Students, Faculty, Staff	Google Apps (Gmail, Docs, Slides, etc.) will be used by K-12 students and teachers.
Skyward	Students, Families	Check attendance and grades
Zoom/ Google Meet	Students, Faculty, Staff	For video conferencing with students and families, faculty will use Zoom or Google Meet.
Public Website	All parties	WASD will provide general information on its status at <a href="http://www.wilsonareasd.org">www.wilsonareasd.org</a>

## Contacts

- Your child's teacher should be the first point of contact should any issues or concerns arise regarding a course assignment or resource.
- Social/Emotional Concern - contact the school counselor.
- Other issues related to online learning can be sent to the Supervisor of Curriculum and Instructional Technology, [Dr. Alexandra Mindler](#)
- Additional communications may come from the high school
- Your child's building principals can be found below:

[Mr. John Martuscelli](#) - Principal, Wilson Area High School

[Mr. Christopher Albi](#) - Assistant Principal, Wilson Area High School

## Resources

- Students will be provided (1) district-issued Chromebook
- Please visit [www.wilsonareasd.org](http://www.wilsonareasd.org) for district resources and technology support

## Tech Help for Families

- Should you experience a technology problem or issue, you can email [support@wilsonareasd.org](mailto:support@wilsonareasd.org) or call **484-373-6018** Monday through Friday from 7:30 AM to 4:00 PM

# Partnership: Family, Student, and School Roles & Responsibilities

## Family Guidelines

### 1. Establish routines and expectations

Although students are not on campus, established hours for schoolwork will help students maintain their focus. Students should take breaks and move throughout the day as well as engage in physical exercise and quiet reflection times. Begin and end each day with a “check-in” as well as checking in throughout the day to ensure your child is engaged and completing their work. Reach out to your child's teacher if you observe your child struggling to stay focused. Establishing clear expectations with your child about the school day will help your child maintain their schedule and stay on top of their schoolwork. Although not required, we recommend students complete odd period coursework on one day, and even period coursework the next.

2. Establish a learning space for your child

Create a space in your home that should be set up with the tools that your child needs to fully engage in school. Have a solid internet connection and ensure the space is quiet so your child can focus. Should you need assistance in obtaining a solid internet connection, please reach out to your child's teacher or [Dr. Mindler](#).

3. Monitor Communications

Teachers and administrators will communicate with families through email (or other platforms) regularly. The frequency of communication will vary. The Warrior Academy encourages families to communicate with teachers as much as necessary; however, please be aware that teachers will need to communicate with all their students and their families. Please check your email frequently. Teachers will have designated office hours.

4. Stay engaged in your child's learning process while also encouraging independence

Ask your child questions like "What are you learning today? What resources are you using? What support will you need?" Some productive struggle is necessary, and before stepping in let your child try to solve some problems on their own. Stepping in too quickly will take away your child's ability to learn, try new approaches, and gain more independence and confidence. If your child is showing signs of frustration with the work or is overwhelmed, reach out to your child's teacher for suggestions to support their learning.

5. Screen time and social media

Although we do not want students staring at a screen for 8 hours each day, students are expected to engage and complete classroom lessons and assignments. Students should maintain regular contact with their teacher.

Social media apps like SnapChat, Instagram, WhatsApp, or TikTok are not school-sanctioned communication tools. We ask you to monitor student usage on such apps. Please see Wilson Area School District's [policy on technology usage](#). Students are expected to be polite, respectful, and appropriate in their communications.

## Student Guidelines

As a student of the Warrior Academy, I agree to:

- Establish daily routines to engage in my learning experience.
- Find a quiet and productive place to work.
- Regularly check-in and monitor the online platforms for feedback, assignments, and announcements from teachers.
- Complete assignments with integrity and academic honesty.
- Meet timelines, commitments, due dates, and attendance expectations.
- Communicate with teachers if I have questions, cannot meet a deadline, or need additional support.
- Comply with the Wilson Area School district's expectations and guidelines regarding the Acceptable Use Policy including expectations for online behavior, etiquette, and academic honesty.
- Be respectful and courteous at all times
- Complete the assigned work for each class.
- ***I understand that by not completing my Edpuzzles, I will be considered absent.***

## Faculty/Staff Guidelines

As a teacher of the Warrior Academy, I agree to:

- Check-in with my students weekly to see how they are doing.
- Evaluate student conditions for distance learning.
- Communicate frequently with students and their families about their academic progress.

# Attendance and Grading

Attendance for the high school asynchronous learning model will be considered a **recorded presence** based on the percentage of Edpuzzles completed. This means students will need to watch the Edpuzzle videos (in full) posted weekly by their course instructor. Failure to watch the lesson videos in full will result in the loss of attendance credits.

- [Table 2](#) describes the breakdown of absences
- Students will be given one week to watch the assigned lesson videos and complete the course work from their instructors.
- Students may access their coursework 24 hours a day/ 7 days per week.
- Assignments will be posted on a **Wednesday** and are expected to be completed **the following Tuesday by 11:59 PM.**
- Students who have not completed their work will be notified by the course instructor.
- If the instructor is unable to make contact with the student, or the coursework is not completed, the course instructor will then notify [Dr. Mindler](#).
- [Dr. Mindler](#) will then contact the student and the student's parent or guardian. If no improvement is made, [Dr. Mindler](#) will schedule a meeting to make a plan with the student and parent/guardian for work completion and improved attendance.
- The student will have a maximum of two additional weeks to complete the missed assignment(s) but will only earn a score of 60% on the assignment (provided the assignment is acceptable). The student may continue to resubmit the assignment until it is deemed acceptable by the instructor and a grade of 60% is earned within that two week window.



Table 2

1. Attendance will be based on the number of Edpuzzle videos watched and completed for each course. A max score of 3 can be given for each course (3 = all Edpuzzle videos watched, 2 = some Edpuzzle videos watched, 1 = Edpuzzle video(s) was partially watched, 0 = student did not watch any Edpuzzle videos).
2. The total number of attendance credits will be based on the number of courses the student takes. For example, a student with 6 classes should earn 18 attendance credits each week, while a student with 5 classes should earn 15 attendance credits each week.
3. Once course instructors have uploaded the 3, 2, 1, or 0 on the attendance sheet, a formula will be used to determine the number of days absent starting with half day increments.

For example, if a student is taking 6 classes, the formula would look like this:  $(5 - \text{total credits}/18 * 5)$ . 5 school days minus total attendance credits earned divided by total credits multiplied by 5 school days.

For example:

Student Name	English	Math	Science	Social Studies	Elective 1	Elective 2	Total Credits	Equivalent to Days Missed Per Week
A	2	3	3	3	3	3	17	0.2777777778
B	3	3	3	3	3	3	18	0
C	1	0	1	1	1	1	5	3.611111111

## Grading

Grading will be based on the quality of work submitted for the course. Each teacher will have a course syllabus posted in addition to their grading policy. Although work may be graded on Google Classroom, please check **Skyward** as this is the official gradebook for all courses.

Please note that although students may receive good grades for the assignments they are completing, **they will be marked absent if they are not watching and finishing their assigned Edpuzzle video lessons.**

# Asynchronous Learning Plan

- Asynchronous learning will consist of weeklong coursework:
  - Edpuzzle videos and assignments for all courses will be posted on Wednesday and should be completed by the following Tuesday at 11:59 PM for full credit (unless otherwise noted by the teacher).
- Students do not need to login to submit their attendance. Attendance will be based on Edpuzzles watched and completed. Although students are able to complete assignments at their own pace, we recommend maintaining some type of structured schedule.
  - In the asynchronous setting we recommend students complete their odd period coursework one day and even period coursework the next day
- Asynchronous online courses
  - Google Classroom will be used for students to access lessons, watch videos, download coursework, and upload assignments.
  - Weekly lesson videos (via Edpuzzle) and assignments will be provided for students to work on at their own pace.
  - Lessons, assignments, and assessments will be developed specifically for the online course and online environment: it will vary from in-person coursework.
- Online students will have the opportunity to schedule classes and over four years obtain all necessary graduation requirements with a minimum of 6 courses each year
  - 4 core courses each year (college prep level).
  - 2 electives (Business, Music, Tech Ed, World Language, PE/Health, and FCS).
- Teachers will have scheduled office hours throughout the week for online students to receive additional help and support via:
  - Email communication
  - Skyward for attendance and grades
  - Feedback on assignments in Google Classroom/Edpuzzles

# Appendix

## Policies

All policies may be found on the District site. The following are highlighted here.

- [Attendance Policy 204](#)
- [Bullying/Cyberbullying Policy 249](#)
- [Acceptable Use of Internet and Computer Technology Policy 6176](#)

## District Calendar

- [2024-2025](#)