

## **Ferndale Virtual Academy Student Manual**

### **Staff Members**

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Josh Nielsen-Tutor [josh.nielsen@ferndalesd.org](mailto:josh.nielsen@ferndalesd.org)

Classroom Phone Number: (360) 383-9362

Need help? We have an open Zoom Monday-Friday 1:00-2:00pm for drop in help:

<https://us02web.zoom.us/j/89513946607?pwd=WXA3Y2NtOW1LZmIOUUpNNkRWS0doZz09>

Meeting ID: 895 1394 6607

Passcode: FVA

### **Edgenuity Course List:**

You can be in charge of picking out your classes if you email your requests:

<https://docs.google.com/spreadsheets/d/1Vuch2nnY6OGwTNzYbiQxgBrEdYUIkERvn8kY1jRJVik/edit?usp=sharing>

### **Edgenuity Course Descriptions:**

See a course on the list you are interested in but you are not sure what it is? Take a look at the Course Catalog to find a description of the class:

<https://www.imaginelearning.com/wp-content/uploads/2024/05/1247028032-EDG-2024-Course-Catalog-2311.pdf>

### **Clever Login**

Students will log into their Edgenuity/Imagine Learning classes through Clever. Clever is a single sign on tool. For directions, find your starting place below:

#### **School Chromebook**

If you are using a school issued Chromebook your homepage when opening the chrome browser will already be set to Clever (if this is not the case you will need to update your computer on campus.) The first time you use Clever you will need to follow these steps. The next time you use Clever you will go straight to step 4.

Step 1: Click “Log in with Student Login”



## Ferndale School District 502

[Not your district?](#)



Log in with Student Login

### Having trouble?

Contact [technical.services@ferndalesd.org](mailto:technical.services@ferndalesd.org)

Or [get help logging in](#)

## Clever



Clever Badge log in

[District admin log in](#)

Step 2: Pick your student email account for logging in.

Sign in with Google



## Choose an account

to continue to [Clever](#)

[redacted]@students.ferndalesd.org

Use another account

Before using this app, you can review Clever's [privacy policy](#) and [terms of service](#).

Step 3: Click on "continue"

Sign in with Google



## Sign in to Clever

[redacted]@students.ferndalesd.org

By continuing, Google will share your name, email address, language preference, and profile picture with Clever. See Clever's [Privacy Policy](#) and [Terms of Service](#).

You can manage Sign in with Google in your [Google Account](#).

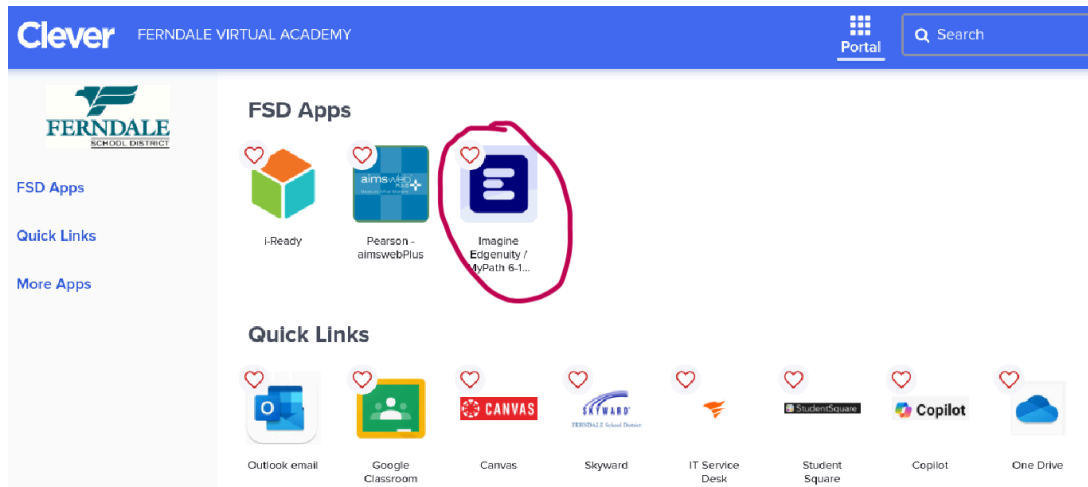
Cancel

Continue

English (United States)

[Help](#) [Privacy](#) [Terms](#)

Step 4: Congratulations you are in Clever where all the tools you use for school are located. To access your Edgenuity classes you click on the Imagine Learning icon.



### **Home Computer**

If you use a home computer instead of a school laptop you will need to navigate to Clever and bookmark it for your use.

To find the school Clever account you can do the following:

- Go directly to our school's clever page by following this link: [FerndaleClever](#) once there you can follow the directions above and bookmark it in your browser.
- Or you can open a new Google Chrome browser window and sign in with your school account (student email/password). Once you do this and sync your browsing you will see a folder in the top corner of your browser window called "ferndale schools" a drop down menu will show "clever" as an option. From there you can follow the steps above.

### **ParentSquare**

All mass communications from Ferndale Virtual Academy will go through ParentSquare. This is the main hub for all district, building, and program information.

Here is a link with instructions on how to sign up for ParentSquare in Ferndale Virtual Academy: <https://www.ferndalesd.org/family/families/parentsquare>

### **StudentSquare**

Students should download this app, it will allow you to text your Ferndale Virtual Academy teachers. You will also get all updates and communications from FVA through this platform.

## **Classes Taught by Edgenuity Teachers**

If you are taking a class with Edgenuity teachers, such as World Language, you will need to login to a different Edgenuity platform. So, you will have two logins to Edgenuity.

Go to: <https://ilvp.imaginelearning.com/>

FVA teachers will give you your username and password.

Or if you already have one, use your old username and reset your password on the login screen using the Reset Password link. The new password will be sent to your school email.

## **Ferndale Virtual Academy Required Components and Expectations**

**Written Student Learning Plan:** The WSLP is an ALE required document that outlines important information about your education plan. Staff will maintain the updates of this document, but students and families will have access to it at any time.

**Attendance and Weekly Contact:** Students are required to check in once a week with one of our in-house, FHS teachers by 2:00 on Friday, unless it is a holiday, the day before school gets out. This can be done via Zoom, a phone call, student square text, visiting the classroom or an email. It is the student's responsibility to make weekly contact. In this check-in, the student will have a two-way academic exchange. This could be a question, help on an assignment, summary of their progress for the week, etc. Students are subject to Washington State truancy laws if they have weekly absences, and additionally will be automatically withdrawn if they do not make contact for 20 consecutive days. Please contact Mrs. Iwasaki if your students will be absent for their weekly check-in.

**Truancy:** After one missed weekly contact without valid justification, you will receive communication of non-attendance and the consequences of future absences. After two-three missed contacts, a conference will be scheduled with the student and guardians to develop a plan and assess the barriers getting in the way of their attendance. After five-six missed contacts, a truancy petition will be filed with the courts.

**Progress:** Students need to be on target in their classes. The Program Coordinator will set your start and end dates specific to your individual plan. Each class has a Course Report that needs to be downloaded or printed out with due dates. Here is information about the Course Map: <https://help.edgenuityinstructionalservices.com/hc/en-us/articles/360056789673-Ensuring-Your-Student-is-on-Pace-6-12-Students>. If the student meets these daily due dates, they will be on track to finish their classes by the end date. I recommend keeping a daily planner of assignments and activities due. Students should be spending approximately 5-6 hours a day doing online school work, for a total of 28 hours a week. Students are allowed to finish their classes prior to the end date and get ahead in their credits. Please reach out to Mrs. Iwasaki if you would like to move at faster pace with your classes in order to catch up or finish early.

**Monthly Progress Reviews:** Each of our teachers will have a caseload of students that they monitor. At the end of each month, your case manager will be looking at the progress and attendance of the student for that month. If the student is on track, they will receive a satisfactory review. If the student is not quite doing what they are supposed to be doing, they will receive a Satisfactory (with concern) and the student is expected to increase productivity and/or attendance based on the case manager's advice. If the student is not on track, they will be deemed Unsatisfactory and put on an Intervention Plan in hopes that through modifications, the student will be more successful. A student can have two Intervention Plans in two consecutive months; if the student gets a third Intervention Plan, they may be subject to removal from the program.

**Courses:** Courses are scheduled by the Program Coordinator who works closely with counselors and the registrar. FVA students are expected to take four courses quarterly, for a total of eight courses per semester to stay on track with yearly course completion expectations. Each student will have a different expectation based on their graduation date and pacing. If you finish your courses early, please contact your FVA case manager to let them know you are ready for your next course in your yearlong plan. If you have completed all 16 of your required courses in your yearlong plan prior to May, you may choose to add additional courses to make up or get ahead in credits.

**Grading Policy:** To earn semester credit (.5) students must:

1. Complete all online units with 60% or better
2. Complete all required written assignments from each unit
3. Complete final exam with 60% or better

**Graduation Requirements:** We follow the Washington State graduation requirements. Students need to earn 30 credits, meet their graduation pathway, and complete their High School and Beyond Plan to earn a Ferndale School District diploma.

**Graduation Requirement Checklist:**

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:f30f8f33-6b0b-4840-8f9e-593a44ee5e48>

**Edgenuity Student Manual:**

<https://www.edgenuity.com/wp-content/uploads/2017/01/Edgenuity-Student-Manual.pdf>

**Helpful tips so that your student is successful in the program:**

Check your school email at least once a week.

Download or print out the Course Report for each class and keep a planner with due dates and deadlines in order to finish your course on time.

Look at your Course Information tab to find contact information for your teachers.

Print or download the Guided Notes that are provided in some classes. Notes can be used on quizzes and tests. Reach out if you would like us to print those out for you.

Students are required to check their Edgenuity email daily as that is where teachers will be communicating with them.

Students should check their school email once a week so that they stay up-to-date on information sent from Ferndale School District.

Students need to reach out to their teacher if they need help, a quiz reset, or a test unlocked.

Guardians should create an account with Edgenuity so that they receive weekly progress reports. An email asking you to create the account should have already been sent to you.

I encourage students and guardians to watch the Student Orientation Video (the link is on the student log in page), so that you get an idea as to how the program works.

Edgenuity has a Help Center <https://help.edgenuitycourseware.com/hc/en-us>, along with a Live Chat feature for tutoring and technical difficulties, and a help desk 1-877-202-0338.

If students are having technical issues with their Ferndale School District devices, they can contact technical services at [https://ferndaleschooldistrict502.samanage.com/incidents.portal?&report\\_id=9003344](https://ferndaleschooldistrict502.samanage.com/incidents.portal?&report_id=9003344)

### **Family FAQs:**

#### **Parent Quickstart Guide:**

[http://www.virtualschoolresourcecenter.com/wp-content/uploads/2017/07/SIS\\_Parent\\_QuickStart\\_Guide.pdf](http://www.virtualschoolresourcecenter.com/wp-content/uploads/2017/07/SIS_Parent_QuickStart_Guide.pdf)

**How much time should my student be spending on their course and how do I check their time?** Full-time students should be spending 28 hours per week on their coursework. When a student is activated in Edgenuity, a Guardian Account is created. You will receive an email from Edgenuity to activate your Guardian Account. With this account, you can monitor your student's time and progress.

**What happens if my student states they are “locked” out of their course?** Students can take quizzes or tests up to three times. If a student fails on the third try, the prior lesson/unit will be reset so the student can review. Suggestions to help your student if this occurs: remind your student to contact their teacher as soon as this occurs, come into the Study Lab for help and support, slow down, review your notes, review lesson information and take more notes.

**How can I help keep my student stay on track?** You can do this by being proactive with your student: checking their progress , paying attention to time spent on courses, having discussions about where they are struggling, helping them adhere to their due dates, keeping a schedule and reminding them to follow their Course Map. Here is a link to find out how to access the Course Map:

<https://help.edgenuityinstructionalservices.com/hc/en-us/articles/360059356013-Accessing-a-Student-s-Course-Report>

**Understanding the Progress Report:** Students also see this same progress report each time they log into the Virtual Classroom. There are three elements in the Course Completed section that advise you on the progress your student is making in that specific course:

1. Course Completed percentage: Indicates how much of the course a student has completed, working towards the ultimate goal of 100% completion.
2. Color coded completion squares: Red-Your student is falling behind in the course, Blue- Your student is on track with the course, and Green-Your student is ahead of schedule in the course.
3. Target Completion: Indicates how far along in the course the student should be.
4. Overall grade: The grade your student has earned thus far in the course, based on all activities and assessments he or she has completed:

### **Student Checklist**

School Day Responsibilities:

- Respond to messages daily from teachers and staff.
- Check in with teachers if you have any questions or are stuck on any assignments.
- Log in and maintain a minimum of 5-6 hours of coursework each day (28 hours per week), remember to distribute this work evenly between each of your courses.
- If you are able to keep up with your course map and are working less than 28 hours per week, that is fine!
- If you are working 28 hours a week on your courses and are still falling behind, please meet with one of your teachers to see if there are other ways that we can support you.
- Take notes on the content you are learning in each class. Remember that you can use them on quizzes and exams.

Weekly Responsibilities:

As a student, you are not expected to work over the weekends or school holidays unless you are behind and trying to catch up!

Friendly Reminder: teachers do not work on the weekends, so if you try to contact them after 2pm on Friday, you may not get a response until Monday.

Read and, if applicable, respond back to any assignment feedback that your teachers send to you.

Attendance - weekly attendance will be taken for all full-time students. Attendance will be taken through Skyward weekly based on whether or not you have attended your scheduled weekly time slot(s). Attendance is taken at 2:00 on Friday.

#### Monthly Responsibilities:

Fully read your monthly progress evaluation every time you receive one.

If you receive an unsatisfactory progress evaluation, complete the required steps outlined in the email within the due date listed.

Attend any intervention meetings for unsatisfactory progress if one is set up by the Program Coordinator or by any of your teachers.

**\*\*\*Once you enroll as a student of Ferndale Virtual Academy, you are agreeing to the expectations as outlined in this Student Manual. If you do not abide by these expectations, you may be withdrawn from the program.**