Millville Virtual Academy

Parent/Student Handbook

2026-2027

Dear Students, Parents and/or Guardians,

The Millville Virtual Academy (MVA) is the Millville Area School District's full-time learning option for students in grades K-12. Recognizing that students and families are increasingly seeking high quality educational programming that provides them with flexibility, the Millville Area School District provides students and families with web-based courses that incorporate proven online learning practices and high quality 21st century instructional practices.

In order to provide students and families with the highest quality of online instruction, the Millville Area School District has partnered with the Capital Area Online Learning Association (CAOLA) which is the largest online learning consortium in Pennsylvania. Utilizing CAOLA, the district is able to provide students with a broad spectrum of varied coursework that aligns with diverse student needs and interests. When enrolled in MVA, students' online instruction will be facilitated by highly-qualified, certificated teachers. MVA allows Millville students the opportunity to participate in school events, activities and graduate with a Millville Area School District diploma.

Since MVA students remain enrolled in the Millville Area School District, the school, administration, and faculty are resources that can be called upon to ensure student success. This handbook will provide you with clear guidelines that delineate responsibilities for online students and parents as well as responsibilities which must be upheld by the Millville Area School District. It is critical that students and families recognize that while MVA students are electing to participate in online programming, they continue to be a student enrolled in public education. Therefore, MVA students must comply with all the state and federal rules and regulations that govern public education.

The Millville Area School District Team is looking forward to working with you this school year. Our commitment is to support student success and we are dedicated to achieving that goal together with a team approach. If you have questions we are here to help. Please do not hesitate to contact us. Congratulations on joining the Millville Virtual Academy. We wish you a successful school year.

District Superintendent, Building Principals, MVA Coordinator, School Counselors, Special Education Liaisons.

I acknowledge that I have read and understand the MVA student handbook and will abide by the guidelines within.

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Student Signature

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Parent Signature

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School Calendar 2026-2027

MVA follows the official district calendar for all school year dates and grading periods, with courses divided into either four marking periods or two semesters. One of the best perks of MVA is flexibility—you are free to design your own daily schedule and complete coursework 24/7 at whatever time works best for you. However, while you have control over when you study, you are still expected to submit all assignments on time according to course timelines. Because of this built-in daily flexibility, deadlines will not be extended without official documentation of a medical necessity.

State Mandated Testing Windows

As per the Pennsylvania Department of Education, ALL students, including students who access their instructional programming online must participate in state mandated testing (PSSA and Keystone Exams). Absences from testing will not be approved during these testing windows. **All absences will be considered illegal, unexcused absences, unless a physician's note is provided for the absence. Furthermore the MASD will not approve educational journeys during the district testing windows.** Testing windows are posted to the district website and are indicated on the district calendar.

Attendance Policy

Pennsylvania State Law explains that parents/legal guardians are responsible for ensuring that their student(s) attends school. Specifically, the Pennsylvania Department of Education explains that a child must comply with compulsory attendance requirements from age 6 to age 18. Specifically, a child who has attained the age of 6 on or before September 1 must enroll and attend school or begin a home school program that year. Additionally, any student less than 18 years of age must comply with compulsory school age requirements. The term "compulsory attendance" refers to the mandate that all children of compulsory school age having

a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught in the English language, except in the following situations found in sections 1327, 1327.1, and 1330 of Pennsylvania's Public School Code. Consistent with Pa School Code and Compulsory Attendance laws, the Millville Area School District will monitor and enforce compulsory attendance laws. Consistent with students who participate in brick and mortar programming, the MASD will monitor student attendance and engage students and families when absenteeism is evidenced. The Millville Area School District will employ the following in response to MVA student absences:

- Provided that students are afforded with district-provided technology: Chromebook, iPad, and/or MIFI, ALL MVA students must access and complete academic assignments REGULARLY.
- The Millville Area School District utilizes the weekly lesson pacing guide provided by CAOLA courses to make determinations regarding attendance. While the district recognizes that students and families elect online learning to have flexibility regarding academic scheduling, the district expects that students maintain progress consistent with the pacing guide for all MVA courses.
- While the district expects students to access their MVA coursework REGULARLY, it recognizes that not all MVA students access coursework daily for 7.5 hours. Therefore, the district cannot utilize TIME on task engaged in MVA coursework as the metric for attendance in the manner that it employs for brick and mortar students. Rather, the district employs completion of academic work and assignments consistent with the pacing guide as the metric for determining attendance and non-attendance. Specifically, when a student completes all academic work assigned within the pacing guide prior to the submission timeline (Sunday 11:59 PM), the student will be marked present for the prior five days of

school.

- Utilizing the completion of academic work framework, the district will assign a day of absence when their work submission is 20% deficient by the submission date. Please refer to the following matrix:

Academic Work Completed	Unlawful Absences Assigned
80%	1 Day
60%	2 Days
40%	3 Days
20%	4 Days
0%	5 Days

- In the event that a student possesses an individualized education plan, the pacing of assignments will be determined by the IEP team and will be modified and supported by the MVA Learning Support Liaison.
- In the event that a student becomes ill and is unable to attend to his/her academic tasks, the parent/guardian should contact the MVA teacher or MVA coordinator. The MASD adheres to the same attendance/absenteeism protocols for both MVA and brick and mortar students.
- While deadlines for academic work submission do not change, students can access their courses 24/7.

- When students have an educational journal or a commitment scheduled which may preclude their submission of academic work by the targeted submission date in the pacing guide, students are encouraged to work ahead to avoid unwanted absenteeism.
- Parents and Guardians should understand that the MASD will employ responses to student absenteeism consistent with brick and mortar students that include absentee letters, Student Attendance Improvement Plan (SAIP), IEP meeting, referral to magisterial court.
- If your child cannot log on, in accordance with their individual class schedule, parents or students are asked to call extension 1028 to inform the Millville Area Virtual Academy Coordinator for the reason of absence and provide an excuse in the form of a note and/or medical note(s) for the absence to be recorded as excused. All other absences will constitute an illegal absence.
- **If a student fails to make adequate progress or remain on pace for two consecutive weeks, a team meeting will be initiated by the POC with support from the School Counselor**. A truancy intervention plan or action to return to school may be initiated. Failure to comply with the truancy intervention plan will result in charges being filed with the district magistrate.
- The aforementioned procedures and expectations adhere to students who are enrolled in full-time and/or individual courses.

Assignments/District Calendar

MVA students should follow the Millville Area School District Calendar which can be found upon the district website.

- Since MVA students must adhere to the MASD Calendar, MVA students must complete academic assignments so that they conform to the timelines of the published marking periods which are delineated in 45 day intervals.
- Consistent with brick and mortar students, the MASD will provide MVA students

with grades relative to work completed within 1st, 2nd, 3rd, and 4th marking periods.

- The MASD will NOT afford MVA students with extensions for completion and/or submission of assignments. Therefore, it is important that all MVA students review their district calendar and assignment due dates within their MVA classes to ensure that ALL online academic work is completed and submitted prior to the last day of the marking period in order to receive full credit for completed academic work.
- Students who fail to complete academic work in a manner that is consistent with the CAOLA pacing guide and district making periods may receive 0 credit for incomplete assignments and/or those which are submitted past their due dates.
- Students who possess IEPs may be provided with additional time to complete assignments and academic work.

Transportation Policy

Transportation to and from the home school building for educational opportunities, co-curricular, athletic, and social opportunities is the responsibility of the parent/guardian. Arrival and departure times must be pre-arranged with the building principal.

Wellness Checks

WHAT ARE "WELLNESS CHECKS"?

A wellness check is a practice of connecting with a child, either in person or via electronic means, to ensure their safety and well-being and verify their participation in an educational program. Mandatory wellness checks were first instituted for children in cyber charter schools in 2025, but under the updated law, school districts must also

conduct weekly wellness checks for students enrolled exclusively in a district's virtual instruction program for the full school year. Cyber charter schools and school districts must conduct weekly wellness checks for students enrolled in virtual learning during any week consisting of at least three full or partial days of academic instruction.

HOW ARE WELLNESS CHECKS CONDUCTED?

Wellness checks may be conducted by a teacher, administrator, or other representative of the school district or cyber charter school who is subject to Pennsylvania's child protection laws. The person conducting the check must see and communicate in real time; either in person or through electronic means, with each student to ensure their well-being and confirm participation in the virtual learning program. The requirement may be satisfied by visibly seeing and communicating with the student during synchronous online instruction or during the student's participation in virtual or in-person health screenings, standardized testing, advising and tutoring, or through in-person school-sponsored activities.

CAN A STUDENT BE EXEMPTED FROM PARTICIPATING IN A WELLNESS CHECK?

Yes, but only in narrow circumstances. One circumstance when a child could be exempted would be if the student has an excused absence on the day or week when a wellness check is conducted or if the student's household is experiencing a documented internet or power outage when the wellness check is being conducted. If this occurs, the wellness check must be completed on the first school day after the excused absence or the same week after internet or power is restored. A student's parent or caregiver must also provide documentation of the internet or power outage as soon as possible.

WHAT HAPPENS IF A WELLNESS CHECK IS NOT COMPLETED?

If a student in a school district's virtual program or in a cyber charter school is not exempted from a weekly wellness check and did not complete a wellness check, then within one day after the incomplete wellness check, the school must document ongoing

efforts to complete the wellness check and its attempts to contact the student's parent or guardian using at least two different methods of communication. The school must also provide written notice to the student's parent or guardian, in their preferred language, that the wellness check was not completed. If the wellness check remains incomplete three days after the school sends written notice to the parent or guardian, then the school must schedule a wellness review conference to take place within one school day. The conference must occur even if the student or guardian does not participate. The goals of the wellness review conference, which may be held in person or electronically, are to complete the wellness check through real-time visual interaction with the student and their guardian, reestablish communication with the student and guardian, and identify interventions so that the student participates in future wellness checks. If the student does not attend the wellness review conference, then the school must conduct an in-person wellness check within 24 hours after the conference. If the teacher, administrator, or other representative of the school district or cyber charter school who is subject to Pennsylvania's child protection laws sees any indication of abuse, neglect, or harm to a child, then they must report these concerns in accordance with child protection laws.

Parent Responsibilities

Parents/Guardians of MVA students have a unique opportunity and responsibility to participate in the education of their child(ren). Before a student's courses may be opened, parents / guardians are expected to:

The Parent(s)/Guardian(s) shall:

- Assure compliance with Millville Area School District requirements.
- Maintain an active email account to communicate with the Millville Virtual Academy staff.
- Inform the staff of any changes to contact information, including email, phone and residence or academic status changes. Keep Sapphire up-to-date with contact information.
- Provide a quiet working environment for the student.

- Make a commitment to assist and monitor their child(ren) when a student is working at home.
- Monitor student progress using the provided Guardian log in information.
- Assure that their student is actively participating – compulsory attendance laws apply to the MVA.
- Ensure that the student is checking in with the Millville Virtual Academy Coordinator weekly electronically via video conferencing or in person.
- Supervise your child(ren)'s pacing and work completion to ensure that it is consistent with the pacing guide of EACH of the prescribed courses.
- Provide access to the internet for completion of work and attendance.
- Communicate with the Millville Virtual Academy staff regarding progress reports and any concerns that arise.
- Contact the school for any student absences and submit excuse notes for appointments.
- Complete educational journey forms for trips well in advance and collaborate upon an instructional plan to ensure that academic work is completed in a satisfactory manner.
- Assist students in complying with all rules, policies, and procedures of the school.
- Assure that all work submitted by the student was completed solely by that student.
- Ensure their child(ren)'s participation in standardized state testing requirements.

Student Responsibilities

For all students, be sure to obtain:

- Class schedule and individual pacing guidelines
- Start of school paperwork
- Computer or iPad and login information.

Students Shall

Students in MVA have expectations and policies that must be followed. Students are expected to:

- Take the PSSA or Keystone Exam at the appropriate grade levels in the

prescribed timelines.

- Make a good faith effort in all academic areas.
- Document evidence of active, regular participation in accordance with course requirements-compulsory attendance laws apply to the MVA online program.
- Maintain regular contact with course teachers and Millville Area School District personnel.
- Meet all established course deadlines.
- Students will be required to check in weekly with the designated MVA Coordinator electronically via video conferencing or in person.
- Log in to meet or exceed weekly pacing to fulfill attendance requirements.
- Log into courseware and Millville email accounts daily.
- Contact the online teacher with any academic questions that arise and utilize online course supports and interventions as recommended by the online teacher and MVA Coordinator.
- Communicate with your class advisor, coaches, and school counselor/guidance webpage to remain up to date on school and district events.
- Complete all district forms and adhere to the Millville Area School District's Acceptable Use Policy.
- Maintain academic integrity.

Academic Support and Placement

Courses that are linked to Keystone Exams and PSSA Testing are required for all students. Students will work with their School Counselor, Administrator and parent/legal guardian to determine proper placement in courses. The school will place the student at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, individualized education plans, and graduation requirements.

Grading

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students and parents have immediate and continuous access to grades by logging into the system. A student's GPA will be calculated by the Millville Area School District. Report cards will be distributed at the end of each marking period. Students who meet the defined course requirements will be promoted to the next grade level.

Numerical grades are placed on report cards. Progress reports will be maintained online in the course software which parents and students have 24/7 access to viewing. All grades will correspond with the MASD marking system:

- A: 93-100
- B: 85-92
- C: 78-84
- D: 70-77
- F: 69 and below.

Repeating Courses

Students in grades 9-12 repeating courses that have been failed will receive credit when the course is passed. If the student earned a below a 50% two parts of the credit recovery course would have to be taken, otherwise just one part will be taken. In this case, both courses will appear on the transcript. Students in need of credit recovery are responsible for payment and completing these courses during summer school at the same cost as all other Millville Area School District students.

Advanced Placement Exams

Students wishing to take AP exams must communicate with the high school teacher regarding date, time, and location. This will be done in conjunction with the high school

guidance office as all courses are taken onsite at the high school. The costs of AP exams are the responsibility of the student. All AP courses must be taken through the high school.

Graduation Requirements

Students will work with their school counselor to ensure proper placement and credit fulfillment in order to meet the MASD graduation requirements. Students in grades nine through twelve will be classified by grade based on the number of credits they have earned. A student must successfully complete a minimum of 26 credits to receive a diploma issued by the Millville Area School District and must have met all Pennsylvania State Department of Education graduation requirements.

- High school students may schedule 7 credits per academic calendar year, with pre-approval by administration. Credit recovery courses should be taken during summer school whenever possible. All student schedules must be approved by administration and must fulfill a minimum of 26 credits by the time the student graduates. Transfer students may be required to take additional credits as determined by administration in the team transfer meeting upon entry into the MVA.
- Students in grades 9-12 shall be afforded the opportunity to have access to the Early College program through Commonwealth University or Luzerne County Community College.
- A Millville High School diploma will be issued when all graduation requirements are met.

Keep in mind online learning is NOT intended to be a short-term placement; it is designed to be a path in which students continue through graduation. Transfers between traditional school settings and the online setting may impact a student's ability to graduate on time.

Technology

The school reserves the right to deny a student's access to district issued computer equipment and/or Internet reimbursement if unauthorized usage occurs. Students denied such access must return all district equipment.

Technology Support

Hardware support is through Millville Area School District

Online Support - available through "contact school" on your homepage

Full time MVA students should report all issues that they are having with the courseware through the **contact school** area in the courseware. Contact School does not notify your POC directly. An email to the MVA POC staff is also recommended so any additional follow up can be completed and monitored. All reported issues must include the student's name, specific courses that are affected, and details of the problem that is occurring including what Internet browser is being utilized. This will better assist the help desk in resolving the problem.

Student Identification

Students enrolled in the MVA should obtain a student identification card with a photo. Student identification cards can be obtained by having a photograph taken during school photo dates as noted in the school calendar. These will verify student enrollment and can be used to attend district events. School photograph dates can be found on the district website when available.

Social Activities

Full time MVA students are encouraged to participate in school-sponsored activities. Students must comply with all Millville Area School District policies and not be on disciplinary action to be eligible. Full time MVA students should remember they are still members of the Millville Area School District and therefore should dress and act in

accordance with the high school code of conduct. Any student found in violation of the code of conduct, which includes student dress, will not be allowed to participate in the field trip or social activity. Students also should be aware that when they attend a Millville Area School District related function they are representing their local school and community. They should conduct themselves in an appropriate manner at all times as their conduct is a direct reflection on themselves, their families, and their school. Social activities and community service projects will be posted on the website and communicated by email. Transportation to and from the social and community service events will be the responsibility of the parent.

Special Education Services

Millville Area School District is required under the Individuals with Disabilities Education Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Parents who believe their child is eligible for special education should contact the Millville Area School District Special Education for further assistance. Communication between the student's MVA special education teacher and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans. A defined IEP will be developed that meets state and federal compliance guidelines.

Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the

case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action and removal from the program.

Plagiarism is defined as copying/stealing, and passing off one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work including sharing answers in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source.
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- Using Google translate and other online translation software for language courses

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, the policy on plagiarism will be followed as outlined:

Written documentation of plagiarism will be provided and will use the following procedure:

A. Notification to parents and / or parent teacher conference with the MVA staff and high school Principal.
B. Referral to co-curricular coaches/advisors and National Honor Society as applicable
C. Potential for removal from the online course.