Hempfield Virtual Academy

Student Guide

Contact Information

Landisville Education Center
717-898-5605
220 Church St.

Landisville PA 17538

www.hempfieldsd.org

MISSION STATEMENT

The mission of the Hempfield School District is to provide safe environments, engaging experiences, and rigorous educational opportunities that inspire all students to excel in their chosen pathway and grow as lifelong learners and contributing citizens.

Message to Parents & Students

Dear Students, Parents, and Guardians.

Welcome to the Hempfield full time cyber-education learning option. Enrolling in HVA allows students the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is state aligned and rigorous with an emphasis on 21st century skills.

This handbook has been developed to provide you with an overview of the HVA program, support system, and important policies and procedures. HVA students remain enrolled in the Hempfield School District and will have access to all school resources. This handbook will provide you with clear guidelines on both your responsibilities and the school district options. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success, and we are dedicated to achieving that goal together. If you have questions we are here to help. Please do not hesitate to contact your teachers or myself to discuss any concerns that you may have.

Congratulations on joining Hempfield Virtual Academy. We wish you a successful school year.

HAVEN Cyber-Education Course Facilitators

English/Language Arts 7-11, Vocab for Medical Careers
Mrs. Svetlana Sagalov-Feldman   s_sagalov-feldman@hempfieldsd.org

English/language Arts 12
Mrs. Lauren Lewis   lauren_lewis@hempfieldsd.org

Mathematics (9-12)
Mr. Mike Mylin   mike_mylin@hempfieldsd.org

Mathematics (7&8)
Mr. Mark Harman   mark_harman@hempfieldsd.org

Science (7,8, 9, Biology), Career Planning
Mr. Kerry Bolton   kerry_bolton@hempfieldsd.org

Chemistry (Semester 2)
Mrs. Liz Bardach   liz_bardach@hempfieldsd.org

Social Studies (7-12)
Mr. Bob Shipp   bob_shipp@hempfieldsd.org

Physical Education (HS)
Mrs. Sarah Jones   sarah_jones@hempfieldsd.org

Health (7&8)
Mrs. Laura Hite   laura_hite@hempfieldsd.org

MS Phys Ed 7&8
Mr. Dan Relin   dan_relin@hempfieldsd.org

HS Health
Mr. Paul Taylor   paul_taylor@hempfieldsd.org

Personal Financial Literacy
Mrs. Brittany Hix   brittany_hix@hempfieldsd.org

HVA Electives (facilitated by anyone other than those listed above)
Brendan Cregan   brendan_cregan@hempfieldsd.org

> **Instructional Staff are available Monday-Friday from 7:30am – 3:00pm. They can be reached by email (listed above) or schoology.**
>
> **Any messages received after 3:00 pm will not receive a response until the next school day.**

Hempfield Tech Support: Victoria Yazor - 717-898-5596 (For IPad related issues)
          victoria_yavor@hempfieldsd.org
Edgenuity Course Support: 877-202-0338
          Monday-Friday 7:30am – 9:30pm
          Saturday-Sunday 9:00am-5:00pm
** Contact your teacher for specific course related issues**

Hempfield School District
2024-25
School Counselor Assignments

HIGH SCHOOL:	Assignment:	Office #:	Ext.
Grade 9			
Lindsey Bauer	**A-La**	898-5545	24-651
Greg Dietz	**Le-Z**	898-5545	24608
Grades 10			
Logan Albaugh	**A-Le**	898-5545	24614
Rob Bentley	**Li-Z**	898-5545	24654
Grade 11			
Dr. Kandace DaCosta	**A-Kn**	898-5545	24613
Kimberly Romero	**Ko-Z**	898-5545	24609
Grade 12			
Justin Snook	**A-La**	898-5545	24611
Stefanie Scarborough	**Le-Z**	898-5545	24653

MIDDLE SCHOOLS:

Centerville Middle School

Nate Milton	**Grade 7**	898-5578	31423
Kasey Tobias	**Grade 8**	898-5578	31424

Landisville Middle School

Steve Sharpe	**Grade 7**	898-5631	27-422
Emily Forry	**Grade 8**	898-5631	27-424

ELEMENTARY SCHOOLS

Amy Souder	CES	898-5575	32-408
Adelyn Pawlik	EPES	569-1211	30-407
Allison DeArment	FES	898-5595	29-406
Kate Kasabo	LIC	898-5590	26-406
Zack Kasabo	LPC	898-5519	25-104
Madelyn Saunders	MES	285-5501	28-406
Carrie Wilson	RES	537-4215	33-406

School Delay & Closing Information

SCHOOL DELAY & CLOSING INFORMATION

Hempfield School District communication channels are the most reliable resource to find information concerning school closings or delays. This includes:

- Hempfield School District Text Messaging System
- Hempfield Twitter account
- Hempfield Facebook Page
- District website homepage

School Delays do not impact the course requirements of HVA due to the ablilty for students to complete coursework within the 24 hour period. Daily coursework is expected to be completed on days school is delayed.

ATTENDANCE POLICIES

PENNSYLVANIA SCHOOL CODE

According to Pennsylvania School Code, a student has the responsibility to attend school regularly. The HSD School Board Policy #204 requires that all school-aged pupils enrolled in the district attend school regularly within the laws of the state. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session (Pennsylvania School Code). This responsibility is shared with the parent/guardian who are liable for attendance until the student attains the age of 18 years.

We believe that regular attendance is a requirement for success in middle school, and we encourage students and their parent/guardian to work together to ensure responsible attendance throughout the year.

"COMPULSORY SCHOOL AGE"

Effective September 26, 2019, all children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements. To meet these requirements, parents must ensure that their child between the ages of 6 and 18 is attending or participating in one of the following: a public elementary, middle, or high school; a public charter or cyber-charter school; a private licensed academic or private religious school; home tutoring by a certified teacher; or an approved program of home schooling. Children may be excused from compulsory attendance for documented medical or other compelling reasons as outlined in District attendance policy and procedures.

ANTICIPATED ABSENCES

Absences for educational reasons and family trips require the completion of a Pre-Approved Absence Form. This form must be completed by the parent/guardian and student **at least one week prior** to the scheduled event. The student should take the form to each teacher to gather assignments for the days to be missed. The form should then be submitted to the principal for approval. All homework, class work, tests and quizzes should be scheduled for **make-up within five days** of the student's return to school. Should plans change, the parent/guardian should notify the principal to rescind the absence request. Under no circumstances will absences (without a valid doctor's excuse) in excess of ten days be approved.

DAILY ATTENDANCE/EXCUSES

Students are expected to attend school every day that school is in session. Excused absences will be allowed for illness, death in the family, quarantine, court summons, physical incapacity, observance of religious holidays, and special events arranged in advance with the principal. The fact that a parent/guardian has sent a written explanation to the school does not excuse the absence. An absence becomes excused only when the administration has classified the absence as such.

Students are required to submit a hand written note that clearly states the student's name, date of absence, reason for absence and parent/guardian signature within three days following an absence. An excuse must be given to the office the day the student returns to school from an absence. If the student does not return with an excuse the first, second or third day after an absence, the absence will be designated unexcused.

Students who are absent for **three or more consecutive days** must submit a valid doctor's excuse upon return to school. A doctor's excuse is a notification on an excuse form signed by a medical practitioner verifying that the student was treated by the practitioner during the absence for an illness requiring absence from school.

EXCESSIVE ABSENCES

After **three unexcused absences,** the parent/guardian will be sent a letter, and contacted by the school social worker/attendance officer to discuss a school attendance improvement plan.

Any student who accumulates a total of 10 days absent will have a letter sent to the parent/guardian requiring a doctor's excuse for all future absences. **All absences after this communication for which doctor's excuses are not submitted will be classified as unexcused. Any student who accumulates 10 consecutive unexcused absences will be dropped from the rolls.** If the student plans to reenroll The parent will need to contact Student Services at 717-459-9009 to confirm residency

SCHOOL TRUANCY

Truancy from school is absence without parent and administrative permission. Truancy from school is considered an unexcused absence and a failing grade will be assigned for work due on that day. Students are responsible for all academic information presented.

Act 138 of 2016 extensively revises provisions for truancy. Pennsylvania law raises the fine to $750.00 for truancy placed on parents and requires them to pay court costs or be sentenced to complete a parenting education program. Both the truant child and parent/guardian must appear at a hearing held by the district justice. If the parents/guardians are not convicted and the child continues to be truant, the child can be fined up to $750.00 or be assigned to an adjudication alternative program.

Act 138 also removes the driving privileges from truant juveniles for 90 days for a first offense and six months for a second offense. Juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) or six months (second offense) after their 16th birthday.

HVA Attendance Policy

Full time cyber-education students are expected to complete 1 hour each day in each assigned course five days a week (that school is in session- Mon-Fri), for attendance purposes. (keep in mind more work may need to be completed in order to meet the dead-lines for course completion) Failure to login and communicate with the advisor will result in an unexcused absence.

Attendance will be monitored every Monday for the previous week. Students who are behind 10% or more in any course will have their login information reviewed. Any day with less than 1 hour of work will result in an unexcused absence. Attendance letters will be sent home weekly after 3 days absent. (Student are expected to work 1 hour each day in each assigned course). Students who fall 25% behind or more in any course will be required to attend Landisville Education Center in-person until student is on pace.

HVA School Day

HVA students have the entire 24 hour day (12:00am – 11:59 pm) each day school is in session (Monday-Friday following the Hempfield School District Calendar) to complete asynchronous assignments in each assigned course.

Instructional Staff is available Monday-Friday form 7:00am – 3:00pm. They can be reached by email, Schoology, or by calling the assigned phone number. Please be sure to leave a phone message with a return number to call in response. Any messages received after 3:00 pm may not receive a response until the next school day.

Academics

GENERAL ACADEMICS

The primary purpose of schools is to provide maximum opportunity through which students can achieve their greatest learning potential, according to their ability. It is therefore necessary that teachers evaluate student achievement, report pupil progress to both the student and parents/guardians, and recognize proficiency levels through the following:

- Program of parent/teacher/pupil conferences
- Interim progress reports
- The issuance of report cards
- Examinations
- The honor roll system

REPORT CARDS

Report cards are issued quarterly during the academic school year. Areas are provided on the report card for teachers to report the student's scholastic grade and to record comments about the student's attitude, work habits, skills and behavior. The report cards will be posted to the PowerSchool parent portal at the conclusion of each marking period. Instructions for opting out of electronic delivery will be sent home at the start of each school year. For more details, please contact your building's office.

	Letter Grade	Numerical Average	Grade Point Equivalent
Outstanding Achievement	A+	98-100	4.00
	A	93-97	4.00
	A-	90-92	4:00
High Achievement	B+		
	B	83-86	3.33
	B-	80-82	3.00
Satisfactory Achievement	C+	77-79	2.67
	C	73-76	2.33
	C-	70-72	2.00
Minimal Achievement	D+	67-69	1.67
	D	63-66	1.33
	D-	60-62	1.00
	F	59 & below	0.00

The recorded grades represent the teacher's assessment of a pupil's level of achievement in completion of course requirements based upon:

- Tested mastery of course content

- Class participation

- Study assignments

- Special projects Grade Point Equivalency of Letter Grades

Letter grades are converted to numerical grade point equivalencies for purposes of reporting semester grades as may be needed by students applying to post-secondary schools and for administrative purposes.

Grade Equivalency
F - Failure to achieve minimum course requirements. No credit earned.

I - Incomplete - course requirements not met because of excused student absence. The teacher will establish a reasonable number of days in which the student is expected to complete course requirements and will issue a grade change based upon the completed work. Note: upon the 15th day following the completion of each grading period, all Incomplete grades will be changed to Failures; the principal may approve exceptions to this deadline.

AWARDING OF CREDITS

Credits toward graduation begin accumulating in grade nine. Credits are earned through successful completion of course requirements in accordance with the Hempfield High School Curriculum Guide and planned course outlines. Credit may also be earned during summer school. Hempfield offers summer course work for both remedial and advanced credit. Credits may be transferred from other accredited high schools.

CONFERENCES

Teachers welcome the opportunity to meet students and/or parents/guardians to review progress in conferences as described below:

Pupils: Pupil-teacher conferences are arranged during a pupil's class period or flex period and before or after classes, and conducted in conference rooms throughout the building, in the school counseling office, departmental office or a classroom.

Parents/Guardians: Parent-teacher conferences are arranged at a time that is convenient for both the parent/guardian and the teacher. Parental requests for a parent-teacher conference may be arranged by the teacher, school counselor, or the grade level principal. The student's school counselor or principal could be available to attend parent-teacher conferences. Teachers may be available during the school day 7:20 a.m.-3:50 p.m.

Academic Integrity/Plagiarism

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. Administrators, faculty, Advisors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

- Plagiarism is defined as copying/stealing and passing off as 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:
    o Turning in assignments, papers, or lab work retrieved from an Internet source as one's own
    o Using another student's work in whole or part and handing it in as one's own
    o Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Copying pages or portions of documents directly form websites such as Brainly, quizlet, etc.
- Using another person's actual spoken or written word, 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 without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. HVA will follow the policy on plagiarism as outlined below:
    o A student who turns in work (such as a research paper, essay, science lab, PowerPoint presentation, etc.) considered plagiarized (that they intentionally represent as their own) will receive an incomplete for the project.
    o The student must meet with the teacher to discuss the incident to earn an opportunity to redo the project in-person and re-submit the project.
    o The teacher will notify the parent/guardian about the incident and explain the steps to be followed to rectify the situation.
    o The student will receive 50% of the points on the resubmitted work that would otherwise have been earned on the project had plagiarism not occurred.
    o The only way the student will receive a "0" is if they refuse to resubmit work that they have done.
- Unless it is part of the teacher's directions, using artificial intelligence to complete an assignment or as part of an assignment or assessment will be treated as plagiarism.

upon a second offense the following will Occur:

- Student will receive a "0" on the assignment in question and the student will be required to complete their coursework In-Person at Landisville Education Center for the remainder of the semester. – eliminating the opportunity to work from home.
- Students will be removed from the HVA program at the end of the completed semester and returned to in-person learning.

PROMOTION/ RETENTION

Students in the middle school must pass four of the five academic courses (English Language Arts, social studies, math, science, or foreign language) to be eligible for promotion.

A student failing two major courses will be recommended for retention review by the student's counselor, and principal. It is highly recommended that a student attend summer school to make up major courses failed. The student will then be able to continue the normal progression to the next grade with their class.

RECORDS POLICY - PARENTAL NOTIFICATION

Act 14 of 1949 states that a student's school records be forwarded to another school, Intermediate Unit, or State educational agency either with parental permission or without such permission if the student is enrolled in another educational setting and is no longer a student in the Hempfield Schools.

Parents/Guardians are hereby notified that necessary student records will be forwarded to the school where the child is enrolled upon request of the receiving school. Parents/Guardians have the right to examine student records and be given a copy if desired. Written parental permission to forward records will be obtained whenever possible.

PSSA/KEYSTONE ASSESSMENTS

Hempfield School District administers the Pennsylvania System of School Assessment (PSSA) to all students in grades 3 through 8. The tests administered to both grade 7 and 8 students will measure academic achievement in areas related to Mathematics and English Language Arts. Eighth grade students will also take a PSSA Science test during the school year. In addition, Keystone exams will be administered to all students taking Algebra 1B.ELA 10, & Biology
Students are required to participate in all school and state mandated assessments (PSSA & Keystone Exams). Students will be notified by the HVA Coordinator of the date and time that they are to arrive at the local school to take specified assessments.

Physical Education & Medical Excuses

If a student cannot participate in physical education classes due to medical reasons, the student must present a medical excuse and a Physical Education Referral Form (available in the house nurse's office) to the school nurse within 5 school days of the first missed class. The physical education teacher will modify the activities following the physician's recommendations.

If the student is unable to participate in an entire semester of physical education class due to a medical excuse, the student will then be enrolled in a subsequent semester physical education class or in the Adapted Physical Education class. Students may pick up a Medical Excuse Physical Education Referral Form from their school counselor.

Students are urged not to bring valuables into the locker room area. The locker room may be unsecured; therefore, students are responsible for their own valuables. They are encouraged to bring a lock to place on their locker during the class period and encouraged to place their name on their uniforms. For safety purposes, jewelry should not be worn. For reasons of personal hygiene, students are encouraged to shower after physical education activities that require a change of dress.

Student Responsibilities

HVA STUDENT RESPONSIBILITIES

Students pursuing a cyber-education have expectations and policies that must be

followed:

- •Follow the school calendar.
- •CHECK SCHOOLOGY DAILY!
- •Check the school websites and social media outlets regularly for activity information at HHS/LMS/CMS
- •Agree to and follow all policies outlined in handbook.
- •Log in and complete the daily lessons. (1 hour per day/per course minimum)
- •Contact online teacher a minimum of 1 time per week.
- •Notify Advisor of any planned excused absences.

HVA PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians of Online Learning students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- •Directly supervise child's education at home.
- •Provide a physical environment conducive to child's educational needs.
- •Get the information needed to log in to monitor student's progress.
- •Notify Advisor of any planned excused absences.
- •Work with student and his/her advisor to ensure successful completion of the curriculum within the allowable timeframe.
- •Notify the school immediately of any change in student's contact information or academic status.
- •Provide student with transportation as needed to participate in standardized testing or other school activities.

Hempfield High School Handbook

Unless otherwise noted in this student guide, students enrolled in the Hempfield Virtual Academy (HVA) must abide by all policies and procedures stated in the Hempfield High School Handbook.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

•Technical Support will be provided to full time cyber education students for district provided device, and
  software
  provided under the full-time cyber education program. Technical Support will not be provided on local
  area networks in the home.
•The full-time cyber education program will provide full time student with an iPad and the appropriate
  needed to support the student's curriculum. This equipment remains the property of the Hempfield
  School District and must be returned upon termination of the student's online learning.
•The school reserves the right to deny a student's access to equipment to prevent further unauthorized
  activity. Students denied such access must return all equipment.
•Full time cyber education students will report all issues that they are having with the iPad to the
  Hempfield School District help desk. Reported issues must include the student's name, courses that are
  affected, and any other details that will as-sist the help desk in resolving the problem

SPECIAL EDUCATION SERVICES

Hempfield School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the course ware. Parents who believe their child is eligible for special education should contact the Hempfield School District for further assistance. The school district will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the students' Advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans

HVA COURSE LOGIN INFORMATION

Turn Off Pop Up Blocker

Before beginning coursework on Edgenuity you must first turn off "pop up blockers" on your iPad.
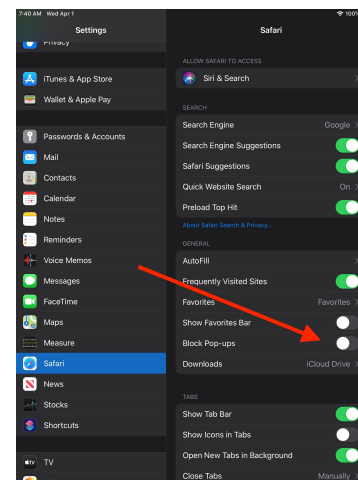
1. Click on the "**Settings**" icon on your iPad.
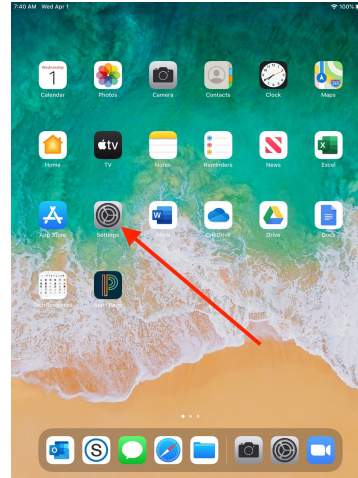
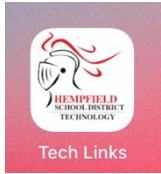2. Click on "**Safari**" web browser within **Settings**.
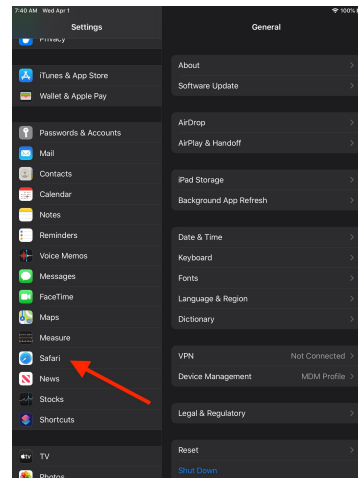
3. From the right hand menu,
turn the "**Block Pop-Ups** button **off**.

Edgenuity Course Login

- Go to: http://hempfield.learn.edgenuity.com or use the

  Student Links icon found on your iPad.

  Select the Edgenuity icon.

- Type in your HEMPFIELD username & password. **NOT** your email address

- Upon Login you will watch a short (6 minute) Orientation Video explaining how to navigate your courses in the Edgenuity system. You can view the video as many times as necessary.

- Edgenuity is a web-based program that can be accessed with any device with internet capabilities

  - iPad or Tablet
  - Computer

  - Phone

  IMPORTANT: When using any of these devices to access Edgenuity be sure to Turn Off "Pop Up Blockers" - Failure to do so will limit your ability to view instructional videos/ diagrams/ and photo organizers.

Time Management

The most important element to success in online learning is time management. Using the Edgenuity Course Report in each course will make sure you are on pace in each course daily

Accessing the "Course Report"

1. *Log into Edgenuity and go to the course you are working on.* ***(you will need to go to each individual course to access the course report)***

2. Click on the tab " Course Report"

The course report will show you the following:
1. The Due Date for assignments
2. The Estimated Time it should take to complete each activity
3. The 'Total Time" it took YOU to complete the activity
4. The score received on the assignment

Grade: 10
Actual Grade: 85.4% | **Overall Grade:** 87.4% | **Relative Grade:** 61.5%

Start Date: 08/25/2020 **Target Date:** 01/19/2021
Student Progress: 74% | **Target Progress:** 76%

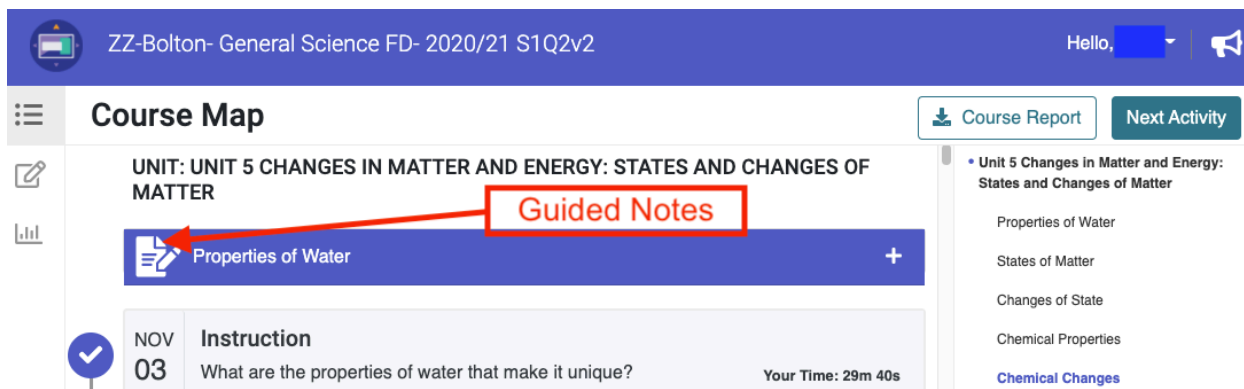| Activity	Due	First Attempt	Submitted	Attempts	Est Time	Total Time	Category	Score
Unit: Unit 1: Health and Wellness Basics								
Topic: Personal Health and Wellness								
Lesson: A Healthy Lifestyle								
Vocabulary	08/26/2020	08/31/2020	08/31/2020	1	5m	4m 43s		
Direct Instruction	08/26/2020	08/31/2020	08/31/2020	1	25m	22m 44s		
Online Content	08/27/2020	08/31/2020	08/31/2020	1	15m	2m 21s	Assignment	100%
Interactive	08/27/2020	09/1/2020	09/1/2020	1	15m	5m 9s		
Practice	08/27/2020	09/1/2020	09/1/2020	1	15m	8m 19s	Assignment	100%
Quiz	08/28/2020	09/1/2020	09/1/2020	1	15m	1m 59s	Quiz	80%
Lesson: Topic Test								
Topic Review Activity	08/28/2020	09/1/2020	09/1/2020	1	15m	9m 40s	Assignment	100%
Topic Test	08/31/2020	09/1/2020	09/1/2020	1	40m	6m 43s	Test	92.9%
Topic: Personal Health Skills								
Lesson: Decision Making								
Vocabulary	08/31/2020	09/1/2020	09/1/2020	1	5m	2m 1s		
Direct Instruction	08/31/2020	09/1/2020	09/1/2020	1	24m	22m 17s		
Online Content	09/1/2020	09/1/2020	09/1/2020	1	15m	4m 49s	Assignment	100%

Guided Notes

Guided Notes are available for most courses in Edgenuity (Not all). Guided notes can be valuable in helping students take notes in coursework. These documents can be used when taking tests/quizzes

Students can access guided notes through each of their courses in Edgenuity

1. After login click on the course you are working on
2. Click on the Icon in "blue" above the instruction for the lesson)

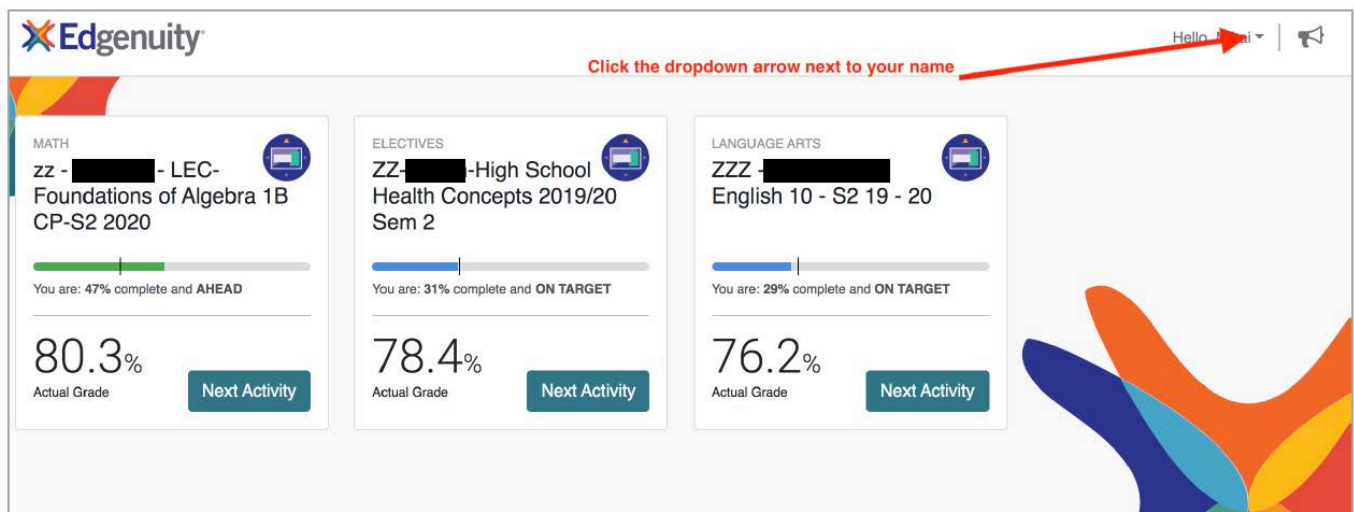*If this icon does not exist then there is no guided note for this lesson*

Acessing the "Student HELP Center"

The HELP Center is a valuable resource to find tips/ short cuts/ and information you may need to utilize the online learning system in Edgenuity

1. **After you login to the system click the dropdown arrow next to your name**

2. **Click on the "Help Center"**
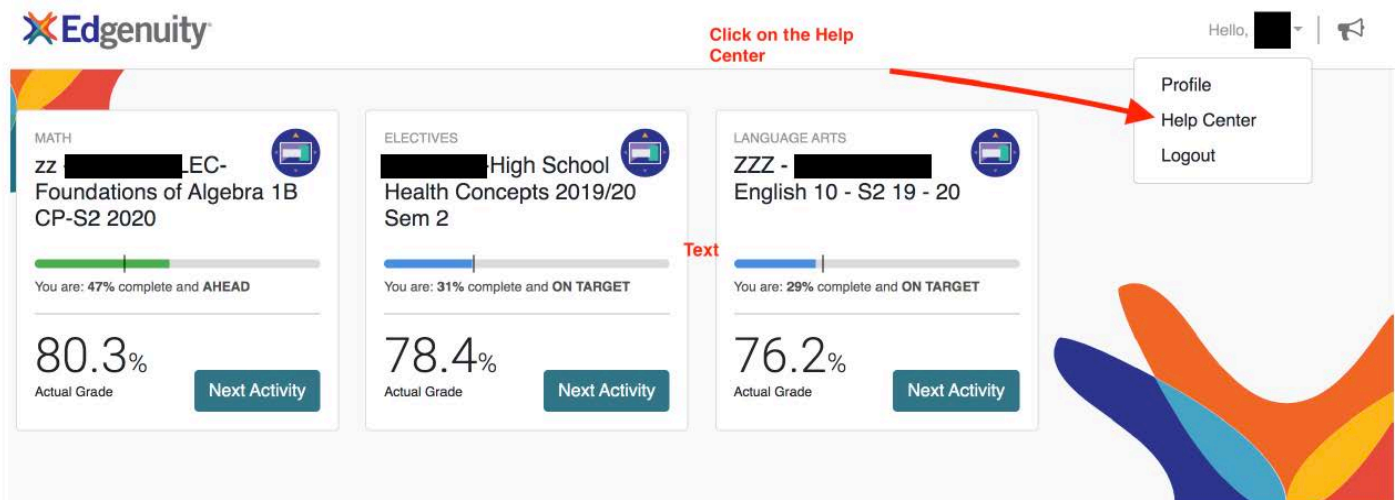
This will give you access to search information, "how to" videos as well as written instructions to different information you may need

Student Help Resources

Videos

Student Orientation Video-Course Map (4:52)

Student Orientation Video-Overall Grade (2:21)

Student Orientation Video-Actual Grade (2:30)

Student Orientation Video-Relative Grade (2:25)

Note Taking and Academic Success (3:57)

Taking Notes from a

Downloads

📄 Edgenuity Student Guide

📄 Troubleshooting Tips for Accessing Edgenuity at Home

📄 Powerspeak Getting Started Video Transcript

📄 Where to find student reports

Frequently Asked Questions (FAQs)

How do I launch my course?

Each course assigned to you has a related card on your homepage. Click anywhere on the card to open up your course. Or, you can simply click the Next Activity button to jump right into working on your course.
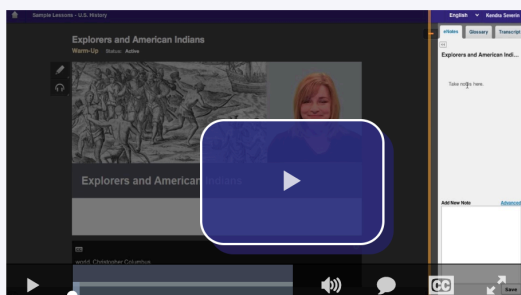
How do I translate the lesson into another language?

Once you start the lesson, in the upper-right corner you should see "English." Click the arrow next to it and select the language of your choice. If you don't see it listed, select "more" to see additional options.
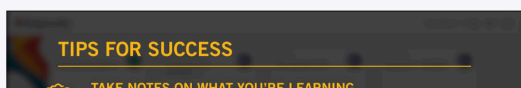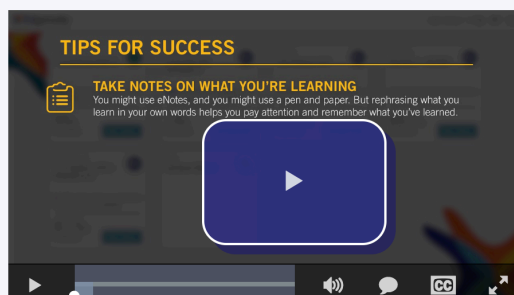
Where can I find the Attendance Log?

Videos

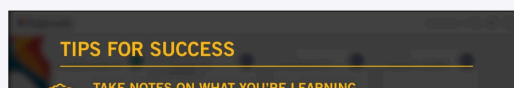### Student Orientation Video- Course Map

Student Orientation Video- Overall Grade


Student Orientation Video- Actual Grade

Student Orientation Video- Relative Grade
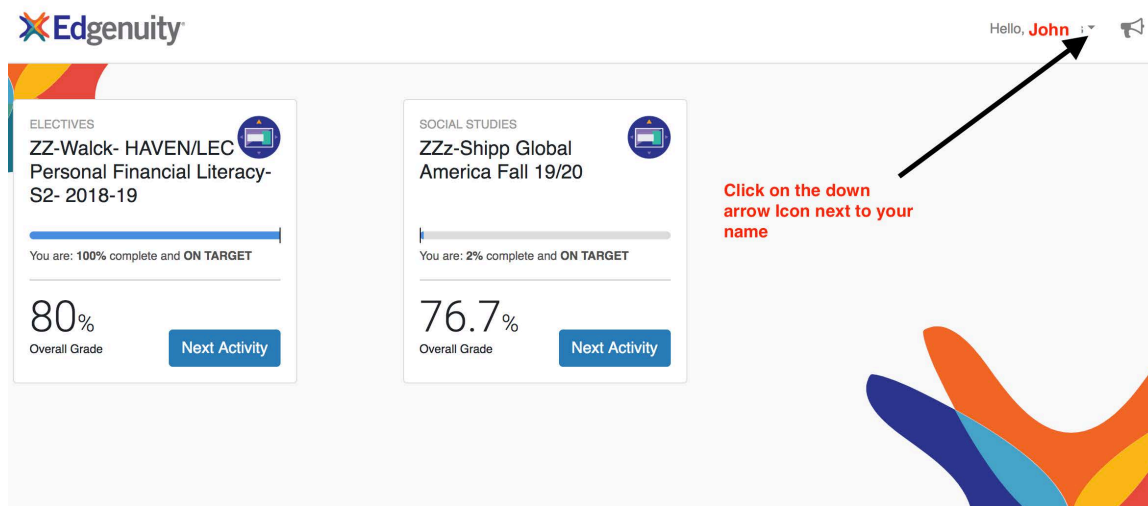
Student Progress (Parent View)

Parents who share their email address will receive a weekly progress report emailed directly from the Edgenuity system once each week (Usually on Monday morning). This progress report will share the same information that students receive regarding their grade and progress in each course.
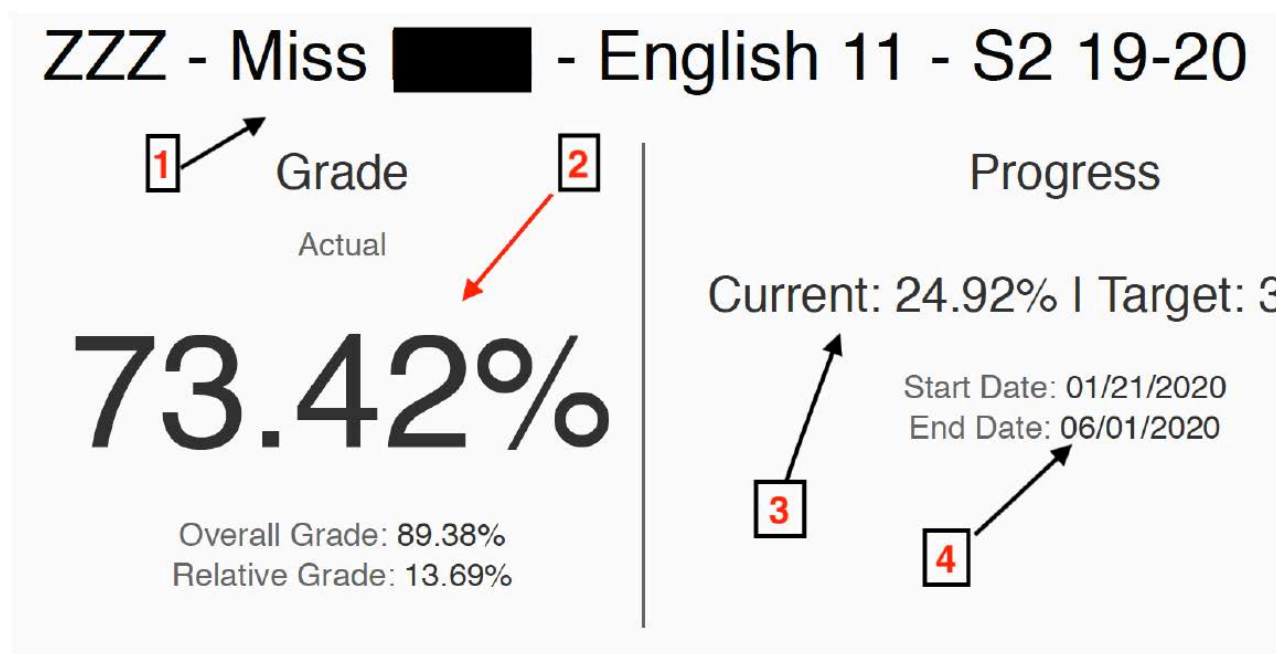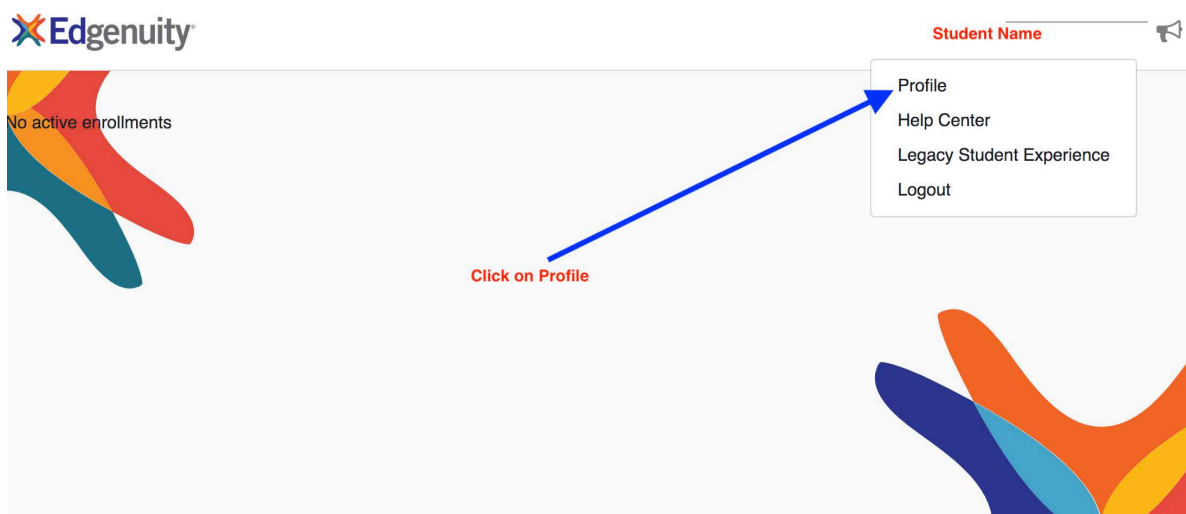

1. **Course Title**/Teacher

2. Student **Actual Grade**
   - This is your current grade for the course if the course were to end at that moment- penalizing for falling behind in course.

3. This shows the **% of the course currently completed**
   - 50% of each course should be completed by the end of marking period 1/3 of each semester
   - For grades 7&8 : student courses are year long therefore 25% MP1, 50% MP2, 75% MP3, 100% Mp4

4. Shows the **start and end date** of the course.

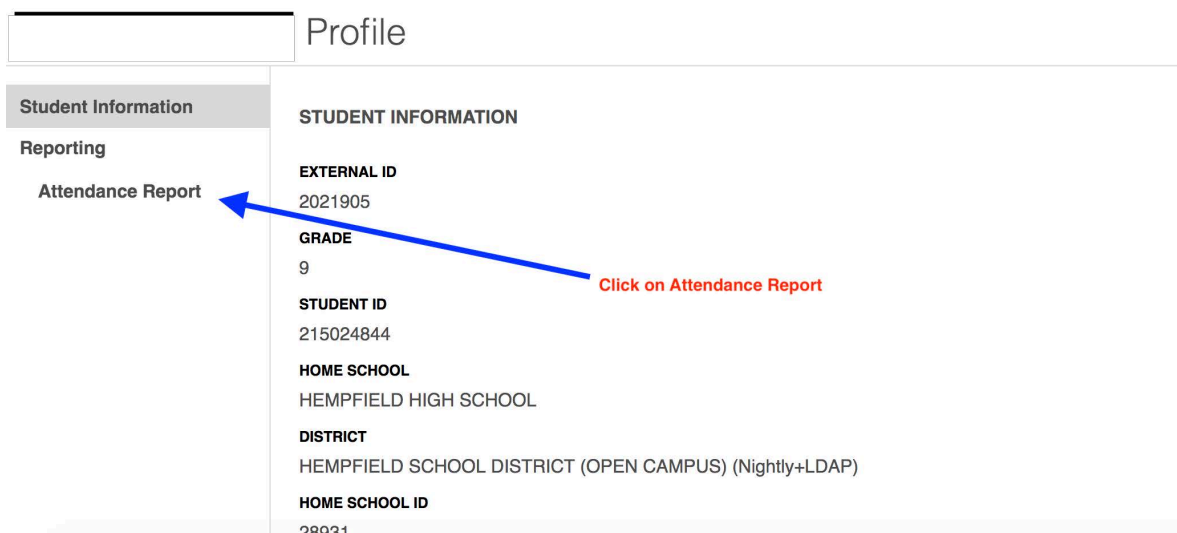# How Students can view attendance "Time" in Edgenuity

1. Login to your edgenuity account and "click "on the icon next to your name

Hello, **John**

ELECTIVES
ZZ-Walck- HAVEN/LEC Personal Financial Literacy-S2- 2018-19
You are: **100%** complete and ON TARGET
80%
Overall Grade
Next Activity

SOCIAL STUDIES
ZZz-Shipp Global America Fall 19/20
You are: **2%** complete and ON TARGET
76.7%
Overall Grade
Next Activity

Click on the down arrow Icon next to your name

2. Click on "Profile" in drop down from Student Name

Student Name

No active enrollments

Profile
Help Center
Legacy Student Experience
Logout

Click on Profile

3. Click on Attendance Report

Profile

Student Information

Reporting

Attendance Report

STUDENT INFORMATION

EXTERNAL ID
2021905

GRADE
9

STUDENT ID
215024844

HOME SCHOOL
HEMPFIELD HIGH SCHOOL

DISTRICT
HEMPFIELD SCHOOL DISTRICT (OPEN CAMPUS) (Nightly+LDAP)

HOME SCHOOL ID
28931

Click on Attendance Report

0.

Once in the attendance log you can select the week to view.

- You can then view the amount of time for each day
- This will show you time logged in as well as "Idle Time" which is time computer was dormant. (This time does not count towards the total /attendance requirement)

Profile

Student Information	**ATTENDANCE REPORT**	
Reporting		
Attendance Report	**From:** 08/11/2019 📅 **To:** 08/20/2019 📅 View ⬇ Attendance Repo	

SESSION	TIME (HH:MM:SS)	ACTIVITIES COMPLETED
WEEK 1: 8/18/2019-8/24/2019	**00:02:28**	**0**
Monday 8/19/2019	**00:02:28**	**0**
2:01 PM-2:04 PM	00:02:28	
Idle Time	00:02:28	

Day worked

Subtract Idle time from this total daily time to get actual time

Idle Time

Elective Course Login

IF YOU SELECTED ELECTIVES NOT TAUGHT BY HEMPFIELD TEACHERS you will receive and email to your school district email account with login credentials.

(Please check your junk/Spam box in your school email if you did not receive it)

- Schoology Message Mr. Cregan if you do not receive your login information.

- **You must use the following link with the credentials sent in the email:**

<div align="center">

https://caola.caiu.org/login

</div>

TO GET STARTED YOU WILL NEED TO:
1. Watch the Orientation Video
2. Log into your courses: **https://caola.caiu.org/login**
3. Bookmark the login page
4. Check the messaging center on your dashboard to read a welcome message from your virtual teacher
5. Click on one of your courses to begin working!

Login to you courses : **https://caola.caiu.org/login** using the username and password you will received in the email to your **school district email account** with login credentials.

(Please check your junk/Spam box in your school email if you did not receive it)
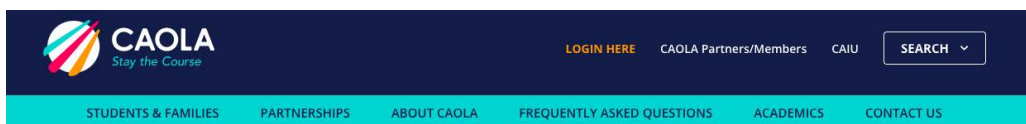
WELCOME TO THE CAOLA GENIUS LOGIN!

Genius is CAOLA's student information system or SIS, it is the hub for your online learning experience with CAOLA. Genius provides a personalized dashboard unique to CAOLA for school districts, students, and families to access online courses, track progress, and view communication.

Message Tab = Messages sent to you from teachers

Click "Launch" to begin course and go to "Student App" dashboard

Click on three lines (upper left) to access student information

Technology Troubleshooting

- If your video does not load correctly, try clearing the browser cache. Close the browser and then re-launch it before reattempting the video.

- Be sure your web browser **"Pop-Up Blockers"** are turned **OFF**

For Edgenuity/Course related Issues call:

Edgenuity Technical Support

877-202-0338

Mon-Fri: 7:30am-9:30pm

Sat -Sun: 9:00am-5:00pm

For Ipad related issues call:

Hempfield Help Desk:

717-898-5596

Mon-Fri; 7:30am-4:00pm