

# **CANTON HIGH SCHOOL**

## **2022-2023**



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## **Canton Area Virtual Education**

### **Grades 7-12**

#### **Learning Environment**

The Canton Area School District recognizes that each student learns differently and has unique

learning needs. Flexibility and commitment to engaging students in the learning process are true crucial components of any online program. The CAVE program is designed to provide students with the flexibility they need while maintaining checkpoints to ensure they are accountable for their daily activity. Students receive a portable computer and access to both live teacher support and technical support.

### **Curriculum**

The curriculum used in the CAVE equips students in grades kindergarten through 12 with a fundamental knowledge-base. Though the classroom is virtual, the course framework utilizes curriculum aligned to the PA Core Standards and textbooks. The courses have a consistent structure and are designed to provide students with engaging content, assignments and assessments. Weekly lesson modules include reading assignments supported by short answer assessments, essay questions, quizzes and traditional homework assignments. Courses are also supplemented with a wealth of web-based resources, including: videos, interactive animations, supplemental materials from textbook publishers and a wide range of other engaging educational media.

### **Mastering the Content**

A variety of activities and assessments are vital to a student's success. While multiple-choice assessments are an important part of any assessment structure, we ask students to further demonstrate mastery with the following exercises. Content complexity can be differentiated to meet all learners' needs. Differentiated assignments and activities allow students to progress through the curriculum at a pace that requires rigor and allows students to attain a deeper understanding of knowledge. For those students with disabilities, differentiated assignments can be developed to meet the diverse learning needs of the child. Below is a list of assignments/activities that can be found in the CAVE.

- **E-Assignments:** Questions/problems designed to provide students with practice of key concepts.
- **E-Short Answer:** A worksheet that requires students to handwrite their responses to strengthen the learning process.
- **E-Essay:** A topical essay question intended to assess students' understanding of the overall concept outlined in the reading assignment and to gauge students' writing skills.
- **E-Project:** Long-term assignments interspersed throughout a course to give students the opportunity to build on multiple units.

Students are also required to show their work on all math coursework so our teachers can verify their understanding of the material.

### **Platform**

Students are provided with a unique username and password, which grants them access to the portal. This portal includes a calendar to keep students on track to finish their coursework, content libraries and all of the tools they will need to be successful. Help Desk Specialists are available from 7 a.m. to 7 p.m. seven days a week in order to provide any necessary assistance. Students may grant the Help Desk Specialists permission to resolve software issues remotely; hardware issues entail a "Cyber School in Box" bundle swap at the Canton Elementary or Canton High School, which minimizes downtime.

### **Staff and Student Support**

- **Homeroom Teacher**  
Please contact your homeroom teacher if you have any questions about program logistics or if you need to provide a written excuse for an absence.
- **Phone:** 1-877-856-3311
- **Content-Area Teachers-**Please contact your content-area teachers if you have any questions on a specific course in which you are enrolled. **Email:** Your teachers' email addresses can be found in the online gradebook by right-clicking a teacher's name and selecting "copy email address" from the menu.

### **Technical Support**

Please contact Technical Support if you are experiencing any issues with your equipment or any of the applications you are using. There are several ways in which a Help Desk Specialist can be reached:

- Click the "Connect to a Technical Support" icon on your laptop
- Call toll-free 1-877-856-3311
- Email [technicalsupport@vlnpartners.com](mailto:technicalsupport@vlnpartners.com)

Note: The Canton Area School District technical support team will not be able to support the web applications provided by VLN.

### **Support Mechanisms**

It is our goal to provide each student with the tools and support systems that he/she needs in order to be successful. This goal is accomplished in a variety of ways:

#### **Daily Homeroom Session**

Homeroom is a daily synchronous session in which the following is accomplished.

- Attendance is taken (we want to ensure that students are engaged each and every day).
- District announcements are delivered (i.e. Keystone testing dates).
- Student expectations are reviewed (weekly deadlines, marking period deadlines, etc.)
- One-on-One "Student Reflection" meetings are conducted in which an Individualized Learning Plan (ILP) is reviewed with each student (highlights progress in each course and outlines missing work, as applicable).
- Students also have the opportunity to ask questions related to orientation, technical concerns, etc.

### **Reporting**

Awareness is vital to the success of students in Canton Area Virtual Education. With that in mind, we offer a variety of reports to students and parents/guardians:

Report	Description	Frequency
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<i>Attendance</i>	• Detailed verification of student participation in daily homeroom session	Weekly*
<i>Progress Report</i>	• Listing of individual assignment scores per course	Weekly*
<i>Summary Report</i>	• Overview of attendance and current grades in each course	Weekly*
<i>Individualized Learning Plan (ILP)</i>	• Snapshot of student performance in each course, including: current grade; percentage of work submitted; average score on work submitted  • List of "missing" assignments (as applicable)	Weekly
<i>Other</i>	• Notification of behavioral issue and/or areas of concern	As Needed

\* Parents/guardians may adjust this frequency based on their preference.

Students and their parents/guardians are provided with logins to the online gradebook so information can be viewed at their convenience.

### How to Contact Teachers with Questions

CAVE teachers can be contacted in several ways:

- Homeroom — Speak to teacher during daily synchronous homeroom session
- Phone — Call toll-free 1-877-856-3311
- Email — Your teachers' email addresses can be found in the online gradebook by right-clicking a teacher's name and selecting "copy email address" from the menu
- Tutor Request Form — Students may request a synchronous tutoring session with their teachers by submitting a "Get Help from a Teacher Request Form," which is easily accessible on the portal.

### Policies and Procedures

#### Attendance

Students in the CAVE program will follow the district attendance policy as explained in the CHS student handbook. Attendance will be taken each day during homeroom and determined using the rubric below.

Possible Access/Completion Combinations	Confirmation of Access	Timely Submission of Assignment	Attendance Decision
Evidence of Access and Completion	YES	YES	PRESENT
Evidence of Completion but not Access	NO	YES	PRESENT
Evidence of Access not Completion	YES	NO	ABSENT
No Evidence of	NO	NO	ABSENT

Access or Completion			
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All absences will require an excuse slip submitted to the CHS main office within five days. This can be signed by the parent/guardian and submitted in digital format to [pengel@canton.k12.pa.us](mailto:pengel@canton.k12.pa.us). See the student handbook located at [www.canton.k12.pa.us](http://www.canton.k12.pa.us) for details regarding attendance for additional details.

We are committed to helping students succeed and will implement and utilize the “Attendance Playbook” recently published by Phyllis Jordan and adopted by the PA Department of Education as a resource to improve attendance in a virtual learning environment. The Attendance Playbook can be found at [https://www.future-ed.org/wp-content/uploads/2020/07/REPORT\\_Attendance-Playbook-Covid-Edition.pdf](https://www.future-ed.org/wp-content/uploads/2020/07/REPORT_Attendance-Playbook-Covid-Edition.pdf).

### **Communication**

There are a variety of communication tools and techniques that are utilized in the CAVE program. First, students are required to meet with their homeroom teacher in the virtual classroom each day. This helps to keep students on track to complete their coursework on time. Homeroom is also an opportunity for district announcements to be conveyed to keep virtual academy students abreast of the happenings within the district. Finally, homeroom teachers also meet with students individually to review their progress, address any areas of improvement, and identify artifacts that students may consider including in a portfolio.

In addition to homeroom, students have the opportunity to meet with their core content-area teachers in the virtual classroom. Students may either stop by the virtual classroom during the open Office Hours sessions that are held Monday through Friday or schedule an appointment with their teacher ahead of time. These sessions enable students to ask specific questions about their coursework and receive one-on-one assistance. Our teachers use the webcam, microphone, and whiteboard to make the classroom "come alive" and deliver the same type of experience as if the teacher and student were face-to-face.

### **Grading**

Grading and feedback is provided by the CAVE's highly-qualified, Pennsylvania-certified teachers. While some grading is done automatically within the learning management system, there are a variety of assignments and assessments that students are required to complete each week on which our teachers provide constructive feedback within 72 hours of submission. Students and their parents/guardians have access to the online gradebook to view the student's overall grade in a course as well as his/her scores on individual assignments. In addition, students and their parents/guardians may download their graded artifacts to review their teachers' feedback.

### **Parent Information**

#### **Accounts**

Parents/Guardians are provided with a login to the online gradebook in which student progress can be monitored in real-time. We also offer the option for a variety of reports to be emailed on the desired frequency.

### **Computer Basics**

In order to be successful in the program, students should have a basic understanding of the following:

- Setting up a wireless Internet connection (Help Desk Specialists are available to assist with this task)
- Accessing Internet Explorer
- Using Microsoft Word & Microsoft Excel (courses are available to enhance a student's skill set)
- Scanning documents (Help Desk Specialists are available to assist with this task)

### **Internet Safety**

At Canton Area School District, student safety is our No. 1 priority. In compliance with the Children's Internet Protection Act (CIPA), all laptops are equipped with web-filtering software, which ensures that students are not accessing inappropriate content. In addition, all virtual classrooms are monitored by CAVE teachers.

### **Enrollment Process**

- If your child is currently enrolled in the district and would like to enroll in the CAVE program, please complete the online registration form available at [www.canton.pa.k12.us](http://www.canton.pa.k12.us).
- Once the enrollment request has been received, the CHS Guidance office will determine the courses are necessary to stay on pace for graduation
- Our CAVE Facilitator (Ms. Larcom) will then complete the CAVE registration and you will receive directions on how to proceed with your classes

A mandatory virtual orientation will be held prior to the start of school.\*\*Students enrolling after the start of the school year will not attend an orientation.

For more information about the CAVE program please contact Ms. Pam Larcom at 570-673-5134 or via email at [plarcom@canton.k12.pa.us](mailto:plarcom@canton.k12.pa.us) .

## **Canton Area Virtual Education Permission Form**

The Canton Area School District recognizes that each student learns differently and has unique learning needs. Flexibility and commitment to engaging students in the learning process are true crucial components of any online program. CAVE is designed to provide students with the flexibility they need while maintaining checkpoints to ensure they are accountable for their daily performance. Students will use their assigned CASD district owned electronic device, CHS schedule and all student and staff communication options necessary to be successful in the virtual environment. Please be sure to review the student guide on the prior pages to ensure that your student has the necessary

items to be successful in the CAVE.

### How To Enroll in CAVE

- To enroll your student in the CAVE, visit our CHS webpage at <https://canton.k12.pa.us/chs-welcome-page/> to complete the enrollment request form
- Complete the signed permission section below and return to the Guidance Department. The signed form may be returned via email to [plarcom@canton.k12.pa.us](mailto:plarcom@canton.k12.pa.us) or given to the student to hand into the CHS Main office.

**Please complete the Parent/Guardian section below.**

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

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

Parent/Guardian First Name\_\_\_\_\_

Parent/Guardian Last Name\_\_\_\_\_

I give permission for the student named above to enroll in and attend CAVE. Furthermore, I understand that official enrollment will not occur until this form has been received by the CAVE Facilitator, Ms. Larcom or at the CHS Main Office.

Parent/Guardian Signature\_\_\_\_\_

Date\_\_\_\_\_