



Tuscarora School District
Online Academy



TSD Online Academy
Student/ Family
Handbook 2026-2027

What is the TSD Online Academy?

The TSD Online Academy is a district-managed online program for Tuscarora students in grades 6-12. It supports approved full-time online enrollment and limited district-assigned or student-selected online coursework. TSD Online is designed to meet student, scheduling, and graduation needs while keeping students connected to the Tuscarora School District. It is not intended to serve as a convenience-based replacement for available in-person coursework.

Key Program Information

TSD Online Academy is operated by the Tuscarora School District. Students and families work directly with district administrators, counselors, teachers, and support staff.

- Students enrolled full-time in TSD Online Academy remain Tuscarora School District students and will graduate with a Tuscarora School District diploma when all graduation requirements are met.

Courses are supported by TSD-employed teachers and staff. Students are expected to stay engaged, respond to communication, and seek help when needed.

Participation in athletics, activities, and school events is subject to district rules, academic standing, attendance, behavior expectations, and any applicable building requirements.

Questions about enrollment, scheduling, attendance, technology, or program expectations should be directed to the TSD Online Academy Coordinator or the appropriate school office.

Eligibility

TSD Online Academy serves students in grades 6-12. Enrollment is limited and subject to district approval, available seats, staffing, scheduling needs, and student fit for the program.

Approval will be provided most readily to students who:

- Ended the previous year/marking period in good academic standing, which could include maintaining anticipated growth on local and state assessments and/or failing no more than two core subjects.
- Ended the previous school year with no instances of habitual truancy, which is defined as no more than five unlawful absences in the prior academic year.
- Did not demonstrate chronic absenteeism in the prior academic year, meaning the student missed no more than 10% of enrolled school days in the prior school year.
- Students may not be enrolled as full-time TSD Online Academy students while also attending FCCTC as a full-time Career Tech student during the same academic year. FCCTC students may still be assigned district-approved TSD Online coursework, including Social Studies, when needed to support their CTC schedule.
- Probationary eligibility will be decided upon at the discretion of the Coordinator. This may require attendance at TSD buildings and may affect student participation.

- The cutoff date for enrollment during the school year is at the conclusion of week 1, quarter 4. After this time, no other new applicants will be permitted for the calendar school year.
- ***Upon turning 18 years old, students may be removed from the program if 10 consecutive days of not logging in are reached.***

Career Tech / FCCTC students may be assigned specific online coursework, including Social Studies, when needed to support their CTC schedule so they can remain at CTC during the day. These district-assigned online courses are scheduled by the district and are not treated as general student-choice online courses.

Program Expectations

- Students will be using a program called Imagine Edgenuity for up to 100% of their courses.
- The district sets expectations for each student in each course. Progress must be made consistently and will be monitored regularly by both teachers and the TSD Online Academy Coordinator.
- Students and families will be required to attend periodic meetings as scheduled by the Coordinator of the TSD Online Academy.
- **The primary enrollment window opens in July and closes two weeks before the first day of school.** Mid-year enrollment requests may be considered at marking period changes only and remain subject to seat availability, schedule fit, and administrative approval.
- The district reserves the right to limit or deny enrollment in TSD Online Academy based on educational progress, attendance, available seats, and the district's overall needs.
- Students will be required to follow all state-mandated testing guidelines. Students must also meet all graduation requirements as set forth by TSD.

Cost of Enrollment

TSD Online Academy is tuition-free for district residents who are approved for full-time enrollment. District-assigned online courses needed for scheduling, FCCTC participation, graduation requirements, or other approved educational reasons are also provided at no cost to the student. Students may take up to 7 total credits during the school year at no cost. If an in-person course is available as part of a student's regular schedule, the district may require that the course be taken in person unless the district assigns an online course. Additional online courses taken by students of their own choice during the school year will be billed at \$550 per full-credit course, and payment must be made before the course begins.

If a student withdraws from or does not complete a paid student-choice course after it has been scheduled, the district may charge up to the full cost of the course.

Online Student Expectations

Getting Started:

The steps to becoming a TSD Online Academy student are as follows:

Application - Complete the TSD Online Academy Student Application. Existing TSD students and students new to the district must complete the application, which does not guarantee enrollment. The link can be found on the Tuscarora School District website. Go to tsdrockets.org, click “Schools,” and click “TSD Online Academy” to locate the page with the links. Students who apply and meet the requirements of TSD Online may be granted enrollment depending on available seats, scheduling needs, and the overall needs of the district.

1. **Intake Meeting** - After applying, TSD will confirm if applicants meet the eligibility requirements. Please see “Eligibility” on Page 2 for further information. First-time applicants who meet eligibility requirements will be asked to engage in either an in-person or a virtual intake meeting with at least one parent/guardian present.
2. **Trial Period** - Students will be given a two-week trial period with the online program. The trial period may be required to be in-person in the Cyber Lab. See Eligibility on Page 2 for more information. At the end of the two-week trial, students will only be eligible to continue in the TSD Online Academy if the student has logged in every school day, is on pace or ahead in all subjects, is passing every subject, and has attended all required meetings and/or check-ins as scheduled. If they have not met these guidelines within the initial two-week period, they will be removed from the online program, unless deemed otherwise by Administration.

Daily Time Expectations:

Students should expect to work in their courses each school day and to spend enough time in the program to remain on pace, complete assignments, and meet attendance expectations. The chart below provides a general guide for daily and weekly time expectations.

To stay in good standing regarding attendance, the following expectations must be met:

Grade s	Number of Courses	Time Per Course	Daily Hours	Average Weekly Hours
6-9	6	35 - 60 minutes	3.5 - 6 hours	17.5 - 30 hours
10-12	8	35 - 75 minutes	4.5 - 10 hours	22.5 - 50 hours

Communication:

A student's online instructors and the Coordinator of TSD Online Academy will contact the student and family either via a phone call or email each week for a grade and performance report. Be sure to respond to ensure open communication throughout the program.

If any issues arise, please contact the TSD Online Academy Coordinator immediately. If students do not express that they are having issues, no one will be able to help them be successful. The online instructors and the Coordinator do their best to answer within 24 business hours. If they do not respond to questions within this period, please contact the Coordinator of TSD Online Academy immediately.

Seniors:

Full-time TSD Online seniors must take a minimum of 6 credits. Students must meet district and PIAA eligibility requirements to participate in sports.

Career Tech seniors must follow the same application timelines and district scheduling expectations for TSD Online coursework.

- An in-person orientation date will be provided for seniors to learn about the .25 required credit for Graduation Portfolios. **This is a graduation requirement, and students will not graduate without the completion of this project.**
- Present at this meeting will be the online Economics teacher who will cover Job Shadowing requirements and have physical materials available for handout to students.
- A virtual make-up orientation date will be provided for those who cannot make it in person.
- This is a required meeting for all full-time TSD online seniors, and attendance will be tracked.
- All Job Shadowing Projects, along with graded materials, will be due at the conclusion of semester 1. Points will be deducted daily for any late projects.
- All Graduation Portfolio Materials will need to be uploaded and submitted by April 1st into the Grad Portfolio Google Classroom that you will need to join.
- Seniors who have not passed their Keystone exams are required to fulfill a Graduation Pathway. Graduation Pathway requirements are to be completed by May 1st. Near the end of semester 1, you will be required to have a planning meeting with the TSD Online Coordinator to determine a plan to fulfill your Graduation Pathway requirement(s).
- **Eligibility note for all seniors: Upon turning 18 years old, students may be removed from the program if 10 consecutive days of not logging in are reached. This is not a new practice, but is a reminder for all seniors to not chance this!**

Attendance, Absences, Holidays, & District Snow Days:

Attendance is an important aspect of your child's education. It is important for you to understand that with flexibility also comes the responsibility that your child needs to be logging in daily during any regular school day. Pennsylvania School Code requires all public schools to offer a minimum of 180 days of instruction each year. Expectations are:

- Students are assigned tasks in each class for each school day. If a student has an approved reason to miss a school day, the assignments for that day must be completed successfully before the school day begins.
- The school week ends each Sunday at 11:59 PM. Attendance is then completed each Monday morning retroactively. Students are considered “present” for the days of the previous school week if they are on pace or ahead in all classes by Sunday at 11:59 PM.
- If a student is behind in two or more classes on Sunday at 11:59 PM, an investigation is conducted on Monday morning to determine their activity from the previous week. If it is discovered that the student did not complete the tasks assigned by the teacher and system, unlawful absences will be marked.

Absences will occur for online learners just as they do for brick-and-mortar students. If you are absent or unable to work for any reason, the TSD Online Coordinator must be contacted immediately. **Excuse notes must be turned in to the TSD Online Coordinator or to the main office within 72 hours of the absence, either digitally or physically. In the event no note is received, the absence shall be regarded as illegal. Excuses must include the student’s full name, the reason for absence, the date of absence, and the parent’s signature.**

The PA school law considers the following conditions to constitute excused absence from school: illness, quarantine, recovery from an accident, required court attendance, death in the family, and family educational trips. The district reserves the right to require a doctor’s excuse for any questionable period of absence. These include medical and dental appointments, a court appearance, a family emergency, and extracurricular activities participation.

To stay in good standing regarding any absences, the following expectations must be met:

- If a student is unable to complete their assignments for any reason, the family contacts the Coordinator
- If a student does not complete their work and does not contact the Coordinator, an unlawful absence is marked.
- A TSD Online Academy student is considered truant if the student accumulates three cumulative unlawful absences. After three or more cumulative unlawful absences, the following may occur:
- The family must attend a TSD Student Attendance Improvement Plan (SAIP or SAIC) meeting with the student’s school counselor and/or school administrator
- The student will be placed on probationary status for a predetermined period during which they must come back to school in person and spend their entire day, including lunch, working on their online courses in the district’s Cyber Lab located at the high school.

- A citation for truancy may be filed with the local District Magistrate after 10 unexcused days and requires a court appearance by the student and parent/guardian.
- The student may be removed from the TSD Online Academy.

Holidays will be the same for both in-person and online students. TSD Online Academy students are considered TSD students and therefore have the same scheduled vacation days off.

Snow Days: Edgenuity receives a TSD Calendar each summer and plugs in all scheduled vacations and days off for in-person students as days where no work will be uploaded for cyber students.

District Inclement weather days are not scheduled days off for online students. They are very random and are sometimes called at the last minute. Therefore, new assignments are uploaded for cyber students as usual. Attendance is not marked for these days, but it is **HIGHLY ENCOURAGED** for online students to keep up with their assignments on district inclement weather days so that there aren't two days' worth of work to complete upon next logging in.

School Participation

- **State Testing** - TSD Online Academy students must participate in the Pennsylvania System of School Assessment (PSSA) and/or Keystone Exams, according to state requirements. If the student is absent on the day of the test, they will automatically be marked absent for that day. If students do not participate in required exams without going through the proper process to be permissibly excused, the district may determine that the student is not eligible to continue in TSD Online Academy the following school year or to participate in graduation activities.
- **Athletics and Activities** - TSD Online Academy students remain Tuscarora School District students and may be eligible to participate in athletics, activities, and school events in accordance with district rules, academic standing, attendance expectations, behavior expectations, and any applicable school requirements. Questions about specific eligibility should be directed to the appropriate school office.

Meetings:

All TSD Online Academy students are required to participate in several meetings as the year progresses. The first meeting will be held during the enrollment process for any brand-new, first-time student. All students will meet with the Cyber Coordinator before the end of the first semester to discuss current progress & review selected classes for the second semester. Finally, all students will schedule a third meeting towards the end of the school year to discuss courses and schedules for the next school year, as well as final grades and exams that will still be upcoming.

Additionally, students will be able to engage in optional meetings with the Cyber Coordinator and the online teachers throughout the year for support. If the Cyber Coordinator sees a student begin to struggle, that student may then be required to participate in weekly meetings until the student is back on track. These meetings could be virtual meetings with their teachers or in-person meetings in the JBHS cyber lab.

Assignments and Grades:

The grading policy will follow that of the Tuscarora School District. TSD Online Academy students will follow the same grading scale as set forth in the brick-and-mortar school. A student's online teachers will grade assignments and answer any questions that students may have about those assignments. If you have any questions or concerns about your assignments and grades received, please contact your online teacher.

Most assignments should be able to be completed online. The exception to this is labs and projects that are assigned occasionally and will require physical materials. If a student comes across an assignment that requires physical objects and they do not have access to those materials, they should contact their online teacher and/or the TSD Cyber Coordinator so the issue can be resolved.

Grades will not be posted directly to Skyward until the end of each semester period. Please use Imagine Edgenuity's Student Start Page for up-to-date grade records. They will be updated frequently on the student's screen. Parent portals are updated each day by the system around 3 AM. The system auto-grades many assignments, and teachers will update grades weekly.

Plagiarism:

The most common form of plagiarism for online students is copying a section of text from the internet and pasting it into an assignment as if the student wrote it. Other forms include having others complete work as if the student completed it, searching for an answer to a question on a search engine, or using AI to compose answers to questions.

The consequences of any of the examples of cheating or plagiarism above are:

1. First Offense - The student received a 0 on the assignment, the teacher resets the assignment, and the student gets another attempt. The parent is contacted via email.
2. Second Offense - The student received a 0 on the assignment with no option to redo, and the teacher has a meeting with the student. The parent and Cyber Coordinator are both contacted via email.
3. Third Offense - The student received a 0 on the assignment. The Cyber Coordinator calls the parent and student to discuss the pattern of behavior. A plan is made to change the behavior.

4. Fourth Offense - The student is removed from the TSD Online Academy.

*Imagine Edgenuity comes equipped with a state-of-the-art plagiarism checker that automatically checks all submitted text against all online sources. It is far better to submit a blank document than to submit a plagiarized document.

Technology:

Each TSD Online Academy student will use their school-assigned Chromebook. Online students are held to the Acceptable Use Policy of TSD. Any equipment on loan from TSD Online Academy should be maintained and returned in the same physical condition as when you received it. This could include hotspots, spare Chromebooks, and spare chargers.

All students enrolled in TSD Online Academy must have an internet connection at home. This expense is not covered by TSD. Students are advised against using their own personal equipment to complete work. The district provides devices, and students are strongly encouraged to use them. It is recommended that students use Google Chrome as a browser when working on their online courses.

If issues arise with your Chromebook, please contact the Coordinator. If there is an issue with the program itself, contact your teacher first. If they cannot solve the issue, contact the Coordinator.

System of Supports

TSD Online Academy students are expected to make consistent progress, remain on pace, communicate with staff, and seek help when needed. When a student begins to fall behind, demonstrates limited engagement, or struggles to meet program expectations, the district may provide additional support based on the student's needs and the availability of staff.

Support may include, but is not limited to:

- Contact from the online teacher, counselor, Coordinator, or school administrator
- A student or family check-in meeting
- Teacher support during available office hours
- Required use of the TSD Online Student Support Video Library
- A progress plan with specific expectations and timelines
- Required in-person work time in the district Cyber Lab
- Review of whether TSD Online Academy remains an appropriate placement

The goal of these supports is to help students get back on pace and remain successful in the program. However, continued lack of progress, poor attendance, limited communication, or failure to follow the support plan may result in the student being required to return to in-person instruction.

Online Learner Support Video Library

As an online learner, it can be difficult to know what to do when you run into trouble or who to ask for help. The TSD Online Student Support Video Library includes short videos to help students and families with common online learning tasks, including Edgenuity, Google Drive, file uploads, and Chromebook troubleshooting.

Students and families are encouraged to use the video library as a first step for common questions. If the issue continues, the student should contact the appropriate online teacher or the TSD Online Academy Coordinator.

[Online Learner Video Help Library](#)

Returning to In-Person Instruction:

If a student is either required or opts to return to in-person instruction, the Coordinator must be given at least a week's notice. Students are only able to return on the first day of a new marking period & up to one week after the first day of that new marking period. Upon request, the Coordinator will provide the family with an opt-in form for return to in person instruction. If a student has been non-compliant with TSD Online Academy Handbook rules & procedures, or is struggling with online course content, the online coordinator may request a return to in person instruction for the student at the start of the next marking period.

TSD Online Academy Contact Information

TSD Online Academy Coordinator

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Imagine Edgenuity Tech Support

1-877-202-0338

TSD Online Academy Acknowledgment

By signing below, the student and parent/guardian acknowledge that they have reviewed this handbook and understand the expectations for participation in TSD Online Academy.

This includes expectations related to attendance, academic progress, communication, technology use, course completion, and any applicable fees described in this handbook.

Student Acknowledgment

I have reviewed the TSD Online Academy Handbook and understand the expectations for participation in the program.

Date: _____

Name (Printed):

Signature:

Parent/Guardian Acknowledgment

I have reviewed the TSD Online Academy Handbook and understand the expectations for my child's participation in the program.

Date: _____

Name (Printed):

Signature:
