Spartan Virtual Academy Student Handbook

2025-2026

Central Fulton School District Mission Statement:

CF SPARTANS: **C**ontinually **F**ocused

on **S**tudent **P**reparation **A**nd **R**eadiness **T**o **A**chieve **N**ext **S**teps

What is the Spartan Virtual Academy?

The Spartan Virtual Academy (SVA) is an online program provided by the Central Fulton School District. The program gives students many options to fulfill their academic potential. We utilize a program called VLN Partners to meet all educational needs in our district. The program gives students the best of both worlds—the benefits of brick and mortar school and the flexibility of online learning.

What sets SVA apart from other programs?

- SVA is run by the Central Fulton School District—not by somebody in another state.

- You and your family can have the peace of mind that somebody local is looking after your child's education.

- Students who attend SVA will graduate with a Central Fulton Diploma.

- Students will be able to participate in all extra—curricular activities and field trips, and will be able to stay connected with their friends.

- If any issues arise, the Coordinator of SVA is just a phone call or short drive away!

- Blended options are offered for your student to take courses in the classroom and others online.

- Tutoring can be provided by CFSD teachers and staff, if requested.

******Following you will find specific policies and procedures of Spartan Virtual Academy. Please keep in mind that all SVA students are required to follow the student handbook set forth by the Central Fulton School District and Administration. This handbook is supplemental to CFSD Student Handbook. ******

Cost of Courses:

The cost of these courses is based upon the successful completion of each course and the situational criteria outlined by the SVA Student Handbook. If a regular education student fails a course or drops out of the program prior to the end of the semester, they may be required to pay CFSD $450 for the course and may be required to take the course again.

Breakdown of cost:

VLN Partners High School Student:	$3500.00 (Per Year)
VLN Partners Middle School Student:	$2730.00 (Per Year)
VLN Partners Elementary School Student:	$2730.00 (Per Year)
VLN Partners Blended Student (.5 Credit Course):	$295.00 (Per Semester)
VLN Partners Blended Student (1.0 Credit Course):	$595.00 Per Year

Eligibility:

Any student residing in the Central Fulton School District is eligible to attend SVA, pending Coordinator of SVA, Guidance, and Administration approval.

SVA serves students in grades K-12.

Students in the district who would like to take a course for enrichment or extra credits, may do so but may be charged the cost of the course.

SVA Enrollment:

Registration for SVA begins with the Coordinator of SVA and CFSD Guidance Counselors. They will determine which courses the student needs to take. Coordination of courses is a collaborative effort between the Coordinator of SVA, guidance counselors, students, and parents. Student must first be registered in the Central Fulton School District before being enrolled in SVA.

Students enrolling in the program and their parent or guardian must sign a contract with SVA.

Orientation/Face to Face Meetings for all SVA Students:

All students and their parent/guardian are required to attend an orientation meeting. At this meeting the student will learn more about the program and how it works as well as to see which courses they will take.

On the first day of classes, the student will be required to attend an orientation session. This session will be roughly 20 minutes but could be an entire school day based on need. This time is used to make sure students can get logged in and work on their courses and know how to navigate them.

The Coordinator of SVA may also require students to come in and be monitored if academic goals are not being met. Additional interventions may be implemented to ensure the student's academic success.

Enrollment Options:

Full Time SVA Student:

- Student will be enrolled utilizing VLN Partners (This decision is made by the Coordinator of SVA, Guidance Counselors, and CFSD Administration).

- If a regular education student does not complete the course in a satisfactory manner, the parent/guardian and/or student may be required to reimburse CFSD.

- Students will not be expected to be at school but are more than welcome to come and work in the library or another designated area.

- Students will be required to follow all state mandated testing guidelines. Students must also meet all graduation requirements as set forth by CFSD.

- Progress must be made and will be monitored on a regular basis.

- Students and parents will be required to attend periodic meetings as scheduled by the Coordinator of SVA.

- The CFSD reserves the right to limit enrollment in to SVA to only those students that demonstrate educational progress.

Students recovering credit for graduation or promotion:

- Student will be enrolled utilizing VLN Partners (This decision is made by the Coordinator of SVA, Guidance Counselors, and CFSD Administration).

- All courses will be paid for by the parent/guardian and/or student at a rate of $240 per course prior to the student beginning their coursework.

- Courses must be available by our providers.

- Progress must be made and will be monitored on a regular basis.

- A junior or senior, pending space available in their schedule and a scheduling conflict, may take an online course for credit recovery, free of charge.

    o If the student does not successfully complete a course within the course timeline, the parent/guardian and/or student may be required to reimburse CFSD.

Students with a scheduling conflict:

- Determined and approved by the Principal.

- Student will be enrolled utilizing VLN Partners (This decision is made by the Coordinator of SVA, Guidance Counselors, and CFSD Administration).

- An online course will be provided by CFSD at no cost to the student.

- If a regular education student does not successfully complete a course within the course timeline, the parent/guardian and/or student may be required to reimburse CFSD.

- Progress must be made and will be monitored on a regular basis.

Students seeking courses for enrichment or acceleration:

- Determined and approved by the building Principal.

- Student will be enrolled utilizing VLN Partners (This decision is made by the Coordinator of SVA, Guidance Counselors, and CFSD Administration).

- The course will be provided by CFSD at no cost to the student, limited to one course per student per year.

- If the student does not successfully complete a course within the course timeline, the parent/guardian and/or student may be required to reimburse CFSD.

- Progress must be made and will be monitored on a regular basis.

Students with an IEP or GIEP:

- Student will be enrolled utilizing VLN Partners (This decision is made by the Coordinator of SVA, Guidance Counselors, and CFSD Administration).

- The courses will be provided by CFSD at no cost to the student.

- All IEP or GIEP courses must be approved by the building principal and/or Director of Special Education. Special Education requests need to be written in the current IEP/GIEP.

- Progress must be made and will be monitored on a regular basis.

Students needing credit recovery by means of Summer School:

- Determined and approved by the building Principal.

- Student will be enrolled utilizing VLN Partners. (This decision is made by the Coordinator of SVA, Guidance Counselors, and CFSD Administration).

- All courses will be paid by the parent/guardian and/or student, prior to the student beginning their coursework.

- Courses will be conducted on site at McConnellsburg High School.

- Please see corresponding paper work with more detailed information about our summer school program.

  o There is a separate registration and handbook for summer school courses.

***Please see page 3 for course cost. ***

SVA Parent/Guardian and Student Agreement

AS AN SVA STUDENT, I WILL...

- Work on school work at least 1 hour per course per day.
- Meet all deadlines on time and pass all courses per my academic plan. I realize that persistent failure to maintain adequate progress and growth may jeopardize my choice of being an SVA student. I understand that my academic instruction plan may be changed to help me be more successful.
- Communicate any issues, which may impede me from making progress.
- Return all resources provided to me by CFSD immediately upon completion of all courses or upon dropping from the program. I understand that failure to return materials may jeopardize my choice of being an SVA student.

AS AN SVA PARENT, I WILL...

- Monitor my child's progress regularly.
- Contact the instructor and/or Coordinator of SVA if I have concerns about the program or my child's progress.
- Ensure all resources provided to my child by CFSD be returned immediately upon completion of all courses or upon dropping from the program. I understand that failure to return materials may jeopardize choice of being an SVA student.
- Enter my child in the program, with an understanding that if expectations are not met, I may be held financially liable to reimburse the district for courses taken at the rates mentioned in the SVA handbook.

AS A COORDINATOR OF SVA, I WILL...

- Monitor the student's progress regularly.
- Communicate inadequate academic progress by the student to both the student and parent.
- Inform the student/parent of any changes that may occur with the program throughout the year.

Student Name (Printed): _____

Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Signature: _____ Date: _____

Coordinator of SVA or Principal Name: _____

Signature: _____ Date: _____

Attendance Policy:

Attendance is a very important aspect of your child's education. This is true in the brick and mortar setting as well as online. It is important for you to understand that with flexibility, also comes the responsibility that your child needs to be logging in daily during the regular school day.

- Your child must login for at least 1 hour per course every day to be considered present. If they are not logged in for at least an hour, then it will be considered an unexcused absence.

- If students have a scheduled meeting and they do not show up to that meeting, then they will be considered absent.
    - This includes the following: weekly meetings with Coordinator of SVA, Keystone/PSSA testing, and other meetings scheduled either with administration or other CFSD personnel, as needed.

- VLN Partners require that students log in daily into "Homeroom". They will be assigned a Homeroom teacher who checks in daily to discuss progress and goals. CHECKING IN TO HOMEROOM IS REQUIRED.

- Please keep in mind that if a student is on pace or they are ahead and their grades are in good standing, these attendance expectations may be adjusted and the student may not be held to the 1 hour per course per day requirement.

Absences:

If you are absent or unable to work for any reason, the attendance secretary for your home building (McConnellsburg Middle/High or McConnellsburg Elementary School) must be contacted immediately.

Excuse notes must be turned in to your building attendance secretary within 72 hours of the absence. In the event no note is received, the absence shall be regarded as illegal. Excuses must include the student's full name, reason for absence, date of absence, and the parent signature.

The PA school law considers the following conditions to constitute excused absence from school: illness, quarantine, recovery from accident, required court attendance, death in family, and family educational trips.

The district reserves the right to require a doctor's excuse for any questionable period of absence. These shall include medical and dental appointments, court appearance, family emergency, and extracurricular activities participation.

(Please initial and date indicating that you have thoroughly read this page.)

Parent/Guardian: _____

Student: _____

Testing/Required Assessments/Tutoring:

SVA 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.

SVA students may be required to take their exams in the school setting as scheduled by the Coordinator of SVA. This includes unit/chapter tests and final exams. Tutoring will also be provided, if requested.

Transportation:

Students are responsible for getting to and from the school for orientation, meetings, computer issues, required assessment testing, discipline meeting (ISS, Saturday Detention), etc. CFSD assumes no transportation responsibilities for students in SVA.

Trial Period:

- SVA students will be given a **two-week** trial period with the online program. This means the following:
  - They should be logged in every day (Monday through Friday) for at least an hour per course.
  - If your student has 4 courses, this is a total of 4 hours per day.
  - They should be caught up on all assignments and on pace.
  - They should attend their in-person meetings with the Coordinator of SVA.

*****If they have not met these guidelines within the initial two-week period, they may be removed from the online program. *****

Extracurricular Activities/Eligibility:

- Students enrolled with Spartan Virtual Academy are considered students of Central Fulton School District and may participate in extracurricular activities.

- With participation in extracurricular activities, SVA students will also be required to follow eligibility guidelines as set forth in their respective student handbooks.

- If an SVA student is not complying with the requirements set forth for eligibility, they will not be able to participate in their extracurricular activities.

Grading Policy:

- The grading policy will follow that of the Central Fulton School District. SVA students will follow the same grading scale as set forth in the brick and mortar school.

- Online teachers will grade assignments and answer any questions that you may have about those assignments.
  - o If you have any questions or concerns about your assignments and grades received, you need to contact your online instructor as if you would in the brick and mortar school. They will be able to answer all questions regarding grading and so on.

Letter Grade	Percentage	Quality Points
A+	97-100	4.33
A	94-96	4.0
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.00
D-	60-63	0.67
E	0-59	0.00

- Student in SVA will only receive a semester grade. This is due to the courses being a semester in length.
  - o Any assignments that are not completed by the end of each semester will be given a grade of 0.

- All assignments should be able to be completed online except for SVA elementary students, due to workbooks. If you are a high school or middle school SVA student and you come across an assignment that is not fully online, please contact the Coordinator of SVA as soon as possible so they can resolve the issue with your instructor.

- Grades will not be posted directly to Skyward until the end of each semester. Please use your platform's gradebook for up to date grade records.

(Please initial and date indicating that you have thoroughly read this page.)

Parent/Guardian: _____

Student: _____

Plagiarism:

Students who use plagiarized papers or projects or are involved in any other form of cheating, will be subject to a failing grade on the assigned work and may be assigned a Saturday detention. Future consequences for additional instances of cheating or plagiarism may include suspensions and alternative education.

Plagiarism is defined as:

1.)   Copying another person's ideas or work whether intentional or not, in whole or in part, from a print or non—print source, and attempting to pass them off as one's own.

     a. Included (but not limited to) the following:

          I. Copying and pasting or writing content from internet sites without documentation.
          II. Copying content from printed sources without documentation.

2.)   Deliberate and/or consistent lack of proper documentation and citation in any work submitted as one's own (or included as part of a group).

3.)   Presenting the work of tutors, guardians, siblings, or friends as one's own work.

4.)   Accessing a graded assignment for determining the questions in advance of administration.

5.)   Having someone else complete work for you.

Consequences for Plagiarism/Cheating:

First Offense:

- Student will receive a 0 on the plagiarized assignment.
- Student will also need to conference with the Coordinator of SVA or a Language Arts teacher to discuss how they plagiarized and the proper way to cite information.

Second Offense:

- Student will receive a 0 on the plagiarized assignment.
- Student will be required to write an essay on why plagiarism is wrong and parent/guardian meeting will be conducted.

Third Offense:

- If student plagiarized in only one course, consecutively, they will fail the course for the semester.
- If the plagiarism was conducted in more than one course, the student will serve 3 days of ISS.

Fourth Offense:

- Student will be removed from SVA (final decision will be made by Coordinator of SVA and District Administration).

(Please initial and date indicating that you have thoroughly read this page.)
Parent/Guardian: _____
Student: _____

Technology/Internet:

- Each SVA student will be given a school issued Chromebook. You are required to take care of this Chromebook as you would your own. You are also held to the same standard in keeping aligned with the Acceptable Use Policy of CFSD.

- Any technology which students are accessing, belonging to the school district, is the responsibility of the parent or guardian. This does not include maintenance and updates.

- If a student is removed from the program or has completed all assignments, the borrower must return all equipment with three (3) business days. If equipment is not returned or is returned damaged, the parent or guardian is responsible to replace equipment or legal action may be taken.

- Equipment on loan from SVA should be maintained and returned in the same physical condition as when you received it.

- Additional software and hardware is not permitted to be installed on the equipment. The only items that may be attached and installed to the computers are printers, if applicable.

- SVA students may print in the library at any time during the regular school day.

- If hardware issues arise with your Chromebook, please feel free to contact the Coordinator of SVA or the Director of Technology.

- If there is an issue with the program itself, contact your teacher first. If they cannot solve the issue, contact the Coordinator of SVA immediately.

- All students enrolled in SVA must be equipped with a high-speed internet connection. This expense is not covered by CFSD.

- Students using their own personal equipment to complete their work are responsible for maintenance on their computer. The SVA program is not responsible for any personal equipment failure because of a hardware or software issue.

- It is recommended that students use Google Chrome or Firefox as a browser when working on their online courses.

Communication:

It is very important that you communicate with your online instructors and their Coordinator of SVA each week.

If you do not express that you are having issues, then we will not be able to help you be successful.

Your online instructors are required to answer within a 24-hour period. If they do not respond to questions within this period, please contact the Coordinators of SVA immediately.

Contact Information:

Zachary Mason	Coordinator of SVA	717-485-7066	zmason@cfsd.info
Crys Glee	Director of Technology	717-485-7014	cglee@cfsd.info
Terry Bard	High School Principal (9-12)	717-485-7032	tbard@cfsd.info
Billie Jo Beatty	Middle School Principal (6-8)	717-485-4438	bbeatty@cfsd.info
Alicia Mellott	Elementary Principal (K-5)	717-485-4438	amellott@cfsd.info
Holly Varner	Director of Student Services	717-485-7032	hvarner@cfsd.info
Christina Ramsey	Superintendent	717-485-7000	cramsey@cfsd.info

VLN Tech Support:

Toll Free Support Line:	1-877-856-3311
Email:	technicalsupport@vlnpartners.com

Who should you contact and when?

"My login won't work."

Call VLN's tech support. If you can't reach them then, please contact Coordinator of SVA.

"I login and my content will not show up?"

Call VLN's tech support. If you can't reach them then, please contact Coordinator of SVA.

"I have been booted out of the system and it won't allow me to do my work."

Call VLN's tech support. If you can't reach them then, please contact Coordinator of SVA.

"My Chromebook isn't functioning properly."

Please contact Coordinator of SVA.

***If you have a personal computer, you may feel free to use that until we can get your issued Chromebook functioning properly. ***

"I am feeling overwhelmed and feel that I can't complete my coursework on time."

Please contact both your platform teacher and Coordinator of SVA.

"I am sick and unable to work on my classes today."

Please contact both your platform teacher and Coordinator of SVA.

"I haven't been able to work on my classes due to issues with internet at home."

Please contact Coordinator of SVA.

Spartan Virtual Academy Agreement

***You must sign and return this document before being eligible to begin your online education. ***

The CFSD takes your child's education very seriously. We believe that all students can be successful. With that being said, we need the commitment of the student and parents. As you read this agreement, you will see a summary of the SVA commitment that the school is making to the students and parents of our District. It also outlines the commitment of students and parents to make sure that they are successful.

The District will...

- Provide a computer for the use of your child for the length of the program. (available to only full-time students, or by administration approval only.
- Make sure that the computer is working and that repairs are dealt with as quickly and effectively as possible.
- Make sure that the computer is covered by insurance for use in and out of school for study purposes, providing reasonable care is taken to prevent loss or damage.
- Ensure that the computer is protected against viruses.
- Give learners a proper introduction to using and caring for the computer and software.

The Parent/Guardian will...

- Ensure that our child understands how to care for and protect their computer.
- Report any loss or damage promptly.
- Report any faults in hardware or software promptly.
- Ensure that the computer is returned if the students leaves school, is removed from the program, or at any other time upon request of a staff member.
- Make sure that the computer is not used for illegal and/or inappropriate purposes, including access to inappropriate internet sites and chat rooms.
- Not load any programs other than those provided by the school, without prior permission. Programs loaded without permission will be removed. The school cannot take any responsibility for personal files or data on the computer.

As the Learner I will...

- Care for and ensure the computer is not subject to careless or malicious damage.
- Take reasonable precautions to prevent the introduction of computer viruses. If in any doubt whether a virus has contaminated the computer, I will report the matter BEFORE connecting it to the school network.

Terms and Conditions

Failure either to take such reasonable care or to abide by any other conditions listed in this document may result in the computer being reclaimed and termination of your program. The School also reserves the right to claim financial recompense in such cases. If the computer is used to connect to the internet from home, the school will not be responsible for any of the costs involved.

Student's Agreement

I agree to abide by the terms and conditions of this agreement.   Date: _____

Name (Printed): _____

Signature: _____

Parent's Agreement

I agree to myself and my child abiding by the terms and condition of this agreement.   Date: _____

Name (Printed): _____

Signature: _____

Coordinator/Principal's Agreement

I agree to abide by the terms and conditions of this agreement.   Date: _____

Name (Printed): _____

Signature: _____

Spartan Virtual Academy Student Registration

Hello and Welcome to SVA!

My name is Mr. Zachary Mason and I am Coordinator of SVA/social studies teacher for the Central Fulton School District. I am excited that you and your child have decided to take this adventure of online learning. I think that you will find that our program offers the benefits of brick and mortar schooling as well as the flexibility of online learning. My job is to make sure that your child is successful in their endeavors and that they make the most of their learning experience through SVA.

My contact information is below:

Email: zmason@cfsd.info

Phone Number: 717-485-7066

Please fill out the information below so that I may get your child registered for their online learning experience!

Student Information:

Student Name: _____   **Grade:** _____

Date of Birth: _____   **Gender:** _____

Phone Number (if applicable): _____

CFSD Email: _____

Parent Information

Parent/Guardian 1: _____   **Relation:** _____

Email: _____

Phone Number: _____

Parent/Guardian 2: _____   **Relation:** _____

Email: _____

Phone Number: _____

Enrollment Option:

__ Full Time Student

__ Scheduling Conflict

__ Enrichment/Acceleration

__ Summer School

__ Advanced Placement

__ Credit Recovery

__ Regular Education

__ Special Education

__ ESL

__ IEP

__ GIEP

Special Considerations: