Carlisle Virtual Academy
Program Manual

CARLISLE VIRTUAL ACADEMY

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INTRODUCTION

This guide has been prepared to assist students, parents, and school personnel in the complex task of planning an appropriate personal educational program. It contains general information about the Carlisle Virtual Academy's- Academy Online Academic Program of Carlisle High School along with a list of online course offerings and explanations of subject offerings as well as graduation requirements.

To plan an effective and realistic online educational program, students and parents should take into consideration the student's ability, career goals, interests, and the advantages of taking online courses through the district operated virtual education component (shown in the following section). They should study the entire guidebook looking for all relevant information. They should also consider their student's academic records for the past several years. While grades received previously in middle school or through online courses should not necessarily dictate the academic program in high school, a review of previous performance should give a good indication of strengths and weaknesses. Using this information, students can plan a program of studies that meets their needs.

Parents or students should contact the CHS Virtual Administrator or their high school counselor for assistance in enrolling in Carlisle Virtual Academy (CVA). Staff members are available to assist in the important task of choosing the right programs of study for students. Individual Course Selection Meetings may be scheduled by contacting the guidance counselor.

ADVANTAGES OF ENROLLMENT
CVA

Students who enroll in the Carlisle Virtual Academy receive the following benefits:
- Upon successful completion of the online education program, students receive a regular Carlisle High School Diploma.
- All students have access to activities and services afforded to students enrolled in the traditional educational program.
- All courses match with the PA state Standards.
- All students are provided with a mentor who oversees their educational program.
- All students are provided with technology support and instructional support to facilitate academic progress and success with respect to their educational programs of studies.

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HIGH SCHOOL ORGANIZATION

The Carlisle High School complex consists of four separate buildings located on one campus. The four buildings are: the Emma Thompson McGowan Building, the Gerald L. Fowler Educational Center, the David L. Swartz Building, and the Vocational/Technical Building servicing an enrollment of approximately 1500 students. Students enrolled in the CVA- Academy Online should note the following:

- CHS Virtual Administrator- is located on the first floor of the McGowan Building.
- CHS Counselors- are located according to grade placement:
  - Grade 9, 10 - at the Swartz Building
  - Grades 11, 12 - at the McGowan Building
- CHS Virtual Coordinator- supervises testing (for online courses), provides additional mentor support, and is located in Fowler Building in the library classroom (L211).

COURSE SELECTION CALENDAR
Schedule Changes

The course selection process for students and parents begins in early January. During that month, the Guidance Counselor will meet with students and parents to explain the process and to have students select their courses. There is a parent course selection scheduled the beginning of February. The due date for submission of course requests is February 26, 2024.

Students (and parents) may change the courses selected providing their abilities and goals demonstrate that the change is necessary and appropriate. All requests for changes should be submitted to the CHS Virtual Administrator. The due date for submission of change requests is June 14, 2024. After this date only requests for changes that indicate extenuating circumstances will be honored.

GRADE ASSIGNMENTS
All Students

Students in grades 9 through 12 will be placed in grades according to the total number of course credits earned by the end of the year. There are no exceptions to the following criteria:

To be in **9th grade** a student is assigned on the basis of a certification of promotion or assignment by the middle school principal.

To be in **10th grade** a student must have earned at least 5 major credits including one English credit.

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To be in **11th grade** a student must have earned at least 10 major credits including two English credits.

To be in **12th grade** a student must have earned at least 16 major credits and be able to complete all graduation requirements by the end of the regular school year.

CHS GRADUATION REQUIREMENTS
Effective for ALL Programs and Graduating Classes

1. A minimum of ten (10) credits must be earned in the combined social studies, science and mathematics areas. (Except students in approved CTE programs of study).

2. Refer to the Arts & Humanities Electives section of this guidebook for a listing of courses that meet this requirement.

3. All students graduating in the class of 2022 and beyond must take and pass (score proficient or advanced) the Keystone Exams in Algebra I, English Literature and Biology I.
   - Students who do not pass the above test will:
     - Retest to show proficiency in the respective test and/or.
     - Meet requirements outlined in ACT 158 of 2018 (Refer to page 5 for more information, also individual information will be provided to students and parents during their junior and senior years. Additional details about ACT 158 are provided on the website).

4. Students who transfer to Carlisle High School enrolling into **grade 12**:
   - May provide out of state end of course test scores to show proficiency.
   - Students without end of course exam scores in Literature and Algebra I may need to complete placement tests to allow the high school administration to determine proper course placement *(this could involve remediation courses if necessary)*.
   - Students may be assigned to take the Keystone Exams in the Winter Wave session.
   - Students will need to meet Act 158 of 2018 requirements (refer to page **5** for more information).

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5. Students who transfer to Carlisle High School entering **grades 9 - 11**:
    - A transfer student in grades 9 - 11 will **not** be required to complete the following Keystone Exams (Algebra I, English Literature or Biology I) – **if** the student provides documentation that they passed a statewide standardized End-of-Course (EOC) assessment.
    - The student must provide documentation that they achieved a passing/proficient score on the high school statewide assessment in mathematics, literature/language arts or in science required by the state from which the student transferred. This documentation shall satisfy the requirements of the Elementary and Secondary Education Act, 20 U.S.C 6301.
    - The student may also provide documentation they achieved a score of 3 or higher on the following AP exams in the appropriate content area: Calculus AB, AP Calculus BC, AP Statistics, AP English Language and Composition, AP English Literature and AP Biology, in order to gain proficiency status.
    - Students may be assigned to take the Keystone Exams in the Winter Wave session.
    - Students will need to meet Act 158 of 2018 requirements (refer to page 5 for more information).

6. Students should remediate course failures in summer school in order to graduate with their class.

7. All students must carry a minimum of five (5) major credits at all times.

8. The administration cannot make exceptions to these requirements.

Additional Graduation Information:

Highlighted below are two sets of CHS graduation requirements. Please note, students who enroll in a CTC program of study *(example: Automotive Technology)* will naturally complete an extra credit due to specific program requirements.

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CHS GRADUATION REQUIREMENTS

Units of Credit	Course Area
4.0	English
3.0 or 4.0	Social Studies
3.0 or 4.0	Science
3.0 or 4.0	Mathematics
2.0	Arts & Humanities
1.0	Physical Education
0.25	Health I
0.25	Safety Education
0.25	Financial Literacy
0.25	Health II
6.0	Electives

24.0 Minimum Total Credits Required for Graduation

CHS GRADUATION REQUIREMENTS
Effective for students enrolled in an approved CTC program of study:
**Automotive Technology, Culinary Arts, Early Childhood Education, Carpentry Trades

Units of Credit	Course Area
4.0	English
3.0	Social Studies
3.0	Science
3.0	Mathematics
1.0	Arts & Humanities
1.0	Physical Education
0.25	Health I
0.25	Safety Education
0.25	Financial Literacy
0.25	Health II
9.0	Electives

25.0 Minimum Total Credits Required for Graduation

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STATE ASSESSMENTS / EXAMINATIONS

All students graduating in the class of 2022 and beyond must take and pass (score proficient or advanced) on the Keystone Examinations in Algebra I, English Literature and Biology I.

Students who do not pass the above tests will:

- Re-test to show proficiency in the respective test and/or
- Meet requirements outlined in ACT 158 of 2018 *(see page 5 for more information, also individual information will be provided to students and parents during their junior and senior years).*

Students who transfer to Carlisle High School during grades 9-12, see details on page 5 about specific details about state assessments / examinations.

PSAT / NMSQT
Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test

CASD will fully assume the cost for any 10th or 11th grade student wanting to take the PSAT. Students in grade 11 are strongly encouraged to participate in the PSAT exam as a means to prepare for college entrance exams. Multiple national and local organizations exclusively consider the scores earned in the 11th grade year on the PSAT for scholarship qualification.

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ACT 158 of 2018
Effective for ALL Programs and Graduating Classes

Act 158 of 2018 (Act 158) is a signed law which provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements.

Effective with the graduating class of 2023 and beyond, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet the statewide graduation requirements, students must take the Keystone Exam for purposes of federal accountability. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate (Commonwealth of Pennsylvania, 2022).

Please refer to the website for additional details of Act 158 of 2018.

Website: www.carlisleschools.org/epg

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STUDENT COURSE SELECTIONS
Overview by Grade

A basic grade level overview for the vast majority of student schedules is shown in this section (except for CTE students enrolled in an approved program of study). Counselors will advise students wishing to enroll in a CTE program of study of the courses they must take each year in order to meet their graduation requirements.

Grade 9

English I
U. S. History
Mathematics
Honors Biology/Geo-Environmental Science
Elective 1
Elective 2
Physical Education 9
Health I

NOTES (Grade 9 only)
- Honors Biology may be taken by ninth grade students; however, a research project may be a class expectation.
- All courses taken through Carlisle Virtual Academy may count as required courses or electives as approved by the Board of Education. Students should check with their counselor to determine the classification of courses taken online.

Grade 10	Grade 11	Grade 12
English II	English III	English IV
World History	Civics/AP Social Studies	Social Studies/Math/Science
Mathematics	Mathematics	Elective 7
Biology I/Science	Science	Elective 8
Elective 3	Elective 5	Elective 9
Elective 4	Elective 6	Elective 10
Physical Education 10	Physical Education 11	Physical Education 12
Safety Education	Financial Literacy	Health II

NOTES (Grades 10-12)
- Students who complete a CTE program of study may not be required to have a fourth credit in the area of Social Studies, Mathematics or Science to satisfy the ten (10) credit total that is required among these content areas for other students.
- All courses taken through Carlisle Virtual Academy may count as required courses or electives as approved by the Board of Education. Students should check with their counselor to determine the classification of courses taken online.

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General Information – ALL students
- Course curriculum is reviewed and required courses are established to best prepare our graduates, while meeting district and state standards.
- Students who satisfactorily complete a special education program developed by their Individualized Education Program (IEP) team shall receive a regular high school diploma.
    - This policy applies if eligible students' special education programs do not otherwise meet all the requirements of Chapter 4 (from Section 4.23 of State Curriculum Regulations).
- All students must carry a minimum of 5 major credits plus any necessary minor credits. This applies to all students, including those taking additional virtual courses (CVA).
    - The exception to this requirement would be seniors who may need additional time at CHS to complete graduation requirements (i.e. completing a fifth year of high school).

EXPECTATIONS- of Academy Students/Parents

CHS Student-Parent Handbook

The *CHS Student- Parent Handbook* can be found at Link for CHS Student Handbook. Academy students are responsible for adhering to the contents of all guidelines addressed in the handbook. The handbook contains information about high school activities and services; it also provides applicable general information, and both the district and high school discipline codes. While the handbook is written with the traditional student in mind, most of the information is pertinent to academy online students as well.

Attendance

Parents/guardians are responsible for ensuring that their children attend school according to the Compulsory Attendance Provision of the PA State School Code. CVA students are expected to complete work in all of their subject areas daily. Students will be marked by their online teacher for attendance which will be reported weekly by the CHS Virtual Coordinator. The schedule of courses will be arranged through the CHS Virtual Administrator (or by the assigned counselor). Students who do not attend school as mandated by state law will be considered truant (unexcused if 18 years of age or

older). Parents and/or students will be held accountable for student attendance according to the truancy provisions of state law/regulations.

While the *CHS Student/Parent Handbook* provides detailed information on student attendance a summary of this information follows.

Excused Absences

The CASD recognizes that there are circumstances that will keep students from completing daily lesson requirements (by logging into the system- Fuel Education/Schoology). Absences that would be considered excused fall into one of the categories shown. Students are expected to complete all work missed due to any absence.

- **Illness, health condition, family emergency**- the parent/guardian is expected to notify the CHS Virtual Administrator the day of the absence via email. If the student sees a doctor for the illness, a note from the attending physician should be submitted by mail.
- **Participation in a school-approved activity**- Academy students who participate in extracurricular activities for which they are eligible shall be granted an excused absence. Affected online teachers should be notified prior to the event/activity.
- **Pre-arranged absence**- upon request by the parents/guardians, students may be granted an excused absence according to the pre-arranged guidelines specified in the attendance section of the *CHS Student/Parent Handbook*. The request should be submitted in writing (to the CHS Virtual Administrator) and should state the reason and duration of the absence. Pre-arranged absences may be denied if there is a history of absenteeism, if students are experiencing academic difficulties (i.e. poor grades), and/or if they are deemed detrimental to the student's academic progress.
- **Disciplinary actions**- absences due to any disciplinary actions taken by the district administration are deemed excused absences.

Unexcused Absences (Note: Unlawful if students are 16 years of age or younger)

Any absence that does not fall into the excused category or is not adequately documented will be considered unexcused/unlawful (depending on the age of the students). Parents/guardians will be notified of any absences that are not excused according to the guidelines specified in the *CHS Student/Parent Handbook*. Students who accrue absences in this category shall be subject to meet with the Grade-Level Administrator along with their parents/guardians. At this meeting the Grade-Level Administrator will specify the consequences of continued patterns of unexcused/unlawful absences to include reporting of the absences to the office of the magisterial justice and/or withdrawal from the CVA program.

Written Excuses- submission of a written excuse note is required for all students.

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PA State Law requires parents/guardians to submit a written excuse within three days of any absence. Failure to submit written excuses within the specified time period will result in the absence(s) being classified as unexcused/unlawful.

Key items for CVA Attendance:
   Two Types of attendance is taken.

First, acknowledgment of attending to course work.
- Course enrollment with a CASD Teacher – your attendance will be submitted by your teacher at the end of the week. This will be reported for attendance the following week to state if you were present for the week, which is reported on the first day of the week attendance.
- Course enrollment with our outside vendor – the expectation will be for you to have at minimum 100 minutes per course each week. This will be reported for attendance the following week to state if you were present for the week, which is reported on the first day of the week attendance.

Second, acknowledgement of attending bi-weekly mentor meetings.
- Bi-weekly check-in procedure – the CHS Virtual Coordinator will be conducting bi-weekly check-in meetings, via, in-person meetings, phone conversations or email communications. This will be reported for attendance the following week to state if you were present, which will be reported on the last day of the week attendance.

Student Responsibilities

Students enrolled in the CVA- Program of Studies have responsibilities and expectations that must be followed:

- Abide by all provisions of the *CVA Program Manual* (www.carlisleschools.org/cva), the *CHS Student-Parent Handbook (*www.carlisleschools.org/handbooks), and the CASD AUP Policy.
- Attend required meetings with the CHS Virtual Coordinator and/or the assigned counselor.
- Comply with the provisions of school attendance (follow the school calendar).
- Complete daily lessons as instructed (adhere to the log in time commitment/expectation explained by the CHS Virtual Coordinator or assigned counselor).
- Complete all testing requirements as instructed- standardized and course-specific.
- Complete all semester course requirements within the established timeframe.
- Contact/notify the CHS Virtual Coordinator (or assigned counselor) with unresolved questions or problems after working with the online instructor/teacher. Students should seek assistance

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promptly when they are having difficulties; not wait for Fuel Education/Schoology and/or the school to realize there is a problem and to intervene accordingly.

➢ Note: Students who do not follow procedures, who violate attendance law (i.e. the attendance provisions of the PA school code), who break school rules (especially those that apply directly to the use of technology- AUP violations), or who demonstrate an inability to be successful in a virtual educational program format (at the end of each marking period), will be withdrawn from CVA and placed in the traditional program at CHS.

Parent Responsibilities

Parents of CVA students have the opportunity to participate in the education of their children. Parents have the following obligations/responsibilities:

➢ Oversight (supervision) of their child's education.
➢ Attendance at orientation sessions offered to CVA students
➢ Provision of an environment conducive to a virtual educational program of studies.
➢ Attend required meetings with the CHS Virtual Coordinator and/or assigned counselor.
➢ Monitor their child's progress through Online Access of Schoology, PowerSchool, and possibly K-12 Fuel Education Program on a regular (at least weekly) basis. Contact the school promptly with issues impeding the academic progress of their child.
➢ Contact the school to address issues/concerns regarding issues with respect to their child's educational program as specified in orientation sessions and individual meetings with the CHS virtual staff.
➢ Support their child's compliance with policies, rules and procedures set forth in the CVA Administrative Guidelines, the *CHS - CVA Program Manual*, and the *CHS Student-Parent Handbook*.
➢ Assist their child in submission of all forms, applications, and documentation according to specified due dates (i.e. in a timely manner).
➢ Assume responsibility for compliance with the attendance provisions of the PA School Code as well as corresponding district policy/administrative guidelines.
➢ Monitor their child's computer use to ensure the proper use of computer hardware and software for educational purposes and in accordance with school Acceptable Use Policy (AUP) regulations.
➢ Monitor their child's daily online computer time requirement to ensure completion of the course curricula according to the district timeframe for completion of all work for each semester.
➢ Assure that the work completed by their student complies with the Academic Integrity provisions of the *CHS Student-Parent Handbook*.

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- ➢ Contact the school with respect to changes in their contact information, address, or academic status.
- ➢ Assist their child with transportation/attendance to and from CHS relative to standardized assessments and/or course examinations which they are required to take and/or relative to extracurricular activities in which they are eligible to participate.
- ➢ Return any and all instructional materials and/or equipment borrowed from the school.

SERVICES

Counseling

Registration, scheduling, and schedule changes of all CVA students will be done by the Grade-Level Administrator. Students and parents should contact the coordinator with technical and general instruction-related questions and issues. However, online students may also access counseling and guidance services available to traditional students such as the college planning process (preparation, selection, admissions, and financial aid), inquiries about transcripts to include GPA/Rank and access to other resources available to CHS students. The CHS Virtual Coordinator will indicate the counselor to whom the student is assigned during the course selection/scheduling process. It should be stated that students in grades nine and ten will have one of the counselors located in the Swartz Building and students in grades eleven and twelve will be assigned to a counselor in the McGowan Building.

Academic Support

Please note the following provisions related to academic support:

1. The online course content and assignments are aligned with the PA state standards. They are written by highly qualified educators according to a multi-step review process.

2. Lessons are designed to incorporate multiple instructional methods/techniques as well as to address different learning styles. Courses have online textbooks written specifically to accomplish lesson objectives. Lessons also have assessments designed to gauge student's understanding of the objectives. AP courses may not have all of these features due to the fact that they are acquired from another vendor.

3. Students will work through the CHS Virtual Coordinator, their CHS counselor, and their parents/guardians to establish the proper placement in courses. Considerations for placement will be previous courses taken, previous grades, credits earned, other pertinent assessments, graduation requirements, and career/educational goals.

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4. Each online course has an instructor who will serve as the first point of contact to provide academic support to the students.

5. The Grade-Level Administrator and/or the assigned counselor will monitor the student's progress and, if necessary, coordinate assistance. **Progress monitoring** by the district includes:
   a. Communications- tracking student/teacher communications via email as well as student/school communications.
   b. Reports- monitoring reports generated by Fuel Education/Schoology and/or CASD showing such components as online activity, grades, failures, and attendance.
   c. Note: it is also the responsibility of students and parents to monitor progress as indicated in the Expectations section of this guide.

6. Students are required to take all state (and school) mandated assessments. They should consult the CHS Virtual Coordinator regarding this requirement (which is based on the student's grade placement).

7. Students (and their parents/guardians) have access to the student's attendance and grades online.

Library

CASD has a comprehensive library in the Fowler Education Center. Reading is a foundational skill for learning, personal growth, and enjoyment. The library is fully automated and houses more than 46,000 volumes and 20 different periodical titles as well as 3 networked computer labs and 54 additional desktop computers strategically placed around the facility, 34 e-readers are available for a 7 day checkout and the library owns over 300 fiction and non fiction electronic books. The library provides access to multiple forms of educational software as well as multiple on-line information resources.

All students are issued a student ID/library card which allows equitable access to books, reading, and information technology. The library is staffed by one full-time professional librarian, one full-time library manager, one library secretary and one part-time assistant. The librarian has flexible scheduling to allow collaboration with entire Carlisle Area School District educational community to develop opportunities for students to practice and foster 21st century information literacy skills.

The high school students concentrate on research skills which are integrated into the district educational plan in conjunction with regular classroom activities. Students are welcome to use the library for research, leisure and current event reading, career exploration, and computer work during scheduled class times, lunch, and posted before-school and after-school hours. The mission of the Fowler Library is to build a learner who can thrive in a complex information environment.

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Special Education

The Carlisle Area School District complies with the provisions of the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA) to ensure that educational services are provided to students with disabilities. These federal laws appear as Chapters 14 (Special Education) and 15 (Section 504) in the Pennsylvania School Code. Students enrolled in the CVA-Academy Online program of studies that have an Individualized Education Plan (IEP) or a Section 504 plan will be accommodated according to the stipulations of those documents. In either case students and their parents will need to meet with the CHS Virtual Administrator and the Director of Special Education regarding the review, implementation, and oversight of the provisions of their respective (IEP or 504) plans.

The district does not automatically conduct evaluations to determine eligibility for special education services. Parents who believe/suspect that their children are eligible for services should contact the school for further assistance. The school will work with the parents to ensure proper procedures are followed in the evaluation process. In addition to school staff, it is critical that parents of students receiving services monitor their student's progress on a continual basis and maintain open communication with the school regarding problems or issues that surface.

ACTIVITIES- Extracurricular

Students enrolled in CVA are permitted to participate in the following extracurricular activities.
- Note 1: It must be stated that students may be excluded from participation in activities due to disciplinary and/or academic (eligibility) sanctions.
- Note 2: Extracurricular are those activities that occur beyond school hours.

Social Activities- CVA students may participate in school-sponsored social activities that occur outside of the school day. These activities would include all dances as well as evening and/or weekend activities scheduled for homecoming events, winter ball, and spring-fest.

Interscholastic Athletics- CVA students may participate in any interscholastic athletic program for which they are eligible and are subject to the guidelines used for traditional students.

Students interested in participation in any of these types of activities should contact the CHS Virtual Coordinator who will direct them to the appropriate point of contact at the high school.

Reference: Board Policy #137.1- Extracurricular Participation by Home Education Students, Board Policy 122- Extracurricular Activities, and Board Policy #123- Interscholastic Athletics.

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STUDENT RECORDS

Student records will be collected, maintained, and disseminated by the school in accordance with Board Policy #216- Student Records, administrative guidelines in *The Maintenance, Collection, and Dissemination of Pupil Records* document, and the provisions of the Family Educational Rights and Privacy Act (FERPA- 20 U.S.C & 1232g; CFR Part 99). FERPA is a federal law that protects the privacy of student educational records. This law applies to all schools that receive funds under an application program of the U. S. Department of Education. FERPA gives parents certain rights with respect to review/access of their children's educational records; rights that transfer to the students when they reach the age of 18 or attend a school beyond the high school level.

SUMMER LEARNING

CHS runs a summer learning program that features courses offered traditionally (through the classroom setting) and courses offered online. Most of the summer course offerings are for the purpose of credit recovery (for students who have failed courses during the school year). There are, however, some enrichment courses offered for students who need an additional credit relative to keep them on track in meeting graduation requirements and/or for students who wish to take a certain course during the summer months to move forward in a specific content area. It should be noted that traditional summer school courses run based on enrollment. Enrollment is not a factor in whether or not an online course is offered.

Academy students who fail a course will meet with the CHS Virtual Coordinator to review the graduation requirements, to assess the student's status relative to meeting those requirements, and to establish a plan of action which may warrant enrollment in the summer school program. A complete listing of summer school course offerings is available from the Director of Summer Learning in late spring.

Notes:
1. There is a cost for all summer school courses.
2. Traditional courses run based on enrollment during the months of June and July. Arrangements for online courses must be made through the CHS Virtual Administrator.

Information on all summer school offerings along with a calendar of the dates, times, and locations is available through the Summer Learning Administrator and the building counseling centers in the spring of the year.

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ASSISTANCE/QUESTIONS

Office Location in McGowan Building - 240-6800, ext. 26835
Mr. Jason Beals – Associate Principal, Grade 12; CHS Virtual Administrator
Mr. Daniel Campbell - Assistant Principal, Grade 11
Mrs. Emily McDonald – Counselor (11th and 12th grade – Last Name A – Go)
Mrs. Amy Knapp – Counselor (11th and 12th grade – Last Name Gr- O)
Ms. Amanda Raudabaugh – Counselor (11th and 12th grade – Last Name P – Z)
Mrs. Heather Bosynak – Program Supervisor for World Language and ELD
Ms. Kelly Brent – Program Supervisor for Mathematics
Mrs. Ashley Gogoj – Program Supervisor for Art
Mr. George Null – Athletic Director and Program Supervisor for Health & Wellness Department
Mrs. Samantha Moyer – Program Supervisor for Science
Mr. Kevin Wagner – Program Supervisor for Social Studies

Office Location in Fowler Building – 240-6800, ext. 13805
Dr. Patricia Buffington – Principal
Dr. Albert Parrillo – Director for the Center for Careers and Technology
Mrs. Lauren Cassell - CHS Virtual Coordinator

Office Location in Swartz Building - 240-6800, ext. 27805
Mr. Paul Wysocki - Associate Principal, Grade 10
Mr. Joseph Dunn - Assistant Principal, Grade 9
Mrs. Patricia Kreider – Counselor (9th and 10th grade – Last Name A – Go)
Mrs. Tara Boop – Counselor (9th and 10th grade – Last Name Gr – O)
Mrs. Amy Davidson– Counselor (9th and 10th grade – Last Name P – Z)
Mrs. Keely McGeehan – Program Supervisor for English
Dr. Malinda Mikesell – Reading Supervisor

Office Location in the Administration Office – 240-6800, ext. 16802
Dr. Colleen Friend - Superintendent
Mr. Michael Gogoj - Assistant Superintendent
Dr. Michael Black – Director of Secondary Operations
Ms. Stephanie Douglas – Director of Digital Learning
Mrs. Lisa Slover – Director of Pupil Services
Mr. Josh Barr – Assistant Director of Pupil Services
Ms. Lisa Fulton – Assistant Director of Pupil Services

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COURSE OFFERINGS
Carlisle Virtual Academy

The courses listed below were course available to students during the school year 2023-2024. Each year varies due to availability of the courses.

Course Offerings:

English Courses:
English I-I
English I-II
Honors English I
English II-I
English II-II
Honors English II
English III-I
English III-II
AP Language & Composition
English IV-I
English IV-II

Mathematic Courses:
Algebra IA
Algebra IB
Algebra I
Geometry
Algebra II
Essential Math
Pre-Calculus
AP Calculus AB
AP Statistics

Science Courses:
Geo-Environmental Science I
Geo-Environmental Science II
Biology I
Biology II
Honors Biology
Applied Chemistry
Chemistry
Honors Chemistry

Social Studies Courses:
U.S. History I
U.S. History II
Honors U.S. History
World History I
World History II
Honors World History
Civics I
Civics II
Modern Law & Order
Psychology
Sociology
Anthropology
Geography
Comparative World Religions

World Language Courses:
German I
Spanish I

Elective Courses:
Drawing & Painting I
Contemporary Living Skills
Child Development

Career & Technology Courses:
IT I – Essentials
IT II-Cisco Part I
IT III-Cisco Part II

Health & Wellness Courses:
Physical Education 9 – 12 grade
Health I
Safety Education
Financial Literacy
Health II

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STUDENT CONTRACT
Carlisle High School
Carlisle Virtual Academy- Academy Online

I have reviewed the following documents related to the CVA program or studies:
- Carlisle High School's Virtual Academy - Program Manual
- Carlisle High School- Student/Parent Handbook

Students who plan to pursue a complete online program of studies have standards (expectations) that must be met in order for them to be successful. Adherence to the following standards is a requirement for enrollment:
1. I am committed to taking virtual courses and will make a concerted effort to keep up with the pace of the course, to participate in classes, and to complete all course requirements.
2. I understand and agree to invest the time necessary for successful completion of my courses. I am aware that the number of hours required to complete online courses is similar to the number of hours required to complete traditional courses (to include both time in class/online and the time out of class/offline on assignments, projects, and testing requirements.
3. I understand that I must sign the district Acceptable Use Policy (AUP) governing the use of technology to include the Internet, I agree to abide by the rules and provisions of that policy, and I understand that inappropriate use of technology will not be tolerated and can lead to withdrawal from the CVA program.
4. I understand that anything I do online with respect to my courses can be retrieved and printed at any time by the school staff (administrators, teachers, technology specialists).
5. The agree to the following :
   a. I understand the importance of prompt communication with my online teachers and the school staff on a regular basis particularly when I am having difficulties with technology and/or academics.
   b. I shall abide by the policies, rules, and guidelines set forth in the _CHS- CVA Program Manual (_www.carlisleschools.org/cva), and the _CHS Student/Parent Handbook (_www.carlisleschools.org/handbooks).

Students who do not abide by the policies, guidelines, and rules regulating the CHS Carlisle Virtual Academy- program are subject to the following procedures:
A. Students (parents-guardians) will meet with the CHS Virtual Administrator on the infractions.
B. Students will receive due process rights.
C. If found in violation of policies, guidelines, and/or rules, students may receive punishment to include removal from the Academy Online program.

CARLISLE VIRTUAL ACADEMY

Students are subject to the following minimum expectations in addition to the standards already specified.

1. I will complete my course work by the following date: _____.
2. I will work on my courses daily in compliance with the provisions of school attendance unless I have an excused absence.
3. I will follow the provisions of the school's Acceptable Use Policy (AUP) which regulates the use of technology.
4. I will not use another student's login or password.
5. I will keep in contact with my instructors as specified in all course expectations, guidelines, and/or rules.
6. I will keep in contact with the CHS staff.
7. I will use my first and last name when sending emails to CHS staff and Fuel Education instructors so there is no questions about my identity.
8. I will attempt to review/proofread all emails before I send them to ensure they are as clear as possible.
9. I will keep my appointments for testing and I will arrive on time.

10. I will follow all school rules when I appear on campus for my appointments.
11. I will note any problems I am experiencing and notify promptly the online instructor and my school contacts.

I have read and understand provisions specified in this contract and agree to abide by them.

_____   _____   _____
Student Name- Print   Signature   Date

Witness:

_____   _____   _____
Parent/Guardian- Print   Signature   Date

_____   _____   _____
CHS Virtual Administrator- Print   Signature   Date

_____   _____   _____
Counselor- Print   Signature   Date

CARLISLE VIRTUAL ACADEMY

SURVEY- CVA Academy Online
Is Full-Time Online Learning for Me?

To assist you in determining whether or not you are a good candidate for taking a complete online educational program of studies, please respond to the following statements.

1.	I believe I can assume a lot of the responsibility for my own education.	True	False
2.	I have the motivation and self-discipline to work independently on my studies.	True	False
3.	I have good time management skills.	True	False
4.	I have (or I have instant/frequent access to) a computer with Internet connection.	True	False
5.	I have good computer (user) skills- email, word processing, excel, PowerPoint, Internet use, etc.	True	False
6.	I have good reading skills- (I rarely have problems understanding what I read).	True	False
7.	I have good writing skills and am comfortable expressing my thoughts, positions, and opinions in writing.	True	False
8.	I do well with my studies and am confident with my academic abilities.	True	False
9.	When I set personal goals, I usually achieve them.	True	False
10.	I enjoy working alone on my studies.	True	False
11.	When I am having difficulties with my studies, I do not tend to give up easily.	True	False
12.	I have taken an online course previously and completed it successfully.	True	False
13.	I have conflicts with school and work, sports, or other activities in which I am involved.	True	False
14.	When I have difficulties with my studies, I am the type of person to ask for help.	True	False
15.	When I am given something to do, I am the type of person who gets the job done (I do not make excuses if the task does not get done).	True	False

Count the number of times you selected _**True**_ to the items listed in the survey.
- ➢ If you answered _**True**_ to 12 or more of the statements shown, then the CVA- Academy Online program may be an educational program option for you. If you wish to proceed with this type of program, you may make an appointment to speak with the CHS Virtual Administrator (who may be reached at 717-240-6800 extension 13006.

- ➢ If you answered _**True**_ to less than 12 statements, virtual courses (online learning) may not a good choice for you because the attributes mentioned in the statements are necessary for students to be successful in this type of educational placement. You may speak with the CHS Virtual Administrator or your counselor about alternatives (to include trying one online course, perhaps through the CVA's extended studies program, to see how you do), and reevaluating the CVA-Academy Online option later.