



Virtual Handbook

Mission Statement

Our mission is to provide quality education to achieve academic and personal excellence.

On behalf of WSC Academy, we would like to thank our students, families, staff and community stakeholders for their patience. This new adventure in public education will continue to require collaboration and communication between parents, students, teachers and school leaders.

As we embark on this journey, we ask that everyone remains flexible as the district continues to respond to the most up-to-date guidance from state and local officials.

WSC Academy is committed to the safety of our students as our primary goal, and we will continue to offer high quality instruction, using our current PLATO curriculum and teaching staff. District and school leadership will continue to monitor and adjust plans accordingly.

WSC Academy Staff

Portia Davis-Mann

Mannp@wsc-academy.org

School Leader

734-794-0218 Ext. 292

Marie A. Miller

Millerm@wsc-academy.org

Principal

Lauren Maguire

maguirel@wsc-academy.org

School Counselor/Virtual Learning

734-228-4839 (Call or Text)

Available: Monday/Wednesday 8:30-3:00

Candice Spencer

SpencerC@wsc-academy.org

Office Manager /Pupil Accounting

734-794-0218 Ext. 153

Abby Lilly-Lacca

LillyLaccaA@wsc-academy.org

English

734-219-3645 (call or text)

Niarra Coleman

colemann@wskills.com

Math Teacher

313-451-3563 (call or text)

Rachel Parent

parentr@wsc-academy.org

Special Education/ English

734-531-8843 (call or text)

Layla Daniels

danielsl@wsc-academy.org

Science Teacher/ History

248-716-8276 (call or text)

Keisha Coleman

Colemank@wsc-academy.org

English/ Virtual Learning Support

Available: Tuesday/Thursday 8:30-3:00pm

WSC Ypsilanti Calendar 2020-21

September 8	First day of classes
September 16	Constitution Day
October TBD	Open House/Curriculum Night
October 7	Count Day (In-Person)
October 27	12th Grade SAT (In-Person)
October 29	11th & 10th Grade PSAT (In-Person)
November 25-28	Thanksgiving Break – No School
November 30	School Resumes
December 18	Winter Vacation Begins
January 4	School Resumes
January 18	Martin Luther King Day – No School
February 4	Title I Curriculum Night
February 10	Count Day
March 26 - April 4	Spring Break
April 5	School Resumes
May 31	Memorial Day – No School
June 11	Last Day of School / Graduation

Remote Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Delivery	Direct	Direct	Independent	Direct	Direct
Teacher Interaction	-Virtual Classroom -PLATO Activities -In-person Math Support	In Person and Virtual Learning -PLATO Activities -In-person Math Support	Office Hours/Small Groups	In Person and Virtual Learning -PLATO Activities -In-person Math Support	-Virtual Classroom -PLATO Activities -In-person Math Support
Independent Work	Individual Classwork assignments	Individual Classwork assignments	Individual Classwork assignments	Individual Classwork assignments	Individual Classwork assignments

Students in grades 9-12

- You are following your bell schedule **Monday, Tuesday, Thursday, and Friday**. This means logging in/completing your coursework/participating in video calls at the times listed on your schedule.
- If you have Mrs. Maguire as a teacher, you will check in with her on Mondays during your scheduled class time. Ms. Keisha will be available Tuesdays and Thursdays for individual student support during your class time. Wednesdays and Fridays will be independent days for you to complete coursework for her courses.
- Bell Schedule:
 - P1 8:30-9:42
 - P2 9:45-10:57
 - P3 11:00-12:12
 - LUNCH 12:12 - 12:32
 - P4 12:32-1:44
 - P5 1:47-3:00

Adult Students

- You are following your bell schedule **daily**. This means logging in/completing your coursework/participating in video calls or chats at the times listed on your schedule.
- If you have Mrs. Maguire as a teacher, you will check in with her on Mondays during your scheduled class time. Ms. Keisha will be available Tuesdays and Thursdays for individual student support during your class time. Wednesdays and Fridays will be independent days for you to complete coursework for her courses.
- Adult Bell Schedule:
 - P8: 8:30-10:30
 - P9: 10:31-12:31
 - H1: 12:32 - 2:38

GRADING POLICY

GPA's (Grade Point Averages) are figured cumulatively at the end of each semester.

Credit (CR) and No Credit (NC) are not calculated into the formula for GPAs. The following grading policy has been implemented by the Board of WSC Academy. WSC Academy will use the following grading scale:

Percentage	Letter Grade	GPA Points
100%-93%	A	4.0
92%-90%	A-	3.7
89%-87%	B+	3.3
86%-83%	B	3.0
82%-80%	B-	2.7
79%-77%	C+	2.3
76%-73%	C	2.0
72%-70%	C-	1.7
69%-67%	D+	1.3
66%-63%	D	1.0
62%-60%	D-	0.7
59% and Below	F	0

Any final grade below a 60% at the end of a semester will receive an F which means that no credit is earned, and the class or an equivalent will need to be revisited to obtain credit.

Parent Expectations

- Find a clean and quiet workspace for your student where they can focus on school assignments and meetings.
- Plan a daily routine for your student.
- Motivate your student and encourage them to work on their schoolwork. Suggest that they contact their teachers with any questions or concerns.
- Call the school regarding attendance matters.

Student Accounts and Passwords

Students will be assigned and responsible for usernames and passwords for the following accounts:

- Plato Software
- Google Chromebook and Classroom
- Powerschool

Students should never share account or login information with anyone else.

To protect their accounts, students should log off after each session.

If a student forgets their username or password or believes their account is being used by another person, they should contact their teacher immediately.

Laptop Use and Virtual Learning Requirements

Use of School Owned Technology

- Students may not share or loan school owned technology to other people.
- It is expected that students report any security problems or malfunctions to their teachers.
- All school owned technology must be kept in proper working condition and returned the way it was received. Report damage to your device as soon as possible.
- Please make sure to clean school owned equipment regularly.
- All chromebook and laptop use are closely monitored by Academy technical support - any inappropriate use of technology will result in disciplinary action

Virtual Classrooms Guidelines

- Attend all scheduled Virtual Classroom meetings.
- Students must follow all dress code requirements while communicating on Zoom, Google meet, and any other video conferencing tools.
- Students should “mute” their microphones until they are specifically instructed to “unmute” by their instructor.
- All backgrounds must be school appropriate.
- Display names must include the student’s first name and last initial. No nicknames will be allowed.
- Contact their Instructor to unlock pre-test, post tests and end of unit tests.

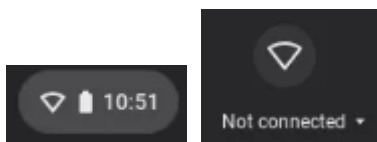
Connectivity Guide

Follow the steps below to get your Chromebook connected to the Hotspot for internet access.

1. Power on the Verizon MiFi device by holding the power button down for a few seconds until you see the “MiFi” logo appear.



2. Once the MiFi has powered on, power on your Chromebook and wait until you reach the login screen.
3. Once on the login screen, enter your provided wsc-academy.net email address and password that has been provided to you.
4. Once signed into, the Chromebook should be automatically connected to the hotspot's Wi-Fi network.
5. If you are logged in and the Chromebook is not connected to Wi-Fi, you can manually connect by selecting the Wi-Fi network icon in the lower right corner of the screen. Then in the pop-up window, select the Wi-Fi icon.



6. Select the “WSC Virtual” Wi-Fi network and enter the password “wsc2020!”
7. The Chromebook should now be connected to the Wi-Fi network. **If you have any issues - Please contact a teacher/paraprofessional for assistance. If they are unable to correct the problem they will forward to IT for further support.**

Academic Integrity and Ethics Agreement

Virtual students are required to fully commit to academic integrity. Students are required to agree to abide by the following set of expectations:

- Students are expected to verify that the work on each assignment is his or her own.
- Collaborating with another classmate on any assignment must be preapproved by the WSC Academy instructor.
- Students may not plagiarize in any form.
- No student may allow others to copy his/her work.
- No student may misuse content from the internet.
- No student should store coursework on a public or shared network drive.

If a student plagiarizes work in any manner, the student is subject to disciplinary action including possibly being given a zero for that assignment, removal from the course with a failing grade, or other consequences. Additional consequences may also be enforced at the discretion of administration.

Attendance

Students are expected to engage in school work daily, both in virtual “classrooms” and through the PLATO software.

Teachers will take attendance daily for each of their classes and all student attendance will be entered in Powerschool.

*Individual teachers will communicate specific attendance requirements in relation to virtual meetings.

Reporting Absences

If a student is absent during remote instruction, the parent or guardian will email or call Ms. Candice Spencer, Office Manager, to inform them of the absence.

An excused absence code will be added for students that are COVID-19 positive.

The Office Manager will monitor student absences of ten or more days (not related to COVID-19/Medical Excuse), which may result in the student being dropped from the program.

Special Services for Students with IEPs

WSC Academy is committed to following all Michigan Department of Education, Office of Special Education guidelines on the provision of Special Education programs and services.

For the duration of virtual learning, students will have access to the programs and services outlined in their current Individual Education Program. In some cases, Contingency Learning Plans may be implemented in order to address needs that are unique to the virtual setting.

The Special Education Teacher will be in weekly contact with all families and parents/guardians will be actively involved in the development of any changes to their student's current plan.

Please contact the Special Education Teacher with any questions or concerns regarding your students' access to their virtual education.

Resources for Virtual Learners

- PLATO
 - login.edmentum.com
 - Account Login: wsca
- G-Suite
- Google Hangout
- Remind (Messages from Academy and teachers/counselor)
- Zoom
- YouTube
- Messenger
- Google Phone (individual teachers numbers)
- Academic Sites for Support
 - [Khan Academy](#)
 - [ReadWorks](#)
 - [Newsela](#)
 - [Read 180](#)

Reminders for Virtual Learners

It is important to keep the following in mind as students engage in distance learning:

- Communication is key. Students are encouraged to reach out to instructors if they are feeling apprehensive about virtual learning or adapting to changes.
- Virtual learning is still learning!
- Be consistent and practice self-discipline.
- Take care of yourself. Make time for snacks, meals, and water breaks. Reach out to friends, mentors, and teachers regularly.

Signature Page

I acknowledge that I have received and will abide by the contents of the
WSC Virtual Student Handbook.

Please print your name and then provide your signature.

Return to the Office Manager, Candice Spencer.

Thank you.

Student Name (PRINT)

Student Name (SIGNATURE)

DATE

Parent/Guardian (SIGNATURE)

DATE