Waterfront Learning

Where Education and Innovation Meet

2023 – 2024 Student & Parent/Guardian Handbook

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Welcome to Waterfront Learning

WELCOME!

Dear Students and Parents,

We are excited to welcome you to Waterfront Learning in the 2023-2024 school year. By enrolling in Waterfront Learning's online service in conjunction with your local school district, you and your family are now part of a community of diverse learners in a program that is recognized by the education community as progressive, innovative, and effective.

The Student & Parent Handbook will provide information about the many facets of Waterfront Learning to both new and returning students. In the pages ahead, you and your parent/guardian will learn about procedures, policies, supports, grades, and monitoring student progress. Additionally, you will find helpful strategies to become a successful online learner. To learn more about the benefits of our program, visit www.waterfrontlearning.com.

Waterfront Learning is proud to partner with your local school district. Due to this unique structure, you have the opportunity to participate in a flexible instructional program and earn credits recognized and accepted by your home school district. We work closely with your home school district to ensure that rigor, integrity, and fairness are maintained. The Waterfront Team asks that you review and abide by the rules, procedures, and code outlined in the Waterfront Learning Student & Parent Handbook along with the handbook of your local school district.

We wish you the best of luck as you embark upon your academic journey with Waterfront Learning. Our team will always be available to support and encourage you!

Thank you.

Sincerely,

Jill Manczka, Program Director

Erin Haburjak, Virtual Learning Outreach Specialist

Sarah Johnston, Coordinator of Instructional Learning and Technology

Lori Keener, Supervisor of Special Populations and Student Services

Debra Sevcik, Data Enrollment Specialist

Marsha Shively, Administrative Support

Craig Sinning, Systems Administrator

Getting Started

Waterfront Learning works in partnership with your home school district or non-public school to offer online courses on a full-time or part-time basis. Students and parents shall work with a designated member of your local school's staff (known as the liaison) to enroll in the program.

Once you and your district design an online learning plan for your child, the following will occur:

➢ The student will be registered for a course or courses using our student information system (Genius Student Information System).

➢ The Waterfront Learning Team will utilize one to two business days to review and process the learner's enrollment.

➢ The student, parent/guardian, and school district will receive a "Course Registration" email notification that provides instructions to begin the coursework.

   o *Please note that at the time of enrollment, additional emails will be generated. These emails may list a course entitled Advisor or District/Student Participation Fee.* **The student does not need to work in these courses. They are "placeholders" intended for office use. There is no work associated with these courses.**

➢ A teacher and/or advisor will communicate with the student and parents/guardians to outline expectations. The teacher and/or advisor will maintain contact and provide instructional support throughout the duration of the student's enrollment.

➢ Upon completion of a course, a "Course Completion Report" containing a final grade percentage will be emailed to parents, students, and the local school district.

➢ Parents/Guardians can monitor student attendance, performance, and progress at any time during the online experience by creating a "Guardian Account" in our student information system. **Complete instructions on how to complete this process are included at the very end of this handbook.** This access, coupled with our desire to maintain student confidentiality, eliminates the need for the communication of confidential student information via weekly emails from the teacher.

It is the expectation of the program that all parents/guardians create and consistently access their guardian accounts to help support their online learner!

Orientation Program

Each platform has a unique orientation program. Any of the following may be included in the orientation for a student, depending on the assigned vendor:

Videos/Tutorials

Quick Orientation Courses

User Guides & Other Documentation
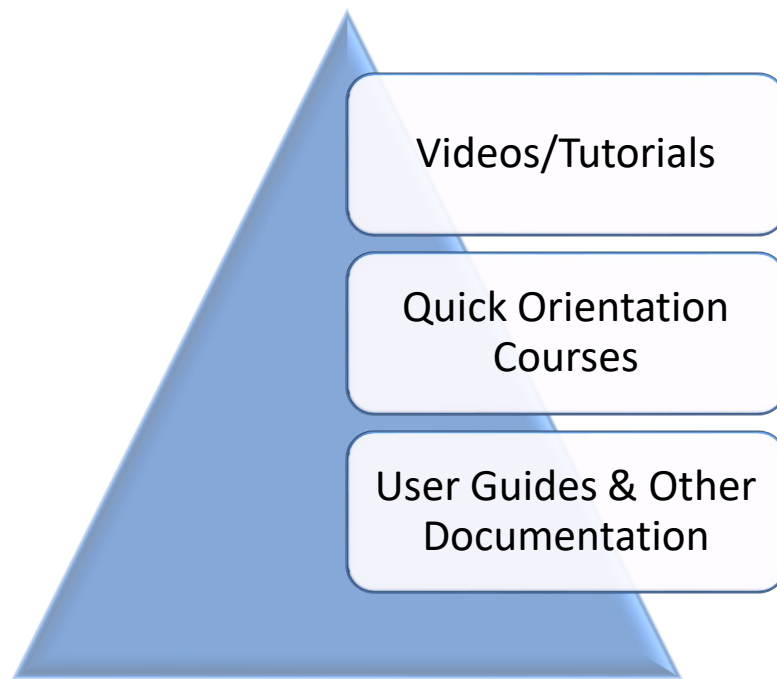
Through the vendor-provided orientation materials, students can expect to learn how to:

- Navigate the learning management system (LMS) or platform
- Access courses and assignments
- Determine pacing
- Review grade information and feedback
- Utilize support features built within the system, such as digital textbooks or live support options

Please remember, if you ever have any questions on how to do something, you can review these materials again or reach out to your teacher or advisor for support.

How to Access Your Courses

1. Go to https://www.waterfrontlearning.com/login and type in the student username and password. Click on *Login*. (Exception- Driver's Theory Courses. See directions below)

   Note: Please be sure to use your student login provided in the "Course Registration" emails, not the Guardian's login information.

2. Once logged in, the courses you are enrolled in will be shown in the *Academic Snapshot*. Click on a link to one of the course titles listed.

Here you can see an overview of the current student status and academic progress.

Academic Snapshot

This student is currently enrolled in 5 courses:

| Course	Grade	Assignments	Pacing
TEST AIU Integration Test Course 1		Click on course Title	
TEST AIU Integration Test Course 2		0 of 0	ON PACE
TEST NEW IL INT PA CC Algebra 1 Q1	-1%	0 of 112	BEHIND
TEST NEW IL INT PA CC Algebra 1 Q2	0%	0 of 86	BEHIND
TEST NEW IL INT PA CC ELA 9 Q1	0%	0 of 92	BEHIND

Imagine Edgenuity Courses

1. To access your account, go to https://waterfront.geniussis.com

2. Please refer to your registration email for login usernames and passwords.

3. In order to access your Imagine Edgenuity Course, please follow the steps below. For additional support, please refer to this video: Accessing Imagine Learning Courses.

Imagine Learning K-5 Courses

1. To access your account, go to https://waterfront.geniussis.com

2. Please refer to your registration email for log in usernames and passwords.

3. In order to access your Imagine Edgenuity Course, please follow the steps below. For additional support, please refer to this video: Accessing Imagine Learning K-5 Courses.
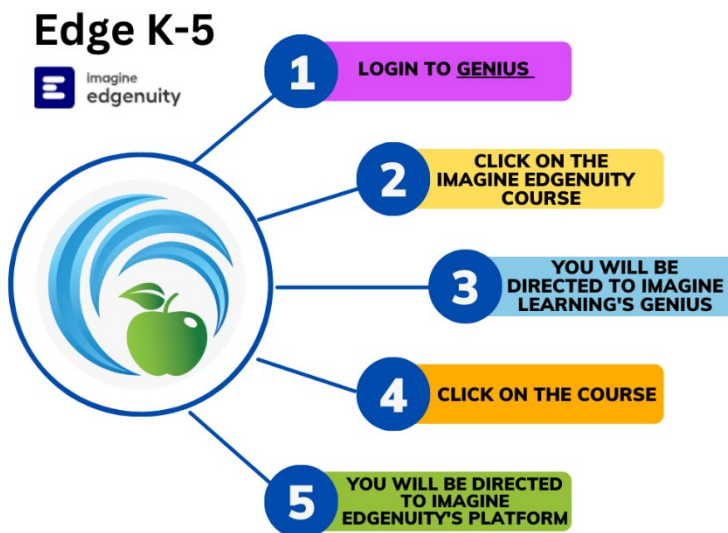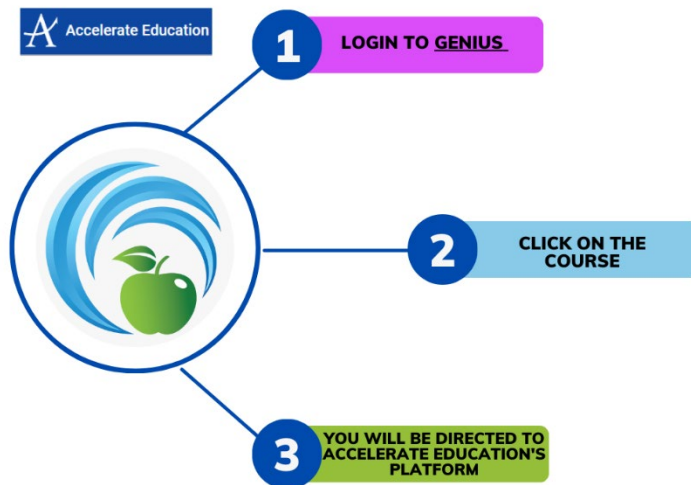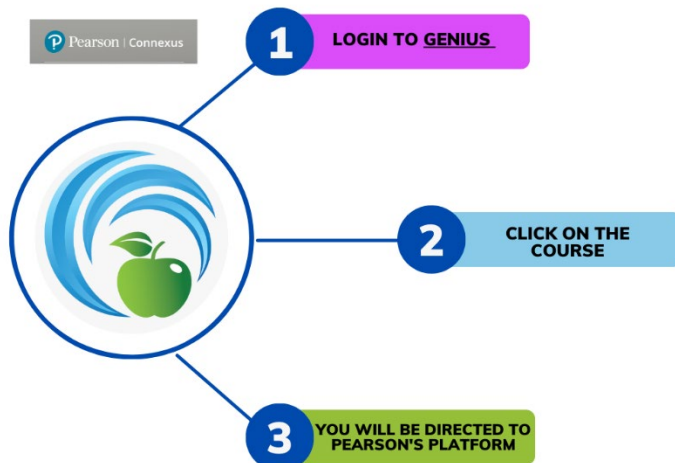
Accelerate Education Courses

1. To access your account, go to https://waterfront.geniussis.com

2. Please refer to your registration email for login usernames and passwords.

3. In order to access your Accelerate Education Course, please follow the steps below. For additional support, please refer to this video: Accessing Accelerate Education Courses.
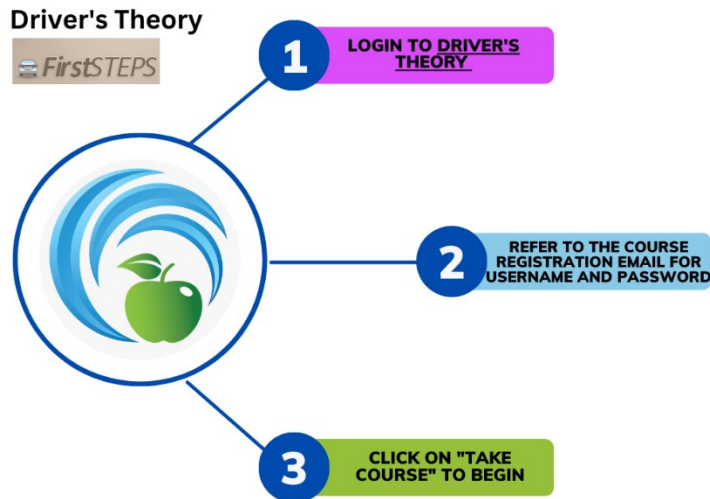

Pearson Connexus Courses

1. To access your account, go to https://waterfront.geniussis.com

2. Please refer to your registration email for login usernames and passwords

3. **Please be aware that many Pearson courses contain links to content provided by a third party (i.e. McGraw Hill or Envision). It can take 1-2 days after enrollment for the student to gain access to third-party content.**

4. In order to access your Pearson Connexus Course, please follow the steps below. For additional support, please refer to this video: Accessing Pearson Connexus Courses.

1. To access your account, go to https://www.designacourse.com/fsds

2. Please refer to your registration email for login usernames and passwords.

3. In order to access your Driver's Theory Course, please follow the steps below. For additional support, please refer to this video: Accessing Driver's Theory Courses.

eDynamic Courses:

1. To access your account, go to https://waterfront.agilixbuzz.com/

2. Please refer to your registration email for login usernames and passwords.

3. In order to access your eDynamic Course, please follow the steps below. For additional support, please refer to this video: Accessing eDynamic Courses.
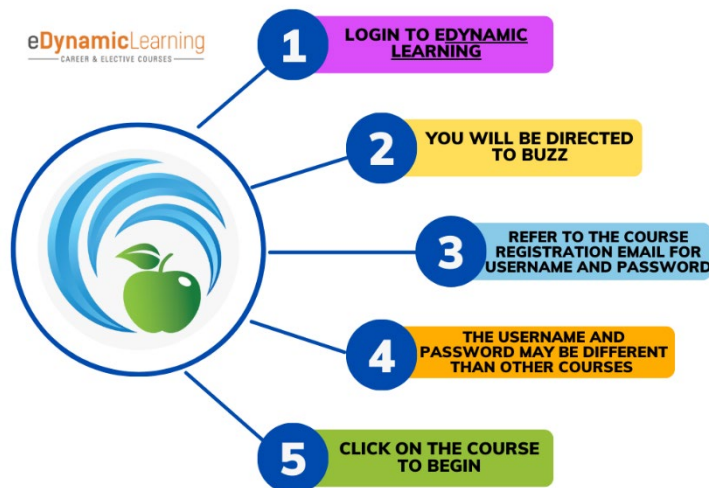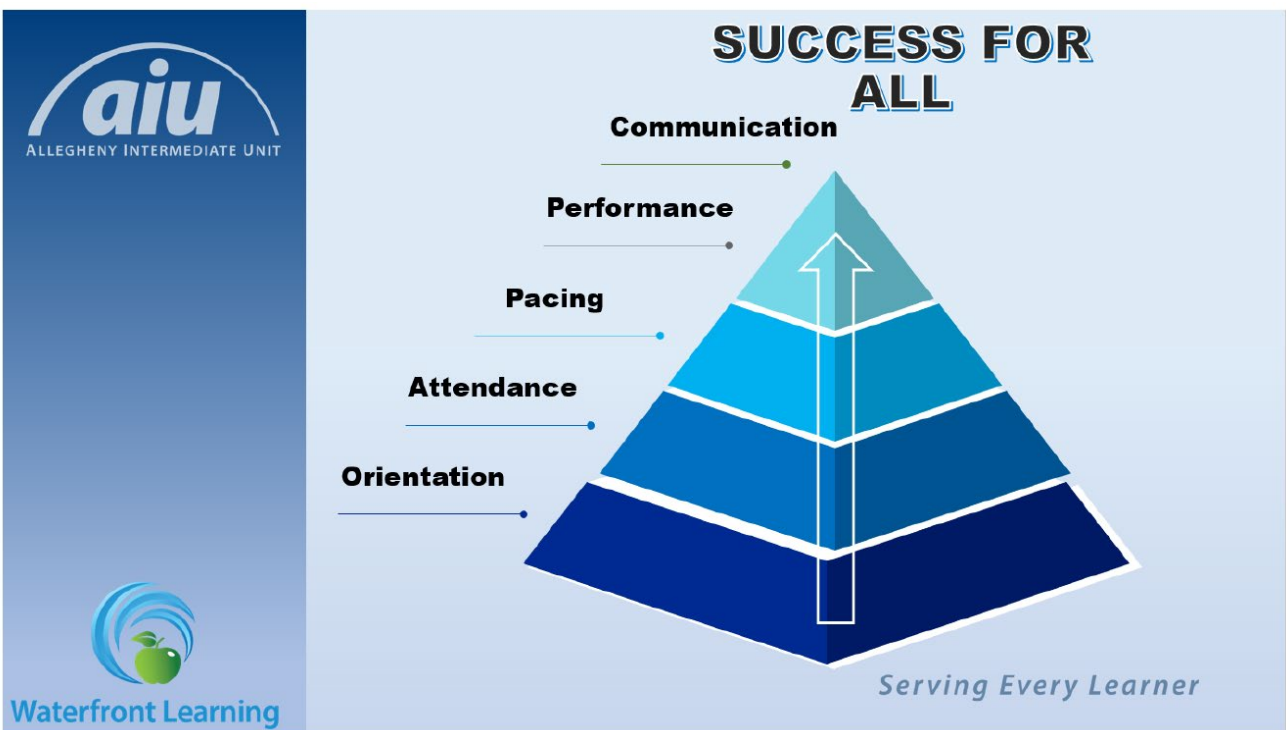
Pillars of Success

Working together, we are confident that all students can be successful! Your success is dependent on five key areas:

- Orientation
- Attendance
- Pacing
- Performance
- Communication

Pillars of Success

Pillar	Expectations	Student Actions
Orientation	Each student should complete the Orientation program provided within seven days of their start date.	Complete the Orientation Program within seven days. Families will be provided with additional support materials when available.
Attendance	Each student should log into their courses for at least one hour/course at least five days a week.	Work in each course daily and use the tools in your course to monitor your pacing (assignment calendar, daily planner, or teacher provided guides) to ensure that your course is completed on time. Notify your district cyber liaison in advance if attendance for a particular week will be different than expected with an explanation for not working.
Pacing	All students are expected to be "At Pace" or "Ahead" in all courses. Students should complete work as indicated in their assignment calendar, daily planner, or teacher/advisor provided pacing guide.	Complete all assignments listed for their daily tasks (if provided) or as many activities as directed by the course teacher for a specific platform. Communicate concerns or questions regarding progress/pacing to your teacher. Notify your district liaison and teacher in advance if there will be a reason for not completing assignments as expected.
Performance	All program performance default settings are 70%. Modifications to the performance standard can be made on a case-by-case basis when approved by the district cyber liaison.	Complete course work and assessments to the best of your ability. Contact the teacher and ask for help when having difficulty with understanding content or completing an assignment.
Communication	The student will engage in communication with the teacher of the course at least once a week. (Phone, email , chat, virtual classroom, etc.)	Notify the teacher when and how you wish for them to communicate with you. We recommend setting up a weekly schedule (ex: Phone calls on Wednesday at 6PM). Notify your district liaison in advance if you will be unable to be contacted for a period of time. Respond to all teacher communications within 24 hours.

Tiered Intervention

Waterfront Learning utilizes the following Tiered Intervention process for providing student support to all students. Please refer to the information below to better understand the communications you may receive should you not meet one or more of the expectations listed on the previous page for the "Pillars of Success."

Tier Level	Explanation of Tier Level	Actions
Tier I	All students begin on Tier I. Students that continue to meet the minimum expectations for the Pillars of Success will remain here.	Students will continue normal weekly communication with all teachers.
Tier II	Students not meeting the minimum expectations for the Pillars of Success are moved to Tier II.	An email notifying the student, family, and district will be sent indicating that the student has been added to the Tier II Watch List. The student will need to work with coach and/or teacher to put together a plan to get back on track with all courses. Once back on track, the student, family, and district will receive an email indicating that the student has been removed from the Watch List.
Tier III	Students that showed little or no improvement after being placed on Tier II, and/or are at risk to not earn credit for the course(s) are moved to Tier III.	An email notifying the student, family and district will be sent indicating that the student has been added to the Tier III Watch List. This email will also request a meeting including the student, family, district and Waterfront Learning representatives. An intervention plan will be created at the meeting with a defined timeframe. At the end of the timeframe, the plan will be reviewed and the student's continuation in the online program will be decided by the district.

A Note About Integrity

At Waterfront Learning, we expect that students will do their own work, following all district policies, guidelines, and procedures. Cheating, plagiarizing, and acting in an inappropriate manner will not be tolerated. In the event that a student's actions violate program or district policies, **Waterfront Learning has the sole discretion to modify or remove the student's online course access.** To participate in Waterfront's program, students must have a signed *Acceptable Use Policy* form on file for the current school year with the district.

Our teachers will check student work to be sure the work is unique. If the work is found not to be the student's own, disciplinary action will be taken as per district and program policies.

	FIRST OFFENSE:	The student, parents/guardians, and district will be notified. Pending the outcome of this communication, the student may be asked to redo the assignment.
	SECOND OFFENSE:	The student, parents/guardians, and district will be notified. Pending the outcome of this communication, the student may receive a zero on the assignment.
	THIRD OFFENSE:	The student, parents/guardians, and district will be notified. Pending the outcome of this communication, the student may lose partial or complete course access.

Examples of Integrity Mishaps:
1) Plagiarism
    - Copying and pasting passages from Internet sources
    - Copying work without properly giving credit to the source or person
    - Taking credit for someone else's material

2) Cheating
    - Providing questions/answers to other students
    - Receiving questions/answers from another student
    - Having someone else complete your assignments on your behalf

Some Prohibited Behaviors:
1. Giving or receiving answers
2. Attempting to have any person other than yourself complete your work
3. Copying or pasting information outside of your class
4. Displaying threatening or bullying behavior
5. Not following the rules set forth by Waterfront Learning and its partners, including entering into an unsupervised office hour and tutorial sessions.

Waterfront Learning has the right to suspend access to platform features or entire courses if an Acceptable Use Policy violation occurs.

Please note: Students may not post any questions or answers to any website or social media, nor may the student share course files with anyone other than the teacher of their course.

Grades, Credits, & Attendance

Waterfront Learning is your local school's partner in online learning. We work closely with a large number of school districts across the Commonwealth of Pennsylvania. Keep in mind that we create customized online programs that meet the needs and requirements of local schools.

Please note that your child remains on the role of your local school while enrolled in Waterfront courses. Therefore, the following items are determined by the learner's local school district:

➢ *Grading Scale and Report Cards:* In conjunction with our online learning platforms, Waterfront Learning will provide percentage grades to the local school district. The district determines if the grade is considered to be passing or failing based on their board-approved grading scale. The school district will provide a report card to parents and students based on their uniquely scheduled quarters, semesters, and final grading periods.

➢ *Credits and Graduation Requirements:* Each local school district has unique requirements to earn credits and for graduation. The student's local school district issues credits and can provide an official transcript for the learner when requested properly. In addition, they will determine if a child has met graduation requirements.

➢ *Attendance:* It is expected that students attend school regularly. Waterfront provides attendance data to school districts, which will determine if a child is meeting attendance requirements. The district maintains the responsibility to adhere to its attendance and truancy policies and procedures.

➢ *Extracurricular Activities:* If a student is interested in participating in extracurricular activities, they should contact their local school district to determine eligibility and scheduling.

It is expected that parents/guardians and students contact the local school district liaison to obtain report cards, letter grades, credits, transcripts, extracurricular activities, and truancy issues.

How to Create a Guardian Account

A "Guardian Account" in Genius is an account that a parent or guardian can utilize to progress monitor a child while working online through Waterfront Learning. This account will allow the parent to access the student's attendance, performance, and progress at any time. Genius updates nightly with the course platforms; any work done on a specific day will be reflected in the Genius information the following day. Using this account regularly to monitor progress will help the parent to work in collaboration with the education team towards the common goal of student success.
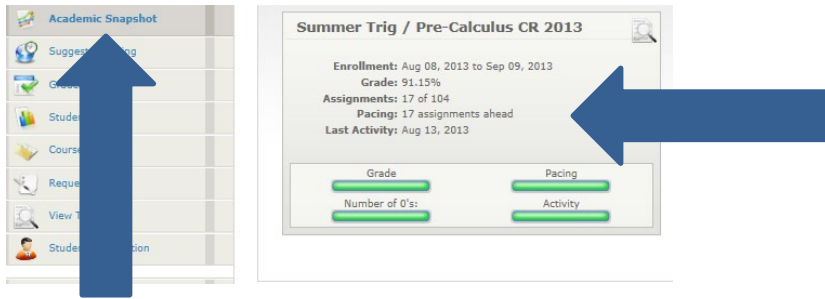
1. Once logged in as a student (through https://www.waterfrontlearning.com/login), click on *Add Guardian* on the menu on the left side of the screen.
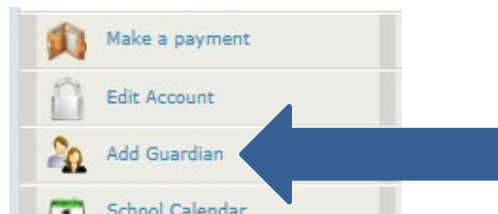
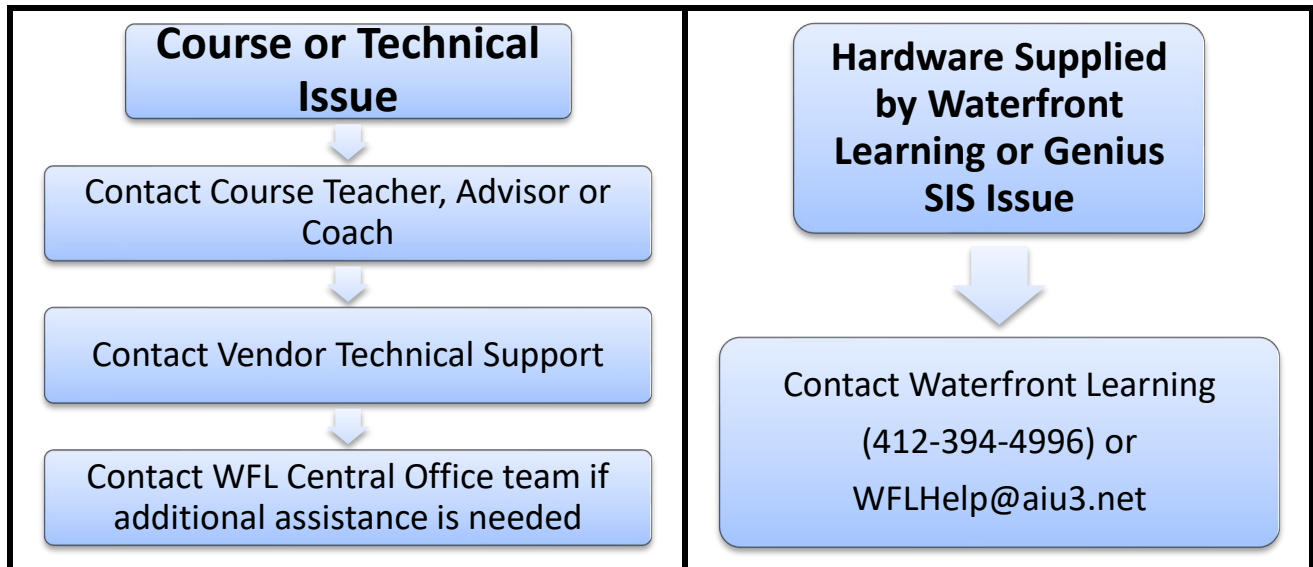2. Complete the required fields for the guardian and click *Save*.

3. To access the guardian account, use the same website as the student account (see step #1).

4. Click on *Academic Snapshot* on the left side menu to see the progress and grades for each course.

Academic Snapshot

Sugges__ __ng

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Course

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View

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Summer Trig / Pre-Calculus CR 2013

Enrollment: Aug 08, 2013 to Sep 09, 2013
Grade: 91.15%
Assignments: 17 of 104
Pacing: 17 assignments ahead
Last Activity: Aug 13, 2013

Grade | Pacing
Number of 0's: | Activity

Support & Technical Assistance

For course or technical assistance, students should reach out to their assigned teacher, advisor, or coach *first,* and then to the Vendor Technical Support or Waterfront Learning Central office team if necessary. The need for assistance would include, but is not limited to, assistance with content questions, grading, pacing, accessing quizzes/tests, viewing videos, needing additional attempts or retakes, etc. *Please be sure to always include your name, grade, contact information, and concern in your communications.*

Course or Technical Issue	Hardware Supplied by Waterfront Learning or Genius SIS Issue
↓	↓
Contact Course Teacher, Advisor or Coach	Contact Waterfront Learning (412-394-4996) or WFLHelp@aiu3.net
↓	
Contact Vendor Technical Support	
↓	
Contact WFL Central Office team if additional assistance is needed	

If additional assistance is required beyond working with your teacher, advisor, or coach and the vendor technical support, please then contact the Waterfront Learning Central Office. *Please contact Waterfront Learning directly if the issue you have is related to passwords, the Genius Student Information System, or a WFL issued computer.*

Contact Information	
Accelerate Education Courses	• 866-705-5575 • http://support.accelerate.education/
eDynamic Learning Courses	• WFLHelp@aiu3.net • 412-394-4996
Imagine Edgenuity Courses	• 877-202-0338, ext. 3
First Steps Drivers Theory Courses	• WFLHelp@aiu3.net • 412-394-4996
Pearson Courses	• 844-597-3224
Waterfront Learning Central Office	• WFLHelp@aiu3.net • 412-394-4996

For more information about Waterfront Learning program offerings, please visit our webpage at www.waterfrontlearning.com!