



Waterfront Learning

*Where Education and
Innovation Meet*

2025 – 2026 Student & Parent/Guardian Handbook

Table of Contents

Welcome to Waterfront Learning	3
Getting Started	4
Orientation Program.....	5
How to Access Your Courses	5
Pillars of Success	10
Orientation.....	11
Attendance.....	11
Pacing.....	11
Pathways to Success:	12
Tiered Intervention	12
Non-start.....	13
Tier I	13
Tier II	13
Tier III	13
A Note About Integrity	14
Grades, Credits, & Attendance	15
How to Create a Guardian Account.....	16
Support & Technical Assistance	17

Waterfront Learning is a department of the Allegheny Intermediate Unit (AIU).

The Allegheny Intermediate Unit's Mission

We are an educational community that advocates and advances equitable opportunities for every learner.

The Allegheny Intermediate Unit's Vision

Through equitable access, all learners achieve their full potential.

Welcome to Waterfront Learning

Dear Students and Parents/Guardians,

Welcome to Waterfront Learning for the 2025–2026 school year! By choosing to participate in our online program in collaboration with your local school district, you're joining a vibrant and diverse learning community that's known for its forward-thinking approach and commitment to student success.

About This Handbook

This Student & Parent/Guardian Handbook serves as a valuable resource for both new and returning families. Inside, you'll find important details about our program's procedures, policies, academic supports, grading practices, and how student progress is tracked. We've also included tips to help students thrive in the online learning environment. For additional information about our services and offerings, please visit www.waterfrontlearning.com.

Our Partnership with Your School District

We are honored to work hand-in-hand with your local school district. This partnership enables students to engage in a flexible, high-quality educational experience while earning credits that align with district standards. We collaborate closely with district leaders to maintain academic integrity, consistency, and excellence.

Student Responsibilities and Expectations

Students and families are expected to read and follow the guidelines set forth in both the Waterfront Learning Student & Parent/Guardian Handbook and your home district's handbook. This shared commitment ensures a smooth, respectful, and successful educational journey for all.

Here to Support You

As you begin or continue your journey with Waterfront Learning, please know that our team is here to guide and support you every step of the way. We're excited to help you achieve your goals and reach new milestones this year.

Thank you for choosing Waterfront Learning. We're looking forward to a rewarding 2025–2026 school year filled with progress, exploration, and success.

Sincerely,

Dr. Jill Manczka, Program Director

Erin Haburjak, Coordinator of Online Learning

Sarah Johnston, Coordinator of Instructional Learning and Technology

Lori Keener, Supervisor of Special Populations and Student Services

Debra Sevcik, Data Enrollment Specialist

Craig Sinning, Systems Administrator

Getting Started

Waterfront Learning partners with your home school district, charter school, or non-public school to provide online courses on a full-time or part-time basis. Students and parents/guardians will work with a designated school representative—referred to as the liaison—to complete enrollment in the program. Once an online learning plan is developed in collaboration with your district, the following steps will occur:

- **Course Registration:** The student will be enrolled in their course(s) through our student information system, **Genius**.
- **Enrollment Processing:** The Waterfront Learning team will review and process the student's enrollment within one to two business days.
- **Course Registration Notification:** The student, parent/guardian, and school district will receive a *Course Registration* email with instructions to access and begin the course(s).

Please note: Upon enrollment, additional emails may reference courses titled "Advisor" or "District/Student Participation Fee." These are administrative placeholders used for internal purposes only. No action or coursework is required in these listings.

- **Teacher/Advisor Contact:** A teacher and/or advisor will reach out to the student and parent/guardian to review expectations. This educator will remain in contact throughout the course, offering instructional support as needed.
- **Completion Notification:** At the conclusion of each course, a *Course Completion Report* containing the final grade percentage will be sent to the student, parent/guardian, and local school district.
- **Progress Monitoring:** Parents/guardians may track their student's attendance, grades, and progress at any time by creating a **Guardian Account** in Genius. Instructions for setting up this account can be found at the end of this handbook.

Parents and guardians are expected to create and regularly access their Guardian Accounts to actively support their student's online learning experience.

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:

1. Video tutorials
2. Quick orientation courses
3. User guides and other documentation

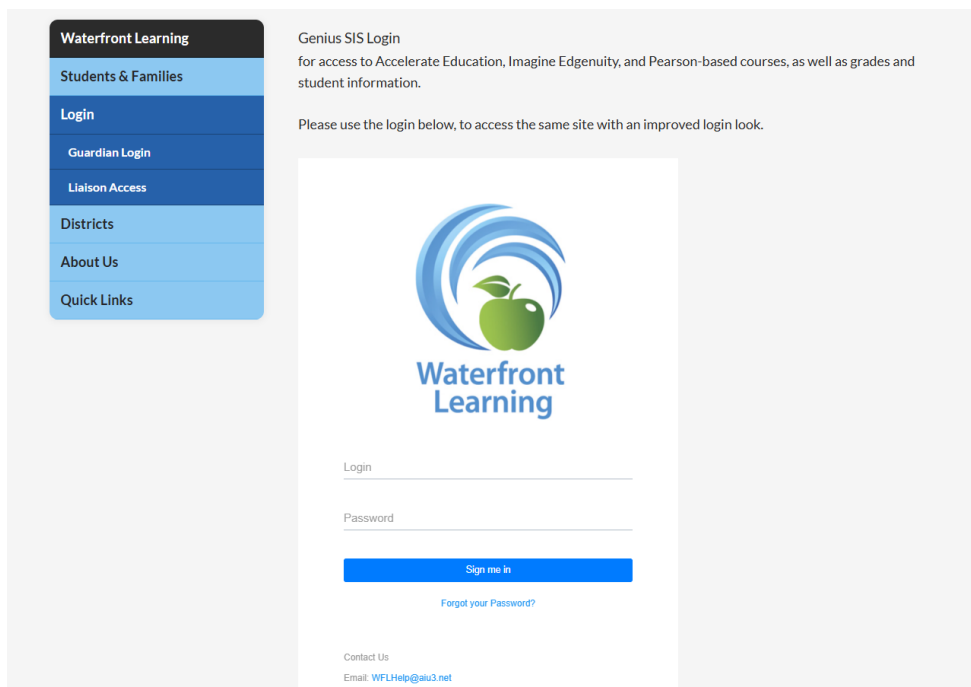
Through the vendor-provided orientation materials, students can expect to learn how to:

- 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 "**Sign Me In**". (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		0 of 0	ON PACE
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

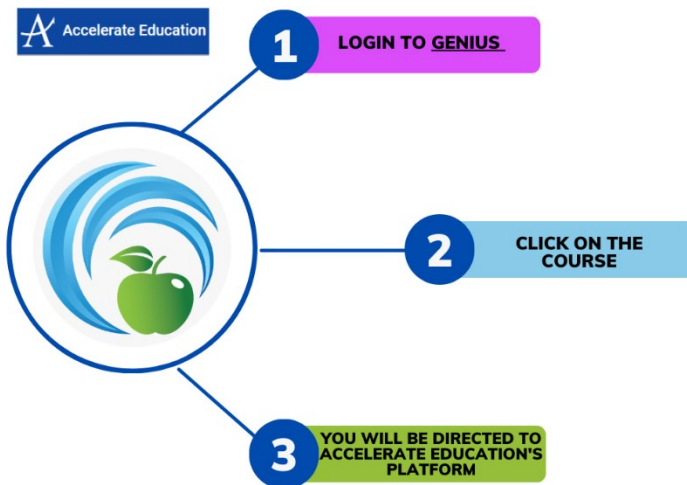
1. To access your account, go to <https://waterfront.geniussis.com>
2. Please refer to your registration email for login usernames and passwords.
3. In order to access your Imagine Edgenuity Course, please follow the steps below.
 - a. Log into [Genius](#)
 - b. Click on the Edgenuity Course
 - c. You will be directed to Imagine Learning's Genius
 - d. Click on the course
 - e. You will be directed to Imagine Learning's Platform.



For additional support, please refer to this video: [Accessing Imagine Learning Courses.](#)

Accelerate Education Courses

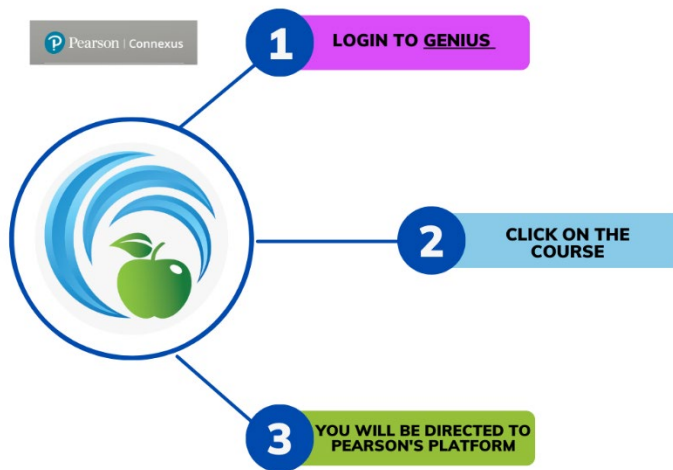
1. To access your account, go to <https://waterfront.geniussis.com>
2. Please refer to your registration email for login usernames and passwords.
 - a. Log into [Genius](#)
 - b. Click on the course
 - c. You will be directed to Accelerate Education’s platform.
3. In order to access your Accelerate Education Course, please follow the steps below



4. . 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.
 - a. Log into [Genius](#)
 - b. Click on the course
 - c. You will be directed to Pearson's platform.

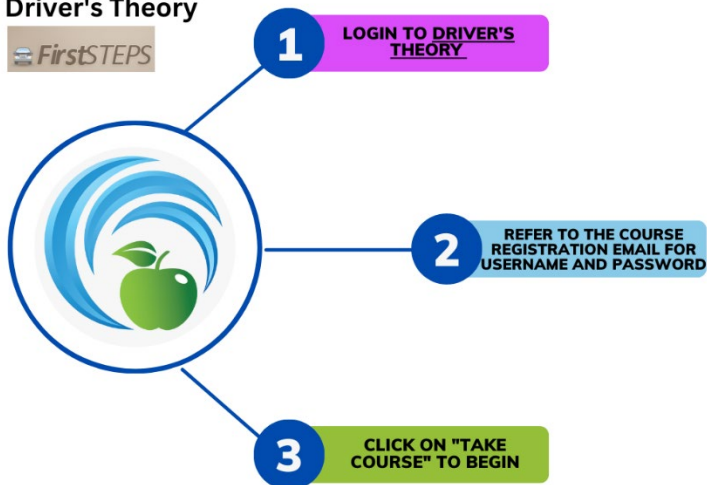


5. For additional support, please refer to this video: [Accessing Pearson Connexus Courses.](#)

Driver's Theory 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.
 - a. Log into [Driver's Theory](#)
 - b. Refer to the course registration email for username and password
 - c. Click on "Take Course" to begin.

Driver's Theory



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.
 - a. Log into eDynamic Learning
 - b. You will be directed to Buzz
 - c. Refer to the course registration email for username and password
 - d. The username and password may be different than other courses.
 - e. Click on the course to begin.



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



Pillar	Expectations	Student Actions
Orientation	Each student should complete an Orientation program provided within seven days of their start date.	<p>Complete an Orientation Program within seven days.</p> <p>Families will be provided with additional support materials when available.</p>
Attendance	Each student should log into their courses for at least one hour/course at least five days a week.	<p>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.</p> <p>Notify your district cyber liaison in advance if attendance for a particular week will be different than expected with an explanation for not working.</p>
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.	<p>Complete all assignments listed for their daily tasks (if provided) or as many activities as directed by the course teacher for a specific platform.</p> <p>Communicate concerns or questions regarding progress/pacing to your teacher.</p> <p>Notify your district liaison and teacher in advance if there will be a reason for not completing assignments as expected.</p>
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.	<p>Complete course work and assessments to the best of your ability.</p> <p>Contact the teacher and ask for help when having difficulty with understanding content or completing an assignment.</p>
Communication	The student will engage in communication with the teacher of the course at least once a week. (Phone, email, chat, virtual classroom, etc.)	<p>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).</p> <p>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.</p>

Pathways to Success:

Follow the steps below to become a successful virtual learner.

Best Practices to Promote Student Success in VIRTUAL LEARNING AT HOME



For Families and Students

Create a space

- Access to technology and charging stations
- Appropriate and comfortable seating
- Good lighting
- No distractions

Help student set a schedule

Examples per course, per day:

- Elementary: 45 minutes
- Secondary: 1 hour

Create a contacts list – Who do I reach out to when I need help?

- Teachers
- Counselors
- Waterfront Learning

Make it visible
Age appropriate
Moveable
Include breaks

Utilize Supports Within Each Platform

Elementary

- Meet with teachers
- Learning Coach resources
- Orientation videos

Secondary

- Imagine Learning Live Help
- Course maps
- Course outlines
- Course reports
- Meet with teachers
- Orientation videos



WATERFRONT LEARNING | WFLHelp@aiu3.net | 412-394-4996 | Fax: 412-394-5892 | waterfrontlearning.com

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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
<u>Non-start</u>	Non-start emails will be sent to students who have not begun their course(s). This will place students on the watchlist. Non-start emails provide suggestions specifically to support students in getting started on the class.	Students will communicate with districts and/or Waterfront learning if login errors are happening or if students are experiencing other issues preventing them from beginning the course (for example: hardware, internet).
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.	<p>An email notifying the student, family, and district will be sent indicating that the student has been added to the Tier II Watch List.</p> <p>The student will need to work with district and/or teacher to put together a plan to get back on track with all courses.</p> <p>Once back on track, the student, family, and district will receive an email indicating that the student has been removed from the Watch List.</p>
Tier III	Students that showed little or no improvement after being placed on Tier II for 3 weeks, and/or are at risk to not earn credit for the course(s) are moved to Tier III.	<p>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 may request a meeting including the student, family, district and Waterfront Learning representatives.</p> <p>At this meeting, the team may work together to draft an intervention plan to help support the student.</p>

A Note About Integrity

At Waterfront Learning, we hold all students to high standards of academic integrity. Students are expected to complete their own work and follow all policies, guidelines, and procedures established by their local school district.

Cheating, plagiarism, the use of artificial intelligence (AI) tools, scripting, or any other form of dishonest or inappropriate behavior is strictly prohibited. All academic integrity violations will be documented, and the local school district will be notified accordingly.

In cases where a student's behavior violates program or district policies, Waterfront Learning reserves the right to limit or revoke the student's access to online courses at its sole discretion. To participate in the Waterfront Learning program, students must have a signed Acceptable Use Policy (AUP) form on file with their district for the current school year.

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.

Academic Integrity and Prohibited Conduct

At Waterfront Learning, maintaining academic integrity is a core expectation. All student work must be their own unless instructed otherwise by a teacher or administrator. Teachers will review submitted assignments to ensure authenticity. If work is determined not to be the student's own, disciplinary action will be taken in accordance with both program and district policies.

Examples of Academic Integrity Violations:

1) Plagiarism

- Copying and pasting content from internet sources without proper citation
- Submitting work without crediting the original source or author
- Claiming someone else's work as your own
- Using bots, scripts, or other automated tools to complete assignments or simulate student participation or activity

2) Cheating

- Sharing or receiving test questions or answers with/from others
- Allowing someone else (or using a technology tool, device, script, or bot) to complete assignments on your behalf
- Using AI tools to generate assignments or bypass academic expectations unless explicitly instructed to do so by a teacher or administrator
- Note: Waterfront Learning’s content providers utilize plagiarism and AI detection tools to identify and address violations

Prohibited Behaviors:

- Giving or receiving unauthorized assistance on assignments or assessments
- Using any person or technology to complete coursework on your behalf
- Copying or pasting information from sources outside of your course without permission or citation
- Engaging in threatening, bullying, or inappropriate behavior in any online setting
- Violating the behavioral guidelines of Waterfront Learning or its partners, including unsupervised access to office hours or tutorial sessions

Waterfront Learning reserves the right to restrict or suspend access to individual platform features or full course content if a student violates the Acceptable Use Policy (AUP).

Important Reminder:

Students may **not** post course content, questions, or answers to any website, AI platform, or social media platform. Additionally, students are not permitted to share course files or materials on the internet or with anyone other than their assigned course teacher.

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

Grades, Credits, & Attendance

Waterfront Learning serves as a partner to your local school, working collaboratively with school districts across the Commonwealth of Pennsylvania to provide customized online learning solutions. While students are enrolled in Waterfront Learning courses, they remain officially enrolled with their local school district. As such, the following academic items are determined and managed by the student’s home district:

Grading Scale & Report Cards

Waterfront Learning provides percentage grades through our online learning platforms. However, it is the student’s local school district that determines whether those grades are considered passing or failing, based on their board-approved grading scale. Report cards are issued by the district and reflect the district’s unique grading periods—such as quarters, semesters, or full-year schedules.

Credits & Graduation Requirements

Each school district has its own policies regarding course credit and graduation requirements. Final decisions about the awarding of credit and the student’s progress toward graduation rest with the local district. Official transcripts must be requested through the district, which will confirm whether graduation requirements have been met.

Attendance

Regular attendance is expected for all students enrolled in Waterfront Learning. Attendance data is collected and shared with the student’s home district, which is responsible for determining whether attendance expectations are being met. The district will enforce its own attendance and truancy policies in accordance with state guidelines.

Extracurricular Activities

Students interested in participating in extracurricular activities—such as clubs, athletics, or school-sponsored events—should contact their local school district directly to discuss eligibility, availability, and scheduling.

Parents/guardians and students are expected to contact their local school district liaison for matters related to report cards, letter grades, credits, transcripts, extracurricular activities, and any concerns regarding truancy.

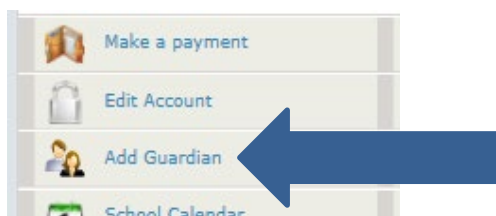
How to Create a Guardian Account

A **Guardian Account** in Genius allows a parent or guardian to actively monitor their child’s progress while participating in online courses through Waterfront Learning. This account provides real-time access to the student’s attendance, performance, and overall progress. Genius synchronizes nightly with the course platforms, so any work completed during the day will appear in Genius the following day.

Regular use of a Guardian Account supports ongoing communication and collaboration between families and the educational team, helping to ensure student success.

To create a Guardian Account:

1. Have your student log in at <https://www.waterfrontlearning.com/login>.
2. From the menu on the left-hand side, click **“Add Guardian.”**



1. Complete the required fields for the guardian and click *Save*.

ADD GUARDIAN ACCOUNT

Here you can add your guardian to your account.

Last Name*

First Name*

Email Address*

Phone () - -

Login*

New Password*

Confirm Password*

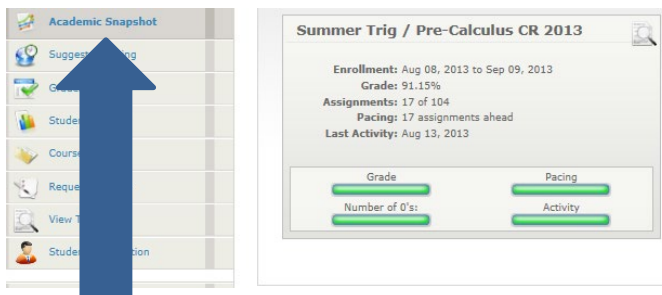
Your answer to the secret question will be used to verify your identity in case you forget your password or need to speak to us.

Secret Question*

Secret Answer*

Save

2. To access the guardian account, use the same website as the student account (see step #1).
3. Click on *Academic Snapshot* on the left side menu to see the progress and grades for each course.



Support & Technical Assistance

For course or technical assistance, students should reach out to their assigned teacher first, and then the 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. Please contact Waterfront Learning directly if the issue you have is related to passwords, the Genius Student Information System, or a WFL issued computer.***

- **Hardware Supplied by Waterfront Learning or Genius SIS Issue**

- **Contact Waterfront Learning (412-394-4996) or WFLHelp@aiu3.net**
- **Course or Technical Issue**
 - **Contact teacher**
 - **Contact WFL Central Office team 412-394-4996 or wflhelp@aiu3.net**

Contact Information

Accelerate Education Courses

- WFLHelp@aiu3.net
- 866-705-5575
- <http://support.accelerate.education/>

eDynamic Learning Courses

- WFLHelp@aiu3.net
- 412-394-4996

Imagine Edgenuity Courses

- WFLHelp@aiu3.net
- 412-394-4996

First Steps Driver's Theory Courses

- WFLHelp@aiu3.net
- 412-394-4996

Pearson Courses

- WFLHelp@aiu3.net
- 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!