



Waterfront Learning

*Where Education and
Innovation Meet*

2026 – 2027 Student & Parent/Guardian Handbook



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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 2026–2027 school year! We are excited to partner with you and your local school district as you begin or continue your online learning journey. By choosing Waterfront Learning, you are joining a vibrant and innovative learning community dedicated to providing flexible, engaging, and high-quality educational opportunities that empower every student to succeed.

About This Handbook

This Student and Parent/Guardian Handbook is designed to serve as a resource for both new and returning families. It provides important information about Waterfront Learning's policies, procedures, academic expectations, grading practices, student supports, and progress monitoring. The handbook includes practical strategies and resources to help students thrive in a virtual learning environment. For additional information about Waterfront Learning's programs and services, please visit www.waterfrontlearning.com.

Our Commitment to Quality

Waterfront Learning is committed to providing an exceptional online learning experience. We are proud to be accredited by **AccredVED** through the **Virtual Learning Leadership Alliance (VLLA)**, demonstrating our commitment to delivering high-quality virtual education aligned with the **National Standards for Quality Online Learning**. This accreditation reflects our dedication to continuous improvement, instructional excellence, and meaningful student outcomes.

Our Partnership with Your School District

Waterfront Learning works closely with your local school district to provide students with a flexible, high-quality educational experience. Through this partnership, students have the opportunity to earn credits that align with district graduation requirements and academic standards.

Student Responsibilities and Expectations

Students and families are expected to review and follow the guidelines outlined in both the Waterfront Learning Student & Parent/Guardian Handbook and the handbook provided by their home school district. This shared commitment to clear expectations, respectful communication, and responsible participation helps create a positive and successful learning experience for all.

Whether you are new to online learning or returning for another year, our team is here to support you every step of the way. We are committed to helping students achieve their academic goals, overcome challenges, build confidence, and reach new milestones throughout the school year.

Thank you for choosing Waterfront Learning. We look forward to partnering with you for a successful and rewarding 2026–2027 school year filled with learning, growth, achievement, and opportunity.

Dr. Jill Manczka, Program Director
Erin Haburjak, Coordinator of Online Learning
Sarah Johnston, Coordinator of Instructional Learning and Technology
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Getting Started

Waterfront Learning partners with your home school district, charter school, or non-public school to provide full-time and part-time online learning opportunities. Students and parents/guardians work with a designated school representative, known as the *liaison*, to complete the enrollment process.

Once an online learning plan has been developed in collaboration with your school, the following steps will occur:

- **Course Registration:** The student will be enrolled in the appropriate 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 representative will receive a Course Registration email containing instructions for accessing and beginning 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 via email.
- **Progress Monitoring:** Parents/guardians can monitor their student's attendance, grades, and progress at any time by creating a **Guardian Account** in Genius. Instructions for creating 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 learning 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

If you have any questions, 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 on a dashboard. Click on the "Launch" button. Follow the directions below for each platform:

Imagine Edgenuity Courses

Login Steps:

1. To access your account, go to <https://waterfront.geniussis.com> and enter the username and password provided in your welcome email.
2. Located on your Dashboard, find your course and click *launch*.
3. You will be directed to Imagine Learning's Genius.
4. The course title is the blue hyperlink. Click the blue course title to open your course.
5. You will be directed to the Imagine Learning platform.

Accelerate Education Courses

Login Steps:

1. To access your account, go to <https://waterfront.geniussis.com> and enter the username and password provided in your welcome email.
2. Located on your Dashboard, find your course and click *launch*.

3. You will be directed to the Accelerate Education Platform.

Harris Digital Learning Courses

1. To access your account, go to <https://waterfront.geniussis.com> and enter the username and password provided in your welcome email.
2. Located on your Dashboard, find your course and click *launch*.
3. You will be directed to the Harris Digital Learning platform.

Pearson Connexus Courses

1. To access your account, go to <https://waterfront.geniussis.com> and enter the username and password provided in your welcome email.
2. Located on your Dashboard, find your course and click *launch*.
3. You will be directed to the Pearson Connexus Platform

First Steps Driver's Theory Courses

1. To access your account, go to <https://app.cloud.scorm.com/sc/guest/SignInForm>
2. Please refer to your registration email for login usernames and passwords and usage instructions.

eDynamic Courses:

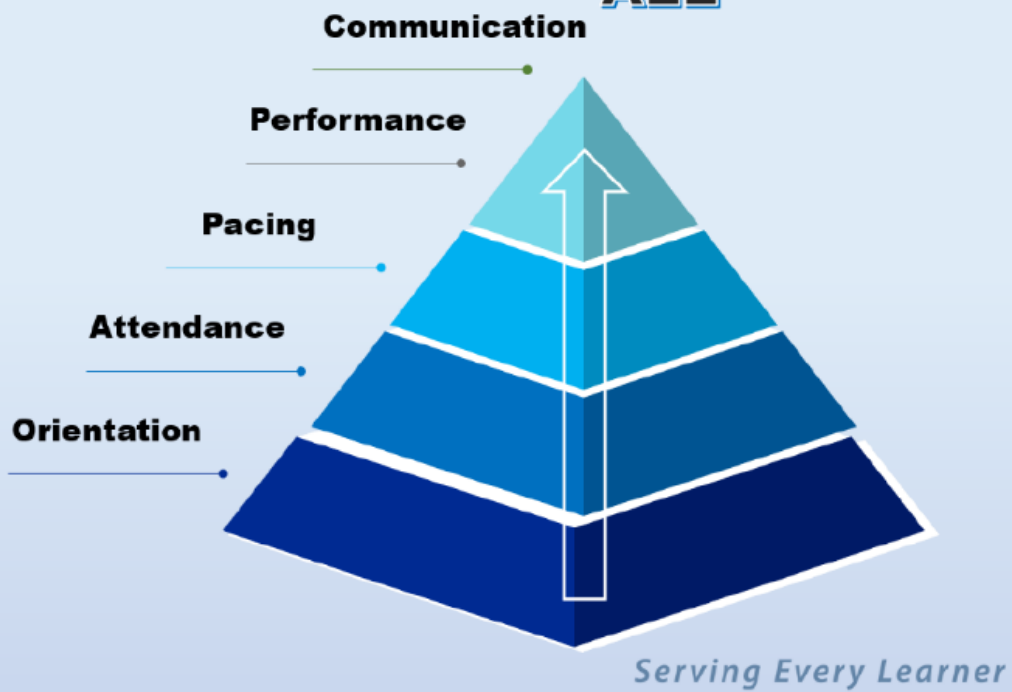
1. To access your account, please use the following link: <https://edl.geniussis.com>
2. Please refer to your registration email for login usernames and passwords.
3. The username and password may be different than other courses.
4. Click on the course to begin.

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

SUCCESS FOR ALL



Pillar	Expectations	Student Actions
Orientation	Each student should complete an Orientation program provided within seven days of their start date.	Complete an 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 60%. 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.

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 lightning
- 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.”

Waterfront Learning utilizes a Tiered Intervention process to provide timely academic support and monitor student progress. The system is designed to identify students who may need additional assistance and ensure consistent communication among students, families, school districts, and Waterfront Learning staff.

The Tiered Intervention process focuses on four key areas of student success:

- Attendance and course participation
- Academic progress
- Academic performance
- Communication and Engagement

The purpose of this three-tiered process is to foster student growth and academic achievement through shared accountability among all educational stakeholders.

In addition to tier notifications, Waterfront Learning collaborates with districts to support student success. Districts are encouraged to conduct regular check-ins with students to ensure both academic progress and student well-being. Students enrolled through Waterfront Learning remain eligible for all services provided by their home district, including, but not limited to, counseling, social work, health screenings, and student assistance services. Waterfront Learning also provides an Intervention Toolkit containing resources and best practices for districts, families, and students, including sample schedules, strategies for online learning success, and intervention resources.

Non-Start

Students who have not begun their course(s) will receive a Non-Start notification and will be placed on the district watch list.

The notification provides guidance for getting started and identifies any barriers preventing participation, such as login issues, technology concerns, or internet access. Students and families should communicate with their school district and/or Waterfront Learning to resolve these issues as quickly as possible.

Tier I – Support

All students begin in Tier I.

At this level:

- Student attendance, progress, and performance are monitored regularly.
- Teachers communicate with students on a weekly basis to provide instructional and platform support.
- Teachers respond to student and family questions within one business day whenever possible.
- Students who continue to meet the expectations outlined in the Pillars of Success remain in Tier I.

If a student is not meeting the minimum expectations for attendance, progress, performance, or communication after 21 days of enrollment or within approximately 10 school days following the start of a new grading period, the student may be referred to Tier II.

Tier II – Referral

Students who are not meeting the expectations outlined in the Pillars of Success are moved to Tier II.

At this level:

- A Tier II notification is sent to the student, family, and district indicating that the student has been placed on the district Watch List.
- Waterfront Learning and the district collaborate to develop an improvement plan to help the student get back on track.
- District staff may provide additional interventions and support as appropriate.
- Students who are in danger of not earning course credit may be placed on a Warning List in accordance with Waterfront Learning procedures.
- Once the student demonstrates sufficient progress and is meeting expectations, a notification is sent to the student, family, and district indicating that the student has been removed from the Watch List.

If the student demonstrates little or no improvement after approximately three weeks, or if the student is at significant risk of not earning course credit, the student may be moved to Tier III.

Tier III – Intervention

Tier III provides intensive intervention for students requiring additional support.

At this level:

- A Tier III notification is sent to the student, family, and district indicating that the student has been placed on or remains on the district Watch List.
- Waterfront Learning may recommend an intervention meeting involving the student, family, district representatives, and Waterfront Learning staff.
- The intervention team develops or revises an intervention plan outlining responsibilities, supports, and goals for student success.
- Students remain in Tier III until they meet the goals established in the intervention plan or are withdrawn from the program by the district.
- When a student demonstrates sustained improvement and meets expectations, Waterfront Learning notifies the student, family, and district that the student has been removed from the Watch List.

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.

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, 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 or retyping 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.

Teachers and vendors monitor academic integrity using various plagiarism and AI detection tools while educating students about academic integrity. Below is a list of vendor and WFL procedures:

Imagine Learning and Pearson Connexus Integrity Procedures:	If an academic integrity concern is suspected, the teacher will notify the student, parent(s)/guardian(s). The student may be required to redo the assignment or provide additional information to demonstrate their understanding of the work submitted. If the student does not respond within 48 hours, the teacher will notify Waterfront Learning, which will provide additional notification to the local school district. If the student has not responded within 72 hours, a grade of zero will be assigned for the assignment. The local school district will address repeated academic integrity violations in accordance with its policies and procedures.
Accelerate Education Academic Integrity Procedure:	First Offense (per assignment or assessment): • The student receives a score of 0 and is given one retry opportunity. • The student is always encouraged to set an appointment to discuss the situation with the teacher. • The teacher provides an opportunity for discussion with the student and outlines expectations for a revised submission. • If the student would like to replace the zero, they can resubmit using the alternative format: • Assignments: Complete a comparable assignment and submit in audio or video format. • Assessments: Retake the entire assessment, with all short-answer questions submitted in audio or video format. Second Offense (same assignment or assessment): • The student receives a 0 with no further retry. • The student is always encouraged to set an appointment to discuss the situation with the teacher. • The teacher provides an explanation in the assignment feedback as to why credit is not granted. Reasons may include (but are not limited to): • Continued presence of AI/plagiarism indicators • Failure to demonstrate mastery of the content • Resubmission of the same or an off-topic assignment

Waterfront Learning Procedures:	Waterfront Learning will notify the local school district of academic integrity violations. The district will follow local procedures and policies regarding academic integrity violations aligned with local procedures and policies.
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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 local, unique 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 attendance and truancy policies in accordance with state guidelines. Waterfront provides appropriate school district personnel with access to attendance data in our secure Genius Student Information System.

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 and Access it to Monitor Progress:

1. Have your student log in at <https://www.waterfrontlearning.com/login>.
2. From the menu on the left-hand side, click "**Add Guardian.**"
3. Complete the required fields with GUARDIAN INFORMATION as prompted and click **Save**.
4. To access the guardian account, use the same website as the student account (see step #1).
5. To check student progress, login to your guardian account at any time and 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, or the Genius Student Information System.

Contact Information

Accelerate Education Courses

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

eDynamic Learning Courses

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

Harris Digital Learning Courses

- support@harrisdigitallearning.com
- <https://support.harrisdigitallearning.com>

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!