

Wyoming Area Secondary Center  
2525 Memorial Street  
Exeter, PA 18643  
570-655-2836

August 26, 2020

Dear Secondary Center Parents/Guardians,

We would like to welcome you back to the 2020-2021 school year. Obviously, this year will be much different than in the past. The decision to move to a virtual learning platform was not an easy one and certainly has dramatically changed our planning.

This letter contains very important information for you and your child as we start the new year. Please consider this document to be an addendum to the Student Handbook for the 2020-2021 school year.

Please review this information and if you have any questions please feel free to reach out to the Secondary Center at 570-655-2836, extension 2361 or email [secondaryadmin@wyomingarea.org](mailto:secondaryadmin@wyomingarea.org).

**Chromebook, Textbook, Instructional Materials**

We will distribute a Chromebook to your child, along other needed instructional materials, in order for them to access their virtual learning platform. Information about Chromebook and materials distribution will be announced as soon as possible. Families will be given tutorial information about the Chromebooks when they are picked up. Additional information is also available on the WA Website under the Students and Parents sections.

We recommend that each student have a notebook and folder for each course along with pencils and pens. Students in Math and Science classes may need a calculator, teachers will provide recommendations for students and families.

**Virtual Instruction**

Teachers will be presenting interactive, live streamed lessons on a daily basis for each of your child's classes. The Secondary Center will operate on the normal bell schedule on a daily basis for these live stream classes.

Attendance and participation for each class is required. Attendance will be taken for Homeroom period and each scheduled class period during the school day. There are scheduled breaks throughout the day; for example, if your child has a Period 3 Study Hall, they will have the opportunity to take a break from their screens during that time. In addition, their normal 30 minute lunch period is built into their schedule.

Wyoming Area Secondary Center  
2525 Memorial Street  
Exeter, PA 18643  
570-655-2836

We understand that there may be families with different schedules and accessing the live virtual instruction may be difficult, we ask that you contact the Secondary Center at 570-655-2836, extension 2361 or email [secondaryadmin@wyomingarea.org](mailto:secondaryadmin@wyomingarea.org) if you have questions. Please make contact as soon as possible to make appropriate arrangements for your child.

### **Student Learning Environment**

We are expecting students to be dressed and presentable for their live lessons. Students should adhere to the Secondary Center Dress code by having pants and shirts on at all times; hoodies, pajamas and shirts with explicit content are not permitted during Google Meet Sessions. Students must keep their web cameras on at all times during the Google Meet sessions, they are not permitted to display virtual or distracting backgrounds, profile pictures or avatars during live sessions.

We are also requesting that parents establish a student work space within the home that has a table and chair. Students should not be accessing Google Meet while in bed or other areas of the house that are not conducive to learning. Finally, please limit any distractions that may interfere with learning such as pets, siblings, cellphones, televisions and other electronic devices. Having a pair of headphones or earbuds is recommended to help make communication on Google Meet easier and can assist in limiting distractions.

We are asking that parents/guardians do not interrupt teachers during virtual instruction sessions. Further, taking pictures and/or recording virtual instruction sessions by the student and/or family is not permitted. Teacher will be recording their lessons each period and posting recordings to each class' Google Classroom. There may be a delay between the end of the class period and when recordings are posted to the Google Classroom.

Just like in normal classroom situations, student participation and appropriate behaviors are critical to the success of all students. If a student becomes a distraction or creates a disruption of the virtual learning environment, they will be removed from the Google Meet by the teacher and the parent/guardian will be contacted to discuss the situation.

### **Google Classroom, Meet, Google Suite**

Google classroom will also serve as a learning management system for teachers and students. Teachers will post assignments, activities, projects, assessments, etc and students will submit their work and communicate with teachers through the Google Classroom platform. All students have their Wyoming Area Google Account to access the Google Education suite, which includes

Wyoming Area Secondary Center  
2525 Memorial Street  
Exeter, PA 18643  
570-655-2836

Google Classroom, Google Meet, and a variety of other applications. We strongly recommend that students utilize the Chromebook supplied by the district so that all applications are readily available for them. We are asking students to check that they can access their accounts by logging in. If they are having difficulties, please contact [techsupport@wyomingarea.org](mailto:techsupport@wyomingarea.org) to have your account password reset.

As stated previously, students will participate virtually and will follow their schedule as if they were attending school in the building. Students will be able to access their schedules through their CSIU Student Portal Account. Due to a variety of scheduling constraints related to our reopening plan, please be aware that we are not able to schedule lab periods for our science courses that have had them in the past. We are presenting our half credit courses in a semester format this year. All courses will need adaptations for the virtual platform. Finally, unless there is an error in a student's schedule, we are limiting all schedule change requests to academic reasons in the English, Science, Social Studies, Math, and World Language Department Courses.

### **Attendance**

Student attendance has always been a vital part of success in school and in a virtual platform it is even more important. Students are expected to attend their Homeroom and scheduled academic/elective classes on a daily basis. Attendance will be taken each period by the teacher.

Students and parents/guardians should be aware of changes to the Pennsylvania Compulsory Attendance Law. All students under the age of 18 are required to attend school; additional information about Student Attendance can be found in the Student Handbook, which is accessible on the WA website.

Students who are frequently absent will face truancy proceedings. Parents/guardians must submit excuses for students when they are absent from virtual learning. A process will be developed to submit excuses electronically.

All classes will include a daily activity assignment that may or may not be graded to assist with tracking attendance and participation.

### **Grading**

All grades used to calculate the end of marking period and end of course grades will be posted in the CSIU Gradebook. Additional Information about grading procedures and assignment due dates will be posted by each teacher. Grades will be numeric for the majority of classes at the

Wyoming Area Secondary Center  
2525 Memorial Street  
Exeter, PA 18643  
570-655-2836

Secondary Center. Grades (weighted and unweighted) will be used to calculate end of marking period and end of year grade point averages.

As previously stated, all classes will have a daily activity assignment that may or may not be graded to assist with tracking attendance, participation and understanding of content.

### **CSIU Student Portal Account**

Each student at the Secondary Center has a CSIU Student Portal Account that they will be able to use to access a copy of their schedule at the start of the new year. Schedules for the 2020-2021 school year will not be available at this time; there will be a notification sent to families when schedules are available.

We are asking that students check to make sure that their password is current by logging into their portal. Please use the link off the WA website Students section. The username is their student ID number. If they are unable to log in, please contact [techsupport@wyomingarea.org](mailto:techsupport@wyomingarea.org) to have your password reset.

### **School Calendar and School Day**

It is important that students and families know that the school calendar has already been established for the 2020-2021 school year. Dates that are already scheduled as early dismissals and holiday closures will remain.

As was previously stated, the virtual school day will be the same as the normal school day. Students will need to be logged into their Homeroom Period by 7:50 am and the school day will end at 2:29 pm.

### **Asynchronous Learning**

We understand that some families will have difficulty accessing our virtual learning during the regular school hours. If you have a situation where your child needs to work asynchronously (outside the normal school hours) please contact the Secondary Center at 570-655-2836 extension 2361 or email [secondaryadmin@wyomingarea.org](mailto:secondaryadmin@wyomingarea.org) as soon as possible so that we can make arrangements and teacher notifications so that we can accurately track your child's attendance and participation.

We will attempt to be as flexible as possible with asynchronous learning, however we would request that families who need asynchronous learning commit to that mode for the entire marking period and we would prefer they commit either a half day (morning or afternoon) or full day increments.

Wyoming Area Secondary Center  
2525 Memorial Street  
Exeter, PA 18643  
570-655-2836

Students accessing asynchronous classwork will have to view the recorded lessons for each class on their schedule and complete the posted daily assignment to be marked present for the day.

Students will have a day and half to complete and submit their work. For example, the daily assignments for Monday must be submitted by noon on Wednesday; daily assignments for Tuesday must be submitted by noon on Thursday; daily assignments for Wednesday must be submitted by noon on Friday; daily assignments for Thursday and Friday must be submitted by 11:59 pm on Sunday.

Students can utilize Google Classroom and email to communicate with teachers. Teachers will return emails as soon as possible. We ask students and families to remember that the teacher work day is from 7:35 am to 2:29 pm during the school year.

Students must be marked present for all of their classes to be marked present for the entire day; partial attendance will be marked using half day increments.

### **PSSA/Keystone Exams**

The PSSA and Keystone Exams were cancelled in the spring of 2020. Students that were in 7th and 8th Grade during the 2019-2020 school year will not have to make those exams up.

Students who were in Keystone Exam trigger courses (English 10, Honors English 10, Biology, Honors Biology, and Algebra 1) do need to take those exams as part of their graduation requirements.

The Administration is developing contingency plans to present those exams during the winter and spring test windows of the 2020-2021 school year. This may also include delaying testing for students to provide adequate opportunities for content instruction and/or remediation. In addition, students who are taking the above listed trigger courses in the 2020-2021 school year will also need to take these exams. Additional details about Keystone Exams will be communicated in early December.

At this time, PSSA Exams for students entering in 7th and 8th grade are expected to be presented as scheduled in April 2021. As we receive further information from PDE we will make students and families aware of PSSA and Keystone Exam Schedules.

Wyoming Area Secondary Center  
2525 Memorial Street  
Exeter, PA 18643  
570-655-2836

Thank You in advance for your cooperation and flexibility during this unprecedented time. Our Administration, Faculty, and Staff have been working diligently to be prepared for the start of 2020-2021 school year. Please be understanding as we begin the year, we have attempted to plan contingencies for as many scenarios as possible, however, please be aware that we may experience some glitches as we launch this new virtual platform. We will endeavour to resolve all issues we encounter as quickly as possible.

Please enjoy the remainder of your summer vacation and we look forward to the first day of school on September 8, 2020.

Sincerely,

The Secondary Center Administration