

2025-26
Welcome Packet



**Your Complete Guide to a
Successful School Year at**





Welcome to Williamsburg Academy (WA)!

We want to make sure you have everything you need for a smooth and successful start. This Welcome Packet is your go-to resource, designed to help you navigate the first weeks of school and beyond. Inside, you'll find:

-  **Getting Your Student Ready for WA** [page 4](#)
-  **Getting You Ready for WA** [page 9](#)
-  **Getting Ready for Adventures** [page 13](#)
-  **Top Parent FAQs** [page 14](#)
-  **Important Contacts** [page 16](#)

We encourage you to save this packet somewhere handy so you can easily reference it throughout the year.

We are committed to your student's success and growth, and our team is here to support you every step of the way.

Here's to an exciting year ahead—we can't wait to learn and grow together!

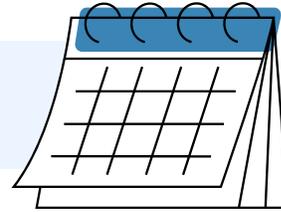
Warmly,

Renee Smith
Headmaster
Williamsburg Academy



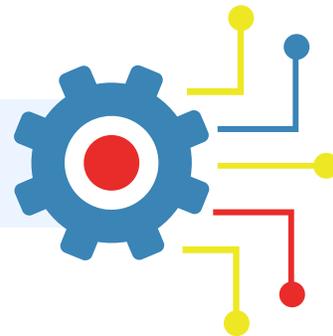
Before we get started, here's a quick look at the most important dates to mark on your calendar and an overview of the tech systems you'll see mentioned throughout this guide:

Key Start-of-Year Dates



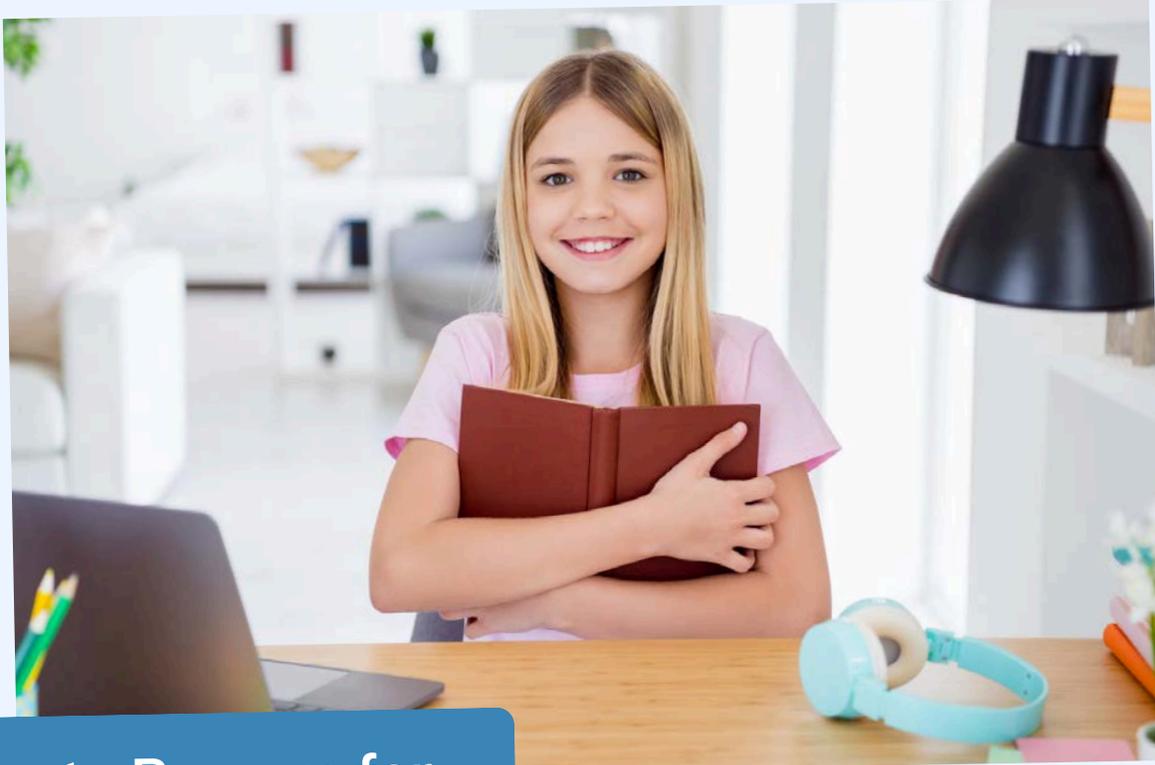
Date	What's Happening
August 1	Orientation & Benchmark Assessments open in the Williamsburg Academy Hub (in Canvas).
August 8	Classes unlock in Canvas and students can review course content.
August 11	Semester officially begins!
August 13	Live online classes start via Zoom.

The Systems You'll Use at WA



System	Purpose
 SIS	Student Information Services: Manage your child's enrollment and courses, view their pacing and grades, and message mentors.
 CANVAS <small>BY INSTRUCTURE</small>	Where your student will join their classes, see course materials, submit assignments, and message their mentors.
 HUB	Students complete orientation and benchmark assessments and can access school-specific information in the Williamsburg Academy Hub!
 zoom	Platform for live online classes (camera and mic required).
 Remind	Text alerts and updates directly to parents' phones.

Getting Your Student Ready



How to Prepare for School in 5 Steps!

To remove any guesswork, we'll walk you through the **five most important things** to do now to get your student ready for school.

Then, we'll share a few tips and resources to **get you ready** for your time as a WA parent.



Let's get started!



1

Set Up or Confirm SIS Access, Then Upload Your Student's Photo



A: Create SIS Login (Only for New Students)

✔ Skip to Part B if your student already has an SIS login—they do not need to create a new one!

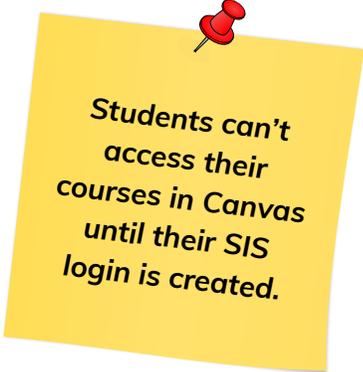
If your student hasn't created their SIS login, look for an email titled **"Action Needed: Help create your child's SIS username and password"** sent to you when you added them to your parent account, and follow the instructions.

Once the login is created, a Canvas account will be generated within 30 minutes using the same credentials.

Need help? Contact your Enrollment Advisor or our [Customer Support Team](#).

B: Add Their Profile Photo to SIS

From your SIS parent account, go to your student's profile under "My Students" and upload a **headshot-style photo** of them. This will be used for their school ID.



Students can't access their courses in Canvas until their SIS login is created.

[Go to SIS](#)

2

Make Sure Your Child Completes Orientation & Benchmark Assessments

Orientation is a series of short, pre-start assignments designed to help your student succeed at WA. **Completing orientation before school begins is required.** Starting on August 1, students can log into Canvas and open the **Williamsburg Academy Hub** course to get started!

Get Started in Canvas



ATTENTION PLEASE



Benchmark Assessments: As part of orientation, all students complete three learning assessments to help gauge their current skill levels in reading, writing, and math. These assessments are exclusively used by our mentors and student support teams to help your child excel in their classes.

Note: Some state funding programs require parents to provide the results of a norm-referenced learning assessment to show student progress. If needed, you can use our benchmark assessments to fulfill that requirement.

3

Order Your Student's Books (If Needed)

Did you register for our **Full-Time Student Package**? If so, we'll take care of this step for you! All required books and class supplies will be shipped directly to your door.



If not, parents are responsible for ordering books. Book lists are available in SIS—just log in, select your student's name, and click "Classes" to view them.

[Go to SIS](#)

4

Ensure Your Student Has a Computer

All students need access to a dependable, personal computer.



If your student is registered for our full-time package, we'll ship a loaned student Chromebook directly to your home! If you haven't already, just submit a request below to let us know you need one, and we'll handle the rest.

[Request a Computer](#)

5

Complete a Tech Check

In addition to a computer with a webcam and microphone, your student needs reliable high-speed internet and essential software like Google's productivity suite and Zoom. View our Tech Check page to confirm they have everything they need to succeed at WA.

[Start Tech Check](#)



What Your Student Can Expect

To help your student make the most of WA, it's important to understand the classroom experience and program expectations. We use these guidelines and tools to create a focused, respectful, and engaging experience that helps all students thrive at WA.

Zoom Etiquette

Your student will be expected to:

- Keep their camera on during class
- Use their real name
- Have a distraction-free study environment and Zoom background
- Ensure anyone in the background is dressed appropriately
- Use kind and respectful communication with classmates



Discussions & Lectures

At WA, our classes are more than just lectures—they're based on active, engaging discussions between mentors and students.

To help facilitate this, mentors use tools such as the Socratic method, breakout rooms, and dynamic group projects—encouraging students to learn **how** to think, not **what** to think.

You'll also see mentors deliver engaging presentations and offer timely, quality feedback, with a focus on helping students build toward mastery.

Use of Assessments

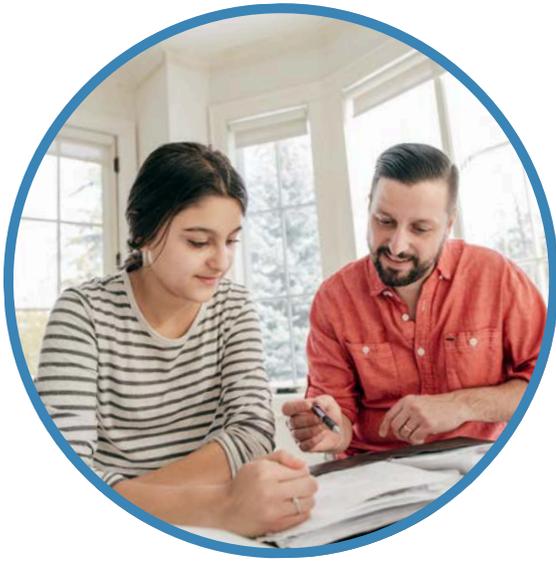
Benchmark assessments are one of the most helpful tools we use to measure your student's growth and understand how to best support them.

These short, private assessments are not state-administered and are only reviewed by our academic team.

Workload & Materials

In addition to class time, your student will have meaningful homework and projects to work on outside of class.

Instead of relying on traditional textbooks, many of our courses use classical literature and other original sources to make learning more engaging and inspiring.



Getting You Ready for WA

Resources for Parents



Watch Our On-Demand Parent Orientation

Whether you're new around here or just need a quick refresh, we're here to help you navigate our online learning systems!

Our **On-Demand Parent Orientation** videos walk through everything you need to feel confident and equipped to support your student. Specifically, you'll learn how to:

- Navigate the WA Hub, Homeroom, and Parent & Student Handbook
- Use SIS to access class registration, records, and mentor communication
- Check grades, view coursework, and stay updated in Canvas



Watch Our Parent Orientation Videos!

Use the Three-Step Parent Support Plan

This plan is the simplest, most effective way to help your student thrive at WA. In a group of families who consistently used this approach, 90% of students earned straight A's, with the rest coming close! We can't recommend it enough. The three steps are:



1

Plan the Week

Help your student plan their week with daily checklists.



2

Plan Extra Support

Anticipate when they'll need extra support (from you or a mentor) and schedule it.



3

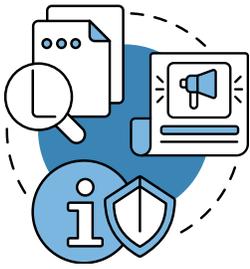
Daily Check-Ins

Hold a quick, five-minute accountability meeting each school day to keep them on track.



Watch our [Three-Step Parent Support Plan](#) videos to give your student the support they need to thrive this school year!

If you're short on time, check out our quick, two-minute "3-Step Parent Support Plan (in a nutshell)" video in our [Parent Video Library](#).



Parent Resource Center

Our Parent Resource Center is your one-stop hub for all the information you need as a WA parent. From school news to event info, this page keeps you in the loop. Click below and bookmark the page so you can easily come back to it!



[Go to the Parent Resource Center](#)

How We Keep You Informed



Weekly Parent Updates

Each week, we'll send you a Weekly Parent Update (via email) with key action items, important announcements, and upcoming events. We also have an archive of past updates on our website.

[View Weekly Parent Updates](#)



Canvas & SIS Communications

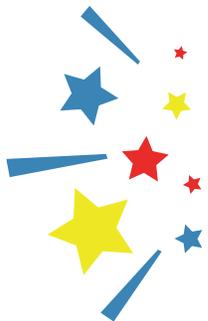
Course-specific updates are sent through Canvas, and mentors and counselors use SIS to share important information about your student's progress. To stay informed, keep an eye on your email and both platforms.

WA Academic Calendar

Our calendar lists all key dates throughout the school year, including important events and holidays. We recommend reviewing the calendar periodically, as new events and activities are added throughout the year.



[View & Bookmark Calendar](#)



Save the Date!

Join Us for Parent Back-to-School Night – August 7, 2025

Kick off the school year by joining our live online Parent Back-to-School Night! Meet Renee Smith (our Headmaster) and other staff, get answers to your questions, and learn helpful tips. Stay tuned for an email with all the details and the Zoom link!

Parent & Student Handbook

We recommend reviewing the Parent & Student Handbook to gain a deeper understanding of school policies, academic guidelines, student services, and how to stay connected with our community. It's a helpful resource for questions that may come up during the year!



[View & Bookmark Handbook](#)

Getting Ready for Adventures

If your student is enrolled in our Adventures courses in Arizona, read below for some helpful tips. If not, learn how they can get involved!

Adventures Courses in Arizona



Adventures courses offer hands-on learning through outdoor activities and leadership development on select Fridays each semester in [Arizona](#). These experiences help students build confidence, connect with peers, and apply their learning beyond the screen.

If your student is enrolled, they'll see all available adventures in Canvas. Make sure they sign up for at least 7 (but no more than 10).

Not enrolled yet? There's still time! [Contact](#) the WA Registrar to add Adventures courses to your student's schedule.

We're excited to expand Adventures courses to more states in the future, giving even more students the chance to enjoy fun, in-person experiences together!

Top Parent FAQs

“How can I support my student in their learning?”

The best way to support your student is to help them start strong before classes begin! Here’s how:



Implement the Three-Step Parent Support Plan with daily checklists, timely support when needed, and quick accountability meetings. You can start by planning when they’ll complete their orientation assignments!



Complete Orientation—both of you! It’s a great way to learn about schedules, Zoom etiquette, and common tech tips.



Look ahead at their schedule for the whole semester so they know what to expect each week.



Ensure they have their books and know which classes they’re for—students can find the syllabus and book list for each course in Canvas.



Help them create a distraction-free study space that helps them stay focused and in the zone.

If you don’t see your question answered here, our team is happy to help! Keep reading to view more support options.



“If my student needs help with their courses, what should I do?”

There are several ways your student—and you as their parent—can get extra support:



Zoom Office Hours: The homepage for each course in Canvas lists office hours when students can drop in to ask their mentor questions or get help. In some cases, mentors can adjust workloads when needed.



Contacting Mentors: Both students and parents can email mentors directly through SIS. Mentors strive to respond within one school day.



Creating a Canvas Observer Account: This lets you view your students' courses and assignments and track their progress. To get started, check out the Canvas Observer Account video on our [Parent Orientation](#) page.



Participate in Parent-Mentor Check-Ins Each Semester: We offer two options for in-depth communication with your student's mentors:

- **Parent-Mentor Conferences (PMCs):** A live meeting to discuss your student's progress and create a plan with their mentor if anything is off-track.
- **Parent-Mentor Updates (PMUs):** A quick email from your student's mentor summarizing their progress—perfect if you just want a simple check-in.



Important Contacts

Headmaster

Renee Smith

headmaster@williamsburglearning.com

Enrollment

Enrollment Questions, Course Registration

enrollment@williamsburglearning.com

Registrar

Transcripts, Credit Transfers,
Enrollment Documents

registrar@williamsburglearning.com

Academic Counselor

Course Registration, Path to Graduation,
Post-High School Planning

advising@williamsburglearning.com

Partnerships

schoolpartnerships@williamsburglearning.com

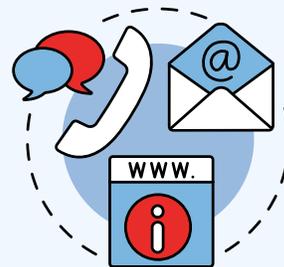
Unsure Who to Contact?

Call or email us and we'll direct you to the right team member! You can even chat us from our website.

Customer Support

(800) 200-6869

support@williamsburglearning.com



[See More on Our Website](#)

Please note: Program details, benefits, and policies are subject to change.

Wrapping Up: You Know You're Ready If...

-  Your student's SIS login is set up, and their photo is uploaded.
-  Orientation and benchmark assessments are all checked off.
-  Books and materials are home or on the way.
-  Tech is good to go—computer, Zoom, internet—ready!
-  You've watched and bookmarked Parent Orientation.
-  Calendar is marked and your student's set to start strong!

Now? Ready, Set... Relax!

If you've checked everything off, your student is officially ready for school.

Now kick back, grab a refreshing sip, and celebrate—you've earned it!

**We'll see your student
in class soon!**

