



**ELANCO Online Handbook**

**Providers:** Accelerate Ed, APEX, Canvas, & GradPoint

**K-12 Director of Virtual Programs:** Curt McCaskey

**Telephone:** 717.354.1556

**E-Mail:** [info@elanco.org](mailto:info@elanco.org)



## What Is Online Learning?

The Eastern Lancaster County School District's goal is to create a comprehensive education program to address the learning goals of its students. The District also understands the desire of some students and parents to pursue an educational route that could be considered non-traditional but is becoming more prevalent as technology provides more learning opportunities. In an effort to create a culture of educational opportunity within the legal entitlement of a public school education, the Eastern Lancaster County School District has created a variety of learning opportunities for students. Additional courses offerings have been created in an online forum and can be accessed from any Internet connection. It is the intention of the District to offer these online options for students while ensuring the quality and integrity of our curriculum is aligned to the Pennsylvania Core Standards. Ideally, every student living in the Eastern Lancaster County School District will find an opportunity to complete a rigorous and relevant education within the relationship that a community school provides.

The District has developed the following guidelines to assure that both the individual education of each student and the academic and financial integrity of the District are maintained in this exciting time of change in education. Since the never-ending march of technology makes it nearly impossible to anticipate every situation, the District maintains the latitude to make decisions on an individual student basis within the philosophy and guidelines of the District and the Commonwealth of Pennsylvania.

## Goals of Online Learning

- Expand the educational opportunities for the Eastern Lancaster County School District students and residents in a financially responsible manner through asynchronous and synchronous online learning opportunities.
- Enhance Eastern Lancaster County School District's curricular and non-credit course offerings by providing courses that are part of the regular course schedule.
- Provide courses for programs for populations too small to justify regular course offerings.
- Provide access to courses through alternative delivery methods in order to offer educational opportunities to students unable to meet a regular class schedule.
- Provide educational opportunities to students who are on extended homebound leave, are expelled\*, are health impaired, or are in alternative placements.
- Provide professional development opportunities to faculty and staff.

All online learning activities must be in accordance with Pennsylvania laws and Eastern Lancaster County School District guidelines.

## Primary Providers

The Eastern Lancaster County School District has developed a working relationship with Accelerate Ed, APEX Learning, and GradPoint and also has and will continue to develop courses internally on the learning

management system Canvas. This provides a huge network of available coursework and the technology to deliver the curriculum. Since the District has access to all of the content on that network, the District is able to offer online courses that have been fully developed and implemented in other Pennsylvania schools. These courses are aligned to the Pennsylvania Core Standards and will serve as the primary online curriculum of the District.

## Enrollment

Parents of students who want to enroll in ELANCOOnline (EOL) courses will schedule a meeting with Curt McCaskey, the Coordinator of Non-Traditional Programs and Student Services, and the student's assigned school counselor. The student, parent(s), school counselor and academy administrator will then engage in dialogue about the policies and procedures of the program and the fit of the virtual academy for the student before he/she is enrolled. If approved, the student will then be registered into the appropriate courses.

## Situational Options

A. Full-Time ELANCOOnline Student in Lieu of a Cyber Charter School:

***Note...This means eight courses per year (HS), four courses per year (MS), and four courses per year (Elementary) taught by ELANCO teachers with curriculum provided by Accelerate Ed, APEX, or GradPoint. For high school students, the 28-credit requirement still exists.***

1. An ELANCOOnline teacher who is highly qualified in the subject area will be provided to the student for each course.
2. Only curriculum formally approved by the Eastern Lancaster County SD Board of Directors will be paid for by the District.
3. Students may elect to complete courses on-site at the Garden Spot campus.
4. Students will be required to participate in all state-mandated testing (PSSAs and Keystones) and will meet all graduation requirements including a graduation project for receipt of a diploma.
5. ELANCOOnline-approved courses will count toward class rank, and a transcript for the work can be obtained. Successful completion of the graduation requirements will result in an Eastern Lancaster County School District diploma from Garden Spot High School.
6. A computer and peripherals will be provided if the student needs one.

B. Home-Schooled/Private School Student Requesting Transfer to ELANCOOnline:

1. For high school students, the student must be in a full-time enrollment status (8 academic credits per year) and complete 28 credits to graduate. For middle school and elementary school students, the student must take the four core subjects – language arts, math science, and social studies. The other Humanities classes – tech ed, art, and music (MS) and art, music, library, and STEM (Elementary) – are optional but strongly recommended.

2. Students may take up to eight semester courses in a year. **The only exception is the senior year when the requirement is six courses. Note...Students may explore taking more than four credits in one semester under a credit recovery model if needed for CTC and/or to allow for early graduation. However, these circumstances will be handled on a case by case basis.**
3. There will be no cost to the student for these courses.
4. Students may elect to take courses on site at the online Virtual Academy Center at the Garden Spot campus.
5. Students will be required to participate in all state-mandated testing (PSSAs and Keystones) and must meet all graduation requirements including a service learning project for receipt of an Eastern Lancaster County School District diploma from Garden Spot High School.

## Attendance

Students must adhere to the attendance requirements listed below. Students enrolled in ELANCOOnline follow a policy and guidelines that insure they have opportunities to be in attendance for 990 hours per year. It is important that as a family, parent(s) and student make regular online attendance a high priority.

Please Understand That...

- a. Daily attendance for students working at home and/or with a blended schedule that has the majority of classes online at home will be based on successful completion of the following two requirements:
  - i. It is recommended that online learners in the ELANCOOnline Virtual Academy put in 5-7 hours of online learning time in per course per week. For example, if a student is enrolled in four online courses, he/she, depending upon the difficulty of the course(s), would put in 20-28 hours of online learning time per week, on average.
  - ii. In order for a student to be counted present over the course of the week, as defined by Sunday to Saturday at 12 Midnight, he/she must complete at least 70% of the total assignments due in all of his/her courses for that week. If a student completes between 70-74% of his/her work, he or she will be in warning and receive a phone call from his/her school counselor, the District social worker, and/or the Director of Virtual Programs about developing a plan for getting the student back on track in terms of coursework. Lastly, if a student completes less than 70% of his/her assignments due in a given week, the parent(s)/guardian(s) will receive a letter in the mail documenting the attendance issues due to lack of work completion.
- b. Failure to attend online classes based on the standards above will subject ELANCOOnline's Virtual Academy students to the same attendance rules and laws as students enrolled in Eastern Lancaster County School District (i.e. attendance letters, citations, fines, etc.).
- c. Should an extenuating circumstance arise, such as illness, educational travel, or connectivity issues, students must contact their teacher(s) as well as Curt McCaskey, the Coordinator of

Non-Traditional Programs and Student Services , and inform them of the reason(s) why there is inactivity in the courses.

***Note...Students who have a full online schedule or a blended online and on-site schedule but spend the full day or more than 50% of their school day on site will be subject to the same attendance tracking and regulations as traditional, brick and mortar students.***

## Student Late Work Policy

1. All assignments are required to be submitted by midnight Saturday of the week assigned. If not, students will receive a zero on the assignment unless they have contacted the teacher as to the circumstance(s) why the assignment is not completed.
2. Students who do not complete assignments in a week's time without an acceptable excuse (i.e. illness, travel, technology issues, etc.) will receive a zero on ALL assignments not submitted. Students have 30 calendar days or until the end of the marking period, whichever occurs first, to submit the assignments for full credit.
3. Students who have two weeks of unexcused inactivity in any course, whether consecutive or not, will be considered to be in a probationary status and will be required to attend ELANCOOnline on-site in the Garden Spot LMC (secondary students only) during the prescribed hours of the school day. Once the student is back in good standing, as determined by the K-12 Director of Virtual Programs, the student will not be required to be on-site.
4. Probationary students, attending on site, who do not complete at least one week's required work in each class, will be required to meet with their school counselor and Coordinator of Non-Tradition Programs and Student Services, about possible dis-enrollment in ELANCOOnline and enrollment at their assigned elementary school, Garden Spot Middle School, or Garden Spot High school as a traditional, brick and mortar student.

## Calendar

Students will be following the same calendar as the students in the regular classroom with several pertinent exceptions. Students may complete work any time of day and any day within the school calendar regardless of snow days, in-service days, or weekends. For Semester length courses, work will begin on the first day of the semester, and all work will be completed by last day of semester, unless there are extenuating circumstances. For yearlong courses, work will begin on first day of current school for year, and all work must be completed by the last day of the school calendar for current year.

**Notes...Dates will be adjusted based on loss of days due to inclement weather.**

## Textbooks

The vast majority of online courses are textbook-free. However, should there be courses that require textbooks and/or materials (i.e. calculator, heart rate monitor, etc.), the appropriate student textbooks/materials will be provided by Eastern Lancaster County School District. If textbooks/materials

are needed, they will be distributed during Orientation in **August** for newly enrolled students, during summer meetings with returning students, or during the school year at the time of enrollment. Any and all textbooks/materials you receive are the property of the Eastern Lancaster County School District. If the textbooks/materials have been damaged due to misuse, it will be the student and parent/guardian's responsibility to pay for the appropriate repair or replacement of the textbooks/materials. **Failure to pay to repair and/or replace damaged materials will result in the parent of the student being invoiced for the costs the student has incurred.**

## Technology

Eastern Lancaster County School District will provide a computer to a student enrolled in ELANCOOnline courses in the Eastern Lancaster County School District Virtual Academy. As needed the District will also provide a personal printer with scanning capability to each ELANCOOnline household. The computers and printers used for ELANCOOnline are the property of the District. They must be maintained, and any damage that is not due to "normal wear" will be the responsibility of the family. Use of computer and storage of materials onto that computer must be related to the coursework associated with the ELANCOOnline Virtual Academy. ELANCO School District laptops have Internet filtering software installed on them. However, it is suggested that parents/guardians take steps to monitor their child's use of the computer to ensure that the child stays on task and uses the computer according to the ELANCO Acceptable Use Policy. If there are any questions, please contact the Technology Help Desk at 717.354.1547.

## ELANCOOnline Virtual Center

ELANCOOnline students are welcome to work in the ELANCOOnline room (i.e. Virtual Center) within the LMC. ELANCOOnline students can work on site with advanced notice. Unless it has been predetermined at enrollment, a student or parent/guardian must contact Curt McCaskey ([curt\\_mccaskey@elanco.org](mailto:curt_mccaskey@elanco.org)) in advance to the student's arrival to the Virtual Center. Students in the Virtual Center are expected to do the following: (1) Be productive. (2) Be polite. (3) Respect the school rules, including those of the high school and middle school. (4) Work quietly. Virtual Center privileges include the following: (1) The use of cell phones and iPods are allowed provided that the student is completing a minimum of 75% of her/his work assignments. (2) Food and drink are allowed. Although we give our ELANCOOnline students these privileges, they must abide by the high school and middle school rules once leaving the Virtual Center. There is an ELANCOOnline staff member available in the Virtual Center to answer any questions or concerns a student has about his/her current curriculum. If a student has difficulty with his/her grades, administrative staff reserves the right to require the student to work daily in the Virtual Center.

ELANCOOnline students should enter the building office main entrance. Please note that the Virtual Center is only open school hours. Check for school delays and cancelations at 717-354-1111 and/or [www.elanco.org](http://www.elanco.org).

## Conditions

By registering for the ELANCOline Virtual Academy, you agree to abide by all of the information in the handbook, including but not limited to paying monies where applicable.