



**ELANCO Online Handbook**

**Providers:** Accelerate Ed, Canvas, Edison & eDynamic

**EOL Lead Teachers:**

Lisa Zimmerman (K-6): [lisa\\_zimmerman@elanco.org](mailto:lisa_zimmerman@elanco.org)

Bill Swinsburg (7-9): [william\\_swinsburg@elanco.org](mailto:william_swinsburg@elanco.org)

Zach Fulmer (10-12): [zachary\\_fulmer@elanco.org](mailto:zachary_fulmer@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 learners. The District also understands the desire of some learners 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 learners. 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 learners while ensuring that the quality and integrity of our curriculum is aligned to the Pennsylvania Core Standards. Ideally, every learner 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 learner 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 learner 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 learners 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 brick and mortar course offerings.
- Provide access to courses through alternative delivery methods in order to offer educational opportunities to learners unable to meet a regular class schedule.
- Provide educational opportunities to learners 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 the Capital Area Online Learning Association (CAOLA) through Lancaster-Lebanon Virtual Solutions (LLVS), which provides access to a large 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. The district also has and will continue to develop courses internally on the learning management system Canvas. All of these courses are aligned to the Pennsylvania Core Standards and will serve as the primary online curriculum of the District.

Internet reimbursement through LLVS is available for families of full-time EOL students, up to \$40 per month using your own internet service provider. LLVS defines “full-time” as enrollment in four courses simultaneously. Contact your learner’s lead teacher for more information.

## Enrollment

Parents of learners who want to enroll in ELANCOOnline (EOL) courses will schedule a meeting with the learner’s assigned school counselor and Lisa Zimmerman (K-6), Bill Swinsburg (7-9), or Zach Fulmer (10-12). The learner, parent(s), school counselor and lead teacher will then engage in dialogue about the policies and procedures of the program and the fit of the virtual academy for the learner before he/she is enrolled. If approved, the learner will then be registered into the appropriate courses. Learners have two weeks to enroll in or drop EOL courses once the semester has started.

## Attendance

Learners enrolled in ELANCOOnline follow a policy and guidelines that ensure they have opportunities to be in attendance for the required number of hours. It is recommended that online learners in the ELANCOOnline Virtual Academy devote 5-7 hours of online learning time per course per week. For example, if a learner is enrolled in four online courses, he/she would engage in an average of 20-28 hours of online learning time per week, depending upon the difficulty of the course. It is important that as a family, parent(s) and learner make regular online attendance a high priority. Learners must adhere to the attendance requirements listed below.

## Elementary

- a. In order for learners to be counted present over the course of the week, they must complete at **least 70%** of the total assignments due in that course during that week.
  - a. This percent will be calculated by dividing the **number of assignments completed** during that week over the **number of assignments due** during that week.
  - b. The week is defined as **Monday morning 12 a.m. to Sunday night at 11:59 p.m.**
  - c. If a learner is marked absent for the week, the parent(s)/guardian(s) will receive a letter in the mail documenting the attendance issue.
  - d. Failure to attend online classes based on the standards above will subject ELANCOOnline’s Virtual Academy learners to the same attendance rules and laws as learners enrolled in brick and mortar schools in Eastern Lancaster County School District (i.e. attendance letters, citations, fines, etc.).

- e. Should an extenuating circumstance arise, such as illness, educational travel, or connectivity issues, learners must contact their teacher(s) as well as their assigned EOL lead teacher, and inform them of the reason(s) why there is inactivity in the courses.

## **Secondary**

Learners who are enrolled in **at least 3 EOL courses simultaneously (2 courses for half-time CTC or co-op learners)** will be subject to the following attendance tracking and regulations:

- b. In order for learners to be counted present over the course of the week, they must complete **ten assignments that week**, regardless of which course that is in.
  - a. The week is defined as **Monday morning 12 a.m. to Sunday night at 11:59 p.m.**
- c. Regardless of weekly assignment completion, learners will be marked **present** when all of their **EOL grades are at least 70%**.
  - a. The non-running total course grade assumes zeros for any missing assignments. In platforms that do not display a non-running total (e.g., Accelerate Ed, Canvas and eDynamic), courses will be set up to automatically fill zeros after a due date has passed. See late work policy below regarding making up missing work.
- d. If a learner is marked absent for the week, the parent(s)/guardian(s) will receive a letter in the mail documenting the attendance issue.
- e. Failure to attend online classes based on the standards above will subject ELANCO's Virtual Academy learners to the same attendance rules and laws as learners enrolled in brick and mortar schools in Eastern Lancaster County School District (i.e. attendance letters, citations, fines, etc.).
- f. Should an extenuating circumstance arise, such as illness, educational travel, or connectivity issues, learners must contact their teacher(s) as well as their assigned EOL lead teacher, and inform them of the reason(s) why there is inactivity in the courses.

Learners who are enrolled in **fewer than 3 EOL courses simultaneously (2 courses for half-time CTC or co-op learners)** will be subject to the same attendance tracking and regulations as traditional, brick and mortar learners.

ELANCO reserves the right to develop a personalized attendance policy for students with special situations.

After the first week of the semester, learners who are scheduled to be in the EOL room during block 1 or 4, and are maintaining at least 70% grades in all of their EOL classes, are permitted to come in late (block 1) or leave early (block 4). Similarly, learners eligible for G.S. High School open campus, with EOL during block 2 or 3, may also be out for open campus during that block.

Learners will be required to participate in all state-mandated testing (PSSAs and Keystones) on site.

## Learner Late Work Policy

1. All assignments are required to be submitted by 11:59 p.m. Sunday of the week assigned. If not, learners 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. Learners have 30 calendar days or until the end of the semester, whichever occurs first, to submit the assignments for full credit.
3. Learners 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 learners only) during the prescribed hours of the school day. Once the learner is back in good standing, as determined by the lead teacher, the learner will not be required to be on-site.
4. Probationary learners, 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 lead teacher, 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 learner.

## Calendar

Learners in the ELANCOOnline Virtual Academy follow the same District calendar as the learners in the brick and mortar classroom with several pertinent exceptions. Learners 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 the last day of semester. For yearlong courses, work will begin on the first day of the current school year, and all work must be completed by the last day of the school calendar for the current year. If assignments are listed as due on a date that school is not in session, those assignments will be due on the next day school is in session. 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 learner textbooks/materials will be provided by Eastern Lancaster County School District. If textbooks/materials are needed, they will be distributed during Orientation in August 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 learner 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 learner being invoiced for the costs the learner has incurred.**

## **Technology**

Eastern Lancaster County School District will provide a computer and peripherals to a learner 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 additional 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 middle and high school learners are welcome to work in the ELANCOOnline room (i.e. Virtual Center) within the Library Media Center. ELANCOOnline learners can work on site with advance notice. Unless it has been predetermined at enrollment, a learner or parent/guardian must contact the learner’s lead teacher in advance of the learner’s arrival to work onsite. Detailed rules and expectations are described below. In general, learners in the Virtual Center are expected to: (1) be productive, (2) be polite, (3) respect the middle school and high school rules, and (4) work quietly. Virtual Center privileges include the permission to have food and drink. Cell phones are also allowed, provided that the learner is completing a minimum of 60% of their assignments during the previous week (see below). Although we give our ELANCOOnline learners 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 learner has about his/her current curriculum. If a learner has difficulty with his/her grades, lead teachers and administrative staff reserve the right to require the learner to work daily in the Virtual Center.

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

## **ELANCOOnline Virtual Center Rules and Expectations**

1. Sign in on the computer when entering the ELANCO online room. Sign out when leaving
  - a. This includes: the restroom (only one at a time), the office, guidance, tech, the nurse, or any other reason you might have to leave the EOL room.
2. The ELANCO Online room is a work environment.
  - a. Learners will have assigned seats.
  - b. Minimal breaks are acceptable for learners working in the EOL room; extended breaks of more than 15 minutes are not allowed.

- c. Speaking in a low conversational tone is acceptable.
  - d. Please be mindful of others working in the area.
- 3. Cell phone use is a privilege in the ELANCO online area.
  - a. Learners on schedule with their assignments (at least 60% completion rate in prior week) may retain and use their phones for music.
  - b. If a learner falls below the 60% completion rate, the learner will place his or her phone on the shelf in the numbered area that corresponds with his or her desk number for the duration of the class period.
  - c. If a learner is taking a quiz or test, the learner's cell phone will be put on the shelf space that corresponds to his or her desk number.
- 4. School computers are tools for learning. They are not intended for video game entertainment or entertainment videos.
- 5. Earbuds or headphones are encouraged for schoolwork.
- 6. Food and drink consumption in moderation is permitted in the ELANCO online area but not in other parts of the library/media center. Please be mindful that this is a carpeted area.
- 7. Organize your items, push in your chair, and clean up after yourself.
- 8. Learners are expected to stay within the ELANCO online room until the bell rings.

## **Communication**

Learners are expected to check their school email daily.

## **Conditions**

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