



ELANCOOnline Handbook

bit.ly/EOLHANDBOOK

Providers: Accelerate Ed, Canvas, Edison & eDynamic

EOL Lead Teachers:

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[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 course 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 maintains the latitude to make decisions on an individual learner basis within the philosophy and guidelines of the District and the Commonwealth of Pennsylvania. 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](#)

[LLVS internet reimbursement](#) through IU-13 is available for families of qualifying EOL students, up to \$40 per month using your own internet service provider. To qualify, learners must be enrolled in at least four LLVS courses (Accelerate Ed, Edison, and/or eDynamic) simultaneously. Complete the form and submit directly to IU-13. ELANCO is not involved in either of the above programs. [2023-2024 Form](#)

[Enrollment](#)

EOL enrollment occurs at the **quarter change for middle school** and at the **semester change for high school**. **There are no new EOL enrollments after the first two weeks of the semester (HS) or quarter (MS)**, unless a learner is adding an additional course to their schedule or there are approved extenuating circumstances.

Learners who have not already enrolled as full-time EOL would need an **EOL orientation meeting** with their parent, lead teacher, and counselor to sign up for **more than one EOL course per year (MS) or more than two EOL courses per year (HS)**. Parents of learners who want to have an orientation meeting 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). Potential learners should reflect on question of "[Am I a good candidate for an online learning course?](#)" Then, the learner should complete the [SmarterMeasure online readiness assessment](#) in advance of the meeting. 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 14 calendar days to drop EOL courses once the course has started (start date=day 1).**

Attendance

It is recommended that online learners in the ELANCOline Virtual Academy plan to spend 70 minutes per class per day, but individual needs vary. 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

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 ELANCOline'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

Secondary EOL attendance is tracked on a weekly basis. At-home learners who are enrolled in **at least 3 EOL courses simultaneously (at least 2 courses for half-time CTC or co-op learners)** will be subject to the following attendance tracking and regulations:

- a. To be fully present for the week, learners must meet two criteria:
 1. **Check in with their EOL Mentor** (video call, in-person, or phone call)
 - a. Alternatively: complete check-in assignment
 2. **Meet their attendance target.** The attendance target is equal to 2 assignments times the number of classes enrolled (e.g., 4 classes would result in a target of 8 assignments). The week is defined as **Monday morning 12 a.m. to Sunday night at 11:59 p.m.**
 - a. Alternatively: have at least 70% for all EOL grades when attendance reports are run (typically Tuesday or Wednesday).
- b. If a learner is marked absent for the week, the parent(s)/guardian(s) will receive an email and a letter in the mail documenting the attendance issue.
- c. Failure to attend online classes based on the standards above will subject ELANCOline'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.).
 - o The **number of daily absences accrued** for a given school week will be proportional to the extent to which criteria are met.
 - i. Failing to check in with mentor or complete alternate assignment=1 day
 - ii. Meeting 75-99% of attendance target=1 day
 - iii. Meeting 50-74% of attendance target=2 days
 - iv. Meeting 25-49% of attendance target=3 days
 - v. Meeting 0-24% of attendance target=4 days
 - o These five absences will be recorded as Monday, Tuesday, Wednesday, Thursday, and Friday, as applicable.
- d. 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 will be required to participate in all state-mandated testing (PSSAs and Keystones) on site. ELANCO reserves the right to develop a personalized attendance policy for students with special situations.

Learners who are in the building all day and/or learners who are enrolled in **fewer than 3 EOL courses simultaneously (fewer than 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.

EOL Open Campus: Grade 11 and 12 learners scheduled to be in an EOL classroom during block 1 are permitted to come in late with parent/guardian permission. Similarly, grade 11 and 12 learners scheduled to be in the EOL room during block 2, 3, or 4 may also be out for open campus during that block with parent/guardian permission. Those who leave early must sign out with the [EOL open campus form](#), then enter through the high school main office if they are returning again that day. Students are

expected to be off-campus when they sign out, then back on campus in time for their other classes. Students may not be late for any other classes due to being off-campus for EOL blocks.

Part of the requirements for staying eligible for EOL open campus is **maintaining passing grades in each EOL course** a learner is taking, according to a weekly grade pull on Wednesdays. After three weeks of failing grades, the learner would **lose open campus privileges for the rest of the quarter** and would be required to report to the EOL classroom for all assigned EOL blocks. The learner would regain eligibility in the following quarter once the weekly grade pull shows passing EOL grades.

Academic Interventions

1. The following criteria will trigger a **team meeting** involving the parent, learner, EOL lead teacher, and counselor to determine recommendations for continuation of EOL coursework in the building, return to brick-and-mortar classes, and/or other supports.
 - a. **3 weeks of EOL absences (elementary) or 6 days of EOL absences (secondary), whether consecutive or not.** For attendance concerns, this meeting also serves as the School Attendance Improvement Conference (SAIC).
 - b. **Failing 3 of 4 classes** at mid-quarter or two weeks prior to the quarter change (middle school only)
2. **Co-op learners: Failing 2 classes for more than 2 weeks** may result in a **return to the LMC**.
3. Learners at least **18 years of age** can be withdrawn after 10 consecutive school days of inactivity.

Late Work

1. In order for course grades to communicate an accurate snapshot of current grade status, **missing assignments will be automatically filled with zeros**. If there are extenuating circumstances, please contact your teacher and lead teacher as to the circumstance(s) why the assignment is not completed.
2. **Elementary learners** have until the **end of the quarter** to submit assignments for full credit. **Secondary learners** have **30 calendar days or the secondary deadlines listed below, whichever occurs first**, to submit the assignments for full credit.

Calendar

Learners in the ELANCOline 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. If assignments are listed as due on a date that school is not in session (e.g., a snow-day), those assignments will be due on the next day school is in session.

Secondary Deadlines

All secondary work (including any final exams within the course itself) must be completed by these deadlines: Q1: 10/24/2024; Q2: 1/10/2025; Q3: 3/24/2025; Q4: 5/28/2025

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. 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. 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.

[ELANCO Online Virtual Center Rules and Expectations](#)

1. Sign out via eHallpass when leaving the EOL room.
 - 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. In order to sit outside the classroom one needs to be current and passing his or her EOL classes.
 - 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 phones must be put out of sight. If your phone is visible you will first receive a warning and be prompted to put it away. If it is seen a second time you will be asked to give it to the teacher or put on the shelf. If you refuse you will be written up and referred to the administration
4. School computers are tools for learning. Please do not use them for entertainment videos or games unless you show the EOL teacher in the room that you are caught up. If there are extending circumstances, please communicate that with the EOL teacher in the room.
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.

[Academic Integrity](#)

Remember to both 1) cite your sources and 2) put information in your own words. Avoiding plagiarism is part of Doing What's Right, and it helps provide evidence that you actually learned the things you were supposed to learn. Check out the [district policy](#) on academic integrity; teachers may provide additional guidance and clarification via syllabi, course content, or other communication. Teachers may routinely check if student answers appear online. Generally, Google is not needed for most EOL assignments anyway. When in doubt, ask your teacher first. See [Academic Integrity Resources](#) for more help.

[PowerSchool Access and Contact Information](#)

Parents/Guardians have access to view official grades on Powerschool, and Lead Teachers use Powerschool to contact parents/guardians about grades and other concerns. You can create a parent account through these [directions](#).

To confirm that your contact information is up-to-date in Powerschool, log in to your child's account through the [website](#) (not the app) and see if there is a green checkmark next to their name. If yes, then

that means the information has been updated this year. If you don't see a green checkmark, [these directions](#) will help you update your child's information on Powerschool.

Communication and Tech Support

- Learners are expected to check their school email daily. They can use the [Outlook app](#) if desired.
- **Edison** has a [help page](#), a number to schedule tutoring (**1-855-534-3996**) and [a tutoring directory](#) (leave a voicemail with dates/times for tutoring and someone will call you back within one business day).
- **eDynamic** has a **podcast** at the end of every unit where learners can download the mp3 and listen to the entire unit.
- At-home tech hotline available M-F 7:30am-4pm: **717-354-1599**
- [In-Person Tech Helpdesk](#)
- [Chromebook Troubleshooting](#) and [Accessing old Word docs from the cloud via a Chromebook](#).

SmarterMeasure

Through our collaboration with LLVS, ELANCO has access to SmarterMeasure, which is a tool that can be used to gauge a learner's current strengths and weaknesses as they consider taking courses in an online format. This is **not** an entrance exam, but simply a tool to help learners, teachers, and parents communicate about what potential challenges may exist for the student in an online environment, and how they can be best supported. It assesses the following seven factors: learning styles, reading rate and recall, technical competency, technical knowledge, life factors, individual attributes, typing speed and accuracy (CAOLA, 2024). SmarterMeasure takes approximately 30-45 minutes to complete, and can be completed at home or in school. **A particular score is not** needed to take an EOL course, but **completion of SmarterMeasure is** required to register for an online course. Results are for informational purposes only.

To take the assessment, students would:

1. Go to caola.smartermeasure.com and click "**Login as First Time User**" in the top right.
2. In the drop-down menu for username, select **easternlancaster**
3. In the box for password, type **welcome**
4. Fill out name, email, and demographic information (there are options for "choose to not answer," if desired).
5. Click **Save** and **Continue**.
6. Learners can then answer all the questions in one sitting or choose to **stop and return later**.
7. Learners will receive an email from system@smartermeasure.com with their PIN, in case they want to Login as Returning User to finish at a later time or view their results.

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

At-Home EOL Agreement

A comprehensive list of policies governing at-home EOL can be found in the EOL handbook, available at bit.ly/EOLHANDBOOK. The following excerpt is a reminder regarding attendance and late work.



Learner Responsibilities

I will:

- Check my email daily
- Read emails from my EOL teachers
- Follow a daily schedule in a productive working space.
- Plan to spend 70 minutes per class per day, on average.
- Keep up with my assignment due dates
- Check in with my mentor once per week via phone, video call, or in-person
- Book a meeting with my teacher if I am struggling

Learner (printed name)

Learner (signature)

Date

EOL Mentor Responsibilities

I will:

- Respond to learner/guardian questions in a timely manner
- Check in weekly to discuss active minutes, current progress
- Help set up meetings with teachers, as needed.

EOL Mentor (printed name)

EOL Mentor (signature)

Date

Parent/Guardian Responsibilities

I will:

- Read email updates from the EOL teachers
- Reinforce daily schedule and productive working space
- Regularly check my child's active minutes and grades (walkthroughs: [Edison](#)/[eDynamic](#))
- Contact my child's teachers or lead teacher with questions

Parent/Guardian (printed name)

Parent/Guardian (signature)

Date

EOL Lead Teacher Responsibilities

I will:

- Communicate important policies and information regarding EOL
- Respond to learner/guardian questions in a timely manner
- Ensure course enrollment and troubleshoot technical issues.
- Monitor and communicate attendance concerns.

EOL Lead Teacher (printed name)

EOL Lead Teacher (signature)

Date