



Lancaster-Lebanon
Virtual Solutions/
ELCO Virtual Academy
Grades K-12
Parent/Student Handbook
2020/2021

Dear Students, Parents, Guardians and Stakeholders,

Welcome to Lancaster-Lebanon Virtual Solutions (LLVS) full time cyber option. LLVS is a collaborative effort between Lancaster-Lebanon Intermediate Unit and member school districts to provide new learning options for students. LLVS's web-based courses meet the increasing demand for high quality student instruction that incorporates proven online learning practices and high quality courseware. Enrolling in LLVS means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is state aligned and rigorous with an emphasis on 21st century skills. Furthermore, students can continue to be a member of their local school and participate in school events and activities.

This handbook has been developed to provide you with an overview of the LLVS program, support system, and important policies and procedures. LLVS students remain enrolled in the local school district and will use the school as a resource. This handbook will provide you with clear guidelines on both your responsibilities and the school district's responsibilities. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success, and we are dedicated to achieving that goal together. If you have questions we are here to help. Please do not hesitate to contact your local school and discuss any concerns that you may have.

Congratulations on joining LLVS. We wish you a successful school year.

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Mission Statement

The member districts and Lancaster-Lebanon Intermediate Unit 13 will increase and extend learner options for achieving common goals by collaborating to develop and implement a regional, comprehensive, student-centered learning solution, which effectively utilizes the latest technologies and research-based instructional strategies.

Attendance Policy

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the ELCO School District calendar. **Full time cyber students are expected to complete no less than 5 lessons/assignments a day, for the same amount of days during the week that students are in brick and mortar attendance.** Failure to login and communicate with the Advisor will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

Excused Absences

A student's absence from school will only be excused for one of the following reasons:

- Illness.
- Death in the immediate family.
- Emergency medical or dental attention.
- Required court attendance.
- Approved educational trips (Please see page 14 "**Educational Trips**" for more details.)
- Approved post-secondary or career exploration visits (Please see page 14 "**Post-Secondary or Career Exploration Visits**" for more details.)
- Absences approved in advance with building principal [job interviews, driver's tests (*limit 3 per year*), etc.].
- Authorized religious holidays.

A student who has been absent is required to submit, within three (3) days of the student's return to classes, written documentation (excuse card, excuse note), signed by the parent/guardian, stating the reason for the student's absence. ***Failure to return a written excuse within three (3) school days*** after the student returns to school will result in the absence being ***coded as unexcused.***

Educational trips must be pre-approved TWO WEEKS in advance using the Educational Trip Form. This form may be accessed through the District website or may be obtained in the High School Office.

Post-Secondary or Career Exploration visits must be pre-approved TWO WEEKS in advance using the Post-Secondary or Career Exploration Visit Form. This form may be obtained in the Counseling Office.

An excuse from a licensed medical, legal, or counseling authority may be required for any absence due to illness or injury that is: (1) three or more consecutive school days in duration; (2) for a student who is consistently absent from school.

Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absence. If two unexcused absences occur in a month, a conference between the parent, Advisor, and student will occur. Three or more unexcused absences occurring in a month will require a conference with the parent, student, Advisor, and principal. At that time an action plan will be determined to ensure student success. If a student has ten or more consecutive unexcused absences, he/she will be considered withdrawn from ELCO School District.

*The following are **NOT** excusable absences in accordance with state attendance laws:*

- Truancy
- Missing the school bus
- Trips not approved in advance
- Shopping
- Hunting/fishing
- Attendance as a spectator at athletic events and interscholastic contests
- Birthday or other celebrations
- Gainful employment

All student absences require written documentation explaining the reason for the absence. (E-mails cannot be accepted.) Excuse notes signed by a parent/guardian or qualified medical professional **MUST** be submitted to the High School Office within three (3) days of the student's return to school in order for the absence to be considered excused. A handwritten, parent signed note that is scanned and emailed or faxed (FAX number: 717-866-7287) to the Attendance Secretary, Mrs. Jennifer Moyer, at jennifermoyer@elcosd.org, is acceptable.

School Calendar

Students enrolled in online learning are expected to follow the school district calendar. Students wishing to deviate from the district calendar must contact their Advisor to make arrangements. The district calendar is located on the ELCO School District website (www.elcosd.org)

Parent Responsibilities

Parents/Guardians of cyber students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Directly supervise child's education at home.
- Provide a physical environment conducive to child's educational needs.
- Talk with child about taking online courses and help him or her complete the *SmarterMeasure* profile.
- Go with student to meet with his/her Advisor to sign contracts and pacing guide.
- Get the information needed to log in to monitor student's progress.
- Find out the name and contact information for student's Advisor.
- Attend any information sessions offered by the district.
- Log in at least weekly to monitor student's progress.
- Assist student in complying with all rules, policies, and procedures of the school.
- Assist student in the submission of all forms, applications, and documentation to the school in a timely manner.
- Instruct student on the correct procedure for logging in to record daily attendance.
- Maintain regular contact with the school by telephone and email.
- Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.
- Work with student and his/her Advisor to ensure successful completion of the curriculum within the allowable timeframe.
- Assure that all work submitted by student was completed solely by that student.
- Notify the school immediately of any change in student's contact information or academic status.
- Provide student with transportation as needed to participate in standardized testing or other school activities.
- Return all instructional materials and equipment to the school as requested by student's Advisor.

Student Responsibilities

Students pursuing a cyber education have expectations and policies that must be followed:

- Parent and student must meet with the Advisor to sign contracts and pacing guide.
- Follow the school calendar.
- Agree to and follow all policies outlined in handbook.
- Establish a weekly meeting time with the Advisor.
- Log in and take any diagnostic test assigned.
- Log in and complete the daily lessons.
- Contact Advisor and online teacher with any questions or problems while taking the course.
- Contact Advisor when ready for proctored exam(s), if required by district policy.
- Notify Advisor and online teachers of any planned excused absences.
- Use appropriate language, common sense, and proper grammar and spelling when sending electronic communication.
- Follow school's email and Acceptable Use Policy.
- Not use any other student's login or password.

Academic Support and Placement

- Each online course content and assignments are aligned with Pennsylvania's content standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.
- Each lesson of each online course contains multiple methods for students to learn the material that accommodates different learning styles. Each online course also has an online textbook that was written specifically to accomplish the lesson objectives. Furthermore, each lesson has an assessment in order to gauge the student's understanding of the lesson objectives. Note: Advanced Placement courses may not have all of these features as these courses are being acquired from a separate content provider.
- Students enrolling as a full time cyber student will work with their Advisor and parent/legal guardian to determine proper placement in courses. The school will place the student at the appropriate level, taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, and graduation requirements.
- Each student will have an online teacher that will monitor the student's progress and, if necessary, create interventions to help the student master the lesson objectives.
- Each student will be able to seek assistance from an online, on-demand tutor. This tutor, available from 8:00 am to 5:00 pm on weekdays and is a highly qualified teacher who can provide additional assistance to aid the student's learning.
- Each student will have an Advisor appointed by the school district to help monitor the student's progress, and help coordinate assistance, if needed.
- Students are required to attend all state and school mandated assessments. Students should contact their Advisor for dates and times of required assessments.
- Students and parents have continual access to student grades online. ELCO will issue progress reports, report cards, and diplomas.

Withdraw, Transfer and Dropping a Course

Enrollment/ Withdraw Policy

Students will be permitted to enroll in the Virtual Academy during two enrollment windows once the school year begins. Those two windows will include the first two weeks of school and the first two weeks after the semester change. Any student wishing to enroll outside of those two enrollment windows will be handled on a case-to-case basis and will require documentation for some type of extenuating circumstance. Parents may initiate withdrawal from the program by contacting the student's Advisor. ELCO will contact the parents to ensure proper paperwork is completed and equipment is returned to the school.

Transfers

Students taking online courses may continue with their schoolwork if they transfer to another LLVS member school district. Parents must contact both the current school and future school in order to make arrangements for the student to continue with online courses.

Dropping a course

Once the school year or semester begins, schedule changes will not be permitted except for the extenuating circumstances and only with administrative approval. Therefore, students must give careful consideration to their course selections in the spring and realize that schedule changes may not be possible once the school year begins. The schedule change procedures listed below will be followed for changes that occur once the school year has commenced:

For a semester course:

- If a student withdraws from a semester course between 11 and 23 school days into the course, the dropped course(s) will appear on the student's transcript with "WP" or "WF" to indicate the student's withdrawal from the course. A "WP" will be indicated on the student's transcript if the student had a passing grade at the time of the withdrawal from the course. A "WF" will be indicated on the student's transcript if the student had a failing grade at the time of the withdrawal from the course.
- If a student withdraws from a semester course after 23 school days into the course, the dropped course will appear on the student's transcript as a "WF" and will be factored into a student's GPA with zero credit being earned in the course.

For a year-long course:

- If a student withdraws from a year-long course between 23 and 45 school days into the course, the dropped course(s) will appear on the student's transcript with "WP" or "WF" to indicate the student's withdrawal from the course. A "WP" will be indicated on the student's transcript if the student had a passing grade at the time of the withdrawal from the course. A "WF" will be indicated on the student's transcript if the student had a failing grade at the time of the withdrawal from the course.
- If a student withdraws from a year-long course after 45 school days into the course, the dropped course will appear on the student's transcript as a "WF" and will be factored into a student's GPA with zero credit being earned in the course.

Technology

Technical Support

- Technical Support will be provided to full time cyber students and only for the computer system, printer, and software provided under the full time cyber program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by the full time cyber program, or to any students/families not enrolled in the full time cyber program.
- The full-time cyber program will provide full time student with a computer, monitor, and printer, virus protection software, internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment remains the property of Lancaster-Lebanon Intermediate Unit 13 and must be returned upon termination of the student's online learning.
- Full time cyber students using IU13 issued equipment will receive a reimbursement of up to \$40.00/household for local Internet Service Provider fees. The Eastern Lebanon County School District may terminate Internet reimbursement at its sole discretion. Reimbursements will begin after the student has been participating in the full time program for 1 full month. Students must actively participate in courses throughout the summer to receive summer reimbursements.
- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks, or obtaining or housing obscene or pornographic material, is strictly forbidden.
- Use of the full time cyber program technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.
- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.
- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing software received on any other computer system received as part of the computer distributed to them by the school. Such software shall not be loaned, given, or otherwise used on any other computer.
- The school reserves the right to deny a student's access to equipment and/or internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- Full time cyber students will report all issues that they are having with the computer or courseware to the Lancaster-Lebanon Intermediate Unit 13 helpdesk. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist the helpdesk in resolving the problem. Students and Parents/Guardians can contact the helpdesk by calling **717-606-1762** or emailing LLVS-support@iu13.org.
- Students taking single classes within the district building should report all issues to their Advisor. The Advisor will assist the student in resolving the problem.

- All issues reported during the school day will be responded by school personnel within 24 hours or the next school day.

Computer Set-Up

- Full time cyber students and parents are responsible for set-up of the system when the hardware arrives at the student's residence. Technical support staff will be available to assist the student/parent with activation of the computer system.
- The student/parent should report any malfunction of computer hardware as soon as possible. The staff will discuss the specifics with the student/parent to determine if the problem is hardware specific or software related and will determine a plan of action.
- DSL or Cable Internet connection is the recommended internet connection speed, while a 56Kbps modem connection is the minimum recommended. Slower dial-up connections, while feasible, are not recommended.

Lost/Damaged Property

- The student/parent must notify their Advisor within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.
- Families/students are generally financially responsible for their equipment. In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's Advisor who will then forward the information to the appropriate personnel.
- In the event that the equipment is damaged by the student, all payments made by the family will be used to replace the damaged equipment. All equipment that is damaged or replaced is property of IU 13 and will not be issued to the family.
- Replacement Equipment: LLVS will arrange for replacement equipment only after:
 - Copies of all applicable reports and claims have been received;
 - Appropriate arrangements have been made by the family/student to compensate the school for the loss;
 - The family/student signs a revised agreement that reflects the issuance of new equipment;
 - The damaged equipment is returned, if applicable.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eastern Lebanon County School District follows the FERPA Act and requires that any request for academic records be made to the school of residence where all academic records will be maintained. The local school of residence can assist with questions pertaining to FERPA and students enrolled in the online learning program.

Student Records

A cumulative file will be maintained for the student while enrolled in the Eastern Lebanon County School District. This record shall contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file shall be confidential and access thereto strictly limited to personnel at the ELCO, LLVS, and parents/legal guardians.

Special Education Services

Eastern Lebanon County School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Parents who believe their child is eligible for special education should contact the Eastern Lebanon County School District for further assistance. The Eastern Lebanon County School District will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the students' Advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Grading

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students have immediate and continuous access to grades by logging into the system. Grades for assessments and test will be posted within 36-48 hours from the date they were submitted. Student GPA and class rank will be calculated by ELCO. Report cards and progress reports will be distributed by ELCO.

Students are permitted to make up missed assignments without grade penalty due to excused absences. Advisors will closely monitor student make up days and communicate with online teachers. Students will be given at least two school days for every day missed to complete the assignments or tests missed after an absence. An incomplete grade may be given on the quarterly report card if the student's make up days overlap with a quarter end date. The student will have ten days after the end of the marking period to complete any work or the incomplete may change to a 0%. Principals will be notified of incompletes for semester grades and may request a conference with the student and parent.

Students are permitted to retake any major test that he or she has failed. The student must request a retake for the test through the Advisor. The Advisor will determine if the request is appropriate and will notify the online instructor of the request. The higher score will be recorded in the grade book with the lower score being removed.

Testing Policies

Mandated Testing

Students are required to participate in all school and state mandated assessments. Students will communicate with their Advisor on the date and time that they are to arrive at ELCO to take specified assessments.

Advanced Placement Exams

Students wishing to take AP exams must work with the school's counselor's to determine date, time, and location. The cost of AP exams is the responsibility of the student.

SAT/ACT

Students wishing to take SAT or ACT exams must contact the school's guidance counselor to determine date, time, and location. Registration for these exams can occur at the following websites:

SAT: <https://collegereadiness.collegeboard.org/sat>

ACT: <http://www.act.org/content/act/en/products-and-services/the-act/registration.html>

Grade Promotion Requirements

Students in grades 9-12 are required to register for six (6) credits per year. Sequential courses must be passed in their proper order.

Credits must be earned prior to the start of each school year in order for students to be listed in the respective grade level. Only approved summer school programs may be used to meet promotion or graduation requirements when failures occur. All required credits needed for graduation must be earned prior to the date of graduation in order to participate in commencement exercises.

In order to be promoted to the following grade level, all students must successfully earn the following number of credits to be considered for promotion to sophomore, junior, or senior class status:

	Credits Needed
SOPHOMORE	5
JUNIOR	10
SENIOR	16

Grade level promotion at levels 6-8 are determined by Middle School promotion requirements determined by the Middle School Administration.

Graduation Requirements

Students will work with their advisor to ensure proper placement and credit fulfillment in order to meet graduation requirements. Students in grades 9 through 12 will be classified by grade based on the number of credits they have earned.

English	4
Social Studies	3
Mathematics	3
Science	3
Physical Education, Health, Driver's Ed	2.00 (PE 9 = .25 Freshmen Seminar = .25 Health = .25 Driver's Ed = .25, PE = .5 PE = .5)
Courses of Choice	7.00
Total Credits	22

Field Trips and Social Activities

Full time cyber students are encouraged to participate in school-sponsored activities. Students must comply with all Eastern Lebanon County School Districts policies and not be on disciplinary action. Students wishing to attend field trips or social activities must first notify their Advisor and make proper arrangements with the Eastern Lebanon County School District. Once arrangements and permission is granted, students will then notify their online teachers of their excused absence. Students are responsible for completing missed work during the field trip or social activity.

Full time cyber students should remember that they are a member of Eastern Lebanon County School District and therefore should dress appropriately. Eastern Lebanon County School District dress code policy will be enforced and any student found in violation of the dress code policy will not be allowed to participate in the field trip or social activity. Students also should be aware that when they attend a Eastern Lebanon County School District related function they are representing their local school and community. They should conduct themselves in an appropriate manner at all times as their conduct is a direct reflection on themselves, their families, and their school.

Health Screening/ Immunization

All students entering 11th grade are required by the state to have completed a school physical. The 11th grade physical is a graduation requirement and it will become an obligation if it is not completed by the end of the student's junior year. The school offers physicals at no cost, but the student's private physician may complete the physical as well. Private physicals will be accepted as long as they are conducted within one year prior to a student's entry into 11th grade. Students who have a physical completed for athletics are able to submit that physical in lieu of the school physical examination, as long as it was completed after June 1st of the year they are entering 11th grade.

Athletic and Club Eligibility

Students wishing to participate in Eastern Lebanon County School District's athletic program or clubs will need to express interest to their Advisor. The Advisor in turn will give the student the appropriate details of the club or program including academic restrictions. The Eastern Lebanon County School District has the authority to enforce academic probation on any student that is participating in a club or activity. Advisors will work with students, parents, and coaches/directors to assist students that are in danger of academic probation.

Code of Conduct

Eastern Lebanon County School District expect students enrolled in online learning to follow the local code of conduct policies. The schools will not tolerate any actions from students, parents, staff, or visitors that in any way interfere with the delivery of educational services, jeopardize the healthy, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. Student's age, maturity, nature of infractions, and previous record are a few of the circumstances that will be taken into consideration when disciplining.

The following infractions on the code of conduct may result in disciplinary action:

- Cheating - acting dishonestly, copying, or using someone else's work.
- Violating the Academic Integrity/Plagiarism Policy.
- Insubordination - not accepting directions; refusing to cooperate with school staff and other agents.
- Theft - taking property of another without right or permission.
- Fighting - participating in physical contact with one or more students, faculty, or staff.
- Vandalism - purposeful destruction of misuse of LLVS or school district property.
- Violating Acceptable Use Policy.
- Harassment or profane/obscene language or gestures towards students/staff/teachers/others.
- Wrongful conduct - any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes, or violates the mission of Eastern Lebanon County School District or is disrespectful, harmful, or offensive to others or property.
- Possession of drugs alcohol, tobacco, or illicit substances at school related events or on school property.
- Possession of weapons on school property or school related events.
- Hazing - any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort and is directed against a student with the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, program or club.
- Bullying - bullying is a form of harassment and is defined as repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. Bullying may include but is not limited to name calling, verbal taunts, extortion of money or possessions, and exclusion from peer groups.

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Signature

Date

Parent/Guardian Signature

Date

Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of his/her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, Advisors, students, and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own.
- Using another student's work in whole or part and handing it in as one's own.
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source.
- Using another person's idea, opinion, or theory without citing the source.
- Using any facts, statistics, graphs, drawings, pictures, sounds, or other piece of information that was found from any source that is not common knowledge, without citing the source.
- Using quotations of another person's actual spoken or written word without citing the source.

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as, the school's part in the personal development of students, Eastern Lebanon County School District will follow the policy on plagiarism as outlined below:

The following policy is designed to serve as a deterrent to cheating and is to be applied to individual students or to groups of students who commit the offense of cheating. So students will recognize that cheating is an offense that cannot be committed with impunity, the following punitive measures will be taken:

- If an incident of cheating occurs, the teacher will notify the administration and parents of the student.
- The student will receive a zero for the test, quiz, or assignment. The student will be required to complete the assignment to the satisfaction of the teacher, or the student's grade will be lowered one letter grade for the quarter during which the offense occurred.
- A second offense in the same class will result in the student receiving a zero for the test, quiz or assignment and the final grade for the quarter being lowered two letter grades. The student will be required to complete the assignment to the satisfaction of the teacher or the student will fail the class for the quarter.
- If a third incident should occur in the same class, the student will fail the course.
- A student who is caught cheating may forfeit the right to participate in all academic organizations (i.e. NHS) and recognition programs (Student of the Month, etc.) for the remainder of that school year. A petition to be reinstated into such programs must be made in writing to the building principal at the beginning of the ensuing school year. A second offense will eliminate the student from these activities for the remainder of his/her high school career.

Acceptable Use Policy

Purpose of Access and Use

Internet access available to students is for educational and instructional purposes and other purposes consistent with the educational mission of the Intermediate Unit. Use of the Internet is a privilege. All students who use the Internet must agree to and abide by all conditions of Intermediate Unit Policy N1022 “Electronic Information Access Acceptable Use Policy” adopted by the Intermediate Unit Board of Directors on September 15, 2004.

Monitoring and review: No Expectation of Privacy

The Intermediate Unit reserves the right to log Internet use, to monitor and review each user’s Internet use, and remote into individual student laptops when necessary. This monitoring and review may be conducted without cause and without notice. Each user of an Intermediate Unit’s computer by the use thereof agrees and consents to such monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet usage, or any files stored on any Intermediate Unit computer or server.

Required Signatures

Each user of Intermediate Unit equipment and services must sign the Intermediate Unit’s Electronic Information Access

Agreement (“Agreement”). Prior to any student using the Internet, the student’s parent/guardian must sign this Agreement.

Prohibitions

Persons may not use Intermediate Unit computers or Internet services for:

- Illegal activity or to facilitate illegal activity.
- Commercial or for-profit purposes.
- Product advertisement or political purposes.
- Development of programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.
- Sending hate mail, harassing or discriminatory remarks or other antisocial communications.
- Installation, distribution, reproduction, or use of copyrighted materials.
- Accessing and/or disseminating obscene or pornographic material.
- Transmitting material likely to be offensive or objectionable to recipients.
- Obtaining, copying or modifying files, passwords or data belonging to others.
- Gaining access to “materials” for which access has not been explicitly granted.
- Misrepresenting other users on the network.
- Use of another person’s email address.
- Posting anonymous messages or using another user’s account or password.
- Loading or use of any unauthorized games, programs, files or other electronic media.
- Downloading or installing any commercial software, shareware, or freeware onto computer or network drives or disks.
- Disrupting the work of others or invading the privacy of others.
- Activities for which access privileges are suspended or revoked.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. Be polite and do not be abusive in messages to others. Use appropriate language and do not use swearing or vulgar language. Respect the rights of other

users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

Vandalism

Vandalism will result, in addition to disciplinary action and/or appropriate legal action, in cancellation of privileges. Vandalism includes any attempt to harm or destroy data of another user. This includes but is not limited to the uploading or creation of computer viruses, worms, or other malware.

Damage

Users shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. In the event that the equipment is damaged by the student, all payments made by the family will be used to replace the damaged equipment. All equipment that is damaged or replaced is property of IU 13 and will not be issued to the family. In addition to other appropriate disciplinary procedures, failure to follow the procedures and prohibitions listed above may result in the loss of access to the Internet. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution.

Revocation of Privileges

Any person who violates the Intermediate Unit Electronic Information Access Acceptable Use Policy shall be subject to revocation of privileges and disciplinary action, and/or other appropriate legal action.

Security

Security on any computer system is a high priority. Never attempt to bypass software security on any computer. Each user is required to report any security problems to the LLVS Help Desk. The problem is not to be demonstrated to other users.

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Signature

Date

Parent/Guardian Signature

Date

Attendance Policy

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the ELCO School District calendar. **Full time cyber students are expected to complete no less than 5 lessons/assignments a day, for the same amount of days during the week that students are in brick and mortar attendance.** Failure to login and communicate with the Advisor will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

Excused Absences

A student's absence from school will only be excused for one of the following reasons:

- Illness.
- Death in the immediate family.
- Emergency medical or dental attention.
- Required court attendance.
- Approved educational trips (Please see page 14 "**Educational Trips**" for more details.)
- Approved post-secondary or career exploration visits (Please see page 14 "**Post-Secondary or Career Exploration Visits**" for more details.)
- Absences approved in advance with building principal [job interviews, driver's tests (*limit 3 per year*), etc.].
- Authorized religious holidays.

A student who has been absent is required to submit, within three (3) days of the student's return to classes, written documentation (excuse card, excuse note), signed by the parent/guardian, stating the reason for the student's absence. This excuse must be for one of the permissible reasons for absence or lateness as outlined in the attendance guidelines above in order for the absence to be excused. ***Failure to return a written excuse within three (3) school days*** after the student returns to school will result in the absence being ***coded as unexcused.***

Educational trips must be pre-approved TWO WEEKS in advance using the Educational Trip Form. This form may be accessed through the District website or may be obtained in the High School Office.

Post-Secondary or Career Exploration visits must be pre-approved TWO WEEKS in advance using the Post-Secondary or Career Exploration Visit Form. This form may be obtained in the Counseling Office.

An excuse from a licensed medical, legal, or counseling authority may be required for any absence due to illness or injury that is: (1) three or more consecutive school days in duration; (2) for a student who is consistently absent from school.

Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absence. If two unexcused absences occur in a month, a conference between the parent, Advisor, and student will occur. Three or more unexcused absences occurring in a month will require a conference with the parent, student, Advisor, and principal. At that time an action plan will be determined to ensure student success. If a student has ten or more consecutive unexcused absences, he/she will be considered withdrawn from ELCO School District.

*The following are **NOT** excusable absences in accordance with state attendance laws:*

- Truancy
- Missing the school bus
- Trips not approved in advance
- Shopping
- Hunting/fishing
- Attendance as a spectator at athletic events and interscholastic contests
- Birthday or other celebrations
- Gainful employment

All student absences require written documentation explaining the reason for the absence. (E-mails cannot be accepted.) Excuse notes signed by a parent/guardian or qualified medical professional **MUST** be submitted to the appropriate attendance assistant:

High School: Karen Brown- kbrown@elcosd.org

Middle School: Jane Spangler- jspangler@elcosd.org

Intermediate School: Corrie Bailey- cbailey@elcosd.org

Fort Zeller: Lori Newswanger- lnewswanger@elcosd.org

Jackson: Amy Smith- amy_smith@elcosd.org

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Signature

Date

Parent/Guardian Signature

Date

Student Contract

Eastern Lebanon County School District

Student Contract

Certain standards are expected of students enrolling in online courses. This contract and policy makes both the student and the parents/guardian aware of the standards expected of students enrolling in such courses.

As a student taking an online course, I am aware that:

1. Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind will not be tolerated.
2. Inappropriate language or messages will not be tolerated.
3. Because of the technology, anything I do in the course could be retrieved and printed by the teacher, administrator, or technology staff at any time.
4. Course procedures that must be followed are:
 - a. Students must communicate with their teacher on a regular basis using acceptable language, proper grammar, and spelling.
 - b. Students must not inappropriately use information within the course.
 - c. Students must maintain academic honesty.
 - d. Students must follow the Eastern Lebanon County School District's Acceptable Use Policy and all other rules as specified by the teacher.
 - e. Students must meet minimum attendance policy requirements each for each week
5. Contact Advisor with concerns or assistance

If students do not or cannot abide by the above listed rules, the following procedures will be followed:

The Eastern Lebanon County School District, the student, and his/her parents/guardian will be notified of the infraction. In the event of severe misconduct the student will be removed from the course.

I have read, and I understand the contract and policies of online courses and agree to abide by the rules of this contract.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date