Lower Dauphin School District

Online Learning

Parent/Student Handbook

2025/2026

Dear Students, Parents, Guardians and Stakeholders,

Welcome to the Capital Area Online Learning Association (CAOLA) full time cyber option. CAOLA is a collaborative effort between CAIU, member school districts and Intermediate Units to provide new learning options for students. CAOLA's web-based courses meet the increasing demand for high quality student instruction that incorporate proven online learning practices and next generation software. Enrolling in CAOLA 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 in 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 CAOLA organization, support system and important policies and procedures. CAOLA students remain enrolled in the local school and therefore will use the school as a resource. This handbook will provide you with clear guidelines on both your responsibilities and the schools 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 CAOLA. We wish you a successful school year.

Holly A. Brzycki

Supervisor of Online Learning,

Capital Area Intermediate Unit

J. Rick Attivo, Jr.

Dean of Students, Alternative Programs

Lower Dauphin School District

Table of Contents

Mission Statement……..4

Attendance Policy……....5

School Calendar……..6

Parent Responsibilities……....7

Student Responsibilities……..8

Academic Support and Placement……...9

Withdraw, Transfer and Dropping a course……..……..……10

Technology

Technical Support……..……11

Computer Set up……..……...12

Lost Damaged Property……..……...12

Family Education Rights and Privacy……..13

Student Records……...13

Special Education Services……14

Grading…….…...15

Testing Policy…….….16

Graduation Requirements…….…...17

Field trips and Social Activities …….……..18

Health Screening and Immunization ……..……..19

Physical Education…….……...20

Athletic and Club Eligibility…….……...21

Code of Conduct Policy…….……..22

Academic Integrity/Plagiarism Policy…….……23

Acceptable Use Policy…….…..……24

Attendance…….……....26

Student Contract …….……27

Request for Location Transfer…….……28

Mission Statement

The member districts and the Capital Area Intermediate Unit 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 Lower Dauphin School District calendar. **Full time online students are expected to complete no less than 1 lessons per class per school day OR stay up to date with DUE Dates from Friday, NOON to Friday NOON time frame. Please note this is the minimum students are to complete within the online monitoring time frame. There is NO maximum limit for completion each week.** Students should contact their school advisor immediately if they will fall short completing the minimum amount of lessons**. Students not meeting the minimum lesson requirement will be considered truant in accordance with state law**. Students and their legal guardians are subject to local truancy laws and regulations.

Excused Absences

Lower Dauphin recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absence and should fall into one of the categories below. Students are expected to work with their advisor and online teachers to make up any missed work.

- **Absence due to illness, health condition, family emergency**. The parent or legal guardian is expected to notify the assigned advisor via email prior to the absence unless the situation does not provide such opportunity. A doctor's note may need to be provided if the student misses three consecutive days due to illness.
- **Participation in school approved activity**. In order to be granted an excused absence the activity must be authorized by the advisor and parent. The affected online teachers must be notified prior to the event.
- **Parental request for temporary absence**. Upon parental request the advisor and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.
- **Disciplinary actions**. Absences due to temporary suspensions are deemed excused for attendance record keeping.

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 five unexcused absences occur in a month a conference may be scheduled between the parent, advisor and student will occur. Ten 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 the Lower Dauphin CAOLA program**.

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.

Please refer to ldsd.org for school district calendar

Parent Responsibilities

Parents/Guardians of online students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to **CHECK EMAIL OFTEN**:

- 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 them review the "Am I a Good Candidate for an Online Learning Course."
- Go with student to meet with the school counselor whenever necessary.
- 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
- When necessary, maintain regular contact with the school by telephone, texting, email or zoom sessions – **CHECK STUDENT PROGRESS REGUARLY BY USING YOUR LOG IN INFORMATION.**
- 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 an online education have expectations and policies that must be followed:

Check email and messages in the messaging system DAILY.

- Parent and students must review and sign the parent student handbook to acknowledge they have received it and viewed the information.
- Follow the school calendar.
- Agree to and follow all policies outlined in handbook.
- Establish meetings with their advisor as necessary (either virtually or face to face).
- Log in and take any diagnostic test when applicable.
- Log in and complete the daily lessons.
- Contact advisor and online teacher with any questions or problems while taking the course.
- **Proctored exam(s), if required by district, must be arranged with student advisor.**
- 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**
- Complete all Elective classes when selected (**13 days to drop OR the class can NOT be dropped).**
- **Attend weekly "wellness check ins" with their advisor or another school district staff member.**

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. Additionally, each online course has an online or hard copy textbook to specifically accomplish the lesson objectives. Furthermore, each lesson has an assessment in order to gauge the student's understanding of the lesson objectives. Note, however, that Advanced Placement courses may not have all of these features.

- Students enrolling as a full time online student will work with their Guidance Counselor or school representative 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, is a highly qualified teacher who can provide additional assistance to aid the student's learning. Online teachers will provide tutoring hours and means of contact to students.

- Each student will have an advisor appointed by the school district to help monitor the student's progress, and help coordinate assistance, if necessary

- **Students are required to attend all state and school mandated assessments; including but not limited to Keystone Exams and PSSAs.**

- **Students and parents have continual access to student grades online. Lower Dauphin School District will issue report cards at the END of the school year (after marking period 4), as well as district diplomas when graduation requirements are fulfilled.**

Withdraw, Transfer and Dropping a course

Withdraw

Students participating in the full-time online model may withdraw from the program provided that the parent/legal guardian indicates in writing the reason for withdrawal, the name and location of the public or private school that the student will attend and expected exit date from the program. Parents may initiate withdrawal from the program by contacting the student's advisor. The local school 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 school work if they transfer to another CAOLA 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. The new school has the authority to accept or deny any requests for continued participation in the full time online program.

Students enrolled in the full time online model that expect to be away from the home of residence for four or more weeks must fill out a temporary transfer of location form. This form must be submitted to the student's advisor no less than a week before the expected event is to occur. The local school has the authority to accept or deny any requests for location transfers. Students are expected to continue with their schoolwork regardless of their temporary location. Students with location transfers are still required to participate in state assessments.

Dropping a course

Students have 13 calendar days to drop an online course without incurring a penalty for Edison and Accelerate Education courses. The grace period window to drop a class starts from the day the student first logs into the system and includes weekends. **Lower Dauphin may charge a fee for dropping the course after the 13 calendar day's window has expired (when applicable - the fee would be 50% of the cost of the course).**

Technology

Technical Support

- Technical Support will be provided to **full time** online students for the lap top and class access. Technical Support cannot and will not be provided for personal devices.
- The full-time online program students will use their personally assigned lap tops from Lower Dauphin School District. **However, any class content can be accessed from any device that connects to the internet.**
- Full-time students ONLY could have access to Kajeet or similar internet hotspots to students. This will now allow full-time students to access the internet anywhere/anytime. The district will make the determination if the student qualifies for this support.
- 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 online 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 online 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 online 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 to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- Full time online students will report all issues that they are having with the computer or courseware to the Falcon help nest (computer) OR the CAIU (courseware). Accessing class content issues must include the student's name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. Students and Parents/Guardians can contact either helpdesk below:
    - **Lower Dauphin Help Nest: helpdesk@ldsd.org**

    CAIU: 717-732-8403, Ext. 3 or emailing **caola-support@caiu.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.

Computer Set-Up

- Full time online students must have a home internet provider and students/parents are responsible for connecting their school issued device to their home internet.

- The student/parent should report any malfunction of computer hardware as soon as possible. The Lower Dauphin tech 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. The best way to contact Lower Dauphin Help Desk is helpdesk@ldsd.org.

Lost/Damaged Property

- The student/parent must notify the school 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.

- Replacement Equipment must be arranged with the Lower Dauphin School District by contacting the district help desk directly at **helpdesk@ldsd.org**.

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."

Lower Dauphin 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 in respective the guidance office for the student while enrolled in the Lower Dauphin CAOLA program. 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 local school, CAOLA and parents/legal guardians.

Special Education Services

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

Grading

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and project based learning activities. Students have immediate and continuous access to grades by logging into the system. Grades for assessments and tests will be posted within 24-48 hours from the date they were submitted. Student GPA and class rank will be calculated by the local school district. **Lower Dauphin online CAOLA program provides progress reports daily in the form of Grade to Date and non-running grades (student current grade with 0s factored in to their grade to date) for all online classes. When students and parents log in to the system they will see up to date and current grades are listed in full view. Grade reports/report cards can be generated by the guidance office upon request for college transcripts, students who are moving and any other unique situation that may warrant an official grade report. Students only receive a paper report card at the end of the fourth marking period OR when all their class parts are completed at the end of the school year.**

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. Necessary stakeholders will be notified of incompletes for semester grades and there may be a conference with the student and parent.

Students are permitted to retake any major test that he or she has failed. Most CAOLA platforms allow for 2 attempts for tests and quizzes. If a student wants more attempts on a test or quiz they must request a retake for the test through the advisor. The advisor will determine if the request is appropriate and will notify the online teacher of the request. The higher score will be recorded in the grade book with the lower score being removed.

Testing Policies

Mandated testing

When applicable, students are required to participate in state mandated assessments. Students will communicate with their advisor, and/or guidance counselor OR any district support team member, on the date and time that they are to arrive at the high school or middle school building to take specified assessments.

Proctored Exams

Students enrolled in the full-time online model may be required to take a proctored Unit exam each school year at their respective school building. The student will work with their advisor to arrange when and where the exam is to take place.

Advanced Placement Exams

Students wishing to take AP exams must work with their Lower Dauphin guidance counselor to determine date, time and location. The cost of AP exams is the responsibility of the student.

SAT

Students wishing to take SAT exams must contact their Lower Dauphin guidance counselor to determine date, time and location. SAT information can be found ONLINE in the convenience of your home.

Field Trips and Social Activities

Full time online students are encouraged to participate in school sponsored activities. Students must comply with all Lower Dauphin policies and not be on disciplinary action. Students wishing to attend field trips or social activities must first notify their advisors and make proper arrangements with the Lower Dauphin 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 online students should remember that they are still a member of the Lower Dauphin School District and therefore should dress appropriately. Lower Dauphin 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 Lower Dauphin related event 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.

Driving to Field trips:

Determined on a case by case basis when applicable.

Health Screening/ Immunization

It is Lower Dauphin School District procedure to offer various health screenings to their full time online CAOLA learners. Information will be sent from building nurses specifying when these free screenings will be made available. Students are encouraged to participate in these screenings. Most communication will be via email and on the CAOLA message system.

All Lower Dauphin CAOLA students are required by state law to update and maintain their immunizations. Failure to do so will result in suspension from the CAOLA program until all necessary records are updated.

Physical Education

Full time CAOLA online students will be required to earn their PE credits by taking a variety of online class options.

Typical online PE units are designed for students to raise awareness for the importance of long- term healthy living and choices.

Athletic and Club Eligibility

Students wishing to participate in Lower Dauphin'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. Lower Dauphin 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 (**minimum attendance requirements must be met to stay eligible for athletics and club participation).**

Code of Conduct

Lower Dauphin expects students enrolled in online learning to follow the school district code of conduct policies. The district 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, natures of infraction 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 / Inappropriate USE of AI to complete assignments.
- 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 CAOLA or Lower Dauphin 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 Lower Dauphin 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/USE of Artificial Intelligence (AI) 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 or 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/Use of AI 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 a search engine, 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 which you 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
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, 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 and inappropriate use of AI with student disciplinary action. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Lower Dauphin will follow the policy on plagiarism as outlined below:

Plagiarism/Inappropriate use of AI could result in a "zero" (no credit) on the assigned paper or project.
Teachers will provide written documentation of the plagiarism and will use the following procedure:

A. Teacher will notify via message or email (**First Offense**)
B. Teacher will notify via message or email – Advisor will may contact parent **(Second Offense**)
C. Advisor MAY call parents
D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable
E. **Third Offense** could result in student no longer being able to take the respective class in the CAOLA format.

When plagiarism/inappropriate use of AI is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a grade determined by their subject teacher. Failure to rewrite the assignment will result in an "F" for that assignment. The teacher reserves the right to determine if a student can resubmit an assignment.

Multiple offenses in the same course could result in removal from that course.

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**

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to an Advisor, teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Respect and protect the intellectual property of others.
- Not infringe on copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize/Inappropriately use AI
- Respect and practice the principles of communication
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher or Advisor.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

- Students may, if in accord with the procedures above:
    - Design and post web pages and other material from school resources.
    - Use direct communications, such as online chat or instant messaging, with an Advisor's permission and coordination with district Technology staff.
    - Install or download software, if also in conformity with laws and licenses, and under the supervision of the Advisor and coordination with district Technology staff.
    - Use the resources for any educational purpose.
- Consequences for Violation
    - Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

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 school calendar. **Full time online students are expected to complete 1 lesson per class per school day OR stay up to date with due dates (depending on course platform) from Friday, NOON to Friday NOON time frame. Please note this is the minimum students are to complete within the online monitoring time frame. There is NO maximum limit for lesson completion each week.**. Students should contact their school advisor immediately if they will fall short completing the minimum amount of lessons. 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

Lower Dauphin recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absence and should fall into one of the categories below. Students are expected to work with their advisor and online teachers to make up any missed work.

- **Absence due to illness, health condition, family emergency**. The parent or legal guardian is expected to notify the assigned advisor via email prior to the absence unless the situation does not provide such opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness.
- **Participation in school approved activity**. In order to be granted an excused absence the activity must be authorized by the advisor and parent. The affected online teachers must be notified prior to the event.
- **Parental request for temporary absence**. Upon parental request the advisor and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.
- **Disciplinary actions**. Absences due to temporary suspensions are deemed excused for attendance record keeping.

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 by Lower Dauphin School District. If student fails to meet the minimum attendance requirement of 1 lesson/class/school day within a Friday NOON – Friday NOON time frame, the student will be marked UNEXCUSED ABSENT. For example, if a student has 6 classes and there are 5 school days; 30 lessons are to be completed within the said time frame. If they complete 28 (fall 2 short) that equals 1 day UNEXCUSED. If they complete 23 lessons (fall 7 short) that equals 2 days UNEXCUSED.

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**

Technical Support and Computer Equipment Policy for Full Time Online Students

- Technical Support will be provided to full time online students only for school issued equipment.
- The full-time online learner uses the lap top issued to them from Lower Dauphin School District. Any issues with the lap top should be reported to the Lower Dauphin Help Nest (located in High School Library). Lower Dauphin help nest email is helpdesk@ldsd.org
- Full-time students ONLY could have access to Kajeet or similar internet hotspots. This will now allow full-time students to access the internet anywhere/anytime. The district will make the determination if the student qualifies for this support.
- 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 online 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 online 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 online 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 to prevent further unauthorized activity. Students denied such access must return any issued equipment.

- Full-time online students will report all issues that they are having **with courseware** to the Capital Area Intermediate Unit help desk. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. Students and Parents/Guardians can contact the helpdesk by calling or emailing:

717-732-8403, Ext. 3 or emailing caola-support@caiu.org.

- 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 online students and parents are responsible for connecting their school issued device to their home internet. Contact helpdesk@ldsd.org with any computer connectivity issues.
- 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.

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 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.
- Replacement Equipment
    - Lower Dauphin School District will arrange for replacement equipment only after:
        - Copies of all applicable reports and claims have been received
        - Appropriate arrangements have been made by the student/family 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.

I have read and agree to the above terms. I will contact Lower Dauphin Help Nest to report broken or damaged equipment, or to seek support for the online program. I understand that I must return all issued computer equipment and accessories. Lower Dauphin may seek financial and/or legal action for equipment not returned once participation in online learning through the district has been terminated.

caola-support@caiu.org

717-732-8403, Ext. 3

Student Signature **Date**

Parent/Guardian Signature **Date**

Student Agreement

Lower Dauphin School District

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 **I NEED TO CHECK EMAIL AND MESSAGES REGUARLY:**

1. Certain standards are expected of me, as a student, any 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 Lower Dauphin School District's Acceptable Use Policy and all other rules as specified by the teacher.
5. I will make a commitment to complete this course by the last day of school (**for Seniors the last day is May 22, 2026). For underclassmen/Middle and elementary students it is June 5, 2026**.
6. No class can be inactive (not worked in) for over a 15 day school cycle. Failure to do so WILL result in student having to come into a district school building and work on their CAOLA curriculum.
7. I understand I do not have to log in every day, however, I will create a schedule to follow and/or establish a routine so as to meet my minimum of 1 lessons/class/school day (OR pace with due dates) from Friday NOON – Friday NOON OR stay up to date with due dates in my courses. Failure to meet the minimum attendance requirement over a period (as determined by your Advisor) WILL result in the student having to come in to a district building and work on their CAOLA curriculum.
8. Students MUST complete class parts on time (by the end of each marking period). If a student is FAILING a part OR BEHIND IN A PART they MAY HAVE TO ATTEND A BUILDING PROGRAM TO HELP WITH GRADE IMPROVEMENT AND COMPLETION OF CLASS PARTS ON TIME. This will be determined by their Advisor (usually 2 weeks prior to the end of each marking period). Not accessing the system consistently, failing grades and making no attempt to improve in these two areas will result in the student being dismissed from the district's CAOLA program and returned to the regular educational setting.
9. Contact your advisor with concerns or assistance.
10. Contact you online teacher consistently when you need help. Do not wait.

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

The Lower Dauphin 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/program.

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

_____	_____
Student Signature	**Date**
_____	_____
Parent/Guardian Name	**Date**

Request for Location Transfer

Students enrolled in the full time online model **that expect to be away from the home of residence for four or more weeks must complete this form and submit it to the student's assigned advisor no less than a week before the transfer is to take place.**

Student first and last name:_____ Date of request:_____

Parent/legal guardian name:_____

Reason for Request:

_____
_____
_____
_____

Request dates: _____ to _____

Students are expected to log on and complete daily lessons. Please describe how and when the student will access the internet.

_____
_____
_____

Advisors are required to communicate through email and phone with students. Please provide a working phone number where the advisor will be able to reach the student at the new location:

____ -_____-_____

We understand that daily attendance and lesson completion is to be maintained while the student is temporarily away from the home of residence. We agree to communicate with the assigned advisor and online teacher frequently through email and phone. Failure to complete work in a timely manner and communicate with the school could result in unexcused absences and may impact the student's attendance status and grades.

_____ _____

Parent signature Student signature

FOR OFFICE USE ONLY

Request Approved: _____yes _____No Date:_____

Person approving request_____ Signature: _____