



NORTHERN LEBANON VIRTUAL ACADEMY (NLVA)

Student/Parent Handbook 2025-26

Administration:

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Welcome to Northern Lebanon Virtual Academy!

HOME OF THE VIKINGS

We are excited to welcome you to Northern Lebanon's online learning platform, Northern Lebanon Virtual Academy (NLVA).

The middle-school (7-8) curriculum consists of online courses in the four academic areas of language arts, mathematics, science, and social studies as well as a choice of electives. Guidance counselors will develop the schedule for students.

The high school curriculum (9-12) allows students to choose necessary courses in order to meet NLSD graduation requirements. Students may choose to complete all courses online or mix online courses with courses at the high school for a hybrid schedule.

Although the ability to access the coursework and complete assignments online is a vital component of this educational program, the district believes access to a certified teacher is just as important. Therefore, students work in a direct partnership with a Northern Lebanon teacher or Accelerate teacher using email, phone, or messaging.

The courses are designed to allow for a student to work at his or her own pace; however, the student's teacher will monitor progress and offer assistance as needed to complete the coursework in a timely manner. All grades will be kept in PowerSchool and parents and students can check grades online.

Course instructional materials are provided to access the courses via the Internet. The courses are provided to Northern Lebanon School District residents tuition-free. NLVA students will receive a Chromebook for the school year.

All students entering NLVA start on a probationary period to make sure virtual instruction will be successful. After one marking period, if students are not regularly completing the attendance form and passing their online courses, they may be asked to return to in-person instruction to better support their learning.

Please also review the Secondary Handbook, as this is a companion to that document.

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Characteristics of a Successful Online Learner

Persistence... Persistence is perhaps the biggest key to success in online learning. There are times when a teacher is not immediately available to help a student troubleshoot a problem, so students will need persistence to navigate issues during these times.

Effective **time-management** and **organizational skills**... There is more independence in an online learning environment, so students need more ownership of time management and document workspace organization.

Effective and appropriate **communication skills**... Most communication with teachers and peers occurs via emails, online posts/message boards, and sometimes Zoom meetings. This makes communication skills, especially written, important.

Basic **technical skills**... Online learners need to have a basic understanding of the technical skills required to access online content (Schoology, email, Google Drive, etc.) and submit assignments.

Average **reading, writing, and math skills**... There is more reading required in many online courses, so the ability to read fluently and with comprehension is critical.

Motivation and Independence to complete classwork and homework... Encourage students to keep an organized calendar with assignment due dates so they don't get behind with work.

A **good, quiet study environment** to complete work is essential for success.

An adult who takes on an **active learner coach** role ... Learning online, outside of the brick and mortar classroom requires additional support for the online learner.

Support to Help Online Learners Succeed

MIDDLE SCHOOL

Middle school learners will be working towards more independent learning during these years. To help support your online learner with the home, your responsibilities will include:

- Establish a dedicated work environment within your home
- Establish daily routines that include breaks
- Plan to spend 2 to 3 hours each day monitoring lessons, activities, and assignments
- Communicate frequently with your student's teachers
- Track progress and grades

HIGH SCHOOL

High school learners will work mostly independently during these years. To help support your online learner at home, your responsibilities will include:

- Checking PowerSchool and/or Accelerate Education's Buzz platform to ensure assignments are completed and help develop a plan to get work completed, if necessary.

Attendance Policy

The NLVA attendance policy outlined below applies to fully-online students. Attendance for hybrid students is taken in their home building. Hybrid students should refer to their building's attendance policies. Attendance is also referenced in the Secondary Handbook.

Engaging with content is critical to any learner's success in school. This is especially true in an online learning environment. Please ensure that students are completing assignments to be successful.

Daily Attendance

FULL TIME virtual students must fill out a Google form to be marked present for the day. **Hybrid and CTC students (who are also attending courses or the CTC in person) do NOT need to complete this form.** The form should not take long to complete. On the form, students will submit: their name, student number, grade level, and an optional question if they are looking for any help. **They must be logged into their NL account to access the form.** When the form is completed, the student will be marked present for that day. The form can be filled out at any time for that day. It **DOES NOT** have to be completed during normal school hours. Also, attendance only needs to be completed on days the district has school. Please reference the [school calendar](#) for all in-session dates.

Failure to fill out the form, will result in an absence being marked for the day missed. This could result in truancy meetings and possible fines. The Attendance Form is listed below so you can save it as a bookmark on your Chromebook.

<https://forms.gle/qn1q7mysPx9UVLFeA>

Additional Attendance Information

All absences are either legal or illegal. **ALWAYS GET A DOCTOR'S NOTE IF POSSIBLE!** Parents are encouraged to fax (717-865-1537) or email all excuses directly to the secondary attendance office (hsms_attendance@norlebk12.pa.us), but students and parents may also deliver excuses to the office. Parents are encouraged to review attendance records in Powerschool on a regular basis to ensure that excuses have been received. Parents of virtual students will not receive an automated phone call whenever their child is absent, as students are permitted to complete the attendance form after regular school hours. **A signed note or email from a parent is still required upon the student's return to learning.** Failure to produce a parental note within **3 school days** will cause the absence to be defined as an unlawful absence. (refer to Secondary Handbook if needed)

All notes, including doctor notes, must list each day covered by the excuse. Any alteration of doctors' notes may be forwarded to the local police department for investigation.

State law requires that students attend school except for the following reasons:

- Personal illness
- Death in the immediate family
- Required court appearance
- Religious holiday
- Quarantine
- Emergency as determined by the administration
- Educational trip with prior approval by administration
- See Policy 204 for additional reasons

Requests for **educational trips** must be submitted to the Attendance Office at least three days prior to the day of the trip and must be submitted on the appropriate trip excusal form, which can be accessed from the school website. If after approval, a trip is canceled, parents must inform the Attendance Office for their building. Students are responsible for any missed work. Educational trips during Keystone Exam and PSSA windows will not be approved for students in tested grades or subjects. Parents are also discouraged from planning educational trips during final exams.

- When a student accumulates seven days of absence, a letter will be mailed to the parent or guardian. This letter will indicate our concern for your child's attendance.
- Students who accumulate ten days of absence will be required to produce a doctor's note for any absence that follows.
- All absences of three days or longer require a doctor's note, regardless of the student's attendance record.
- Students will be permitted three days after their return to school to produce an excuse for any absence from school.
- Students accumulating three days of unexcused absences will receive letters regarding unlawful absences. These letters will be emailed to the parent or guardian. Once these letters have been issued, any additional absences may result in the district issuing a citation for violation of state attendance laws or taking other measures.

Additional Support for Online Students

In order to support online learners who are struggling with work completion or attendance, other interventions, including but not limited to the following may be implemented by the administration:

- Regular (multiple times per week) check-ins scheduled on Zoom with course teachers (camera must be on)
- Regular (multiple times per week or daily) check-ins scheduled with staff in person at the Secondary School
- Required work time schedule daily in the Secondary School to complete online assignments
- Return to in-person learning

Technology

All NLVA students will be issued a Chromebook for use during the school year. These devices are intended to help facilitate student success with online coursework. NLSD expects that students utilize these devices following all NLSD policies and procedures. (see Secondary Handbook)

If Chromebooks become damaged, similar to other school equipment, students are expected to reimburse the school district for damages according to the following damage structure:

Chromebook Repairs and Fees

Replacement Charger:	\$10.00
Broken Screen:	\$25.00
Broken Top Lid	\$25.00
Broken System Board	\$25.00
Broken Keyboard	\$25.00
Broken Protective Case	\$25.00
Replacement Device (if lost or destroyed)	\$120.00

Responsible Use of Internet and Network Resources Procedures: Internet, E-mail, and Network Access Agreement

Purpose:

The Northern Lebanon School District supports the use of the Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications, access to information, research, and collaboration.

Please reference NLSD [Policy #815](#) for more in depth information.

Procedures:

Northern Lebanon School District reserves the right to log and monitor Internet use, computer network activity, and file server space utilization by district users. Network storage areas may be treated like school lockers. Network administrators, school administrators and/or faculty may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system responsibly. Users should not expect that files stored on district servers or computers will be private. Northern Lebanon

School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Northern Lebanon School District reserves the right to log and monitor email.

Students and staff must sign the Responsible Use Agreement in order to have email, Internet access, and access to the network. All signed permission forms will be kept on file.

Academic Information

GRADING POLICY/GRADE EQUIVALENCY

A 90-100%	
B 80-89%	D 60-69%
C 70-79%	F 59% and below

NOTE: There is no penalty for submitting online work after a due date as long as it is submitted prior to the end of the term, however, a zero will be put into PowerSchool after an assignment is due. If the assignment is completed before the end of a marking period the grade will be changed to what the student earned with no penalty.

Extra-Curricular Activities

NLVA students are encouraged to participate in all NLSD extra-curricular activities. Hybrid and fully online students may participate in chorus, orchestra, band, and other extracurricular activities (sports, clubs, etc.) offered in the building. Students must adhere to the academic eligibility requirements outlined in the Secondary Student Handbook. Parents are responsible for transportation.

Cheating and Academic Integrity

Definition: Plagiarism is the **unaccredited** use of another's words or *ideas*. If a student uses someone else's words, he/she must put quotation marks around them and credit the source in a parenthetical citation and on the "Works Cited" page. If a student *paraphrases* the words of others, or puts those ideas in his/her own words, it still must be made clear (by way of citations) that the ideas belong to and originate from another person. Information considered to be common

knowledge does not require a citation. This will ultimately be determined as such by the teacher. Failure to credit borrowed words or ideas is a serious breach of academic integrity, which undermines this educational institution.

Plagiarism may include any of the following:

- Submitting as one's own an assignment written (in part or as a whole) by someone else.
- Copying someone else's words and/or ideas and representing them as one's own.
- Using material from another source without citations.
- Omitting quotation marks from material that is quoted verbatim from another source.
- Cheating on assessments is also a violation of this policy. **Using** another student's work **OR sharing** your work with others is a violation of the NLSL academic integrity policy.
(also reference the Secondary Handbook)

Definitions:

Artificial Intelligence – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns, and making decisions. AI encompasses a broad spectrum of techniques and methodologies, including machine learning, natural language processing, computer vision, and robotics, aimed at creating intelligent systems capable of performing tasks autonomously or with minimal human intervention.

Generative AI – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio, and video data. Generative AI is the focus of this policy.

The Northern Lebanon School District encourages students to create content with an expectation that the work has been developed on their own or that credit is given to those who did create the work.

- Students will not share personal information when online or using artificial intelligence (AI).
- Generative AI will only be used to support learning with teacher authorization.
- If AI tools are utilized, students will communicate how AI tools are used and include appropriate citation and/or documentation of AI contributions.

- AI-generated content or other sources cannot be claimed as students' own work and submission as such is in violation of academic honesty.

Maintaining academic honesty is essential, and actions – including but not limited to – cheating, copying other students' work, presenting someone else's work as their own, plagiarizing, or using unauthorized aids, including AI, in assessments and assignments are strictly prohibited and will not be tolerated.

The consequences for academic dishonesty through the use of Generative AI may result in usage restrictions, loss of access privileges, disciplinary action (see Level II in Disciplinary Structure), and/or referral to legal authorities depending on the specific incident.

Please refer to Policy 815.1 (Use of Generative Artificial Intelligence in Education) for more information.

In-Person Requirements

The flexibility that NLVA and online learning provides is a benefit to students and families. While we try to create asynchronous learning opportunities that provide this flexible learning environment, there are times during the school year when students will need to attend in person. These times include, but are not limited to:

- PSSA testing (Grades 7-8)
- Keystone Testing (Algebra I, Literature, and Biology)
- Career Readiness Activities

Bullying and Cyber-Bullying Policy

The Board of School Directors prohibits conduct which constitutes unlawful discrimination, harassment, hazing, bullying and intimidation because of race, religion, sex, sexual orientation, color, national origin and ancestry, marital status, familial status, disability, medical condition, age and gender. The Board expects that all students will maintain a learning environment, which is free of these inappropriate behaviors. Any student who fails to meet this expectation is subject to disciplinary action.

Cyber Bullying: An intentional electronic act or series of acts that are 1) directed at another student(s); 2) **occurs in the school setting**; 3) is severe, persistent and pervasive; AND has the effect of doing at least one of the following: substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of the school. Online harassment that occurs outside of school and does not meet the definition of cyberbullying above should be referred to the police by the student or his/her parents.

School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The term "bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

(also reference the Secondary Handbook)

School Counseling Department

Providing online students with the same resources as they have in the building is important to the success of all learners. All NLVA students can still connect with their school counselor when necessary. Counselors are available to assist students with academic, personal, social, and career planning needs to foster success for all students.

Grades 7-9

Mrs. Meghan Tavanni (last name A-Me)..... mtavanni@norleb.k12.pa.us

Ms. Bentley Bartell ((Last Name Mi-Z).....bentleybartell@norleb.k12.pa.us

Grades 10-12

Mr. Nicholas Shewell (Last name A-Me)..... nshewell@norleb.k12.pa.us

Mrs. Elizabeth Kline (Last Name Mi-Z and CTC)..... ekline@norleb.k12.pa.us

Safe2Say

What is Safe2Say Something?

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. If you have a concern regarding the safety of a student within Northern Lebanon School District, please call the Safe2Say Something Hotline at 1-844-723-2729. (reference the Secondary Handbook)

Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

There are multiple ways to make a report about a potential act of violence or concern for the safety of another person.

- Tell a school counselor
- Tell a principal
- Email the Northern Lebanon Tips email at tips@norleb.k12.pa.us
- Call the Northern Lebanon tip hotline at (717) 865-2117 option 9
- Make an anonymous report using the Safe2Say Something system <https://www.safe2saypa.org/> or (844) 723-2729

Notification of Rights Under FERPA

The Family Education Rights and Privacy Act (FERPA) requires schools to annually notify parents of students in attendance of their rights. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Student Privacy Policy Office regarding an alleged failure by a school to comply with FERPA. A complaint concerning alleged failures by the School District to comply with the requirements of FERPA may be made to the: Student Privacy Policy Office, U.S. Department of Education, 4090 Maryland Avenue, SW, Washington D.C. 20202-4605. The Northern Lebanon School District will, upon request, disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

The school district may disclose, without consent, "directory" information. However, at the beginning of each school year, parents and eligible students may request that the school not disclose directory information about them.

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

The term "directory information" does not include:

1. A student's Social Security Number; or
2. Student identification (I.D.) number, except that directory information may include a student I.D. number, user I.D., or other unique personal identifier displayed on a student I.D. card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Discrimination/Title IX Sexual Harassment Affecting Students

The Northern Lebanon School District does not discriminate on the basis of sex and prohibits sex discrimination, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudice the facts for either side. The District strives to maintain an environment where all students, staff, and greater community feel safe. Please contact Bradley Reist/Title IX Coordinator at (717)865-2117 or email breist@norleb.k12.pa.us or the U.S. Department of Education's Office for Civil Rights, or both, with any Title IX concerns and/or to report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX.

Title IX Coordinator

Bradly Reist

346 School Drive

Fredericksburg, PA 17026

Phone: 717-865-2117

Email: breist@norleb.k12.pa.us

Students/parents wishing to learn more about the Board's non-discrimination policy are encouraged to review Board Policy 103 on the District's website.

Equal Opportunity Statement

The Northern Lebanon School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, gender identity, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. District contact person is the Superintendent of schools, (717) 865-2117.

The District's notice of nondiscrimination and grievance procedures are located at <https://www.norleb.org/our-district/annual-notices>.

Individuals with Disabilities Act (IDEA) – Annual Notice to Parents

Child Find

It is the responsibility of the school district to ensure that all children residing in the boundaries of the district, who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act (IDEA). The IDEA 2004 requires each school entity to publish a notice to parents, in newspapers or other media, including the student handbook and website.

Frequently Asked Questions

1. Does my student need to log on specific days/times? *There is no specific time of day when students need to log on to complete work, but they are expected to complete work each school day. They do need to log on to complete the attendance form daily, even if work is not completed that day. Students may be required to attend a live instruction class based on their IEP needs.*
2. Can my student still participate in chorus and band? If so, how does that work? Would I take my student to school on those specific days and times? *NLVA students are able to participate in chorus and band. Parents are responsible for transportation.*
3. Can my student transition from in-person to NLVA or from NLVA back to in-person? Would this transition have to be at the end of a trimester? *Students can move between virtual and in person. These transitions occur at the semester changes. Students need to be enrolled in NLVA before the start of school or they would need to wait until the beginning of second semester. Students currently in NLVA may return to in-person at any time.*
4. Is my student able to work ahead? *Students can work ahead in their online classes.*
5. My student has an IEP and needs instruction from a special education teacher in a subject area. How does this work? *The school team will meet with your family prior to enrollment through an IEP meeting. At that meeting, it will be determined how learning will proceed. Students who enroll in NLVA receive support from the Special Education Teacher through synchronous, live instruction. During these lessons, it is*

expected that students have their cameras turned on and are engaging with their teacher. The live schedule will be provided to you before enrolling in NLVA.

6. Are the lessons video oriented or would I be the one teaching the lesson/new skill to my student? *There are online resources (videos, reading, etc.) to guide students, but parent support is an important piece of a successful online learning environment for students.*

7. Do you have a sample of a lesson and/or the workload for a typical day? *Each lesson and each learner are different, so it is difficult to give a typical day. Usually, students work up to one hour each day per CORE subject - ELA, math, science, and social studies.*

8. Do I need to keep track of my student's grades or submit anything extra to the district if he/she is enrolled in Cougar Academy? *No, the district keeps track of grades.*