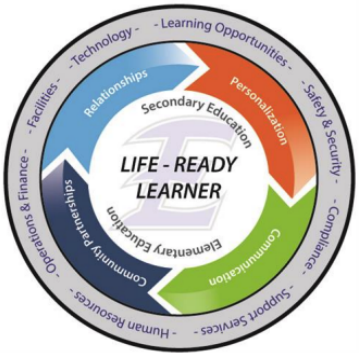
Elizabethtown Area School District

K-12 Etown Cyber Independent

Parent/Student Handbook

2026-2027



Every student graduates ready
to live, learn, and thrive
in a global community.

600 East High Street
Elizabethtown, PA 17022
717- 367-1521

updated: August 2026

Note: Policies referenced in this Parent/Student Handbook are not fully copied. However, the policy number is given so it can be viewed in its entirety on the EASD Policy Website.

Philosophy Statement:

The Elizabethtown Area School District (EASD) vision of educating all learners to be LIFE READY, is met through a unique combination of opportunities in academics, arts and extracurriculars, athletics and altruistic endeavors. Coupled with those opportunities is a support structure that is focused on meeting a wide range of individual student needs. EASD believes that in most cases the best means of providing both educational opportunities and support to students is through in-person learning. However, there are instances where online learning may play a role in a student's educational journey at EASD and this may be accomplished through the Etown Cyber Independent (ECI) learning program.

Overall Design:

The ECI program utilizes asynchronous classes that students are required to access on a daily basis (based on the EASD school calendar). The courses and curricula available through the ECI platform are offered through our partnership with Lancaster Lebanon Intermediate Unit 13 (IU13). The courses are facilitated by online teachers that provide help and support with content questions and successful completion of graded assignments. Overall program and technology support is provided by EASD.

The asynchronous classes provide flexibility for students and parents/guardians in managing the time of day in which students are engaging with school work. Daily attendance expectations and coursework pacing guides are established in order to help students successfully complete coursework in a timely manner. The demand on parents/guardians to be facilitators of their student's learning in the ECI program is high, particularly at the elementary level. The flexibility of the ECI program demands a high level of self-discipline at all levels, and we strongly suggest maintaining a regular routine in order to be successful.

Additionally, we strongly believe in keeping our online learners involved through the opportunities and experiences beyond the classroom at EASD. ECI learners are encouraged to participate in school events, clubs, extracurricular activities, and athletics. In addition, students will maintain access to all EASD supports, including school counselors for academic planning, mental health support, and post-secondary planning.

Points of Contact:

Mr. Gary Norris, Etown Cyber Independent Coordinator

Mr. Bobby Crick, HS Assistant Principal & Etown Cyber Independent Administrator

Enrollment in Etown Cyber Independent (ECI) Program

Enrollment Guidelines:

There are instances where online learning may play a role in a student's educational journey at EASD and this may be accomplished through the ECI learning platform. The ECI platform also requires additional funding and resources beyond the scope of in-person learning. The following guidelines are utilized to determine those instances when the additional resources of the ECI platform balanced with individual student needs are necessary.

1. Medical - a student is unable to physically attend school in-person for an extended period of time due to a documented medical circumstance.
2. Individualized Education Plan (IEP) - as determined by the IEP team
3. Outside Cyber Transition Plan or Pre-existing cyber enrollment
4. Alternative Education Transition Plan - as determined by administration
5. Administrative Approval

Enrollment Options:

There are instances where a student or parent/guardian may prefer online learning through the ECI platform. Parents/guardians may choose to enroll their student in the ECI program, in part or in full, at the parent's/guardian's expense. Such instances often include course scheduling preferences and credit recovery.

Enrollment Timeline

Enrollment into the ECI program can be considered at any time. However, there are times in the school calendar that are better suited to doing so; the beginning of the school year, beginning of the semester or the beginning of the marking period. Parents/Guardians and students acknowledge and understand that enrolling in the ECI Program will be effective until the **end of the course**.

Student Responsibilities - Grade K-12

Students and parents of students pursuing an ECI education have an increased amount of responsibility and expectations due to the nature of online learning. The following procedures must be followed.

Etown Cyber Independent Expectations

- Students will check email DAILY and respond to School District communication within 24 hours.
- Students will check their grades for missing work weekly with their parents.
- If a student submits late work, the student will notify the teacher.
- Students will not use the aid of any artificial intelligence (AI) tools, any apps, electronic devices, etc. to cheat, plagiarize or otherwise dishonestly complete assignments or assessments.
- Students will contact the ECI Coordinator, Mr. Gary Norris, with any questions or problems while enrolled in the course.
- Students will participate in Keystone and/or PSSA exams as scheduled.
- Parental assistance may be needed with all of these tasks for elementary-aged students.

Appropriate Use of Technology

- Follow all EASD email and Acceptable Use Policy expectations.
- Use appropriate language and proper grammar/spelling when sending electronic communication.
- Students will not use any other student's login or password or share their information with others.
- Students will use their district-issued computer for only school related items.

Parent Responsibilities - Grade K-12

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

- Log on DAILY to check student's progress.
- Ensure there is reliable internet in the home.
- Notify the ECI Coordinator, Gary Norris, of any hardware or software problems as soon as they occur.
- Provide a physical environment conducive to a student's educational needs.
- Meet with EASD personnel as needed during the enrollment process and as needed for student support.
- Assist your student in complying with all rules, policies, and procedures of the school.
- Maintain regular contact with the school by telephone and email.
    - WHO TO CONTACT
        - Grades, Assignments, Content Questions - your child's online teacher

    - Schedule, Absences, Tech Support or Other Course Concerns - Mr. Gary Norris, Etown Cyber Independent Coordinator
    - District Policies or Procedures - Mr. Bobby Crick, HS Assistant Principal & ECI Administrator
- 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 your student and his/her online teacher, Mr. Norris, and/or your student's School Counselor to ensure successful completion of the curriculum within the allowable time frame.
- Notify the school immediately of any change in student's contact information or academic status.
- Provide your 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 the ECI Coordinator.

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 Elizabethtown Area School District (EASD) calendar.

- ECI students are expected to log on to courses and complete lessons on all days that their appropriate building level school is in session. Please refer to the district calendar: EASD Calendar Link
- Students must be logged on to coursework for at least 10 minutes each day to be considered present.
- Being considered present is independent of a student's progress with coursework and pacing of lesson completion. Students are expected to complete enough lessons to remain on pace with coursework.
- Internet or computer problems DO NOT excuse a student from daily schoolwork in their online classes and such issues should be communicated as soon as possible to the program coordinator.
- If the student is ill and cannot complete work, a parent must email their appropriate building level attendance email.
    - Bainbridge Elementary bb_attendance@etownschools.org
    - East High Street Elementary eh_attendance@etownschools.org
    - Bear Creek School bc_attendance@etownschools.org
    - Elizabethtown Area Middle School ms_attendance@etownschools.org
    - Elizabethtown Area High School hs_attendance@etownschools.org

Students and parents should refer to their building level EASD Student Handbook for additional information regarding attendance, including what is considered to be an excusable absence.

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.

Students and parents should refer to their building level EASD Student Handbook for additional information regarding grading practices.

Retaking Quizzes and Exams

Coursework automatically allows for multiple attempts on lesson assignments which can be viewed by students and parents. The attempts are limited and designed to allow for mastery of content. Retakes beyond the predetermined number of attempts require special approval, and are at the discretion of the online teacher, school counselor, or school administration.

Removal From the Program Due to Lack of Progress

Students who are not 'on pace' with their online courses and/or are failing 1 or more courses, could be removed from the ECI Program and returned to regular classes in the building. The School District will work with families on interventions and a plan for student success, utilizing a 3-tiered system of support.

Tier	Description	Nature of Support	Persons Involved
1	Student attends regularly and is on-pace with all coursework	Regular system of academic, attendance & technology support	Student, Parent, Program Coordinator
2	Student attendance inconsistent or interrupted by illness/vacation resulting in falling behind on coursework	Support plans and strategies to get "back on track" with coursework in a reasonable timeframe	Student, Parent, Program Coordinator, School Counselors, Social Worker, Administrator, etc.
3	Student consistently not attending or engaging with coursework resulting in little or no completion of coursework	Supports enacted to directly address areas of concern on an individual basis - students may be required to complete online coursework in the school building with staff supervision	Student, Parent, Program Coordinator, School Counselors, Social Worker, Administrator, etc.

Testing Policies

Mandated Testing (PSSA, Keystone, etc.)

Students are required to participate in all school and state mandated assessments in person, at the school building. The ECI Coordinator or building administrator will notify the parent/guardian and student of the date and time of such tests. The parent/guardian is responsible for making sure the student attends said exam.

PSSA Testing (grades 3-8): occurs in April of each school year
- Math: every Grade Level 3-8
- English Language Arts (ELA): every Grade Level 3-8
- Science: Grades 4 and 8

Keystone Exams (grades 9-12, possibly grade 7 or 8 for Algebra): occur in January and May
- Algebra I Keystone Exam: end of Algebra I course (typically Grade 9)
- Biology Keystone Exam: end of biology course (typically Grade 10)
- Literature Keystone Exam: end of English course in Grade 10

****High school students and their parents should refer to the EAHS Student Handbook for additional information regarding Keystone Exams and Act 158 graduation requirements.**

Advanced Placement Exams

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

Optional Exams (SAT, PSAT, ACT, ASVAB, etc.)

Students wishing to participate in any of these exams must contact the school counselor to determine date, time, and location.

Credit Promotions and Retention (for Secondary Students)

The following guidelines will be used to determine whether or not students are promoted to the next grade. Promotion will occur at the end of the school year. Notification will be made with end of the year report card notifications. Promotion may also occur following summer school and at the end of the first semester for students who have met the requirements listed below.

Promotion to Grades 6, 7, 8 and 9

Students must earn a 65% or better in 3 out of 4 core subjects (English, math, science and social studies).

High School Promotion

Students must earn all required credits and the minimum of 24 credits to graduate. Students will move within their class cohort during their four years of high school. Students who do not meet credit requirements to graduate will be retained in grade 12 until those credits are earned. Failed courses

could be rescheduled during the school day to recover credits or in a credit recovery program outside of the school day. Counselors and administrators will work collaboratively with families to create a graduation plan for their students who are experiencing educational instability. EASD Policy 215

Field Trips and Social Activities

ECI students are encouraged to participate in school-sponsored activities. Students must comply with all EASD policies and not be on disciplinary action. Students wishing to attend field trips or social activities must first notify their classroom teacher and school counselor. ECI students should remember that they are a member of the EASD and therefore should dress appropriately when participating in field trips and social activities. EASD 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 an EASD 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. Driving separately to field trips is not allowed, as students must ride the EASD bus.

Athletic and Club Eligibility

Students wishing to participate in their EASD athletic program or clubs will need to express interest to the Athletic Director or Club Advisor. The 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. Students who choose to participate in EASD athletics or sports are required to sign a 'co-curricular extra-curricular participation contract' in accordance with Board Policy. The parent/guardian must also sign the form.

Technology Expectations

Students/parents/guardians are responsible for the proper use and care of technology equipment:

- 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.
- Parents/guardians/students are responsible for lost or damaged equipment. Cost reimbursement must be made to EASD. If not, the cost will be added to the student's obligations and must be paid prior to graduation.

- Families needing assistance with acquiring technology or internet access should contact their building principal.

Support

Technical Support will be provided to ECI students. Technical support cannot and will not be provided on local area networks in the home, computers not given to the student by the School District, or to any students/families not enrolled in the Etown Cyber program.

Here is where you can locate our EASD Student Tech Center

If you require further help, please submit a tech request to the Department of Technology Services through Web Help Desk, which can be accessed through Clever SSO or entering the following address into your web browser: **http://support.etownschools.org**.

Accessing Web Help Desk

Log in with your district username (without "@etownstudents.org") and password, enter the information requested and your ticket will be assigned to the appropriate technician based on the information entered. Enter your homeroom teacher where asked for "room number".

Email Confirmation

Once your ticket has been submitted, you will receive a confirmation email in your district email account (click the "Gmail" link above or go to "mail.etownstudents.org" and log in with your district login credentials to check email). All communication regarding the issue will be through the ticket. You will receive emails with a log of yours and the technician's notes.

Adding Notes into Ticket

Please log back in to the Web Help Desk to answer any questions or add additional notes and information into the ticket. Click on "History" in the top menu, search for the ticket and click "Add Note." When the note is submitted the technician assigned to the ticket will receive an email to be alerted that the ticket was acted on.

Lost/Damaged Property

- The ECI Program will provide students with a computer, internet filtering software, and the appropriate software needed to support the student's curriculum.
- This equipment remains the property of EASD and must be returned upon termination of the student's online learning.
- 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 will be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession. Unpaid costs will be added to the student's obligations and must be paid prior to graduation.

Special Education Services

EASD 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 their building principal and/or the School Counselor for further assistance. The school will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the student's principal, Mr. Norris, and/or School Counselor with the online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Students and families should refer to their building level EASD Student Handbook for additional information regarding graduation requirements, Pathways to Graduation, FERPA, state testing, promotion, retention, etc.