

LASD K-5 eSchool Agreement

Kelly Elementary School
325 Hospital Drive
Lewisburg, PA 17837

Linntown Intermediate School
1951 Washington Ave.
Lewisburg, PA 17837

The Lewisburg Area School District (LASD), Kelly Elementary, and Linntown Intermediate School are pleased to offer an education option, known as **LASD eSchool**, to our elementary school students and their families. This learning environment of cyber instruction is made possible through a partnership with the District and eToole Virtual Learning Program, a service made available through the CSIU Intermediate Unit (IU#16). The use of eToole services allows us to provide each student with an individually designed program of study using online courses from Accelerate Ed (Grades K-5). The teachers for these online courses are online teachers with full teaching credentials. They are not LASD Faculty. Students enrolled in **LASDeSchool** are full-time K-5 students. A student's progress and achievement in the **LASD eSchool** will be actively monitored and assessed throughout his/her enrollment in the program. Parents/families are expected to be vigilant of student attendance and performance as well.

Eligibility/Application Process

The following eligibility requirements and application procedures are to be completed by the student and parent/guardian:

1. The student must be a resident of the Lewisburg Area School District and must be registered at Kelly or Linntown through our established enrollment procedures in the Central Office. District policies, guidelines, and practices are in effect for enrollment.
2. Students and their parent/guardian must meet with school personnel to enroll in the **LASD eSchool** program, sign the agreement contract, and develop a program of study for the student. The program of study will outline course enrollment, deadlines for course completion, and course schedules. The district administrator has the final authority to approve/disapprove admission to the **LASD eSchool** program.
3. School personnel will review the student's educational record and develop a course schedule for the student in **LASD eSchool**, as appropriate. Typically, students enroll in four core classes and a related arts class.
4. For students in need of special education services or gifted education services, an IEP or GIEP team meeting will be held along with the course planning meetings to ensure students' identified goals and needs will be addressed in conjunction with our **LASD eSchool** program.

5. Parents/Guardians and students must agree to the **LASD eSchool Agreement** and the Acceptable Use Policy, including requirements for use of District technology, and attend a program orientation session prior to beginning their online courses. Once courses are opened for student use, there is a two-week (10 school days) window to demonstrate active log-in and participation in each course. The school reserves the right to close courses for students who fail to meet this expectation.
6. Enrollment in **eSchool** for Kelly or Linntown students should occur within the first two weeks of a marking period. Students who are not finished with a course at the conclusion of a marking period will receive an "incomplete" and be given two weeks to complete the course. After that additional time has passed, classes will be turned off and no credit given for incomplete assignments. Those assignments will be factored into the course grade.
7. Grades earned in the **LASD eSchool** option will be recorded as part of the student's records in the Lewisburg School District. A student's grades prior to enrollment in **eSchool** will be proportionally factored into the student's **eSchool** grade as appropriate. Likewise, a student's **eSchool** performance will be considered should a student choose to return to the brick and mortar setting.
8. Blended Course Enrollment – refer to guidelines outlined in LASD Policy #141.
9. Failure to comply with the provisions of this agreement or LASD Policy #141 may result in the loss of opportunity to utilize **LASD eSchool**.

K-5 eSchool Expectations

Students Will:

- Take the PSSA Exams at the appropriate grade levels.
- Make a good faith effort in all academic classes in which they are enrolled and complete all assignments, tests, and projects required for each course of study.
- Log in and actively participate in coursework for a minimum of 20 hours per week for full-time enrollees, or stay "on pace" with assignment completion. Compulsory attendance laws do apply to **LASD eSchool** students.
- May be asked to come to the school to complete **eSchool** coursework if they fall behind in one or more courses, until they are back on pace. The District reserves the right to require this.
- Incur one unlawful absence per week if they fall 10 or more assignments behind in two or more courses and do not actively log a minimum of 20 hours on line. Truancy procedures, including the creation of a School Attendance Improvement Plan (SAIP) after three unlawful absences and collaboration with Union County Children and Youth Services, apply to **eSchool** students.
- Maintain regular, ongoing contact with the school Counselor and other District staff as needed. Students will work closely with their **LASD eSchool** teacher to accomplish their learning goals.
- Attend any scheduled meetings with assigned school staff to monitor progress in courses and discuss any concerns.
- Meet all established course time lines for completion.

Parents/Guardians Will:

- Maintain oversight of their child's educational program in compliance with policies and guidelines outlined by the school and the District.
- Provide a quiet working environment for the student working at home.
- Make a commitment to assist and monitor their child when he/she works at home.
- Maintain regular contact with school staff regarding the student's progress and accept responsibility for contacting the school when any problems or disruptions impact the student's educational program.
- Monitor student progress using their log-in information.
- Ensure that their child is actively participating – compulsory attendance laws apply to **LASD eSchool** students.
- Attend any scheduled meetings with school staff to monitor progress in courses and discuss any concerns.
- Assume responsibility for the cost of repair/replacement of the computer system or damaged parts as outlined in the District's Acceptable Use Policy (LASD #815).
- Provide Internet access and assume responsibility for all misconduct.

The School Will:

- Provide students and parents/guardians with guidance with regard to course selection.
- Ensure compliance with all special education regulations.
- Account for the student within child accounting and other state reporting requirements.
- Provide health services, school counseling and career education services, and other District services as warranted to students in **LASD eSchool**.
- Provide the **LASD eSchool** program at no cost for enrollment, courses, or textbooks.
- Make District technology available for students, but the District does not assume the cost of Internet services. Acceptable Use Guidelines and other forms for the hardware must be completed and appropriate fees submitted.

Costs

The LASD eSchool is a Lewisburg Area School District public school program. There are no enrollment fees, tuitions, or charges for textbooks for school-year programs of study. Costs for the use of equipment do apply, as specified in the LASD One-to-One Guidelines and Fee Information Form.

Transportation

Transportation to and from the school for educational and social opportunities is the responsibility of the parent/guardian. We ask that you work with our administration/school counseling staff at the school to coordinate arrival and departure times if coming to the building for a program/course/activity.

Calendar

The **LASD eSchool** will follow the school district calendar for our start and end dates to the academic year and each marking period. Each online course is divided into quarters, similar to our marking periods. Therefore, students in **eSchool** should complete their work at similar pace to the marking periods on the school calendar. Students with incomplete grades will be afforded the same opportunities as all students to complete their work and receive grades at the end of each marking period.

Attendance

LASD eSchool students are full time students in the Lewisburg School District, and as such are held to the compliance with state, District, and school policies and guidelines. Because of the unique independence that is offered when taking online courses, our eSchool students and their families assume a special responsibility to actively participate in their courses. Time spent daily should be similar to time spent in school. Guidelines for completing coursework should be similar to timelines for all students to complete courses. The expectation for full time eSchool students is to log approximately 20 hours per week and be on pace with their course assignments. Students taking fewer courses through eSchool would be responsible for hours similar to course hours associated with traditional courses at the middle school.

Please note that truancy charges are applicable when regular attendance requirements and work production deadlines are not met.

Students who are not meeting LASD eSchool's academic and attendance requirements may be asked to come into the school building to work on cyber courses until they are caught up. Further noncompliance with the LASD eSchool Agreement may result in removal from the eSchool program and return to the regular elementary school education program.

LASD eSchool Agreement Signatures

Student Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

District Administrator: _____

Date: _____