



Book	Policy Manual
Section	100 Programs
Title	Online Instruction
Number	141
Status	Active
Legal	<ol style="list-style-type: none"> 1. 24 P.S. 1327 2. 24 P.S. 1327.1 3. Pol. 137 4. 22 PA Code 11.31a 5. 24 P.S. 1326 6. 24 P.S. 1330 7. Pol. 218 8. Pol. 213 9. Pol. 818 10. Pol. 105 11. Pol. 105.1 12. Pol. 105.2 13. Pol. 117 14. Pol. 214 15. Pol. 215 16. Pol. 814 17. Pol. 815
Adopted	July 9, 2018

Purpose

The Board recognizes that computer-based instruction, including cyber-schools, distance learning, blended programs, and interactive software can be effective resources for providing both supplementary and primary academic instruction. To meet the needs of today's students, the Lewisburg Area School District will offer a selection of blended online course offerings, as well as a comprehensive computer based program of study in the form of LASD eSchool compliant with state regulations and district educational policy and guidelines.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Students enrolled in cyber courses or LASD eSchool shall abide by all applicable school district policies and procedures.

The Board further recognizes that while the growing use of computer and web-based technology is rapidly changing teaching and learning, guidelines must be established to ensure that such programs comply with Pennsylvania Department of Education regulations, the Pennsylvania School Code, and relevant district policy.

Authority

The Board authorizes the development and/or purchase of school district operated and maintained online coursework subject to the provisions of this policy. [1][2][4][5][6][7]

The Board establishes online cyber school courses and LASD eSchool cyber school program for students who reside within the boundaries of the district, who may enroll in online courses in accordance with Board policy and administrative regulations.

Definitions

LASD eSchool: An educational option in which a student completes part or all coursework online through a third-party vendor(s) designated by district. Participation in LASD eSchool may lead to the awarding of a Lewisburg Area School District diploma. Award of the Diploma will be solely contingent upon the student meeting all graduation requirements, as defined in district policy and state regulations. [3][8][9]

A third-party vendor is responsible for oversight of course delivery and reporting to the Lewisburg Area School District on all aspects of the LASD eSchool student's educational program, including but not limited to attendance, grading, progress monitoring, and instruction.

Blended Programs: Instructional options that make use of both traditional classroom instruction and online courses, both of which may be conducted in the school building or in a home setting. The third-party vendor is responsible for online course delivery and reporting, and the district remains responsible for the traditional classroom courses. In most cases, Lewisburg Area School District assumes responsibility for monitoring student's attendance, grading, and progress monitoring. Uses of blended program options may include, but are not limited to homebound instruction, credit recovery, acceleration, summer school, alternative education, and expulsions.

Delegation of Responsibility

The Superintendent or designee shall assume the responsibility for the implementation and facilitation of online coursework offered by the school district that shall be acceptably aligned with state and federal standards and the curriculum of the school district, and for ensuring compliance with this policy, related policies and established guidelines or administrative regulations. The Superintendent or designee shall oversee and monitor the delivery of online instruction to those students enrolled in school district-sponsored cyber coursework. [10][11][12]

Guidelines

The school district may offer blended cyber options and operate an academy consisting entirely of cyber courses in which students can enroll. [8][13][14][15][16]

Students must be district residents to enroll in online coursework.

The LASD eSchool approved online courses shall count towards class rank, GPA, honor roll, and athletic eligibility. The district shall set the weighting for LASD eSchool courses.

The school district shall develop and/or purchase online courses that meet appropriate state and/or federal standards and are comparable with approved school district curricular offerings. All online coordinators and curriculum developers shall abide by all applicable school district policies, administrative guidelines, and procedures.

State and federal copyright laws and guidelines shall be adhered to at all times by all participating in the online course process. [16]

LASD eSchool Enrollment

Parents/Guardians desiring to enroll their student in the LASD eSchool as the major source of coursework must be a district resident whose child is enrolled in one of the grades 1-12. Furthermore, they must meet with an Instructional Planning Team, comprising of the building administration and school counselor, to determine the appropriateness of the placement. Other members of the district staff such as special education coordinator, and teacher(s) will be included as appropriate. An educational plan outlining course enrollment, deadlines for completion, and credits attempted will be completed prior to enrollment. The administrative team has the final authority to approve/disapprove admission to the LASD eSchool program.

High school students will abide by the school district's course scheduling guidelines as outlined in the Course Selection Guide, with the exception of course enrollment and withdraw being limited to the first ten (10) class days after enrollment, rather than first two (2) cycles of a semester. Middle school enrollment will consist of core courses and physical education. Enrollment for middle school courses will occur within the first two weeks of each marking period. Elementary enrollment will consist of core classes.

A student's grades prior to enrollment in a cyber academy will be proportionally factored into the student's cyber grade when appropriate. Likewise, a student's cyber performance will be considered should a student choose to return to the brick and mortar setting.

Seniors may not enroll in LASD eSchool the second semester of their senior year without approval of the Superintendent or designee.

Blended Course Enrollment

Blended online courses serve a variety of purposes and require administrative approval. These purposes may include:

1. **Homebound Instruction:** Once a student meets the criteria established in LASD Pol. 117, Homebound Instruction, the district may provide online instruction during the period of approved absence at the district's expense.[13]
2. **Credit Recovery:** The school district may offer credit recovery courses online, as per established school policies and procedures. Students are required to pay any applicable cost for online credit recovery courses and must obtain their own online connectivity in order to be able to take online coursework. Compensation for school staff involved in the delivery of credit recovery online coursework shall be at the Board-approved rate(s). Students will not be allowed to accrue credit recovery credits for purposes of early graduation. Major or culminating course assessments and, when applicable, major examinations, including the mid-term and final, may be proctored by applicable school staff. Online summer school and/or credit recovery remediation courses shall count towards a student's graduation requirements and will be included in class rank, and
3. Other:
 - **Acceleration:** Online courses may be taken to augment the brick and mortar education of a Lewisburg student. Students and parent/family should review provisions outlined in LASD Policy #215 and follow the established guidelines. Students taking online courses for acceleration purposes will be expected to pass the district final assessment with a passing score of eighty nine percent (89%) to receive credit.[15]
 - **Enhancement:** Online courses not offered in our district Course Selection Guide may be available to students. The student/parents/family is responsible for informed decisions as to whether or not permission to take the course for high school credit will be granted. The decision shall be made by the high school administration, subject to approval by the Superintendent. The decision is final and there shall not be an appeal process. The student/parent/family bears the cost of these courses.
4. **Scheduling Conflicts:** Courses offered in our high school Course Selection Guide, that are graduation requirements, but unavailable to a student due to scheduling conflicts may be taken

online. The district bears the cost of these courses with the approval of the Superintendent or designee,, building administration, and school counselor.

Program Participation

The student shall:

1. Participate in all state and district graduation requirements including, but not limited to, assessments, programs of remediation, and the graduation project in accordance with LASD policies and Pennsylvania state law and regulations.
2. Complete all assignments, tests and projects required for completion of each course of study.
3. Show evidence of engagement through regular attendance (evidence of log-in time and pacing of the completion of course assignments) and participation in the coursework assigned in accordance with course requirements. Compulsory attendance laws do apply to all LASD eSchool students. Students who fall ten (10) or more assignments behind in any course may be expected to come on site to school to complete course work.
4. Assume responsibility for communicating with each online teacher.
5. Attend any scheduled meetings with an assigned district liaison to monitor progress and discuss any concerns.
6. Arrange to take major or culminating assessments identified by the Instructional Planning Team in a proctored setting. These assessments include the PSSA and Keystone Exams, and any other assessments deemed necessary.
7. Accept responsibility for the care of district equipment provided and return it promptly when requested.
8. Comply with the LASD Acceptable Use Policy #815 regarding the use of the computer and Internet in the home.[17]
9. Complete all components of the LASD graduation project requirements.

The parents/guardians and family shall:

1. Assure compliance with all LASD requirements including compulsory attendance.
2. Support your child to ensure success in his/her educational program and with the requirements and expectations listed above.
3. Assume responsibility for the cost of repair/replacement of the computer system or damaged parts as outlined in the District's Acceptable Use Policy #815.[17]
4. Maintain regular contact with the district regarding your child's progress and accept responsibility for contacting the district when any problems or disruptions that impact the student's educational program occur.
5. Attend any scheduled meetings with an assigned district liaison to monitor progress and discuss any concerns.
6. Monitor student progress and maintain oversight of your child's educational program and compliance with this policy and all other district policies and guidelines.
7. Provide Internet access and assume responsibility for all misconduct.

The Lewisburg Area School District shall:

1. Provide students and parents/guardians with guidance in regards to credit and course selection.
2. Assure compliance with all special education regulations.
3. Account for the student within child accounting and other state reporting requirements.
4. Provide health services and guidance/career services and other district services as warranted to students in LASD eSchool.
5. Track credits towards graduation and award the district diploma upon attainment.
6. Provide the LASD eSchool program at no cost for enrollment, courses, or textbooks.
7. 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.

Failure to comply with the provisions of this policy may result in the loss of opportunity to utilize LASD eSchool.

Additional uses of online courses may be identified on a case by case basis, including but not limited to student recovery from an accident, documented medical conditions, extended travel, and other extenuating circumstances. In all cases the administration maintains the right to limit enrollment in the LASD eSchool or other sources of District provided online coursework as defined by the parameters of this policy.