

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ONLINE INSTRUCTION

ADOPTED: August 10, 2010

REVISED:

141.ONLINE INSTRUCTION

- 1. Purpose
SC 1327,
1327.1
Pol. 137

The Board recognizes that computer-based instruction, including cyber-schools, distance learning, blended programs, and interactive software can be effective resources for providing both supplemental and primary academic instruction. To meet the needs of today’s students, the Line Mountain 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 the Line Mountain Cyber Academy compliant with state regulations and district educational policy and guidelines.

The Board shall approve a program of home education, pursuant to law, permitting students to study at home in accordance with the Board policy.

Students enrolled in cyber courses or the Line Mountain Cyber Academy shall abide by all applicable school district policies and procedures.

- 2. Authority:
SC 1326,
1327,
1327.1,
1330
Title 22
Sec.11.31a
Pol. 218

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.

The Board authorizes the development and/or purchase of District operated and maintained online coursework subject to the provisions of this policy

<p>3. Definitions Pol. 137, 213, 818</p>	<p><u>Line Mountain Cyber Academy</u>: An educational option in which a student completes most of his or her coursework online through a third-party vendor designated by District, usually in the student’s home. Participation in the Line Mountain Cyber Academy may lead to the awarding of a District diploma. Award of the diploma will be solely contingent on the student meeting all graduation requirements, as defined in District policy and state regulations.</p>
	<p>The third-party vendor is responsible for overseeing and reporting to the Line Mountain School District all aspects of the Line Mountain Cyber Academy student’s educational program, including but not limited to attendance, grading, progress monitoring, and instruction.</p>
	<p>This program is being offered for students who otherwise would elect to enroll in an out of district cyber education program. Graduates of the Line Mountain Cyber Academy will be eligible for a Line Mountain School District diploma.</p>
	<p><u>Blended Programs</u>: 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. In most cases, the Line Mountain School District assumes responsibility for a student’s attendance, grading, progress monitoring, and instruction. Use for a blended option may include, but is not limited to, homebound instruction, credit recovery, enrichment, summer school, alternative education, and expulsions.</p>
<p>4. Delegation of Responsi bility: Pol. 105, 105.1, 105.2</p>	<p>The Superintendent or Director of Curriculum and Instruction shall assume the responsibility for the implementation and facilitation of online coursework offered by the District that shall be acceptably aligned with state and federal standards and the curriculum of the District, and for ensuring compliance with this policy, related policies and established guidelines or administrative regulations. The Superintendent or Director of Curriculum and Instruction shall oversee and monitor the delivery of online instruction to those students enrolled in District-sponsored cyber coursework.</p>

<p>5. Guidelines SC. 1301, 1302, 1304 Pol. 117, 137.1, 213, 214, 215, 241, 241.1, 814, 815.1</p>	<p>The District may offer blended cyber options and operate an academy consisting entirely of cyber courses in which students can enroll.</p> <p>Students must be District residents to enroll in online coursework.</p> <p>The District shall develop and/or purchase online courses that meet appropriate state and/or federal standards and are compatible with approved District curricular offerings. All online coordinators and curriculum developers shall abide by all applicable District policies and procedures.</p> <p>Any applicable laws and regulations shall be honored with respect to purchased online courses.</p> <p>State and federal copyright laws and guidelines shall be adhered to at all times by all participating in the online course process.</p> <p>Line Mountain Cyber Academy Enrollment Parents/guardians desiring to enroll their student in the Line Mountain Cyber Academy as the major source of coursework must be a District resident whose child is enrolled in one of the grades 7 -12. Furthermore, they must meet with an Instructional Planning Team, including the Superintendent or Director of Curriculum and Instruction and building principal, to determine the appropriateness of the placement. Other members of the District staff (guidance counselors, special education directors, teachers, etc.) will be included as appropriate for the development of a plan defining course enrollment, deadlines for completion, credits attempted, and any other requirements for completing an online program of study, prior to enrollment.</p> <p>Students will abide by the District’s course selection and withdrawal policies as defined in District policies and school handbooks. Enrollment in the Line Mountain Cyber Academy will be limited to the first ten school days of a semester. 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</p>
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mortar setting. Seniors may not enroll in the [Line Mountain Cyber Academy](#) the second semester of their senior year without approval of the Superintendent.

Blended Course Enrollment

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

1. *Homebound Instruction*: Once a student meets the criteria established in [District Policy 117](#), Homebound Instruction, the district may provide online instruction during the period of approved absence at District's expense.
2. *Credit Recovery*: The 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, shall be proctored by applicable school staff. Online summer school and/or credit recovery remediation courses shall count towards at student's graduation requirements but will not be included in class rank or GPA.
3. *Enrichment*: Online courses may be taken to augment the brick and mortar education of a Line Mountain student in the following ways:
 - *Enhancement*: Online courses not offered in the District course selection handbook, other than college courses. The student is responsible for providing all information necessary for the administrative team to make an informed decision 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 principal, subject to approval by the Superintendent. The decision is final. There shall not be an appeal process available to the student. The student bears the cost of these courses.
 - *Scheduling Conflicts*: Courses offered in the

District Handbook, but unavailable to a student due to scheduling conflicts. The District bears the cost of these courses with the approval of the Superintendent or Director of Curriculum and Instruction, building principal, and student's school guidance counselor.

The *student* shall:

1. Participate in all state and District graduation requirements including, but not limited to, assessments, programs of remediation, and graduation projects in accordance with district 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 and participation in the coursework assigned in accordance with course requirements.
4. Assume responsibility for communicating with each online teacher.
5. Schedule and attend monthly 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.
7. Accept responsibility for the care of District equipment provided and return it promptly when requested.
8. Comply with the District's Acceptable Use Policy regarding the use of the computer and Internet in the home.

The *family* shall:

1. Support your child to ensure success in his or her educational program and with the requirements and expectations listed above.
2. Assume responsibility for the cost of repair / replacement of the computer system or damaged parts.
3. 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.
4. Monitor student progress and maintain oversight of your child's educational program and compliance with applicable District policies and guidelines.

Exceptions to the above regulations will be made on a case by case basis including, but not limited to recovery from an accident, documented medical conditions, and extenuating circumstances; however, the administration maintains the right to limit enrollment in the Line Mountain Cyber Academy or online coursework as defined by the parameters of this policy.