



Weatherly Area Virtual Education

Online Learning

Parent/Student Handbook

2021/2022

Dear Students, Parents, Guardians and Stakeholders,

Welcome to the Weatherly Area Virtual Education (WAVE) *eLearn21* full time cyber option! WAVE is a collaborative effort between Carbon Lehigh Intermediate Unit, #21 (CLIU21), member school districts and other Intermediate Units to provide new learning options for students. WAVE's web-based courses meet the increasing demand for high quality student instruction that incorporates proven online learning practices and next generation software. Enrolling in WAVE means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is state aligned and rigorous with an emphasis in 21st century skills. Furthermore, students can continue to be a member of Weatherly Area School District and participate in all school events and activities!

This handbook has been developed to provide you with an overview of the WAVE operations, support system and important policies and procedures. WAVE students remain enrolled in our school and therefore will use the school as a resource. This handbook will provide you with clear guidelines on both your responsibilities and the schools responsibilities. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success and we are dedicated to achieving that goal together. If you have questions we are here to help. Please do not hesitate to contact your local school and discuss any concerns that you may have.

Congratulations on joining WAVE. We wish you a successful school year.

Katie Leach, Ed D
Supervisor of Online Learning,
Weatherly Area School District

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Mission Statement

The member districts, Carbon Lehigh Intermediate Unit, and Weatherly Area School District will increase and extend learner options for achieving common goals by collaborating to develop and implement a regional, comprehensive, student-centered learning solution, which effectively utilizes the latest technologies and research-based instructional strategies.

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 Weatherly Area School District's school calendar. **Full time cyber students are expected to complete no less than 1 graded assignment per course per school day. Full time cyber students will arrange an appropriate schedule with their assigned Advisor. Students are expected to login to the courseware daily when Weatherly Area School District is in session, and to communicate with the advisor about problems or concerns.** Failure to login will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

Excused Absences

WAVE recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absence and should fall into one of the categories below. Students are expected to work with their Advisor and online teachers to make up any missed work.

- **Absence due to illness, health condition, family emergency.** The parent or legal guardian is expected to notify the assigned Advisor via email prior to the absence unless the situation does not provide such opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness.
- **Participation in school approved activity.** In order to be granted an excused absence, the activity must be authorized by the advisor and parent. The affected online teachers must be notified prior to the event.
- **Parental request for temporary absence.** Upon parental request the Advisor and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.

Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absence. If two unexcused absences occur in a month a conference between the parent, Advisor and student will occur. Three or more unexcused absences occurring in a month will require a conference with the parent, student, Advisor and principal. At that time an action plan will be determined to ensure student success. If a student has ten or more consecutive unexcused absences, he/she will be considered withdrawn from WAVE.

- Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

- A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.
- The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

School Calendar

Students enrolled in online learning are expected to follow the school district calendar.

Students wishing to deviate from the district calendar must contact their Advisor to make arrangements.

Weatherly Area School District 2021-2022 Calendar: <https://bit.ly/2GUAY9m>

PRELIMINARY TESTING WINDOW FOR THE PSSA 2021-2022: <https://bit.ly/2IQYgUr>

PRELIMINARY TESTING WINDOW FOR THE KEYSTONES 2021-2022: <https://bit.ly/2HhyJHc>

Parent Responsibilities

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

- Directly supervise child's education at home
- Provide a physical environment conducive to child's educational needs
- Talk with student about taking online courses and help him or her organize their time to be a good student in online learning.
- Go with my student to meet with his or her School Counselor to assure courses align with graduation requirements. You will also sign the contract and pacing agreement.
- Get the information needed to log in to monitor student's progress.
- Find out the name and contact information for student's Advisor.
- Attend any information sessions offered by the district.
- Log in at least weekly to monitor student's progress.
- Assist student in complying with all rules, policies, and procedures of the school
- Assist student in the submission of all forms, applications, and documentation to the school in a timely manner
- Instruct student on the correct procedure for logging in to record daily attendance
- Maintain regular contact with the school by telephone and email
- 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 student and his/her Advisor to ensure successful completion of the curriculum within the allowable timeframe
- Assure that all work submitted by student was completed solely by that student
- Notify the school immediately of any change in student's contact information or academic status
- Provide 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 student's Advisor

Student Responsibilities

Students pursuing a cyber education have expectations and policies that must be followed

- Parent and student must meet with the School Counselor to sign the contract and pacing agreement.
- Follow the school calendar.
- Agree to and follow all policies outlined in handbook.
- Establish a weekly meeting time with the Advisor.
- Log in and take any required diagnostic test, if required.
- Log in and complete the daily lessons.
- Contact Advisor and online teacher with any questions or problems while taking the course.
- Contact Advisor when ready for proctored exam(s), if required by district policy.
- Notify Advisor and online teachers of any planned excused absences.
- Use appropriate language, common sense and proper grammar and spelling when sending electronic communication
- Follow school's email and Acceptable Use Policy
- Not use any other student's login or password

Academic Support and Placement

- Each online course content and assignments are aligned with Pennsylvania's content standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.
- Each lesson of each online course contains multiple methods for students to learn the material that accommodates different learning styles. Furthermore, each lesson has an assessment in order to gauge the student's understanding of the lesson objectives. Note, however, that Advanced Placement courses may not have all of these features as these courses are being acquired from a third party vendor.
- Students enrolling as a full time cyber student will work with their Guidance Counselor or school representative and parent/legal guardian to determine proper placement in courses. The school will place the student at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, and graduation requirements.
- Each student will have an online teacher that will monitor the student's progress and, if necessary, create interventions to help the student master the lesson objectives.
- Each student will be able to seek assistance from an online, on-demand tutor. This tutor, available is a highly qualified teacher who can provide additional assistance to aid the student's learning. Online teachers will provide tutoring hours and means of contact to students.
- Each student will have an Advisor appointed by Weatherly Area School District to help monitor the student's progress, and help coordinate assistance, if necessary.
- Students are required to attend all state and school mandated assessments. Testing must be done during the State mandated testing windows. Weatherly Area School District will contact parents to coordinate the time for students to come to the district to take the required assessments. Testing can be arranged before, during or after school hours.
- Students and parents have continual access to student grades online. Weatherly Area School District will issue progress reports, report cards, and diplomas.

Withdraw, Transfer and Dropping a course

Withdraw

Students participating in the full time cyber model may withdraw from the program provided that the parent/legal guardian indicates in writing the reason for withdrawal, the name and location of the public or private school that the student will attend and expected exit date from the program. Parents may initiate withdrawal from the program by contacting the student's Advisor. Weatherly Area School District will contact the parents to ensure proper paperwork is completed and equipment is returned to the school.

Transfers

Students taking online courses *may* continue with their schoolwork if they transfer to another *eLearn21* member school district. Parents must contact both the current school and future school in order to make arrangements for the student to continue with online courses. The new school has the authority to accept or deny any requests for continued participation in the full time cyber program.

Students enrolled in the full time cyber model that expect to be away from the home of residence for three or more weeks must fill out a temporary transfer of location form. This form must be submitted to the student's Advisor no less than a week before the expected event is to occur. The local school has the authority to accept or deny any requests for location transfers. Students are expected to continue with their schoolwork regardless of their temporary location. Students with location transfers are still required to participate in state assessments.

Dropping a Course

Students have a two week window to drop an online course without incurring a penalty. The two-week window starts from the day the student first logs into the system and includes weekends. Weatherly Area School District will not charge a fee for dropping the course after the two-week window has expired, however we will not allow students to pick up any replacement courses if the course is dropped after the two-week period. This will have an impact on overall number of credits needed to graduate, and could affect the graduation date.

Technology

Technical Support

- Technical Support will be provided to **full time** cyber students and only for the computer system, printer, and software, provided under the full time cyber program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by the full time cyber program, and or to any students/families not enrolled in the full time cyber program.
- The full time cyber program will provide full time student with a laptop computer, and printer, as requested, along with two ink cartridges, headset with microphone, virus protection software, internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment remains the property of the Carbon Lehigh Intermediate Unit and must be returned to the school district upon termination of the student's online learning.
- Full time cyber students will receive a reimbursement of \$30.00 for local Internet Service Provider fees for each month the student is working. The student must be working for 30 days before the reimbursement begins. Weatherly Area School District may terminate Internet reimbursement at its sole discretion. All reimbursement will be handled through the Carbon-Lehigh Intermediate Unit. Families will be required to submit evidence of Internet Service Provider billing to Carbon Lehigh Intermediate Unit 21 on a bi-annual basis for reimbursement. Reimbursement will only be provided to the name designated on the ISP bill.
- 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.
- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.
- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing software received on any other computer system received

as part of the computer distributed to them by the school. Such software shall not be loaned, given, or otherwise used on any other computer.

- The school reserves the right to deny a student's access to equipment and/or Internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- Full time cyber students will report all issues that they are having with the computer or courseware to the Carbon Lehigh Intermediate Unit help desk. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. Students and Parents/Guardians can contact the helpdesk via email or phone: ellearn21-help@cliu.org or 1-855-4eLearn.
- All issues reported during the school day will be responded by school personnel within 24 hours, or the next school day.

Computer Set-Up

- Full time cyber students and parents are responsible for set-up of the system when the hardware arrives at the student's residence. Technical support staff will be available to assist the student/parent with activation of the computer system. A step-by-step set-up instruction sheet will accompany the equipment sent to the household.
- The student/parent should report any malfunction of computer hardware as soon as possible. The staff will discuss the specifics with the student/parent to determine if the problem is hardware specific or software related and will determine a plan of action.
- DSL or Cable Internet connection is the recommended internet connection speed, while a 56Kbps modem connection is the minimum recommended. Slower dial-up connections, while feasible, are not recommended.

Lost/Damaged Property

- 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 may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.
- Families/students are generally financially responsible for their equipment. In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier. Weatherly Area School District will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any

other applicable reports to the student's Advisor who will then forward the information to the appropriate personnel.

- Replacement Equipment - *eLearn21* will arrange for replacement equipment only after:
 - Copies of all applicable reports and claims have been received
 - Appropriate arrangements have been made by the student/family to compensate the school for the loss;
 - The family/student signs a revised agreement that reflects the issuance of new equipment;
 - The damaged equipment is returned, if applicable.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Weatherly Area School District follows the FERPA act and requires that any request for academic records be made to the school of residence where all academic records will be maintained. The local school of residence can assist with questions pertaining to FERPA and students enrolled in the online learning program.

Student Records

A cumulative file will be maintained for the student while enrolled in Weatherly Area School District. This record shall contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file shall be confidential and access thereto strictly limited to personnel at Weatherly Area School District, *eLearn21* and parents/legal guardians.

Special Education Services

Weatherly Area School District 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 Weatherly Area School District for further assistance. The school district will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the students Advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

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. Grades for assessments and tests will be posted within 48-72 hours from the date they were submitted. Student GPA and class rank will be calculated by the local school district. Report cards and progress reports will be distributed by the Weatherly Area School District.

Students are permitted to make up missed assignments without grade penalty due to excused absences. Advisors will closely monitor student make up days and communicate with online teachers. Students will be given at least two school days for every day missed to complete the assignments or tests missed after an absence. An incomplete grade may be given on the quarterly report card if the student's make up days overlap with a quarter end date. The student will have ten days after the end of the marking period to complete any work or the incomplete may change to a 0%. Principals will be notified of incompletes for semester grades and may request a conference with the student and parent.

Students are permitted to retake any major test or project that he or she has failed. The student must request a retake for the test through the Advisor. The Advisor will determine if the request is appropriate and will notify the online teacher of the request. The higher score will be recorded in the grade book with the lower score being removed.

Testing Policies

Mandated testing

Students are required to participate in all school and state mandated assessments. Students will communicate with their Advisor on the date and time that they are to arrive at the local school to take specified assessments.

Advanced Placement Exams

Students wishing to take AP exams must work with Weatherly Area School District's guidance counselor to determine date, time and location. The cost of AP exams will be covered by the District.

SAT

Students wishing to take SAT exams must contact Weatherly Area School District's guidance counselor to determine date, time and location.

Graduation Requirements

Students will work with their guidance counselors to ensure proper placement and credit fulfillment in order to meet graduation requirements. Students in grades nine through twelve will be classified by grade based on the number of credits they have earned.

Starting with the class of 2020, students must pass the Keystone Exams in Biology, Literature and Algebra I with a score of proficient to graduate. District requirements include: 24 credits of online classes, as well as one additional credit for a career-related portfolio, totaling 25 credits, in addition to any other requirements required by the Pennsylvania Department of Education.

Field Trips and Social Activities

Full time cyber students are encouraged to participate in school sponsored activities. Students must comply with all Weatherly Area School District policies and not be on disciplinary action. Students wishing to attend field trips or social activities must first notify their Advisors and make proper arrangements with the Weatherly Area School District. Once arrangements and permission is granted students will then notify their online teachers of their excused absence. Students are responsible for completing missed work during the field trip or social activity.

Full time cyber students are members of Weatherly Area School District and therefore should dress appropriately on field trips. Weatherly Area School District 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 a Weatherly Area School District 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. Please refer to the student handbook.

Physical Education

Physical education requirements may be satisfied by participating in organized lessons, activities and events. Weatherly Area School District also offers electives online to fulfill physical education requirements. Students that choose to participate in physical activities must work with their Advisor to develop a fitness plan and keep a log of their activities.

Athletic and Club Eligibility

Students wishing to participate in Weatherly Area School District's athletic program or clubs will need to express interest to their Advisor. The Advisor in turn will give the student the appropriate details of the club or program including academic restrictions. Weatherly Area 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.

Health Screening/ Immunization

HEALTH EXAMINATIONS/SCREENINGS (POLICY 209)

A vision screening examination is given to every student grades nine through twelve. A hearing test is administered to all students in eleventh grade and all students new to the district regardless of grade. Students with a known hearing loss are tested annually. All students are weighed and measured annually. Scoliosis screening is done in grades 6, 7 and 11.

Physical examinations are mandated for all eleventh grade students and new students on original entry to Pennsylvania schools (PA School Code Section 1402e). Information regarding exams will be mailed home. Parents are encouraged to have their child examined by his/her private physician so that immunizations are updated and a comprehensive health record can be established with the family physician. Parents may choose to have their child examined by the school physician.

Based on state law, students who fail to complete and/or submit acceptable evidence of required medical examinations within the appropriate time period will not be admitted to school the following school year unless and until acceptable proof of compliance is received.

Students who participate in the district's interscholastic athletic program are required by PIAA regulations to have a physical examination no more than six (6) weeks prior to the beginning of each season practice (fall, winter, spring). Physical exam dates are announced through the athletic office. In lieu of a school examination, students may submit an athletic examination form completed by the family physician. Proof of exam and a signed PIAA card MUST be submitted before a student is allowed to practice. The District does not provide medical insurance for student athletes. If a student athlete is injured, your medical insurance is responsible for all corresponding bills. If you do not have medical insurance, you can purchase voluntary student accident insurance through the District as outlined under the section Student Accident Insurance in this handbook (page 8).

Parents will be notified of any abnormal results detected through any school screening examination (vision, hearing, physical exam [grade level or athletic], scoliosis screening).

Parents should bring to the attention of the school nurse any special needs their child may require in school. Special needs must be substantiated by medical documentation.

Code of Conduct Policy

Weatherly Area School District expects students enrolled in online learning to follow the local code of conduct policies. The District will not tolerate any actions from students, parents, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the healthy, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. Student's age, maturity, natures of infraction and previous record are a few of the circumstances that will be taken into consideration when disciplining.

The following infractions on the code of conduct may result in disciplinary action:

- Cheating-acting dishonestly, copying, or using someone else's work
- Violating the Academic integrity/Plagiarism Policy
- Insubordination- not accepting directions; refusing to cooperate with school staff and other agents
- Theft- taking property of another without right or permission
- Fighting-participating in physical contact with one or more students, faculty or staff
- Vandalism-purposeful destruction of misuse of *eLearn21*
- Violating Acceptable Use Policy
- Harassment or profane/obscene language or gestures towards students/staff/teachers/others
- Wrongful conduct- any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes, or violates the mission of Weatherly Area School District or is disrespectful, harmful, or offensive to others or property
- Possession of drugs alcohol, tobacco or illicit substances at school related events or on school property.
- Possession of Weapons on school property or school related events.
- Hazing- any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort and is directed

against a student with the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, program or club.

- Bullying- Bullying is a form of harassment and is defined as repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. Bullying may include but is not limited to name calling, verbal taunts, extortion of money or possessions, and exclusion from peer groups.

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Signature

Date

Parent/Guardian Signature

Date

Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, Advisors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft.

Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Weatherly Area School District will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- A. Discussion with the student
- B. Referral to the school principal or assistant principal
- C. Call to parents by the principal or teacher

D. Principal’s referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student’s grade on the rewritten assignment will be no higher than a “C.” Failure to rewrite the assignment will result in an “F” for that assignment.

A second plagiarism offense will automatically result in an “F” for the course.

We have read and understand the above policy and agree to abide by the rules of this policy.

_____	_____	_____	_____
Student Signature	Date	Parent/Guardian Signature	Date

Acceptable Use Policy

Weatherly Area School District's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to an Advisor, teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Respect and protect the intellectual property of others.
- Not infringe on copyrights (no making illegal copies of music, games, or movies).
- Not plagiarize.
- Respect and practice the principles of communication
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher or Advisor.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.

- Not buy, sell, advertise, or otherwise conduct business unless approved as a school project.
- Students may, if in accord with the policy above:
 - Design and post web pages and other material from school resources.
 - Use direct communications, such as online chat or instant messaging, with an Advisor's permission and coordination with district Technology staff.
 - Install or download software, if also in conformity with laws and licenses, and under the supervision of the Advisor and coordination with district Technology staff.
 - Use the resources for any educational purpose.
 - Consequences for Violation
 - Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

We have read and understand the above policy and agree to abide by the rules of this policy.

_____	_____	_____	_____
Student Signature	Date	Parent/Guardian Signature	Date

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 Weatherly Area School District's school calendar. **Full time cyber students are expected to complete no less than 1 graded assignment per course per school day. Full time cyber students will arrange an appropriate schedule with their assigned Advisor. Students are expected to login to the courseware daily when Weatherly Area School District is in session, and to communicate with the advisor about problems or concerns.** Failure to login will result in an unexcused absence. Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

Excused Absences

Weatherly Area School District recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absence and should fall into one of the categories below. Students are expected to work with their Advisor and online teachers to make up any missed work.

- **Absence due to illness, health condition, family emergency.** The parent or legal guardian is expected to notify the assigned Advisor via email prior to the absence unless the situation does not provide such opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness.
- **Participation in school approved activity.** In order to be granted an excused absence the activity must be authorized by the advisor and parent. The affected online teachers must be notified prior to the event.
- **Parental request for temporary absence.** Upon parental request the Advisor and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.
- **Disciplinary actions.** Absences due to temporary suspensions are deemed excused for attendance record keeping.

Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absence. If two unexcused absences occur in a month a conference between the parent, Advisor and student will occur. Three or more unexcused absences occurring in a month will require a conference with the parent, student, Advisor and principal. At that time an action plan will be

determined to ensure student success. If a student has ten or more consecutive unexcused absences, he/she will be considered withdrawn from Weatherly Area School District

We have read and understand the above policy and agree to abide by the rules of this policy.

Student Signature

Date

Parent/Guardian Signature

Date

Technical Support and Computer Equipment Policy for Full Time Cyber Students

- Technical Support will be provided to full time cyber students and only for the computer system, printer, and software, provided under the full time cyber program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by the full time cyber program, and or to any students/families not enrolled in the full time cyber program.
- The full time cyber program will provide full time student with a laptop, case, printer along with two ink cartridges, mouse, thumb drive, headset with microphone, virus protection software, internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment remains the property of the Carbon Lehigh Intermediate Unit and must be returned upon termination of the student's online learning.
- Full time cyber students will receive a reimbursement of \$30.00 for local Internet Service Provider for each month the student is working. The student must be working for 30 days before the reimbursement begins. *eLearn21* may terminate Internet reimbursement at its sole discretion. Families will be required to submit evidence of Internet Service Provider billing to Carbon Lehigh Intermediate Unit 21 on a bi-annual basis for reimbursement. Reimbursement will only be provided to the name designated on the ISP bill.
- 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.
- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.
- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing software received on any other computer system received as part of the computer distributed to them by the school. Such software shall not be loaned, given, or otherwise used on any other computer.

- The school reserves the right to deny a student's access to equipment and/or Internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- Full time cyber students will report all issues that they are having with the computer or courseware to the Carbon Lehigh Intermediate Unit help desk. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. Students and Parents/Guardians can contact the helpdesk by calling **1-855-4eLearn** or emailing ellearn21-help@cliu.org.
- All issues reported during the school day will be responded by school personnel within 24 hours, or the next school day.

Computer Set-Up

- Full time cyber students and parents are responsible for set-up of the system when the hardware arrives at the student's residence. Technical support staff will be available to assist the student/parent with activation of the computer system. A step-by-step set-up instruction sheet will accompany the equipment sent to the household.
- The student/parent should report any malfunction of computer hardware as soon as possible. The staff will discuss the specifics with the student/parent to determine if the problem is hardware specific or software related and will determine a plan of action.
- DSL or Cable Internet connection is the recommended internet connection speed, while a 56Kbps modem connection is the minimum recommended. Slower dial-up connections, while feasible, are not recommended.

Lost/Damaged Property

- The student/parent must notify CLIU 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 may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.
- **Families/students are generally financially responsible for their equipment.** In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier. The CLIU will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's Advisor who will then forward the information to the appropriate personnel.

- Replacement Equipment *eLearn21* will arrange for replacement equipment only after:
 - Copies of all applicable reports and claims have been received
 - Appropriate arrangements have been made by the student/family to compensate the school for the loss;
 - The family/student signs a revised agreement that reflects the issuance of new equipment;
 - The damaged equipment is returned, if applicable.

Full-Time Cyber Student Equipment Return Checklist

___ Laptop computer with power cord

___ Printer with power cable and USB cable (if student needed)

___ Mouse

___ Headset

___ Thumb Drive

___ Laptop carrying case

___ Wireless router with power cord and blue networking cable (if student needed)

___ I have read and agree to the above terms. I will contact the *eLearn21* helpdesk to report broken or damaged equipment, or to seek support for the online program. I understand that I must return all computer equipment listed above. *eLearn21* will seek financial and/or legal action for equipment not returned once participation in online learning through the district has been terminated.

ellearn21-help@cliu.org 1-855-4eLearn

Student Name	Student Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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Weatherly Area School District

Student Contract

Certain standards are expected of students enrolling in online courses. This contract and policy makes both the student and the parents/guardian aware of the standards expected of students enrolling in such courses.

As a student taking an online course, I am aware that:

1. Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind will not be tolerated.
2. Inappropriate language or messages will not be tolerated.
3. Because of the technology, anything I do in the course could be retrieved and printed by the teacher, administrator, or technology staff at any time.
4. Course procedures that must be followed are:
 - a. Students must communicate with their teacher on a regular basis using acceptable language, proper grammar and spelling.
 - b. Students must not inappropriately use information within the course.
 - c. Students must maintain academic honesty.
 - d. Students must follow the Weatherly Area School District's Acceptable Use Policy and all other rules as specified by the teacher.
5. I will make a commitment to complete this course by _____ (insert date).
6. I will access the coursework ____ (insert number) times a week in order to remain on schedule.
7. Contact Advisor with concerns or assistance

If students do not or cannot abide by the above listed rules, the following procedures will be followed:

The Weatherly Area School District, the student, and his/her parents/guardian will be notified of the infraction. In the event of severe misconduct the student will be removed from the course.

I have read and I understand the contract and policies of online courses and agree to abide by the rules of this contract.

----- Student Name	----- Student Signature	----- Date
----- Parent/Guardian Name	----- Parent/Guardian Signature	----- Date

Request for Location Transfer

Students enrolled in the full time cyber model that expect to be away from the home of residence for three or more weeks must complete this form and submit it to the student's assigned Advisor no less than a week before the transfer is to take place.

Student first and last name: _____ Date of request: _____

Parent/legal guardian name: _____

Reason for Request:

Request dates: _____ to _____

Students are expected to log on and complete daily lessons. Please describe how and when the student will access the internet.

Advisors are required to communicate through email and phone with students. Please provide a working phone number where the Advisor will be able to reach the student at the new location:

____ - ____ - _____

We understand that daily attendance and lesson completion is to be maintained while the student is temporarily away from the home of residence. We agree to communicate with the assigned Advisor and online teacher frequently through email and phone. Failure to complete work in a timely manner and communicate with the school could result in unexcused absences and may impact the student's attendance status and grades.

Parent signature

Student signature

FOR OFFICE USE ONLY

Request Approved: _____yes _____No

Date:_____

Person approving request_____Signature: _____