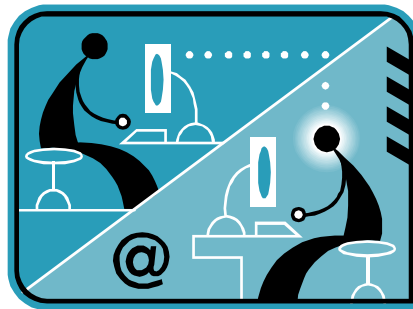




Loyalsock Township School District
Lancer Pride

LANCER LEARNING INSTITUTE INFORMATION FOR STUDENTS AND PARENTS



INTRODUCTION

Dear Parents and Students:

This guide book is designed to provide the information necessary to help students and parents make informed decisions about their virtual education experience. The proper selection of courses is one of the most important tasks that students will complete during their school experience. It is imperative that students select the most rigorous courses that match their abilities, interests, talents, and aspirations for the future.

In order to ensure the most appropriate course selections, students are encouraged to consult with their parents, school counselor, and school principals. Parental involvement is an integral part of this process; therefore, we encourage parents to set aside time to review these options with their children. The virtual education coordinator may also provide insight regarding the details about specific courses and students' individual abilities to succeed in those courses. Our school counselors will meet with students and parents to discuss individual concerns with parents and students if desired.

Our goal is to assist students to get the most out of their education so that they are best prepared for the 21st century. We look forward to working with parents and students in this new and exciting venture. If you have any questions, please contact us at your convenience.

FREQUENTLY ASKED QUESTIONS

How does virtual education work?

Virtual education occurs entirely over the Internet. The courses follow our semester schedule, and students have an assigned class period and room for the class during the school day, just as they would for any other course. A “Teacher of Record” is available to provide help and support for students as needed. Although there is no live meeting time with the classmates and course instructor, the courses are geared to emphasize interaction between the teacher and other classmates. Assignments are due at specified weekly intervals. Activities are student-centered, including discussions and group activities. In a typical class students would read the assigned lessons, work on assignments and group projects, and contribute, in writing, to class discussions. The classes are *asynchronous*, meaning that there is no common time when everyone meets for class. Students in any one class can be from all parts of the nation or world. Loyalsock Township School District offers two virtual education tracks customized for each student, in-residence and off-site courses.

Why should I consider an on-line course?

Virtual classes offer an opportunity to take world language courses (other than Spanish) and other elective, enrichment courses that may not be offered by Loyalsock Township School District. Students are able to communicate and collaborate with students in schools all over the world. Further, students can develop time management skills that will be essential to their future success during and after high school.

Our full-time course work provides students that desire to be home schooled an opportunity to be a part of the Loyalsock family. Our full-time students are provided the opportunity to enroll (on-site) in LTSD electives such as band and chorus, join clubs and school activities, and participate on all Lancer athletic teams.

Through the course scheduling process with each student’s school counselor, students and parents will identify the track that will benefit the student’s career and post-secondary goals.

Would I be a good candidate for an on-line course?

On-line courses aren’t for everyone. Listed below are some competencies that students should be able to demonstrate in order to experience success in an on-line course:

- Access to a computer and high-speed connection and the skills to use them. (*Loyalsock will make its in-school resources available to students throughout the school day. For off-site students, a computer and a high-speed connection at home is a necessity.*)
- Willingness to share personal details of one’s life, schooling and other educational experiences. (*This is all part of building an on-line learning community from a distance.*)
- Ability to learn without auditory or visual cues. (*Communication, to and from the instructor and to other students, is all text based. An added bonus is that the student’s writing skills will certainly improve as he/she participates.*)
- Self-motivation and self-discipline—(*The student will need to be disciplined in order to keep up with assignments and budgeting one’s time.*)
- Willingness to commit a significant amount of time to one’s studies, which includes homework—(*On-line courses are not necessarily an easier way to take a course. The student should plan to spend at least as much time as if he/she were attending class daily in a face-to-face environment and doing the assigned work for that course.*)
- Ability to work collaboratively with fellow learners to achieve learning objectives of the course.
- Ability to think critically or the willingness to develop that ability. (*The instructor of the course will certainly be there to facilitate the learning process, but in on-line learning, the student must take charge of his/her own learning in order to get the most from the experience.*)

LLI COURSES

Virtual education courses at LTSD can be scheduled to meet a variety of conditions.

In-house courses are the most frequently utilized program at LTSD. **These courses are open to students who wish to take a course that is NOT offered at LTSD.** Courses are scheduled during the school day for a specified block or period. Students must meet the virtual course timeline and expectations enclosed in the handbook.

ENROLLMENT AND SCHEDULING –

1. The student discusses the possibility of scheduling an on-line course with his/her school counselor.
2. The parent and student reviews and agrees to the guidelines that describes all necessary responsibilities for both the school district and parent.
3. **District personnel will make the final determination of suitability for an on-line course.**

LLI FULL-TIME

LLI is a cyber extension program that enables students to remain enrolled in their home school district while participating in an online learning experience. **LLI is NOT a cyber charter school.** The LLI program will allow the student to receive a diploma from LTHS. LLI provides full-time enrollment opportunities for students who may be considering cyber charter school, or those earning additional credits, dropping out of school, or alternative education placement. Full-time LLI students may complete their coursework entirely online or a portion of their coursework online and a portion within the school building. LLI students are members of the school community and are eligible to participate in school activities. LLI course facilitators are highly-qualified teachers in their respective content areas.

Students may attend LLI courses within the school building in our LLI lab. Attendance will be optional based on student progress*. The schedule for the LLI will be Tuesday-Thursday 8:30 – 2:30. If a student is unable to attend the LLI, if requested, during this period, a parental excuse must be turned in to the school office. Students must also continue to complete their coursework when they are not attending the LLI, from home. *Student progress will be determined by both online attendance and number of assignments completed per week. If a student falls behind, he/she will be asked to attend the LLI until progress is caught back up to an adequate level. Any student may attend the LLI voluntarily if desired.

Progress monitoring will be completed on a weekly basis. Students not making adequate progress through each courses may be required to spend additional time in the LLI lab until the progress is satisfactory.

Registration

These courses are available for students with concerns surrounding all or some of the traditional school experience. **Enrollment in offsite learning is only available after one or more of the following criteria have been met:**

- Demonstrated intervention(s) throughout the traditional school experience
- Credit assessment by a school counselor
- Conference with the student, parents/guardians, school counselor and an administrator

Families must work through a LTSD school counselor and are only eligible to participate with the consent of the Superintendent or designee.

Technology Support

Students pursuing offsite virtual education will have technology available in the LLI lab within LTHS. As a general policy, we do not make technology available from home.

In-House Virtual Course Guidelines/Responsibilities

1. The student will report each day to the LLI to work on his/her selected course each day for the allotted amount of time scheduled. Attendance will be taken.
2. The Virtual Coordinator will be assigned to each student who will monitor coursework during the semester. This staff member is the primary person to contact if there is an issue with equipment or coursework.
3. **Students will adhere to all school rules and policies as they apply to students in a regular classroom experience (i.e. being on time to class, conduct during class, etc.)**
4. **The student will complete the on-line course by the date and time indicated by the course instructor.**
5. Even if the student may have completed a section of the course or the entire course prior to the end of course date, the student must continue to report to the designated location and be responsible for being there until the end of the given semester.
6. The parent/student can contact the course instructor directly via email for any issues related to content of the course (just like a regular classroom teacher) via email or phone.
7. All materials provided to the student in order to complete the on-line course will be returned to the school in good condition at the completion of the course. Failure to do so will result in the student being assessed the cost of the damage or replacement. Virtual Coordinator will make the appropriate determination.
8. Loyalsock will financially support the student's participation in the on-line course. **However, if the student fails the course, the student forfeits the right to take any other on-line course unless approved by the superintendent.**
9. **Any on-line course taken for remediation will not be paid for by the school district.** The course will add to GPA/rank/credit standing at student/parent written request.

REGISTRATION FOR VIRTUAL COURSES

(Print Neatly)

Date _____

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GENERAL INFORMATION

| | | | | |
|---|---------------|--------------|-----------------------|-------------|
| Student Name | | PA Secure ID | | Grade Level |
| | | Local ID | | |
| Student Address | | | Student Email Address | |
| Special Ed. (if applicable) IEP 504 (Circle one) | Parent Name | | Student Phone | |
| | Email Address | | Parent Phone | |
| Case Manager | Relationship | | Date of Birth: | |
| Permission to Transmit IEP Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | | | |

COURSE REQUESTS

NOTE: *The student's school counselor has a list of approved courses.*

[illegible]

REQUIRED SIGNATURES

My signature means that I am applying to participate in a virtual course. I agree to participate fully in all course activities and complete all work as required and abide all stipulations contained within the Performance Contract.

Student's Signature & Date

I give permission for my child to participate in a virtual course. I agree to the conditions and responsibilities listed above.

Parent/Guardian Signature & Date

**--Give completed application to
your school counselor--**

OFFICE USE ONLY

District Approval

District Designee

Date

Student Attendance Plan – To Be completed by Counselor

Full Time

Part-Time

☐☒

Attendance Plan

Indicate location of attendance for virtual courses: Home/School

If student is enrolled more than 1/2 time in LLI and attends courses in LTSD, please indicate those in-house courses
