



“Home of the Lions”

LACKAWANNA TRAIL SCHOOL DISTRICT

VIRTUAL LEARNING HANDBOOK

2021-2022

Purpose

For the 2021-2022 school year, students will have the option to participate in a fully-virtual platform that involves synchronous instruction delivered by Lackawanna Trail teachers utilizing Chromebooks available through the district's one-to-one computing initiative and the Google Suite.

This handbook is designed to provide you with a resource that outlines the updated guidelines and expectations for the LTSD Virtual Platform. This handbook is intended to supplement, and not replace, the district's existing handbooks.

Prerequisites, Requirements, & Restrictions

- Students/Guardians must elect the LTSD Virtual Learning Platform by completing the virtual intent application and virtual learning contract by **August 16, 2021**. Students' schedules and class rosters are impacted by this choice and cannot be changed after this deadline once the determination has been made.
- Students/Guardians must attend the LTSD Virtual Platform Orientation on **August 26, 2021**.
- It is recommended that virtual students have reliable high-speed internet at home to utilize the virtual mode of instruction.
- Virtual learners must come into the building for mid-term and final exams as well as any required state-sponsored exam administration (i.e. PSSAs, Keystone Exams). Students will also be required to come into the building for progress-monitoring assessments, when applicable.
- Jr. High School Students: One (1) honors and one (1) non-honors track will be designated for virtual options. Virtual students will be assigned to one track. Scheduling options are reduced with the virtual option.
- Sr. High School Students: Scheduling options will be limited with the virtual mode of instruction. Science labs, upper-level math courses, and foreign language classes (i.e. Spanish II+, French II+) are limited.
- CTC (Susquehannah/Lackawanna County Career and Technical Center) students are not eligible for the virtual mode of instruction at the CTC or LTHS.
- Performing arts ensembles (i.e. band, chorus) and industrial arts courses (i.e. wood, CAD, etc.) may only be taken in-person.

Academic Integrity

All students, whether in-person or virtual, are expected to submit work that they have completed themselves through their own original efforts. Plagiarism and incidents of academic dishonesty will be investigated thoroughly. Students who are found to have engaged in academic dishonesty will face disciplinary action and may be required to discontinue the virtual platform.

Activities & Events

Virtual learners are eligible for all curricular and extracurricular activities and events (i.e. field trips, athletics, clubs, etc.). Performing arts ensembles (i.e. band, chorus) and certain elective coursework (i.e. industrial arts courses, CAD, etc.) may only be taken in-person.

Attendance Policy

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students on the LTSD Virtual Platform are required to follow their daily schedule and learn synchronously with their classmates. The attendance policy in our Student Handbooks will still apply to all students when virtually learning.

Attendance will be taken during Homeroom and each period of instruction throughout the day. Virtual students must log on to their classes on time, with their camera on, and be meaningfully engaged for the entire lesson to be marked “present” for the class period.

If a student’s attendance shows more than three (3) unexcused absences AND their attendance rate drops below 90%, the student must return to the brick-and-mortar setting unless administrative approval is given.

Virtual students may attend classes in-person up to three (3) days per marking period, without prior notification and approval from administration.

Virtual learners must come into the building for mid-term and final exams as well as any required state-sponsored exam administration (i.e. PSSAs, Keystone Exams). Students will also be required to come into the building for progress-monitoring assessments, when applicable.

Academic Expectations

If a student is failing two (2) or more core courses after five (5) weeks, the student must return to the brick-and-mortar setting unless administrative approval is given.

Conduct in Virtual Environment

Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. Students are responsible for proper behavior during online learning. Abuse of online platforms and tools in violation of school policies will result in disciplinary action commensurate with level I, II, III, and IV infraction codes. **In addition, upon review of principal, may also result in removal from the virtual platform.**

Field Trips and Social Activities

Virtual students are encouraged to participate in school sponsored activities. Students must comply with all Lackawanna Trail School District policies and not be on disciplinary action.

Virtual students should also be aware that when they attend a Lackawanna Trail 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.

Privacy

The Lackawanna Trail School District abides by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). This also applies to students in an at-home virtual learning environment.

Depending on how virtual learning opportunities are structured, there may be instances where Google Meets are recorded. Students who incidentally appear in these recordings will not be identified by name.

All student records shall be treated as confidential and primarily for school use unless otherwise specified.

Special Education

Students with an Individualized Education Program (IEP) or Section 504 Service Agreement are required to have an IEP/504 meeting prior to beginning virtual instruction. The purpose is to ensure all appropriate accommodations and services are set up in the virtual environment.

Communication with the student's IEP or Section 504 case manager is an important component for students with disabilities who choose virtual learning. Case managers may schedule regular check-ins via Google Meet or via phone, or they may check in with a student or their parents in another way. Communication will be established in the meeting and documented in the IEP or Section 504 Service agreement.

An IEP Team may recommend that specific services be provided in person, as per an individual student's needs.

IEPs and Section 504 Service Agreements for students with medical needs will address in-person requirements outlined in this handbook on an individual basis.

Technology

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 school district 1:1 computing technology on 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/legal guardians, or any third parties not participating in the LTSD Virtual Platform are strictly forbidden from installing any software or additional hardware on the provided Chromebooks, nor shall anyone remove installed software or hardware from that Chromebook.

All issues with district supplied devices for 1:1 computing must be reported to the Technology Department as soon as possible by contacting the main office at your student's building.

The student or parent/guardian must notify the school within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned 1:1 computing equipment. The student or parent/guardian 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 / guardians will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to the 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 school.

Replacement Equipment: LTSD 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.

Virtual Platform Expectations

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

- Thoroughly review the LTSD Virtual Platform Handbook and determine if your student is a good candidate for virtual learning.
- Attend any information sessions offered by Lackawanna Trail.
- Provide a physical environment conducive to the student's educational needs and free from distractions.
- Assist student in logging into Google Classroom and other applications when needed.
- Add yourself as a Guardian on your student's Google Classroom(s) to monitor progress.
- Directly supervise and support the student's education at home in a grade appropriate manner. (K-2 students will require higher level of support)
- 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.
- Maintain regular contact with the school by telephone and e-mail.
- Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.
- Support academic integrity by assuring that all work submitted by student was completed solely by that student and by monitoring resources used.
- Notify the school immediately of any change in the student's contact information or academic status.
- Provide student with transportation as needed to participate in standardized testing or other school activities.

- Follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos and videos on social media.
- Read, review, and follow Acceptable Use Policy.
- Stay current with important announcements through district communication (i.e. LTSD website, Remind notification, local news media, and/or official social media pages).

Student Responsibilities: Students on the virtual platform have expectations and policies that must be followed.

- Attend any information sessions offered by Lackawanna Trail.
- Take (age-appropriate) responsibility for keeping up with school work. Join Google Meets for synchronous instruction on time and remain online for the entire duration each class period unless otherwise directed by the teacher, access work on Google Classroom, communicate with teachers, and complete work on time and at ability level.
- Keep Chromebook camera on during synchronous learning as it is required for attendance.
- Ensure academic integrity by only submitting work you have completed on your own.
- Agree to and follow all policies outlined in the handbook.
- Follow Lackawanna Trail's Gmail and Acceptable Use Policy.
- Check Gmail at least once per day.
- Follow federal and state laws regarding student privacy and FERPA. This includes not recording lessons or sessions and not posting photos and videos on social media.

Virtual Learning Entry/Exit, Transfers

Virtual Learning Entry/Exit

Students will choose their preferred mode of instruction (i.e. in-person, virtual) prior to the start of the school year (August 16th). Students' schedules may be affected by their choice and cannot be changed once the determination has been made to attend the brick-and-mortar or virtual classes.

Students may change their preferred mode of instruction one (1) time during the year with proper notification. Changes in the preferred mode of instruction will only occur at the beginning of the second and third marking periods. Students may not change their preferred mode of instruction for the fourth marking period.

Transfers

LTSD students must reside within the district boundaries to maintain eligibility for any district programming. If a student resides outside of the district they must transfer to the local district (LEA) within two weeks of moving. Students may NOT continue to participate in LTSD classes virtually from locations outside of the district.

Students and parents found to have knowingly continued their educational programming through LTSD while residing outside of the district's boundaries will be subject to appropriate district sanctions and legal charges including theft by deception, theft by unlawful taking, and/or theft of services.

Students enrolled in the virtual program that expect to be away from the home of residence for less than two weeks must fill out a temporary transfer of location form. This form must be submitted to the principal no less than a week before the expected event is to occur. Lackawanna Trail 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.

Academic Integrity / Plagiarism Policy

It is expected that all work submitted for the purpose of virtual learning requirements represents the original effort 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, 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 pieces 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 education (post-high school) 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, Lackawanna Trail 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 if 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

Lackawanna Trail School District provides computer use for all students in the Virtual Learning Platform. The use of these computers is a privilege, not a right, and inappropriate use will result in disciplinary action by the school officials and/or the cancellation of those privileges. A student's activities while using school issued computers must be in support of education and research, and consistent with the educational objectives of the Lackawanna Trail School District virtual learning program. In addition, a student accessing the Internet from a school site is responsible for all on-line activities that take place through the use of the school account when he/she is using it.

Note: Please see the school district website at www.ltsd.org for the most current Acceptable Use Policy.

Internet, Technology, Computer, and Network Resources shall include all technology owned and/or operated by the District. Users are expected to act in a reasonable, ethical and legal manner in accordance with federal and state law, District policy, accepted rules of network etiquette, and building rules when using the District's Internet, technology, computers and network resources. Examples of misconduct include, but are not limited to:

- Violating the law, facilitating illegal activity, or encouraging others to do so.
- Violating any other District policy.
- Engaging in any intentional act which might threaten the health, safety, or welfare of any person or persons.
- Causing, or threatening to cause harm to others or damage to their property.
- Commercial purposes or for-profit purposes.
- Engaging in non-professional/non-academic Internet access (ex. Online shopping, travel reservations, gambling, unauthorized sites, etc.)
- Political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.).
- Tethering or otherwise connecting to a non-District owned device to access an unfiltered and/or unmonitored Internet connection.
- Bullying/Cyber-bullying or communicating terroristic threats, discriminatory remarks, or hate.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Communicating words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.
- Creating, accessing, and/or distributing obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic material.
- Attempting to interfere with or disrupt District technology systems, networks, services, or equipment including but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
- Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.

- Attempting to physically harm or destroy the District’s Internet, technology, computers and network resources.
- Jeopardizing the security of the District’s Internet, technology, computers and network resources, or attempting to circumvent any system security measures.
- Concealing or attempting to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user.
- Intentionally obtaining or modifying files, passwords, and/or data belonging to other users or to the District.
- Sending any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or education interests.
- Committing plagiarism or assisting others in committing plagiarism.
- Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff.
- Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto Internet, technology, computers and network resources.
- Copying District software without express authorization from a member of the District’s technology staff.
- Unauthorized access, interference, possession, or distribution of confidential or private information without authorization.
- Using proxies or other means to bypass or disable Internet content filters and monitoring.
- Accessing a restricted system or changing settings rights to a restricted system or account without authorization.
- Using encryption software that has not been previously approved by the District.
- Sending unsolicited, mass-email messages, also known as spam.
- Scanning the District’s Internet, technology, computers and network resources for security vulnerabilities.
- Assessing material that is harmful to minors or is determined inappropriate for minors in accordance with laws, Board policy, or building rules.
- Using inappropriate language or profanity.
- Transmitting material that is offensive or objectionable to recipients.
- Disrupting the work of other users.

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

Lackawanna Trail School District

Virtual Learning Enrollment Form

Student's Name: _____

Parent Name: _____

Home Address: _____

Enrollment Date: _____ End Date: _____ Grade Level: _____

Course(s): _____

Reason for Virtual Enrollment:

Loaned Equipment

Product Make and Model

Serial Number

Contact Information

Student Email Address: _____

Parent Email Address: _____

Student Phone Number: _____

Parent Phone Number: _____

Google Suite Login Information

Username: _____

Password: _____

**Parent/Guardian Acknowledgement of
Virtual Learning Guidelines and Expectations**

As the Parent(s) or Legal Guardian(s) of _____, I/we acknowledge that I have read, understand and agree to everything set forth in the Virtual Learning Handbook and agree to and will abide by everything set forth in this document. I understand that students and parents/guardians may be held liable for violations, damaged or missing equipment and misuse of technology. I further understand and agree that any violation of these regulations may result in the loss or limitation of technology privileges and school disciplinary action or legal action. I accept responsibility for guidance of technology use and setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media and will provide appropriate support for remote learning as necessary.

I further understand and agree to the following expectations for virtual learning:

- 1.) My student will log on to classes on-time and remain for the entire class period.
- 2.) My student must be virtually present and “meaningfully engaged.” (i.e. cameras on, asking/answering questions).
- 3.) If my student has more than three (3) unexcused absences AND his/her attendance rate drops below 90%, he/she must return to the brick-and-mortar setting.
- 4.) If my student is failing two (2) or more core courses after five (5) weeks, he/she must return to the brick-and-mortar setting.

Parent/Guardian Signature: _____

Date: _____

Student Virtual Learning Agreement

As a student of the Lackawanna Trail School District, I _____
(print name here) acknowledge that I have read, understand and agree to everything set forth in the Virtual Learner Handbook and agree to abide by everything set forth in this document. I further understand and agree that any violation or failure to meet LTSD expectations for participation in virtual learning may result in the loss or limitation of technology privileges, or appropriate school disciplinary and/or legal action.

I further understand and agree to the following expectations for virtual learning:

- 1.) I will log on to classes on-time and remain for the entire class period.
- 2.) I will be virtually present and “meaningfully engaged” for all classes. I will keep my camera on during instruction, actively respond to questions posed to me, and ask for assistance when needed.
- 3.) I will return to the brick-and-mortar learning environment if I accumulate three (3) or more unexcused absences AND my attendance rate drops below 90%.
- 4.) I will return to the brick-and-mortar learning environment if I am failing two (2) or more core courses after five (5) weeks of any marking period.

Student Signature (ages 10+): _____

Date: _____