

SECTION: PROGRAMS

TITLE: ON-LINE COURSES  
 THE EAST STROUDSBURG AREA  
 SCHOOL DISTRICT ~~VIRTUAL~~  
ACADEMYEAST STROUDSBURG  
AREA CYBER ACADEMY

# EAST STROUDSBURG AREA SCHOOL DISTRICT

ADOPTED: AUGUST 21, 2006  
 REVISED: September 15, 2008  
 March 16, 2009  
 June 20, 2011  
 December 17, 2012

<p>1. Purpose</p> <p>2. Definitions</p>	<p style="text-align: center;">118.1. ON-LINE COURSES</p> <p>The Board acknowledges that information technology can increase the quantity of educational opportunities for students, and that instances may arise whereby students may need to take on-line coursework. The Board is committed to providing on-line courses for students in selected situations as stated in this policy.</p> <p>The School District shall offer on-line courses subject to the terms, conditions and limitations contained in this Policy.</p> <p>The following terms, when set forth in this Policy shall have the meaning set forth in the following definitions<sup>1</sup> unless the context clearly indicates otherwise:</p> <ul style="list-style-type: none"> <li>a. “Applicable Law” means any applicable federal or state statute, regulation or standard and any applicable local law or ordinance.</li> <li>b. “Facilitators” means <u>Board approved PA certified teachers, with School District staff given priority over non-School District staff.</u></li> <li>c. “Including” and “Includes” mean inclusive of but not limited to and/or by way of example and not limitation.</li> <li>d. “Parent” or “Parental” means the Parent or legal guardian of the student or the resident with whom the child is residing if the child has been enrolled in accordance with the affidavit procedure of Section 1302 of the School Code, or any other adult standing in the position of a Parent or guardian if the Parents or guardian are otherwise not available.</li> <li>e. “School District” means the East Stroudsburg Area School District.</li> <li>f. “Superintendent” means, as applicable, the Superintendent of Schools of the School District, any acting Superintendent, any Interim Superintendent, or the designee of any of them.</li> <li>g. “<del>Virtual Academy</del><u>East Stroudsburg Area Cyber Academy</u>” means online courses created and operated by the East Stroudsburg Area School District in accordance with this policy.</li> </ul>
---	---

<sup>1</sup> The terms from the Definition section are provided in initial capital letters throughout this Policy.

<p>3. Authority</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p>The Board authorizes the development and/or purchase of School District operated and maintained on-line coursework.</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>a. Be responsible for the implementation of the on-line courses and <del>Virtual Academy</del><u>East Stroudsburg Area Cyber Academy</u> offered by the School District in accordance with the terms, conditions and limitations contained in this Policy;</li> <li>b. Ensure that the on-line courses and <del>Virtual Academy</del><u>East Stroudsburg Area Cyber Academy</u> are in compliance with Applicable Law; and</li> <li>c. Ensure that written administrative regulations or protocols, Including required forms, are developed and adhered to in order to guide the day-to-day delivery of on-line courses and the <del>Virtual Academy</del><u>East Stroudsburg Area Cyber Academy</u>.</li> </ol> <p><u>On-line and Course Facilitators.</u> Instruction shall be provided by Facilitators who shall be subject to: (i) the following terms and conditions; (ii) other applicable Policies of the School District; and (iii) any applicable collective bargaining agreement or administrative compensation plan:</p> <ol style="list-style-type: none"> <li>a. <u>Certification.</u> Facilitators shall be certified in accordance with Applicable Law.</li> <li>b. <u>Training.</u> Facilitators shall undergo School District provided training prior to beginning instructional duties.</li> <li>c. <u>Supervision.</u> Facilitators shall be supervised by the <del>Virtual Academy</del><u>East Stroudsburg Area Cyber Academy</u> Administrator and follow the same requirements as provided for schedule B employees.</li> <li>d. <u>Compensation.</u> <ol style="list-style-type: none"> <li>i. <u>Course Development.</u> Compensation for developing on-line courses shall be at the Board approved curriculum rate for a total of hours not to exceed three (3) times the amount of student hours required to complete the course. Whenever possible, the School District shall develop its own on-line courses; but when School District courses are unavailable, the School District may purchase on-line courses that meet appropriate state and/or federal standards and are compatible with approved School District curricular offerings.</li> <li>ii. <u>Facilitators.</u> Compensation for on-line coursework Facilitators shall be at the Board approved curriculum rate.</li> </ol> </li> <li>e. <u>Copyright.</u> All materials developed for and used by the <del>Virtual Academy</del><u>East Stroudsburg Area Cyber Academy</u> Facilitators must comply with all copyright laws and agreements, Including without limitation, the Copyright Law, the Digital</li> </ol>
---	---

Millennium Copyright Act, the School District's Copyright Policy, the School District's Copyright Guidelines Handbook, the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy Copyright Administrative Regulation # 118.1 , and, if applicable, the relevant executed licenses.

- f. Right of First Refusal. A School District bargaining unit member will have the right of first refusal before the School District employees an instructor or vendor outside the bargaining unit for virtual/on-line courses.

On-line Course and ~~Virtual Academy~~East Stroudsburg Area Cyber Academy Enrollment. Except as otherwise provided in this Policy, enrollment in either an on-line course or the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy shall be subject to the following terms, conditions and limitations:

- a. Signed Consent Form. A student may be enrolled in an on-line course or the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy only if the student's Parent and the student have signed a written consent in a form developed by and satisfactory to the School District. In the case of an emancipated minor, said consent form shall be sufficient if signed only by the student.
- b. Parental and Student Responsibilities. Parents and students must sign an agreement to uphold the following responsibilities. If this agreement is breached, a meeting with Parents, student, and ~~Virtual Academy~~East Stroudsburg Area Cyber Academy Administrator must take place to decide if the student will remain in the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy course(s). The student and his/her Parent(s), as applicable, shall have the following responsibilities:
  - i. Must provide for the duration of the course or enrollment in the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy necessary computer hardware, software and on-line connectivity, or contact the School District Administration requesting that the administrators review and consider whether the student qualifies for the School District to loan the hardware or software, or pay a stipend for internet connectivity;
  - ii. Compliance with all Applicable Law and/or the policies of the School District, Including the Code of Student Conduct and the Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy #815, and Data Breach Notification Policy #830 and Administrative Regulation 830-AR.
  - iii. Compliance with all course requirements, including course and test requirements established by vendors of commercially prepared courses in which the student is enrolled.

Limitations on Offerings, Enrollment and Withdrawals.

- a. The School District shall have total discretion to determine for any semester or school year: (i) the grade levels for which on-line courses will be offered; (ii) the number of on-line courses offered; and (iii) which on-line courses are offered.
- b. On-line courses shall be as per the prerequisite recommendations for courses as listed in the applicable program of studies. The listing of an on-line course in the program of studies or other publication(s) of the School District shall not guarantee that the course will be offered in any semester or school year.
- c. The number of on-line courses in which a student is permitted to enroll shall be determined by the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy Administrator.
  - i. Starting in 9<sup>th</sup> grade, students may take one on-line course per semester as long as it is not a core graduation requirement; it is not offered in the brick and mortar school, and it does not take the place of the 8.2 yearly credit earned.
  - ii. In order to take an enrichment course, the student must have an overall GPA of 3.0 and demonstrate proficiency in the skill area needed for the requested on-line course. Admission into this enrichment course needs the approval of the applicable department chairperson, guidance counselor, and building principal.
  - iii. Seniors who have completed all of their graduation requirements may take a maximum of two School District on-line courses per semester.
  - iv. Once a student has attended four years of high school, the number of on-line courses a student may take will be determined by the guidance counselor and the building principal.
- d. The ~~Virtual Academy~~East Stroudsburg Area Cyber Academy Administrator shall determine if an on-line course will be offered, taking into consideration the number of participants enrolled.
- e. If a course is offered in the school building which the students attend, the student must take the conventional classroom course at his/her school. However, in the case of a course conflict, the school will work with the student to make appropriate accommodations, when possible, to resolve the conflict through traditional scheduling methods.
- f. If a course is offered at a School District building that the student does not attend, the student's building principal may pursue the possibility of video conferences for the course in question.
- g. If a course is not available at the student's school and video conferencing cannot be accomplished, a student can pursue the course on-line if: (a) the required Parental consent is provided to the School District; (b) the course is being offered on-line; (c) the student is recommended for the on-line course by

the applicable department chairperson, guidance counselor, and, when appropriate, the teacher; and (d) the student's building principal approves after taking into consideration the recommendations, the student's achievement record, the appropriateness of the course, and other relevant criteria.

- h. No student may enroll in any on-line course or in the Virtual AcademyEast Stroudsburg Area Cyber Academy offered by the School District if the student does not have the necessary hardware, software and internet connectivity to permit the student to participate fully. The student's Parent(s) are expected to provide the necessary hardware, software, and internet connectivity, however, the School District administration is granted the authority to, at its discretion, loan School District hardware, and/or software, and/or pay a stipend for internet connectivity based on the availability and the need of the student. The School District administration at its discretion may consult with the Virtual AcademyEast Stroudsburg Area Cyber Academy administrator for assistance in making this determination.
- i. Withdrawal from On-line Courses.
  - i. To withdraw from an on-line course developed by the School District, the student shall comply with the School District's withdrawal policy.
  - ii. To withdraw from a commercially developed course that the School District obtained from a vendor, the student shall also comply with the withdrawal policy of the vendor.
  - iii. Notwithstanding anything in this or any other Policy to the contrary, no student may withdraw from an on-line course unless the student obtains the prior approval of the building principal and Virtual AcademyEast Stroudsburg Area Cyber Academy Administrator.

Credits, Grading, Testing and Class Rank.

- a. Credit earned for School District approved on-line courses shall be counted for purposes of class rank, GPA, or honor roll only if facilitated and assessed by a School District employee.
- b. Major or culminating course assessment and, when applicable, major examinations, including the mid-term and final, must be taken in the Virtual AcademyEast Stroudsburg Area Cyber Academy setting and proctored by the Facilitator of the on-line course. All such assessments and examinations shall take place after school hours and must begin no more than thirty (30) minutes after dismissal.
- c. Grading for commercially developed courses shall be at the discretion of the course vendor when so required, and students should be aware of the course's grading policy and requirements prior to enrolling in the course. The School District shall not intervene or counter grades received for commercially

developed courses, unless such is permitted and appropriate, but the School District reserves the right to review student work and examine methods of assessment. Credit earned shall not be counted for purposes of class rank, GPA or honor roll.

IEP's and GIEP's. Nothing in this Policy shall be construed in a way that is in violation of any Applicable Law or in violation of what may be contained in any IEP or GIEP that is developed in accordance with the law.

On-line Homebound Instruction. The provisions of this Policy shall apply to students on homebound instruction. In addition, the following additional terms, conditions and limitations shall be applicable to on-line courses available to students receiving homebound instruction.

- a. At the request of the homebound instructor, and with the approval of the building principal, on-line courses may be used to supplement homebound instruction.
- b. The cumulative instructional time allotted for instruction/facilitation for each homebound student shall be limited to the amount of time determined on the Homebound Instruction Request form.
- c. The School District may offer on-line courses to students, upon such terms and conditions that the School District shall determine, to students who have been expelled or placed on disciplinary homebound instruction.
- d. Major or culminated course assessment and, when applicable, major examinations, including the mid-term and final, shall be proctored by the homebound instructor.

Remedial Summer School. The provisions of this Policy shall apply to summer school courses offered on-line. In addition, the following additional terms, conditions and limitations shall be applicable to on-line summer school courses.

- a. The School District's summer school policies and procedures shall apply to the extent that they are not inconsistent with this Policy.
- b. Students are required to pay the full cost of tuition for on-line summer school courses.
- c. Students will not be allowed to accrue summer school credits for purposes of early graduation.
- d. Major or culminating course assessments and, when applicable, major examinations, including the mid-term and final, shall be proctored by the Facilitator of the on-line course.

On-line summer school remediation courses shall count towards class rank and GPA.

East Stroudsburg Area School District ~~Virtual Academy~~East Stroudsburg Area Cyber Academy. All provisions of this Policy shall apply to the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy. In addition, the following terms, conditions and limitations apply to the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy:

- a. The Superintendent or designee shall establish a District ~~Virtual Academy~~East Stroudsburg Area Cyber Academy, Including the development of all necessary written rules and regulations, in which School District students may enroll subject to the terms, conditions and limitations of this Policy.
- b. Only School District students enrolled in grades 7 to 12 are eligible to enroll in the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy.
- c. Students who enroll in the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy:
  - i. May graduate from the School District only if they fulfill all graduation requirements of the School District;
  - ii. Shall fulfill their academic requirements exclusively within the ~~Virtual Academy~~East Stroudsburg Area Cyber Academy;
  - iii. Shall comply with all applicable School District policies, Including participating in on-line learning for 990 hours per academic year, or 27.5 hours per week;
  - iv. Shall be eligible to participate in extracurricular activities, interscholastic athletics, and vocational-technical education;
  - v. Shall be provided transportation for extracurricular activities, interscholastic athletics and vocation-technical education to and from the same locations established for students attending the traditional high school; and
  - vi. Shall have their GPA ranked with their cohort class and be eligible for any awards, scholarships or privileges based on GPA ranking.

Nothing in this Policy shall be construed in a way that is inconsistent with any Applicable Law or with the governing documents of any applicable governing organization, Including the Pennsylvania Interscholastic Athletic Association (“PIAA”).