

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ONLINE INSTRUCTION

ADOPTED: JUNE 20, 2013

REVISED: JUNE 13, 2013

141. ONLINE INSTRUCTION	
<p>1. Purpose SC 1327 Pol. 217</p>	<p>The Delaware Valley Cyber Academy (DVCA) is an option available to K-12 students that provides a learning environment through online instruction. DVCA students are full-time Delaware Valley School District (DVSD) students who may participate in the academic, extracurricular, athletic, and social opportunities available to all district students. Students' progress and achievement will be monitored and assessed throughout their enrollment in the program. DVCA students who accumulate the required number of credits, achieve proficiency on the required Keystone Examinations, and complete a graduation project, shall then be eligible to graduate from DVSD and receive a DVHS diploma.</p>
<p>2. Authority</p>	<p>The DVCA has been authorized by the DVSD Board of School Directors for students who reside within the boundaries of the DVSD and who are currently enrolled in, or are considering enrolling in, a cyber-school through a Board approved outside service provider.</p>
<p>3. Delegation of Responsibility Pol. 201</p>	<p>The superintendent or designee shall establish application and admission procedures. Admission to the program is at the discretion of the superintendent or designee.</p> <p>The superintendent or designee shall ensure that online courses offered by the school district shall be properly-aligned with state and federal standards, as well as the curriculum of the school district, and will comply with this policy, related policies, and established guidelines or administrative regulations.</p>
<p>4. Guidelines Pol 200, Pol. 201 Pol. 214, Pol. 112</p>	<p><b>Cyber Academy Eligibility/Enrollment Process</b></p> <p><b>The following eligibility and enrollment procedures will be followed by the student and parent/guardian:</b></p> <p>The parent/guardian and student must follow district enrollment/registration procedures and adhere to all DVSD policies.</p> <p>The DVCA courses shall count towards class rank, GPA, honor roll, and for athletic eligibility.</p>

<p>Pol. 204</p>	<p>Parental notification and signed consent is required for student participation in DVCA.</p> <p>DVSD administration will review the application and, upon approval, an online education program of study will be developed for the student. Administration has the authority to approve/disapprove enrollment in the DVCA.</p> <p>Students shall be assigned a guidance counselor.</p> <p>In addition to the online instruction provided , in accordance with their Individualized Education Program (IEP), special education students will also be provided with a DVSD case manager.</p> <p><b>EXPENDITURES:</b></p> <p>The DVCA is a DVSD public school program. There are no enrollment fees, tuition, or charges to the parents/guardians.</p> <p>The DVCA will provide computer hardware, software, and technical assistance with no charge to the parents/guardians.</p> <p>Students who do not return DVSD computer equipment and accessories will be required to pay the replacement costs of the equipment and may also be referred to law enforcement.</p> <p><b>ATTENDANCE:</b></p> <p>The DVCA students are full-time DVSD students who are expected to comply with state, district, and school policies. Because of the independence that is offered to students taking DVCA courses, students enrolled assume a special responsibility to actively participate in the courses. The DVCA will monitor a student’s active engagement in his/her courses with the expectation that the course will be successfully completed within the time prescribed by the DVCA.</p> <p>Students are required to demonstrate adequate weekly progress. Failure to do so may result in a re-evaluation of placement, truancy proceedings, and removal from the DVCA program at the discretion of the administration. If a student is unable to maintain adequate weekly progress, the parent/guardian must submit a written excuse to the DVCA program administrator within three days of the occurrence. Failure to submit this excuse will result in the absences being considered unexcused and/or unlawful. Regular district procedures for absences will apply.</p> <p>The student must complete at least twenty-five percent (25%) of the course per academic quarter for full-year courses and fifty percent (50%) per academic quarter for semester courses. All coursework must be completed by the last student day for</p>
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<p>Pol. 208</p>	<p>full-year courses or the last day of the semester for semester courses. Failure to do so will result in the student failing the course. The “failure” will be recorded on the student’s transcript.</p> <p>Truancy charges will be filed with the Magisterial District Judge if students do not demonstrate evidence of completed work and/or logging onto and actively engaging in the online courses. Any absence that has not been approved will be considered an unexcused absence. Unexcused absences may also become unlawful absences which can result in truancy charges being filed.</p> <p><b>WITHDRAWAL:</b></p> <p>Students shall abide by the school district’s course withdrawal policy and must obtain the approval of the associated guidance counselor and any other applicable party, as determined by established withdrawal procedure, and as is appropriate, prior to withdrawing from the course or the DVCA.</p> <p><b>STUDENT RESPONSIBILITY:</b></p> <p>Students will be required to complete assignments weekly and/or by applicable deadlines. If a student realizes that more time is needed to complete assignments, he/she must resolve the situation with the online instructor. The guidance counselor should be contacted if completion issues, related to course-work, cannot be resolved between the student and online instructor. A student that requires help in a particular course should contact his/her online instructor or guidance counselor.</p>
<p>Pol. 815</p>	<p><b>PROGRAM PARTICIPATION:</b></p> <p><b>The student shall:</b></p> <ul style="list-style-type: none"> <li>• assume responsibility for communicating with each online teacher.</li> <li>• accept responsibility for the care of district equipment provided and return it promptly when requested.</li> <li>• comply with the district’s Acceptable Use Policy regarding the use of the computer and Internet in the home.</li> <li>• complete all assignments, tests, and projects required for completion of each course of study.</li> <li>• report to the brick and mortar school for PSSA and Keystone testing and any other assessments deemed necessary. Students in particular grades are required to participate in the PSSA and Keystone testing each school year</li> </ul>

according to state mandates.

- show evidence of engagement through regular attendance and participation in the course work assigned in accordance with course requirements.
- adhere to state and federal copyright laws and guidelines.
- direct software problems to the specified online course provider and direct hardware questions to the DVSD Technology Department.

**The parent/guardian shall:**

- maintain regular contact with the district regarding your child's progress and accept responsibility for contacting the district when any problems or disruptions that impact the student's educational program occur.
- monitor student progress and maintain oversight of your child's educational program and compliance with district policies and guidelines.
- assume responsibility for providing access to online/internet connectivity.
- validate that your child is proficient in basic computer skills at the appropriate instructional level as indicated on the application.
- make every effort to monitor and assist his/her student when working on-line.
- adhere to state and federal copyright laws and guidelines.

**TRANSPORTATION:**

Transportation to and from the home school building of residence for co-curricular and/or educational necessities (i.e. standardized testing) shall be the responsibility of the parent/guardian. Arrival and departure times must be prearranged with the building principal. With approval, students may ride district buses when the bus schedule and student schedule are synchronous.

**ACADEMIC DISHONESTY:**

If a student is caught cheating, the student will be removed from the course and receive a failing grade. The student may also be removed from the DVCA Program.

References:

School Code – 1327

	Board Policies: 112, 200, 201, 204, 208, 214, 217, 815
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