



Mifflinburg e-Learning  
Parent/Student Handbook  
2022-2023

Mifflinburg e-Learning Program

75 Market Street

Mifflinburg, PA 17844

570-966-8336

Dear Students, Parents and/or Guardians,

Welcome to the Mifflinburg Area School District's E-learning program, where students can work on courses remotely. The *Mifflinburg e-Learning Program* is a collaborative effort with Intermediate Unit 16 to provide remote learning options for students utilizing online courses. The Mifflinburg e-Learning Program used Imagine Learning courses to meet the increasing demand for high quality student instruction that incorporates proven online learning practices to ensure student achievement.

Enrolling in the Mifflinburg e-Learning Program means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curricula that is state aligned and rigorous with an emphasis in 21<sup>st</sup> century skills. Furthermore, students can continue to be a member of the Mifflinburg Area School District and participate in school events and activities, and graduate with a Mifflinburg Area School District diploma. The e-Learning program has the benefit of an onsite lab, staffed with Mifflinburg teachers, to support students' questions on content related material. The lab also provides an environment for students to be social with their peers. This handbook has been developed to provide you with an overview of the important policies and procedures of the e-Learning program. Students remain enrolled in the Mifflinburg Area School District and therefore can utilize the school as a resource.

This handbook will provide students, parents, and guardians guidelines and expectations that must be met in order to participate in Mifflinburg's e-Learning Program. 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 achievement and we are dedicated to achieving that goal together with a team approach. If you have questions we are here to help. Please do not hesitate to contact us to discuss any concerns that you may have. Congratulations on joining the Mifflinburg e-Learning Program. We wish you a successful school year.

Mr. Jeremiah Allen

*Non-Traditional Education Coordinator*

570-966-8336

### E-Learning Lab

E-Learning students have access to the e-Learning lab. The students' e-Learning lab is located at the Mifflinburg High School Library. **The lab is open from 8:00 a.m. - 2:30 p.m. Monday through Friday with pick-up and bus dismissal at 2:45 p.m.** Lunch is available daily to students. This is also a great time for students to interact with one another in the cafeteria and to participate in structured social time.

### Attendance Policy

Pennsylvania State Law provides that parents/legal guardians are responsible for ensuring that their child attends school. It is the responsibility of the family to ensure the student logs online to their coursework outside of the eLearning lab to maintain appropriate pacing requirements. All students are required to have access to the internet for course completion outside of the eLearning lab, to ensure student attendance in online courses. If students do not have internet access at home, please contact the director of technology (Peter Geipel, 570-966-8206) to receive a hot spot. All full-time eLearning students will arrange an appropriate online class schedule with their e-Learning coordinator. Students are expected to log in to the courses daily and make progress as outlined in the online pacing guide. Attendance is correlated with completion of required coursework and student activity within the courses. **If a student fails to stay on pace for two consecutive weeks, a team meeting will be held with the student, parent, district administrator, and 30 hours weekly of onsite work will be required to ensure course completion.** If students continue to fail or are behind by more than 5%, students will be returned to the traditional school setting at the end of the marking period. They will not be able to enroll in eLearning for at least 1 year.

## **Student Responsibilities**

Students pursuing e-Learning have expectations and policies that must be followed. Students are expected to:

- Agree to and follow all policies outlined in this handbook.
- Report to school for PSSA and/or Keystone exam tests during testing windows.
- Attend and participate in meetings to discuss course progress and academics.
- Log in for a minimum of 30 hours or complete all assignments every week.
- Contact the Imagine Learning teacher or e-Learning coordinator with any academic questions that arise.
- Notify the e-Learning Coordinator of any planned excused absences and complete the necessary district paperwork, including educational travel forms.
- Adhere to the Mifflinburg Area School District's Acceptable Use Policy.
- Refrain from using any other student's login or password.
- Communicate any learning concerns with your e-Learning coordinator.
- Schedule online tutoring and interventions with the Imagine Learning teacher as requested to ensure passing grades.
- Utilize the district assigned email account for all email communications with e-Learning staff and administration.
- Follow the dress code as outlined in the middle school and high school handbooks when in the e-Learning lab.

### **Transportation Policy**

Students enrolled in the e-Learning Program have access to district transportation daily to and from the e-Learning lab. Students are permitted one a.m. and one p.m. bus stop in accordance with district policy. *Any high school student, who is parking in a district lot, must notify the High School Office to obtain a permit to park by the start of the school year. It is the responsibility of the student to obtain a parking permit.*

### **Parent Responsibilities**

Parents/Guardians of e-Learning students have a unique opportunity and responsibility to participate in the education of their child. Parents/guardians are expected to:

- Directly supervise child's education at home.
- Maintain an active email to communicate with the e-Learning faculty to monitor student's weekly progress.
- Work with student and the e-Learning faculty to ensure successful completion of the curricula within the allowable time frame.
- Complete required district forms, including transportation and meal application forms.
- Attend team meetings to discuss student progress.
- Contact the school for any student absences and submit notes for appointments.
- Complete educational travel forms for trips lasting longer than 3 days.
- Attend orientations and parent meetings offered by the district.
- 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.
- Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.
- Assure that all work submitted by student was completed solely by that student. Any work completed by someone else will be given a zero for the assignment.
- Notify the school immediately of any change in student's contact information or academic status.

- Ensure their child's participation in standardized state testing requirements.

### **Academic Support and Placement**

Students will work with the e-Learning department, guidance, and parent/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.

Online tutoring can be sought through your Imagine Learning teacher or through lab time. Imagine Learning teachers use Blackboard Connect for their virtual sessions. For tutoring from the district, students can come into the e-Learning lab or can meet virtually on Microsoft Teams. The Imagine Learning instructors communicate hours and times of availability directly with the parent or student. These hours may occur outside of the traditional school day, as online courses do not follow the traditional school model. All students are strongly encouraged to communicate with their online teacher regularly and to seek out online tutoring assistance if grades of a C or lower are reported in the weekly progress updates.

Students in grades 9-12 shall be afforded the opportunity to have access to ACE college courses, cooperative education experiences, SUN ATI, and the other programs as outlined in the high school handbook.

Parents will receive an update on their child's progress throughout the marking period. This might be done through phone calls, emails, or a weekly summary report.

**Students are expected to come into the schools to take the state standardized assessments for their grade level or course.** PSSA's are taken in grades 3-8. Keystone exams are taken when a student is enrolled in Algebra I, Biology, and 10<sup>th</sup> grade English. If a student is not successful in passing the Keystone Exams, remediation work will be assigned and will count toward elective credits.

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- Log in for a minimum of 30 hours or complete all assignments every week.
- Contact the Imagine Learning teacher or e-Learning coordinator with any academic questions that arise.
- Notify the e-Learning Coordinator of any planned excused absences and complete the necessary district paperwork, including educational travel forms.
- Adhere to the Mifflinburg Area School District's Acceptable Use Policy.
- Refrain from using any other student's login or password.
- Communicate any learning concerns with your e-Learning coordinator.
- Schedule online tutoring and interventions with the Imagine Learning teacher as requested to ensure passing grades.
- Utilize the district assigned email account for all email communications with e-Learning staff and administration.
- Check district email and Microsoft Teams daily to ensure communication with online instructors and e-Learning faculty.
- Follow the dress code as outlined in the middle school and high school handbooks when in the e-Learning lab.

After reading over the Mifflinburg e-Learning Program Handbook, please sign and return this page.

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_