



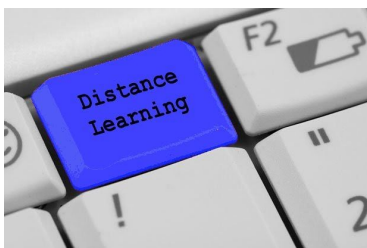
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LaPorte Community School Corporation Information and Guidelines for Remote Learning

LPCSC offers several options for remote learning:

- **Distance Learning Academy** --optional choice for short term off-campus learning
- **Homeschool Academy**-- optional choice for long term off-campus learning
- **Alternative education (VLA)** --in-person alternative setting for secondary students
- **E-learning**--off campus learning that is planned or unplanned due to teacher professional development days, dangerous weather conditions, or a change in the health department's threat level to "red" for the LaPorte community.

LPCSC Distance Learning Academy



Option 1 Traditional LPCSC Programming

- In-person (on campus) learning Pre K-12 at your school
- Follows Green/Yellow/Red Threat Levels
- Self screening prior to in-person attendance
- Traditional learning modified for social distancing.
- Protective masks required and extra safety measures.

LaPorte Community School Corporation is excited to offer a distance learning school option for families residing in LaPorte Community School Corporation.

The LPCSC Distance Learning Academy (DLA) program serves local families who would like a distance (remote) learning option for their students to work with LPCSC teachers and staff. The LPCSC Distance Learning Academy (DLA) program is for students who will eventually return to traditional LPCSC programming. Therefore, enrollment in the DLA program is for a minimum 9-week period for grades K-8, or minimum 18-week period (semester) for grades 9-12.

DLA students will have a blended learning format, using classroom virtual meetings, Google Classroom, and or Canvas platforms. Students enter the class virtually and follow a traditional school day routine as much as possible.

- **K-4 DLA students** will be enrolled (Skyward) at their original home elementary school, but will be placed in a grade-level distance learning Google classroom with their LPCSC distance teacher who will forward their daily attendance to their home school. Students will interact with their distance learning section daily; however, they will also connect virtually with their home elementary school grade level section weekly (as appropriate) for some aligned activities. Grade level standards and curriculum maps will align with in person instruction.
- **5-12 DLA students** will be enrolled in (Skyward) at their original home school (KIS, LPMS, or LPHS), and placed in a Canvas learning classroom with their LPCSC distance teacher who will forward their daily attendance to their home school. Distance learning will focus on language arts, math, social studies, and science and/or graduation requirements first. DLA students will remote into live KIS, LPMS, LPHS lessons as appropriate, as grade level standards and curriculum maps will be closely aligned to in-person instruction.

Each student enrolled in the LPCSC Distance Learning Academy (DLA) will be enrolled as a full time student. Students will have access to LPCSC student services (administrators, school counselors, etc) to help support their educational journey.

Additionally, DLA students will have access to the DLA LPCSC teachers for each course assigned as well as an LPCSC on-site coordinator to answer program specific questions. Students must make adequate progress on their coursework to remain in the program.

DLA students will be offered an assigned LPCSC Chromebook to use.

LPCSC Distance Learning Academy Logistics/Role Responsibilities

Staff: LPCSC DLA teachers will work closely with students, students' families, and the students' home school to ensure alignment of academic curriculum and progress. Additional LPCSC staff members will look over academic placement and progress in the program in addition to any social emotional needs to be addressed. More detailed information on specific courses will be given by individual DLA teachers.

Distance Learning Academy Parent Responsibilities: The LPCSC Distance Learning Academy requires that parents/guardians work closely and prioritize their student's education. It is essential that:

- families have access to WIFI and technology capabilities every school day

- families support students logging in during traditional school hours for synchronous (live) instruction from their assigned distance learning teacher
- families keep in close communication with distance teachers and report absences
- families follow LPCSC distance learning policies

Parents/guardians of students in the K-4 grades will be required to act as an educational assistant, helping the distance learning teacher to keep their student in attendance, on task, and engaged in lessons. Parent/guardian responsibilities for students in grades 5-12 are not as time intensive, as students have developed more independent study and homework habits at these grade levels. However, it is an expectation that the parent/guardian for students in grades 5-12 will act as educational advocates, providing their students with additional problem solving support when needed.

Distance Learning Academy Student Responsibilities: LPCSC students enrolled in the DLA will be responsible to abide by their home school's handbook of rules/regulations along with LPCSC Distance Learning Academy Policies. It is essential that:

- students have access to WiFi and technology capabilities every school day
- students follow their distance teacher's lesson planning and calendar, and that they log in during traditional school hours as assigned
- students keep in close communication with teachers
- students follow LPCSC distance learning policies

Success in the DLA program relies heavily on the fact that students take accountability and ownership of their education, regardless of their grade level. Students who will be the most successful in the DLA will be those who get up every morning to attend school, even if it's from their living room!

LPCSC Distance Learning Academy Policies

Attendance: Students are required to work consistently and to follow the lesson plan provided. Regular attendance and regular communication with LPCSC distance learning academy teachers and staff is required. Students are expected to respond within 24 hours to any emails they receive.

According to the Indiana Department of Education's [Guidance on School Responsibilities for Adhering to Instructional Time and Student Attendance Requirements](#), "Any individual who is at least seven (7) years of age and less than eighteen (18) years of age is bound by compulsory attendance requirements until the individual either graduates, becomes eighteen (18) years of age, or becomes at least sixteen (16) years of age and meets the requirements to withdraw from school before graduation.

“Attend” means to be physically present and enrolled in a school or another location where the school’s educational program is being conducted during regular school hours on a day in which the educational programming is being offered. Any student who is enrolled at a public or nonpublic school and accumulates at least ten (10) unexcused absences during a school year is considered habitually truant. Any student who accumulates at least ten (10) absences, excused or unexcused, during a school year is considered chronically absent.”

Required Student Hours: Attendance is logged Monday through Friday, and students will be expected to attend daily “check in” meetings. Just like in person instruction, however, academic progress (homework) can be worked on during the weekends as well.

Elementary students in the DLA will follow a structured schedule that follows a regular routine. The focus is on the high-priority standards needed in the following content areas: Reading, Writing, Math. The following times are estimated times and may be individualized.

Intermediate students in the DLA will follow a structured schedule that follows a regular routine. The focus is on the high-priority standards needed in the following content areas: Reading, Writing, Math.

Middle school students in the DLA will follow a structured schedule that follows a regular routine. The focus is on the high-priority standards needed in the following content areas: Reading, Writing, Math.

High school students in the DLA will follow a structured schedule that follows a regular routine. The focus is on the high-priority standards needed in the following content areas: Reading, Writing, Math.

The Indiana Department of Education’s [Guidance on School Responsibilities for Adhering to Instructional Time and Student Attendance Requirements Introduction](#) will be followed “at least five (5) hours of instruction must be provided daily for students in grades 1 through 6 and at least six (6) hours of instruction must be provided daily for students in grades 7 through 12. This requirement applies to any day when a school may provide virtual instruction. When considering instructional time requirements for content delivered through the off-site context, it is important to extract and focus on the time during which students are academically engaged. For example, a five (5) hour instructional day where content is delivered on-site

consists of both academically engaged time as well as non-academically engaged time, such as passing time. As such, a day of off-site, virtual instruction may consist of less than five (5) hours, but correspond to the amount of academically engaged time provided in a non-remote, in person instructional day.

Grades K–2: Estimate approximately 3-4 hours of effective school work 5 days per week

Grades 3–4: Estimate approximately 3-4 hours of effective school work 5 days per week

Grades 5–6: Estimate approximately 4-5 hours of effective school work 5 days per week

Grades 7–8: Estimate approximately 5–6 hours of effective school work 5 days per week

Grades 9–12: Estimate approximately 5–7 hours of effective school work 5 days per week

Technology Policies: Regular LPCSC [Technology Department Network Acceptable Use Policy](#) will be followed.

Student dress: Dress codes of each student’s home elementary, intermediate, middle, and high school will be followed when students are logged in for live instruction.

Distance Learning Environment: Students are asked to dedicate a space in their homes to distance learning. Please avoid having signs or graffiti in the background of the student’s workspace, as to avoid live instruction interruption. Environments will be treated as if the parents or student is in the school he or she would normally attend. Protection of classrooms, students, teachers, and other LPCSC employees will be protected. LPCSC reserves the right to remove anyone from the DLA program whose behavior impedes on the distance learning environment.

Course Content: All course content will be aligned to the traditional classroom as closely as possible. Grading periods will be identical to traditional LPCSC classrooms. In grades 9-12, all courses are semester-based and will be awarded **one credit**. Middle school students who are enrolled in high school credit can work at this distance format as well.

Requirements for Testing: All full time and part time students will be required to take all mandatory state and local testing. All data from the students’ testing will be included in the data with their assigned school. Full time students must comply with La Porte Community School Corporation District Student Testing guidelines listed in the code of conduct.

Teacher of Record: LPCSC Distance Learning Academy students who need a teacher of record will be assigned a teacher of record through their home elementary, intermediate, middle , or high school.

Student Advancement and Graduation:

Students must meet the already established requirements to advance to the next grade level or to graduate with a La Porte High School diploma. Please see graduation requirements for more information.


Graduation Requirements for high school students: An assigned school counselor from LaPorte High School will be responsible for scheduling the high school student and for guidance with graduation requirements, including planning with the new Graduation Pathway mandate.

Right to Privacy Policy: LaPorte Community Schools and the Distance Learning Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (**FERPA**). This law protects the privacy of a student's education records. LaPorte Community School Corporation and the Distance Learning Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

Athletic Considerations: Extra-curricular participation is permitted at the student's home school. All rules and regulations must be followed as if the student were physically present in the original home school.

Withdrawal Policy: Students enrolled in the LPCSC distance learning academy program will need to fill out an official withdrawal form to be removed from the program. Students K-4 will be required to stay in the program for at least 9 weeks; students 5-12 will be required to stay in the program for at least 18 weeks (semester).

LPCSC Homeschool Academy

	<p>Option 3 LPCSC Homeschool Academy</p> <ul style="list-style-type: none"> ● Remote learning K-12 ● Non-LPCSC Teachers ● Edmentum Curriculum ● Long Term Option (1+ school years) ● Strong parent commitment required ● Special Registration Required and Limited Enrollment
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LaPorte Community School Corporation is excited to offer a virtual school experience for families residing in LaPorte County. This program serves local families who would like a

homeschool option. The LPCSC Homeschool Academy will provide a full time education curriculum for students in grades K-12. On site LPCSC resources will be available but the majority of the coursework will be completed remotely with third party EdOptions personnel support.

Each student enrolled in the LPCSC Homeschool Academy will be enrolled as a full time student. LPCSC Homeschool students will have access to the EdOptions Academy teachers for each course assigned as well as an LPCSC on-site coordinator to answer program specific questions. LPCSC Homeschool students will have access to LPCSC administrative help. Students must make adequate progress on their coursework to remain in the program as seats are limited.

LPCSC Homeschool Academy Logistics/Role Responsibilities

Staff: EdOptions personnel provide curriculum and deliver academic assistance to LPCSC Homeschool Academy students. An LPCSC administrator will be a liaison between EdOptions and LPCSC grade level and graduation progress. LPCSC will house an on-site social worker at the Educational Services Center (Boston building) to connect students with outside resources as needed.

Homeschool Academy Parent Responsibilities: The LPCSC Homeschool Academy requires that parents/guardians work closely and prioritize their student's education. Parents/guardians of LPCSC Homeschool students in the K-4 grades will be required to act as an educational leader, helping the EdOptions personnel keep their student on schedule with their course work. Parent/guardian responsibilities for students in grades 5-12 are not as time intensive, as students have developed more independent study and homework habits at these grade levels. However, it is an expectation that the parent/guardian for students in grades 5-12 will act as educational advocates, providing their students with additional problem solving support when needed.

LPCSC Homeschool Academy Student Responsibilities: Students enrolled in the LPCSC Homeschool Academy will be responsible to keep up with educational pacing. Success in the LPCSC Homeschool Academy relies heavily on the fact that students take accountability and ownership of their education, regardless of their grade level. Students who will be the most successful in the LPCSC Homeschool Academy will be those who get up every morning to attend school, even if it's from their living room!

LPCSC Homeschool Academy Policies

Course Content

Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Alignment with Indiana Academic Standards Each

course has a required final exam, which must be proctored. At the high school level, semester-based courses are **one credit**.

Requirements for Testing

All LPCSC Homeschool Academy students will be required to take all mandatory state and local testing. All data from the students' testing will be included in the data with their assigned school. Students must comply with La Porte Community School Corporation District Student Testing guidelines listed in the code of conduct.

Proctoring of Final Exams

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with students and parents. The LaPorte Educational Service Center (former Boston Middle School building) will be the primary location for the LPCSC Homeschool Academy program.

Attendance

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and Academy staff. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Required Hours: Students must login every day that LPCSC schools are in session.

Recommended Middle / High School Schedule: The student schedule needs to be at least one hour per course per day.

Recommended Elementary Schedule

Grade	Hours per day
K-2	3.5
3	4
4	4.5

A primary grade student schedule could look like:

Math	50 minutes
ELA	70 minutes
Science	45 minutes
Social Studies	45 minutes

Earning High School Credit and Grading Policy

In order to receive credit in a course, students must meet two requirements:

1. The student will need an overall average of 60%.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

Note: Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, The student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Student Advancement and Graduation

Students must meet the already established requirements to advance to the next grade level or to graduate with a La Porte High School Diploma. Please see graduation requirements for more information.

Graduation Requirements: The assigned school counselor from the student's homeschool will be responsible for scheduling the student and for guidance with graduation requirements, including planning with the new Graduation Pathway mandate.

Transcripts and Grade Reports

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be

issued at the same time all other LaPorte students receive their grade reports. Parents can request grade reports from the following:

- EdOptions Teachers
- LPCSC Homeschool Administrator

Right to Privacy Policy

LaPorte Community Schools and Homeschool Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (**FERPA**). This law protects the privacy of a student's education records. LaPorte Community School Corporation and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

Athletic Considerations: LPCSC Homeschool Academy students do not have athletic eligibility for LaPorte Community School Corporation.

About Our Partner: EdOptions Academy Accreditation and Approvals

EdOptions Academy is fully accredited through AdvancED which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as all other LaPorte Community School Corporation schools.

Beginning with the 2014-2015 school year, EdOptions Academy is an approved provider by the NCAA for non-traditional courses. Here are a few very important factors about NCAA Approval:

1. The NCAA only reviews core courses used for Graduation (4 English, 3 Math, 2 Social Studies, 2 years of Natural/Physical Science, 1 year of additional English, Math or Natural/Physical Science, 4 additional credits from any above, Foreign Language, or Comparative Religion or Philosophy). All other elective are not subject to NCAA review.
2. Only the full course counts, Students who are potential NCAA athletes in Division I or II may not take the pre-assessment mode of any course.
3. Students must have direct communication with EdOptions Academy teachers for the purpose of instruction either by phone, text, or instant messenger.
4. LaPorte Community School Corporation must use the Final Grade given by EdOptions Academy and the student's transcript must reflect that the student took the course through EdOptions Academy.

***EdOptions Academy must know in advance any student who may be a NCAA Scholarship Athlete.

Enrollment Eligibility

- Homeschool Students
- Flexible Scheduling Needs
- Administrative placement

Withdrawal Policy

Students enrolled in the LPCSC Homeschool Academy program will need to fill out an official withdrawal form to be removed from the program. It is our intent to offer LPCSC Homeschool to students who intend not to return to traditional LPCSC programming.

LPCSC Alternative Education Programming Virtual Learning Academy


The goal of the Virtual Learning Academy is to provide an environment conducive for independent student learning so that students can reach their individual academic goals. This placement is traditionally used for secondary students who have administrative approval. Housed out of LaPorte Educational Services Building (Boston), VLA is a great opportunity for students who need focused energy on getting themselves ready to graduate.

In order to achieve this goal, all VLA students must abide by the following policies and procedures:

- VLA students are required to take tests in the VLA Lab. No tests can be completed from home.
- Google or other resources cannot be used with taking tests online. VLA staff is trained to monitor testing.
- VLA students will utilize the front school entrance and immediately report to the VLA lab at their assigned time.
- Each VLA class is 4 weeks in length. Students may choose to work on more than one class at a time.

- VLA students will turn in cell phones upon arrival. If other arrangements need to be made the Coordinator must approve this.
- No food or drink other than a closed water bottle is permitted in the lab at any time.
- All personal belongings (coats, backpacks) need to be put away in the designated area prior to beginning work. All school supplies are provided. Please limit personal items.
- There is a limit of 15 students in the VLA at one time. Failure to make academic progress or not adhering to VLA procedures, the student may be removed from the program.
- Any suspendable or expellable offense per the LPHS handbook is grounds for immediate removal from the VLA.
- Guardians of VLA students are required to call in an absence by noon the day of the absence. Late calls or documentation will not be accepted. VLA students may not call themselves out without proper documentation.
- VLA students must arrive on time and stay in class for the duration of the session.
- All VLA students and/or parents will sign a withdrawal form upon entry into the VLA. This form will stay in a file and will only be processed if a student is unreachable and has stopped attending the VLA for more than 10 consecutive school days. Every attempt will be made to reach the student and/or parent prior to processing.
- VLA students are LPHS students and must adhere to all academic and behavior standards as outlined in the handbook.

LPCSC Traditional Programing (Blended Learning and E-learning)

	<p>Option 1 Traditional LPCSC Programming</p> <ul style="list-style-type: none"> ● In-person (on campus) learning Pre K-12 at your school ● Follows Green/Yellow/Red Threat Levels ● Self screening prior to in-person attendance ● Traditional learning modified for social distancing. ● Protective masks required and extra safety measures.
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In the event traditional learning is modified due to the Yellow or Red threat levels, instruction will shift to off campus E-learning.

- **E-learning**--off campus learning that is planned or unplanned due to teacher professional development days, dangerous weather conditions, or a change in the health department's threat level to "red" for the LaPorte community.