



*You and I ...
We are
eLearning*

PROGRAM
HANDBOOK
2021-2022

St. Charles Parish Public Schools *eLearning* Program

Parent/Student Handbook

2021-2022

St. Charles Parish Public Schools will offer the eLearning Program option during the 2021-2022 school year for students in Pre-K through 12th grade. We recognize that nothing replaces in-person learning; however, this online, at-home eLearning Program option is being offered to meet the needs of our most vulnerable students. The school system reserves the right to return students to their home-base school if students are not successful in the eLearning Program.

Important Information About the eLearning Program

- PreK, elementary, and middle school students will be provided eLearning in core academic content areas (English/Language Arts, math, science, and social studies) using teacher guided instruction.
- High school students will be provided eLearning in limited core content areas and limited electives using various methods including distance learning platforms and/or teacher guided instruction.
- Students must have access to a reliable wireless Internet connection.
- To register for the eLearning Program, students must commit to the program for the entire school year.
- Attendance will be taken daily and students will follow their assigned schedule.
- Student employment must not interfere with school hours.
- PreK, elementary, middle, and high school students will follow a specific daily schedule through SCPPS teacher-led Google Classroom lessons. Pre-K through 8th grade courses will be taught using Google Classroom.
- High school students will follow their daily schedule. Students will log in daily at the appropriate time. High school students will be offered courses through the Department of Education Supplemental Course Academy, the Edgenuity Program, and courses taught by on campus teachers.
- Students participating in the eLearning programs will be able to participate in extracurricular, co-curricular and all other activities including athletics. Following LHSAA eligibility guidelines is required when applicable. District transportation will not be provided.

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INTRODUCTION

It is the intent of St. Charles Parish Public Schools to create an *eLearning* environment which promotes rigorous student learning and quality student engagement. The St. Charles Parish Public Schools *eLearning* Program is subject to the rules and regulations of the Louisiana Department of Education. The St. Charles Parish Public Schools *eLearning* Program follows St. Charles Parish Public Schools' academic calendar.

***eLearning* Definitions**

Synchronous learning (real time) refers to activities when students and teachers are engaged in the same activity at the same time, in real time. This is most likely to happen through video connection but might also include an online chat without video or, in rare cases, timed assignments completed simultaneously.

Asynchronous learning (self-paced) refers to activities that happen outside of a particular defined time. These can include assignments completed independently, such as streaming video content, virtual text, posted lesson notes, and student interaction through class discussion boards. Asynchronous learning prioritizes independence and the ability to work at one's own pace; it fosters a greater capacity for creativity and the opportunity to try something new and take a risk, knowing that failure creates the chance to try again.

Student support times refers to additional time teachers are available to students in small groups or one-on-one outside of the whole group setting to support learning.

Teacher office hours refers to additional time teachers are available to communicate with students and parents. This is most often referred to as their planning time for PreK-8. For high school LEAP courses, a teacher can also be reached during his/her planning time. For non-LEAP high school courses, please contact the school directly.

START DATE

August 6, 2021

MATERIALS AND SUPPLIES

Distribution of materials, textbooks, and Chromebooks takes place at the home-base schools. Parents/guardians are responsible for retrieving these materials as available. Distribution dates and times will be provided by the home-base schools. Teachers will provide a list of supplies needed on their web page/Google Classroom.

ADMISSIONS AND PARTICIPATION REQUIREMENTS

eLearning Newly Enrolled/Newly Medically Diagnosed Registration Request Process

Any student who is newly enrolled into the school system and would like to participate in the eLearning Program must submit his/her request upon registering at the home-base school. Proof of enrollment is required in order to obtain an extenuating circumstances form. A parent/guardian must complete the extenuating circumstance(s) form. Final approval of enrollment in the eLearning program is provided by the Child Welfare and Attendance department.

Any student who is newly diagnosed with a medically vulnerable condition and would like to request to participate in the eLearning Program must report to the School Board Office to submit the request in-person. Medical documentation is required in order to obtain an extenuating circumstances form. A parent/guardian must complete the extenuating circumstance(s) form. Child Welfare and Attendance will contact the families to let them know if they are approved to participate in the program.

Students enrolled in St. Charles Parish Public Schools *eLearning* Program are:

- currently enrolled in St. Charles Parish Public Schools
- simultaneously enrolled in St. Charles Parish Public Schools *eLearning* Program and their local school in accordance to their geographic attendance zones
- active participants in the St. Charles Parish Public Schools eLearning Program environment
- responsible for completing all assignments and tasks
- required to remain enrolled in the program the entire 2021-2022 school year **AND**
- required to have access to a reliable wireless Internet connection

ATTENDANCE POLICY

The St. Charles Parish Public Schools *eLearning* Program is designed and intended to be a home learning environment. Students enrolled are expected to work on their courses daily and/or meet with their classes daily. Excessive student absences will result in the student being reported for truancy.

Parents/guardians are reminded of the importance of their child attending school each day.

Elementary/Middle School

- Students shall attend a minimum of 167 days of the school year. Students may be absent ONLY 10 days.
- Students who accrue more than 10 absences will not be eligible for promotion. Extenuating circumstances may apply.

High School

- Students shall work Monday-Friday and follow their assigned school schedule and class period times.
- High school credits are awarded based on instructional minutes; therefore, high school eLearning students will follow the regular school day schedule (including any alternative schedules such as Early Release days).
 - For Edgenuity courses, students will be expected to engage in instruction through the Edgenuity platform during the regularly-scheduled class period, and attendance will be taken on Monday-Friday.

- For teacher-facilitated courses, students are required to follow the regular school day schedule, join a Google Meet, and participate in instruction for the entire class period. Attendance for these courses will be taken in PowerSchool at the beginning of the class period.
- For SCA courses, students will complete all requirements outlined by the SCA provider.

Students who accrue more than five (5) absences in a whole credit course and/or more than two and a half (2.5) absences in a one-half (½) credit course will not be eligible to earn Carnegie credit for the course. Extenuating circumstances may apply.

DRESS CODE

Elementary/Middle School

Students must wear their home base school uniform shirt when participating in **live** classroom lessons. Students may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising as aligned to the St. Charles Parish Public Schools Student Code of Conduct: District Handbook.

High School

Students must wear their home-base school uniform/spirit shirt if they are participating in live classroom lessons. Students may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising as aligned to the *St. Charles Parish Public Schools Student Code of Conduct: District Handbook*.

SCHOOL MEALS

Take-home meals are available to students participating in eLearning. Those interested should follow the instructions sent by the Child Nutrition Department to make a request for meals and must comply with the deadline. Please note that all take-home, shelf-stable meals will be at no cost to the students until May of 2022. If you have questions, contact Child Nutrition at 985-785- 6289 ext. 179 or childnutrition@stcharles.k12.la.us for more information.

eLearning Meal Pick Up Locations & Times

WEST BANK

AES Bus Circle - 9:45am-10:15am

*LWE (+MPE) Bus Circle - 9:45am-10:15am

*RJV (+JBM) Bus Circle - 9:30am-10:15am

HHS Bus Circle - 9:30am-10:15am

*RKS (+CELC) Bus Circle - 9:30am-10:15am

LES Bus Circle 9:30am-10:15am

EAST BANK

*HHM (+EBHS) Car Rider Circle - 9:30am-10:15am

*NSE (+ESE) Bus Circle 9:45am-10:15am

*ACM (+SRE) Bus Circle - 9:45am-10:15am

DHS Bus Circle - 9:30am-10:15am

***Schools will share the pickup location and times. Schools listed first are the designated pick-up location.**

*** Menus are subject to change.**

COVID GUIDANCE FOR eLearners

Parents shall notify the COVID Nurse Team for updated guidance for students only if the student tests positive. Parents should identify students as “eLearner” when speaking to the nurse.

EXTRACURRICULAR AND ATHLETICS

Students participating in the eLearning program will be able to participate in extracurricular, co-curricular and all other activities including athletics. Following LHSAA eligibility guidelines is required when applicable.

Students may participate in all activities (e.g., dances) offered by the home-base schools. Parents should contact the home-base schools for information. Students who have been expelled will not be permitted to participate in any extracurricular/athletic activities or events.

Transportation to the home-base school is not available.

DISCIPLINE

All students are expected to follow St. Charles Parish Public Schools discipline guidelines. For further guidance, see the *St. Charles Parish Public Schools Student Code of Conduct: District Handbook*.

SPECIAL EDUCATION

Special Education services will be available to students who have been identified with a disability. When registering your child for the St. Charles Parish Public Schools *eLearning* Program, please indicate if he/she is a student with a disability who has an IEP.

TALENTED/GIFTED

Students identified as talented and/or gifted will receive services. When registering your child for the St. Charles Parish Public Schools *eLearning* Program, please indicate if he/she is a student receiving talented and/or gifted services through an IEP.

504

Students identified as having a disability under Section 504 will be available to receive accommodations and supports. When registering your child for the St. Charles Parish Public Schools *eLearning* Program, please indicate if he/she is a student receiving 504 accommodations and supports through an IAP.

ESL

ESL services are available to students identified as having limited English proficiency. When registering your child for the St. Charles Parish Public Schools *eLearning* Program, please indicate if he/she is a student receiving ESL services.

ENRICHMENT

Asynchronous enrichment opportunities will be provided in areas of physical education, music, visual arts, and social emotional well-being.

Elementary/Middle School

Activities will be provided as asynchronous (self-paced) learning. Parents/guardians are highly encouraged to have students participate in daily moderate to vigorous physical activity as well as engage in enriching activities in music and visual arts.

Interventions:

Students who are selected for interventions will receive those services from their home-based school at the scheduled time.

CURRICULUM AND INSTRUCTION

Pre-Kindergarten/Elementary/Middle School

Course instruction consists of synchronous (real time) and asynchronous (self-paced) learning.

High School

High school students will be provided eLearning in limited core content areas and limited electives using various methods including Edgenuity, Supplemental Course Academy (SCA), and teacher-guided instruction that will consist of synchronous (real time) and asynchronous (self-paced) learning.

Edgenuity consists of assignments, quizzes, and unit tests/topic tests taught through accredited online courses. This digital curriculum engages students using a combination of animations, simulations, video-led direct instruction, relevant websites, and a variety of activities that support the lesson's topic. Support times will be available for students to receive additional assistance for core content. All quizzes/tests will have specified time limits. Any student who is behind in pacing (as indicated by a red mark) and/or who is failing the course will be required to participate in live remediation class sessions with teachers. Teachers have the discretion to determine how many remediation sessions are needed. If students do not report to the live class session for remediation, it will be considered an absence.

Retakes in Edgenuity- a student requesting a quiz retake must contact the home-base school (PB Department). Students must participate in a remediation session with the teacher before being granted the opportunity to retake a quiz. Only one quiz can be reset at a time.

Supplemental Course Academy (SCA) - courses that are delivered online through an outside provider. Courses require a cost that is funded by the district. All instruction is provided by the provider's teachers/instructors. Progress reports are distributed by the providers on a quarterly basis. These courses begin instruction 5-10 days after the start of the St. Charles Parish Public Schools School system start date.

SCHEDULES

PreK- 8th Grades: Students will follow the regular schedule of their home-based school to participate in live lessons with their teacher for daily core instruction. Students will have to log in daily at the appropriate time. For enrichment, students will complete activities asynchronously.

High Schools: Students will follow their regular daily schedule of their home-base school. Students will have to log in daily at the appropriate time. High school students will be offered courses through the Department of Education Supplemental Course Academy and the Edgenuity Program as well as courses taught by on-campus teachers.

PARENT/TEACHER CONTACT

Elementary/Middle/High School

Each teacher will communicate with parents/guardians regularly. Phone calls/emails will be returned within 24 hours and will most often be done during the teacher's planning time each day.

High School

Teachers of LEAP courses will communicate with parents/guardians regularly. Phone calls/emails will be returned within 24 hours and will most often be done during the teacher's planning time each day. For questions/concerns about non-LEAP courses, contact your child's school.

GRADING DETERMINATION

Grades K-2

Y Meets expectations

Student meets grade-level expectations by applying key concepts, processes, and essential skills

N Does not meet expectations

Student does not meet grade-level expectations and is not applying key concepts, processes, and essential skills

SOP Standard Overall Performance

Reflects the overall performance on the standard at the end of the school Year

EOY Overall Performance for the Year in Reading, Language/Writing, and Math

P = Pass-Student meets **all** grade-level expectations for the year

F = Fail - Student does **not meet all** expectations for the year

Grades 3-12

Grade	Percentage	Quality Points	GPA Conversion
A	93-100	4 quality points	3.5-4.0
B	85-92	3 quality points	2.5-3.4
C	75-84	2 quality points	1.5-2.4
D*	67-74	1 quality point	0.5-1.4
F**	0-66	0 quality points	0-0.4

Some high school courses are worth 5 quality points (ex. AP courses taken through SCA).

*A grade of "D" indicates below average performance and does not necessarily indicate mastery.

** At the high school level, students whose average is below 60%, a minimum grade of 60% shall be assigned at the end of the first, second, and third quarters. For the fourth quarter, students shall be assigned the actual percentage and LEAP 2025 conversion grade. For half-credit courses, a minimum grade of 60% shall be assigned for the first reporting period of the course; however, for the second reporting period students shall be assigned the actual percentage.

Grades 9-12

Edgenuity Courses

Quizzes, topic tests, cumulative tests, and other forms of assessment will be used to determine students' grades. Final course grades will be the same as the Edgenuity relative grades. Each final quarter grade will be formulated as 40% formative and 60% summative. Each semester grade will be the average of the quarter grades within that semester. For courses that require a LEAP 2025 assessment, see the Grading Policy for LEAP 2025. The final grade for subjects that do not require a LEAP 2025 assessment will be the average of the reported grades for each of the two semesters.

Grades 9-12

Supplemental Course Academy (SCA)

Grades will be determined by the providers. **Grades are submitted to the home-base school at the end of the year and will then be recorded on the student's transcript.**

Additional Points for Honors/Gifted/Advanced Placement Courses

Students enrolled in classes that are eligible for five quality points as per Act 359 of the 2013 Louisiana Legislative session and Act 733 of the 2014 Louisiana Legislative session shall be eligible for additional percentage points in Honors/Gifted/Advanced Placement classes.

- Students enrolled in eligible Advanced Placement courses earn additional percentage points *and* quality points.
- Students enrolled in Talented courses earn only quality points.
- Students enrolled in honors courses earn additional percentage points but do *not* earn quality points (with the exception of Honors Physics, which earns both).
- Additional percentage points are added to quarterly grades.

Additional Points for Honors/Gifted/AP Courses:

- Students who earn an A are awarded seven (7) additional percentage points to each quarter grade.
- Students who earn a B are awarded five (5) additional percentage points to each quarter grade.
- Students who earn a C are awarded three (3) additional percentage points to each quarter grade.
- Students who earn a D or F in an honors course receive no additional percentage points.

Grade Calculations for Courses Offered through the eLearning Program

All LEAP 2025 courses offered through the eLearning Program will follow the same grade calculations as LEAP 2025 courses offered on campus (with each quarter comprising 20% of the overall grade and the LEAP 2025 score comprising 20% of the final grade).

The following calculations shall be used to determine quarter grades, semester grades, and the final grade for 9th-12th grade students enrolled in any eLearning Program Edgenuity course that does *not* have a LEAP 2025 assessment.

Grade	Weight	Notes
Quarter 1	25%	The 1 st quarter grade must include a minimum of 2 summative and 7 formative assessments
Quarter 2	25%	The 2 nd quarter grade must include a minimum of 3 summative assessments (2 + midterm exam) and 7 formative assessments
Semester 1 Average	$(Q1 + Q2)/2$	The 1 st semester average will be computed by averaging the 1 st and 2 nd quarter grades and reported on the report card.
Quarter 3	25%	The 3 rd quarter grade must include a minimum of 2 summative and 7 formative assessments.
Quarter 4	25%	The 4 th quarter grade must include a minimum of 2 summative assessments and 7 formative assessments.
Semester 2 Average	$(Q3 + Q4)/2$	The 2 nd semester average will be computed by averaging the 3 rd and 4 th quarter grades and reported on the report card.
Final Average	100%	The final grade will be an average of the grades from the 1 st quarter, 2 nd quarter, 3 rd quarter, and 4 th quarter.

Any eLearning course provided by an SCA vendor will receive progress reports for quarters 1, 2, and 3 and a final grade at the conclusion of the 4th quarter.

PROGRESS REPORTS

Elementary/Middle School

Parents/guardians of students who are at-risk of failing a subject shall be notified through a progress/deficiency report or documented conference every mid quarter.

High School

Teacher-Facilitated Courses through Google Classroom - Progress reports will be issued every mid-quarter if students are at risk of failing.

Edgenuity Courses - Progress reports will be issued daily.

Supplemental Course Academy (SCA) - Progress reports will be distributed quarterly or according to the provider's guidelines.

REPORT CARD DISTRIBUTION

All report cards will be generated and issued to students from the home-base schools at the end of each grading period.

STATE TESTING

Parents/guardians must ensure that students participate in all required state and school testing as designated by the home-base schools.

All high school students enrolled in a LEAP 2025 course (Algebra I, Geometry, English I, English II, Biology, US History) are required by state law to take the LEAP 2025 assessment. These assessments will be administered at the end of each semester. The student must take the assessments face-to-face. 80% of the student's final grade is coursework and 20% is the LEAP test. If a student does not take the assessment, the student will receive a 0 for 20% of their final grade. Also, these assessments are required for graduation.

More details for the assessment such as dates, locations, etc. will be announced at a later date.

GRADUATION

Any student wishing to graduate and participate in their home-base school graduation ceremony must complete all coursework by the date set by the home-base school. All additional requirements set forth by the St. Charles Parish Public Schools School Board and the State of Louisiana must also be met. These dates will be communicated with students and families in advance.

All coursework must be completed by the date set by the home-base school for students in grades Pre-K through 11th to participate in closing ceremonies.

TECHNOLOGY

Our goal is to create a safe virtual learning environment for all online users. St. Charles Parish Public Schools *eLearning* Program will use virtual platforms for scheduling and facilitating online/live sessions. Google Classroom and Google Meet will be used to deliver a virtual classroom experience.

Internet Safety

DO'S:

- If you observe or experience cyberbullying, report it to your teacher or an adult immediately.
- Exhibit appropriate online behavior at all times.
- Maintain respect in both speaking and writing.

DON'TS

- Visit any site your teacher has not instructed you to go to or visit.
- Download anything unless otherwise instructed including sites, programs, apps, or games.
- Participate in cyberbullying, name-calling, and sharing of inappropriate images and videos.
- Select unfamiliar links or pop-up windows, including links via email.

TECHNOLOGY SUPPORT

Families will be able to call the SCPPS Technology Helpdesk at 985-785-3126 between 8:00 a.m. and 4:00 p.m. for technical assistance.

The ***SCPPS Technology Connection*** website contains how-to documents and videos for parents and students on the following: Logging into Chrome, Google Classroom Basics, and Google Meet. As more resources continue to be developed, they are added to the site.

Click the link to access resources: [SCPPS Technology Connection**](#)**

STUDENT/PARENT COMPACT

Students

- Establish daily routines for engaging in the eLearning experiences.
- Identify a space in your home where you can work effectively and successfully.

- Engage in all learning with academic honesty.
- Turn in assignments on time and communicate proactively with your teachers or counselor if you require additional academic and/or social support.
- Ensure you know all of your usernames and passwords for *eLearning* resources.
- Comply with school internet safety policies, including expectations for online etiquette.
- Students must log in on time daily and remain actively engaged.

Parents/Guardians

- Establish routines and expectations for your child.
- A student must have a space in the home where he/she can work effectively, independently, and successfully with little to no interruptions or distractions. Define physical space for your child to study.
- Monitor communications from your child's teachers daily and respond when asked.
- Begin and end each day with a check-in with your child.
- Take an active role in helping your child process his/her learning but allow for productive struggle. Make sure the student is the one doing the work.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Parents/guardians must regularly access the Parent Portal to monitor student performance. It is also imperative to monitor other online platforms, such as School Status (all), Google Classroom (elementary) and Edgenuity (high).
- Ensure reliable internet access is available for eLearning resources.
- Ensure your child's username and password are available for *eLearning* resources.
- Monitor how much time your child is spending online.
- Reach out to teacher, counselor, and/or administrator when academic and/or social support is needed.
- Ensure your child meets attendance requirements by logging into the class daily. Students should follow their class schedule times.

Handbook Acknowledgement Form



Each eLearning family shall read the St. Charles Parish eLearning Handbook 2021-2022 and will be required to sign and return the Acknowledgement Form with the other SCPPS beginning of the year documents at the start of the 2021-2022 school year.

Student Signature: _____

Parent/Guardian Signature: _____