

Lewis-Palmer School District #38

Lewis-Palmer Online Middle School Program

Student/Parent Handbook

2019-2020



Lewis-Palmer Middle School

1776 Woodmoor Drive

Monument, CO 80132

(719) 488-4776

Office Hours: 7:15 - 3:15

Website: <https://www.lewispalmer.org/Domain/4165>

Contents

Introducing...The Lewis-Palmer Online Middle School Program	3
Lewis-Palmer School District Mission	3
Lewis-Palmer Online Middle School Program Purpose	3
About Lewis-Palmer Online Middle School Program	3
Staff Directory	3
Enrollment	4
Enrollment Options	4
Admissions Procedures and Guidelines	4
Application Process	4
Withdrawal Process	5
Course Selection	5
Procedures	5
Support	5
Grading	6
Grading Scale	6
Expectations	6
Academic Integrity	6
Attendance	7
Calendar	7
Communication	7
Digital Citizenship and Safety	8
Parent/Student Signature Page	9

Introducing...The Lewis-Palmer Online Middle School Program

Lewis-Palmer School District Mission

We believe in local, national, and global stewardship to create strong citizens who will secure a better world. This is why we educate.

Lewis-Palmer Online Middle School Program Purpose

Our purpose is to:

- Help students who need or want a nontraditional setting
- Provide diverse offerings, increase curricular options, and expand opportunities for enrichment
- Intervene with digital learning opportunities
- Increase access for all learners

About Lewis-Palmer Online Middle School Program

Lewis-Palmer Middle School is excited to provide students with an opportunity to individualize and customize their education by providing an online option that honors student choice surrounding time, place, and path of learning. The Lewis-Palmer Online Middle School Program (LPOMSP) exists to serve eligible students in 7th and 8th grade with options for part-time and full-time online enrollment. Students have the ability to access the curriculum and assignments 24 hours a day, 7 days a week from anywhere with an internet connection and receive the support from both content teachers as well as a site based Online Mentor. Students interested in enrollment with the Lewis-Palmer Online Middle School Program must have an active enrollment within Lewis-Palmer School District and live within D38 boundaries.

To succeed in the Lewis-Palmer Online Middle School Program students must be passionate about learning, own the learning process, and be dedicated and responsible for creating their successes. LPOMSP provides the option for flexibility but requires progress to be made in all online courses regularly. Students are required to be independent, motivated learners; much more so than in a traditional classroom. Therefore, students must demonstrate the ability to succeed independently in order to be allowed to continue in the online program. It is recommended that students engage consistently with academic content to promote retention and have a regular schooling schedule in place to manage time and meet course deadlines.

Staff Directory

Name	Position	Email Address
Amanda Lee	Online Mentor	alee@lewispalmer.org
Judy Ehrlich	Registrar	jehrlich@lewispalmer.org
Seann O'Connor	LPMS Principal	soconnor@lewispalmer.org

Enrollment

Enrollment Options

The Lewis-Palmer Online Middle School Program (LPOMSP) provides enrollment with both part-time and full-time options.

Part-time status within the Lewis-Palmer Online Middle School Program is an available option for those who wish to either combine with brick and mortar courses in pursuit of a complete academic experience or for those who are seeking part-time educational options (i.e. homeschool students). Full time status within the Lewis-Palmer Online Middle School Program is comprised of an enrollment that includes 6 online courses - 4 of which are aligned with the academic core (Math, English, Science and History) and 2 electives.

It is highly recommended that students who are experiencing online learning for the first time begin with a reduced course load to develop healthy study habits and routines.

Full Time	Part-time online and part-time at a brick and mortar school	Part-time*
Students enrolled in 6 classes online (4 core + 2 elective)	Students enrolled in at least one class with LPOMSP along with five at their brick and mortar school for a total of six courses per semester (4 core + 2 elective).	Students enrolled in 2-5 classes with LPOMSP.
*This option is available for those who are homeschooled.		

Admissions Procedures and Guidelines

Enrollment within LPOMSP is an individualized process in which student demonstration of personal (time management, advocacy, responsibility, etc.) and academic readiness contribute to the overall proceedings for online enrollment. Interest in LPOMSP must be expressed each semester by the student and parent whereas the determination as to whether online learning is an appropriate educational option will be made by a designated academic team (including, but not limited to, the student's counselor, Online Mentor, Online Teachers and possibly LPMS Admin).

Application Process

Interested families must adhere to the following process for enrollment.

1. Complete Online Enrollment Application
2. Return Required Paperwork
 - a. Parent/Student Handbook Verification Form
 - b. Completed Learning Contract
 - c. Current/historical academic support documentation if applicable (i.e. IEP, 504, ILP, ALP, etc.)
3. Schedule meeting with counselor to proceed accordingly
4. Fulfill any enrollment document requests
 - a. Affidavit of Colorado Residency
 - b. Technology Release Form

Please Note: Final enrollment approval will be determined upon reviewing enrollment documents. LPOMSP reserves the right to deny final enrollment if paperwork indicates incomplete, inaccurate or falsified information.

Enrollment Criteria

Enrollment is available and tuition-free to any student meeting enrollment conditions including but not limited to:

- The ability of LPOMSP to adequately meet the applicant's learning needs – if applicable.
- Academic history of passing previous online learning courses – if applicable

Withdrawal Process

Students have a limited time from the start date of the online course to make the decision to discontinue their enrollment and transfer to courses within the brick and mortar setting. Because of the complexity of building master schedules, transferring from an online environment to a brick and mortar course could present challenges and may limit options. In the event of the decision to transfer, grades and all coursework will transfer with the student as well. Any request to withdraw from a course must be made in writing by the parent/guardian and be submitted to the school counselor.

Course Selection

The Lewis-Palmer Online Middle School Program course catalog consists of courses that are sequential, comprised of both core courses and electives, aligned to the Colorado Academic Standards and are either subcontracted from Colorado Digital Learning Solutions or developed and taught by Lewis-Palmer School District teachers.

Course selection for eligible students within The Lewis-Palmer Online Middle School Program is completed by a team that includes the students, a parent/guardian, a counselor, the registrar, the Online Mentor and the case manager/admin (when necessary). This team works to assure that an online learning modality is appropriate for the student and that the course selection is aligned with the student's scheduling needs.

Procedures

The following procedures pertaining to support and grading have been developed to assure a consistent experience within the Lewis-Palmer Online Middle School Program.

Support

Success at the Lewis-Palmer Online Middle School Program is reliant upon numerous avenues of support – to include parent/guardians and school district employees. With the primary educational setting for online students existing outside of the school building and beyond the direct supervision of a teacher, parents/guardians are uniquely positioned to occupy a pivotal role in the partnership of educating their student. A successful experience within online courses is dependent upon the following responsibilities of the parent/guardian:

- Providing and maintaining designated technology (devices and reliable internet access).
- Assuring student participation in state and local assessments (CMAS 7th and 8th grade AND NWEA Measures of Academic Progress Math, Reading, and Language) unless otherwise arranged.
- Transporting students outside of school district transportation routes and times for scheduled advisory sessions.
- Monitoring grades/progress regularly in course platform.
- Communicating regularly (both proactive and reactive) via email with [content teachers](#) and [Online Mentors](#).

Additionally, multiple levels of support exist for students within the Lewis-Palmer Online Middle School Program as they have access to support from both [content teachers](#) as well as a site based [Online Mentor](#).

Content teachers are licensed through the State of Colorado in the areas that they teach and are responsible for delivering instruction and responding to content related questions as needed. Course Syllabi should include specific content teacher contact information.

Online Mentors are Colorado licensed teachers that are site based and available by appointment to offer support and resources regarding access, usage, and guidance through the development of personal readiness skills to encourage success in an online educational environment.

Lastly, in the event that a student needs counseling services, they will be provided by the LPMS Counseling Office per request.

Grading

The teachers of the Lewis-Palmer Online Middle School Program are committed to providing feedback to students as well as keeping accurate student records at regular intervals in Infinite Campus to support student pacing and success. The process for grading varies per learning platform as indicated below:

- **Colorado Digital Learning Solutions** - Grades for courses within Colorado Digital Learning Solutions are calculated on an ongoing basis and can be located in the corresponding section of this platform. Parents and students are encouraged to consult CDLS regularly for real-time grade reports to guide student pacing.
- **Lewis-Palmer School District Canvas Courses** – In order to receive the full academic benefit of LPSD Canvas courses, students are expected to complete the assignments by their corresponding due dates. Students can expect their work to be graded and to receive feedback for their completed work within 1 week of submission. Grades for completed assignments will appear in Infinite Campus and those that are missing within each grading interval will be marked as such in Infinite Campus on the final day of each interval. The result of submitting work after the given interval increases over time and may result in a percentage penalty or loss of ability to submit for credit all together.

Grading Scale

In alignment with the Lewis-Palmer Middle School, LPOMSP will adhere to the following grading scale:

A	89.5-100
B	79.5-89.4
C	69.5-79.4
D	59.5-69.4
F	Below 59.5

Expectations

Academic Integrity

The Lewis-Palmer Online Middle School Program does not tolerate violations of academic integrity including, but not limited to, cheating on tests/quizzes, downloading documents off the internet, copying papers, or cases of plagiarism. The result may be a disciplinary referral, which could result in academic penalties such as grades being lowered or loss of eligibility in online courses. Disciplinary action could also include suspension from school.

Advisory Sessions

To assure student accessibility to the platforms that are utilized within their online courses and that students are fully aware of the expectations within the course and have a manageable plan for meeting them, students are expected to attend regular advisory sessions with their Online Mentor on a weekly basis. As students demonstrate proficiency through consistent engagement in online courses, and completion of the expectations of the initial advisory sessions (including completion of introductory course) as well as weekly progress benchmarks, their schedule can be adapted to a more flexible advisory session expectation as determined by the [Online Mentor](#). If, at any point, student

progress/achievement begins to fall below the expectations within one or more online course, regular advisory sessions may be reinstated or increased in frequency as an intervention of support. Advisory sessions are optimal when held at the school site in a face-to-face environment, but can be attended virtually upon request and advance notice. Students who attend advisory sessions in person will need to sign in and out of the school building for safety and security purposes. LPOMSP staff will inform students of proper protocol for drills and emergency situations on a regular basis.

Attendance

Students enrolled in the Lewis-Palmer Online Middle School Program proceed through their online courses outside of the school building with the exception of scheduled advisory sessions. Attendance in the LMP SOP is substantiated through completion of assignments within each online course. As a general rule, students are expected to complete a minimum of approximately 6% of each course per week to receive the complete academic benefit of the content. This translates to roughly 5-7.5 hours of active engagement per week, or 1-1.5 hours per day/5 days a week in each online course. Student progression through online courses is monitored regularly by both [content teachers](#) and [Online Mentors](#) in an attempt to intervene early in situations where progress is declining.

Absences begin to accrue as students fall short of weekly progress expectations and, failure to meet them will result in a meeting with LPOMSP staff and/or administration to determine what support is needed and whether or not continued online enrollment is appropriate.

Similar to the brick and mortar setting, parents/guardians are accountable for ensuring that children attend school regularly per Colorado State law. Appropriate school personnel will make reasonable efforts to meet with the parent/guardian or legal custodian to review and evaluate concerns about any student who is at risk of being declared habitually truant.

Calendar

The Lewis-Palmer Online Middle School Program calendar is aligned with that of Lewis-Palmer School District 38 in terms of start date, holidays, vacations and weather events that result in a school delay or cancellation. While access to LPSD teachers and staff during vacations, holidays and school cancellations will be unavailable, online course materials should not be disrupted during these times which provides great opportunities to work within assigned coursework.

Communication

Email communication is the preferred method of communication for messages between parents/guardians and students and the [content teachers](#) and [Online Mentors](#) within the Lewis-Palmer Online Middle School Program. While the Internet is available 24 hours a day, the teachers, mentors and other students are not. In online courses, students and parents/guardians can expect their [content teacher/Online Mentor](#) will respond to messages within 48 hours, excluding weekends and district observed breaks and holidays. The standard feedback time for assignments is 1 week unless otherwise indicated.

Due to the unique nature of online learning, there is potential for misunderstandings between teachers/staff members and students/parents. In such an event, please consider taking the following measures to seek clarification and find solutions.

1. Request a meeting with the teacher (with student present) to seek clarification.
2. Share concerns and offer solutions.
3. If unresolved, contact school administration and be prepared to share the results of the previous actions taken.

Digital Citizenship and Safety

As education becomes increasingly intertwined with technology, it is important that students practice digital citizenship. The International Society for Technology in Education (ISTE) defines digital citizenship as follows: "Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior." The keys to practicing digital citizenship are:

- Be safe and do not give out any contact information (phone number, address, etc.) to anyone online without consent from a parent or mentor.
- Do not use information found on the World Wide Web without giving credit to the creators.
- Use technology to learn and not as a means for hurting others through negative emails, comments, or discussion postings.
- Be positive and enthusiastic about using technology and collaborating with peers through technology.
- Be productive. In other words, don't waste time searching the web. Search for information with a clear purpose in mind.
- Think about what information you use and check on multiple sites. Just because it is on the web does not mean it is true.
- Use technology to be a lifelong learner. The web can be a great source of information, and it is all at the tip of your fingers.
- Use Netiquette (or "network etiquette"), which include the do's and don'ts of online communication. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace.



Parent/Student Handbook Signature Page

Thank you for your thoughtful review of the procedures and expectations of the Lewis-Palmer Online Middle School Program. This information set forth is subject to change per the district administration and/or district Board of Education. Any changes will be communicated to both parents and students to assure transparent communication. Please sign below to indicate your awareness and agreement of the procedures and expectations of the Lewis-Palmer Online Middle School Program.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Student Printed Name

Student Signature

Date

(Print & Return THIS PAGE ONLY to the School Registrar)