



USD 457
Virtual
Academy
Handbook
(Student)

1312 North Seventh Street
Garden City, KS 67846
Phone: 620-805-8615 or 805-8612
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USD 457 Virtual Academy & JDA Staff:

- Principal – Mark Felvus
- Instructor – Kathleen Moorman
- Para Professional – Jeanette Martinez
- JDA Building Counselor – Vita DeLaRosa
- JDA Building Secretary – Mary Martinez

Overview:

- The goal of the USD 457 Virtual Academy is to provide a supported, fully rigorous virtual scholastic program of study leading to a state recognized and accredited High School Diploma. Staff is onsite during extended school hours and we are also reachable through email and phone during these times.
- One key difference between the Virtual Academy and many other online programs is that student progress will be continually monitored. Failure to make acceptable progress will result in the student being transferred back to their originating school at the beginning of a new semester. Students who have enrolled directly into the Virtual Academy from outside the district, who fail to make acceptable progress, will be transferred to the Garden City Alternative Education Center at the beginning of a new quarter.
- The Virtual Academy is located at 1312 North 7th Street in the JDA Building. There are two labs available in rooms 107 and 108 in the Southwest portion of the building.

Admissions:

- If a student is already enrolled at GCHS or GCAEC, they will schedule a meeting with their guidance counselor to discuss transferring to the Virtual Academy.
- Students who are new to the district will begin the initial enrollment process at the Educational Support Center, located at 1205 Fleming Street. Once the initial enrollment has taken place, an additional meeting will be scheduled with the Virtual Academy.
- Out of district applicants must be approved by the USD 457 Superintendent.
- Parents must provide a working telephone number with voicemail and a working email account.

SRI Testing:

- The SRI or Scholastic Reading Inventory is a “computer-adaptive” reading comprehension test that assesses student reading levels (Lexile).
- Any student who is 18 years of age or younger and does not have a current SRI score on file will be tested at the time of enrollment.
- Reading is an integral part of the Edgenuity program and students must be able to read and comprehend high school level content. Students who have a Lexile lower than 855L are not recommended for the program.

Enrollment Requirements/Fees:

- USD 457 Virtual Academy is a year round school; the school year goes from July 1st through June 30th.
- Students must re-enroll every year between July 1st and the beginning of the new school year.
- Students MUST have a working computer and an internet connection.
- Students MUST have a working phone number with the voice mailbox set up and a current email address.
- Students who fail to provide the above information will not be allowed to enroll in the Virtual Academy.

Safety Information:

- **USD #457 Safety Committee Mission Statement –**
 - “Our schools should be a safe haven for teaching and learning free of crime and violence.”
- Reporting school crime, violence, or suspicious activity is the job of every USD 457 student and employee. Below you will find the questions asked when you call the Kansas School Safety Hotline. Your information is kept 100% confidential! Take a minute, make a difference.
- ***Kansas Schools Safety Hotline - 1-877-626-8203***
 - What is your USD #?
 - What is the Name of the School?
 - What is the City, County of School?
 - Is the concern a method of threat or action?
 - Does it involve a weapon or device?
 - Did you see it?
 - If you did, where at?
 - What did it look like?
 - What is the timetable of concern?
 - Who is being threatened or who is the intended victim?
 - Do you know why?
 - Suspected perpetrator(s)?
 - Suspect’s past actions?
 - Suspect’s friends or sympathizers?
 - Method of travel to school?
 - Vehicle description where necessary
 - What is the allegation? (summary of entire call)
 - Do you attend the school in question?
 - Have you called the hotline before?
 - This incident or another?
- Information is faxed to local law enforcement and appropriate school officials-call is made to verify someone is near a fax machine.

Family Crisis Services:

- 106 W. Fulton Street
- Garden City, KS 67846
1-800-275-0535
- Services are provided for individuals experiencing abuse or problems in the family or home environment.
- The Domestic Violence program provides advocacy information, education, referrals to member agencies, and shelter for victims of abuse.
- The Rape Crisis program offers individual support to rape victims as needed.
- The Hotline is a 24-Hour service in which volunteers listen, serve as a catalyst in problem solving or decision-making, and refer individuals to others for help.
- Your identity and the information discussed will be kept confidential at the highest level.
- 24-HOUR HOTLINE - 620-275-5911

School Calendar:

- The USD 457 Virtual Academy is open year round; the school year begins on July 1st and goes through June 30th.
- The USD 457 Virtual Academy corresponds with the USD 457 District Calendar during the regular school; therefore, when USD 457 schools are closed, the Virtual Academy is also closed.
- A copy of the calendar can be found online at www.gckschools.com.
- Summer Hours are posted through Edgenuity.

Technology:

- Parents and students are responsible for providing their own computer and internet connections.
- Should a student's personal computer or internet connection fail, students are still expected to meet the minimum 24 hour weekly requirement. If this situation should occur, students are always welcome to work in the Virtual Academy's Lab.
- All students and a parent/guardian are required to sign the USD 457 AUP (Authorized Use Policy) form. The AUP details what is acceptable while using any type of technology (computer, phone, etc.) while on USD 457 property.

Communication Guidelines:

- Communication between students, parents, and virtual staff is expected to be frequent and ongoing.

We will do everything possible to alert students and parents when adequate progress is not being made (phone calls, e-mails, letters, etc.).

Mandatory Attendance Days:

- Students enrolled with the USD 457 Virtual Academy must comply with two mandatory attendance days (6 or more hours each day). Students will be notified through Edgenuity and by telephone of the exact dates.
- Failure to comply with either of the mandatory attendance dates will result in removal from the virtual program.

Kansas Assessments:

- All students in grades 3- 8, 10, and 11 who are enrolled in the Virtual Academy are required to take Kansas State Assessments. Students will be contacted by mail and by telephone with specific dates on which they will need to come to the Virtual Academy to take state assessments.

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Technical Support:

- Edgenuity Technical Support Number: **1-877-202-0338**
- Students should identify them selves as a Garden City Alternative student or a USD 457 student.
- Student should tell the Edgenuity representative the name of the class, the lesson they are working on, and the problem they are having with the class.
- Technical support is NOT there to assist with the content of the class.

Curriculum and Instruction:

- The USD 457 Virtual Academy will provide quality standards-based online courses through the Edgenuity “Where Learning Clicks” program. Kansas certified teachers will provide instructional support. The Edgenuity e-learning curriculum provides all materials, lectures, and assignments on line. Parents are responsible for monitoring their student from home. Virtual Academy staff will be available to answer questions, monitor progress, assign grades (if needed), and add new courses.
- Students can access the website by going to www.edgenuity.com.
- The Virtual Academy instructor, counselor, and principal will determine course grades by evaluating submitted work, quizzes, topic tests, and cumulative exams.
- Students and parents will be provided regular progress reports and have access to view student progress online at any time.
- Student grades are reported as soon a cumulative exam has been completed.

Attendance Compliance:

- A full-time virtual student is expected to spend approximately 24-30 hours or more per week completing coursework. While study time is flexible, students should demonstrate consistent progress toward completion of coursework.
- Students should complete a minimum of 5% of a class per day (25% per week).
- In order for students to remain in “good standing”, the student must maintain at least 80% of the minimum hours required.
 - Students must log at least 24 hours online per week, with 6 hours permitted for offline study.
 - If a student has reached the 24 hour threshold but has not completed the minimum 25% of a class or they are behind or failing any class, they are expected to log as many hours as it takes to get back on track and passing.
- Summer Months – students are not required to log hours over the summer, however, their anticipated graduation dates are based on students completing one class every three to four weeks, including breaks and summers.

Non-Compliance/Truancy:

- If the student does not meet the threshold of 24 hours, without notifying the instructor as to why, and having it approved, the virtual staff will attempt to notify the parent by phone, email, or standard mail.
- If a student is not making adequate progress (minimum of 25% per week) or is failing (below 60%) any class, the virtual staff will attempt to contact the parent.
- A second week of non-compliance will prompt a meeting with the virtual director, parent, and student to develop a plan for student compliance. The meeting will be conducted within 3 days of contact being made. Failure to attend the meeting will result in a truancy letter being sent advising the parents that they have 3 week days to make contact with Virtual staff to develop a plan for compliance. Failure to make contact will result in immediate truancy filing with the county attorney.
- If the meeting takes place, the student is expected to remain in “good standing” for the remainder of the semester. Failure to maintain the weekly hours, without prior notice to the instructor, will result in immediate truancy filing with the county attorney.
- Students who have been deemed truant will be withdrawn from the program and transferred back to their originating school at the beginning of the next grading period.
- Students who do not maintain adequate progress and passing grades will transfer back to their original school at the soonest possible date.
- Both the student and the parent will sign an “Agreement Policy” stating that they understand the policy and the consequences if they do not comply with the policy.

On-Site Coursework and Conduct:

- When working at the Virtual Academy, students are expected to dress and act professionally.
- Students are not allowed to wear clothing that is too revealing, printed with inappropriate slogans, drugs, alcohol, etc. Students wearing such attire may be asked to leave and return properly dressed. In addition, tobacco, alcohol, drugs, weapons and any other items that are illegal or banned through district policy will not be allowed on campus.
- Failure to comply with the code of conduct will result in probation and/or removal from the program.

Role of a Student:

- Students are expected to log a minimum of 24-30 per week on line.
- Students are expected to complete a minimum of 5% of a class per day (25%) per week.
- Students are expected to take notes in all classes.
- Students are expected to treat others with the respect and dignity they deserve.
- Students should establish and pursue academic and career goals.
- Students should take responsibility for their learning by reaching out to staff when/if they need academic/personal assistance.

Academic Integrity Policy:

- Students should adhere to the USD 457 expectations regarding academic integrity:
 - Students should only submit their **own** work.
 - Students should not **plagiarize**.
 - Students should not collaborate with other students unless directed by the instructor.
 - Students should not allow others to copy their work.
 - Students should abide by the terms of the USD 457 Acceptable Computer Use Policy.

Lab Hours:

- For updated lab hours and miscellaneous information, students can check the district webpage www.gckschools.com; choose “high school” and then “Virtual Academy”.
- Students can also get updated information on our Facebook page at www.facebook.com/usd457virtualacademy.com
- Students should always call ahead to make sure someone will be in the lab to monitor.

Lab/Testing Protocol:

Orientation Video:

- Any student who has never used the Edgenuity program will be required to watch a short Edgenuity orientation video. The video is a short tutorial on the tools and resources that are easily accessible by students.

Notes:

- Notes are a vital part of being successful in online instruction.
- Students can take handwritten notes, electronic notes (within Edgenuity), or a combination of handwritten and electronic notes.
- Students must have notes in order to get “checks” on any activity and their cumulative exam.
- Notes are allowed on all quizzes, topic tests, and the cumulative exam.

Quizzes/Topic Tests:

- Students are allowed 2 attempts on quizzes and topic tests, provided they have notes.
- Students may ask for their percentage before submitting each quiz and topic test.

Final/Cumulative Exams:

- All cumulative exams are locked.
- All cumulative exams must be proctored.

Phones:

- Phones are not allowed while in the lab. Students must put their phone on “airplane” mode, silent mode, or give them to the lab assistant to store in a secure location.

Commencement Information:

- **Date** – The commencement ceremony will take place in May; however, the date has not yet been determined.
- **Time** - TBA
- **Place** – TBA
- **Mandatory Practice** – Students are required to attend commencement practice (TBA)
- **Dress Code** – Students are expected to dress appropriately for the occasion.
 - No jeans
 - No sleeveless tops/shirts
 - No flip flops
 - No tennis shoes
 - Do NOT decorate graduation caps
- **Guests** – There is no limit as to how many guests students can invite.

USD 457 Virtual Academy Graduation Requirements:

- The Kansas State Department of Education rates the USD 457 Virtual Academy as an accredited online school. The following minimum amount of work is required for graduation.

- **Twenty-One (21) credits of high school work**
 - **Language Arts** = Four credits (8 classes)
 - English I S1/S2
 - English II S1/S2
 - English III S1/S2
 - Language Arts Elective (2)

 - **Social Studies** = Three credits (6 classes)
 - World History S1/S2
 - US History S1/S2
 - US Government S1
 - Social Studies Elective (1)

 - **Mathematics** = Three credits (6 classes)
 - Algebra 1 S1/S2
 - Geometry I S1/S2
 - Math Electives (2)

 - **Science** = Three credits (6 classes)
 - Biology S1/S2
 - Science Electives (4)

 - **Fine Arts** = One credit (2 classes)
 - Art Electives (2)

 - **Physical Education** = One credit (2 classes)
 - ½ credit of Health
 - ½ credit of Physical Education

 - **Electives** = Six credits (12 classes)
 - As determined by student and instructor

Kansas Qualified Admissions Policy:

To qualify for admission to any of the following five Kansas Regents Universities (KSU, WSU, Emporia State, FHSU, and Pittsburg State) a student must meet the following requirements:

1. Complete the precollege or Kansas Scholars curriculum with at least a 2.0 GPA.
2. Achieve ONE of the following: ACT score of 21 or higher or graduate in the top one-third of their class.
3. Achieve a 2.0 GPA or higher on any college credit taken in high school.

ACT Score _____ GPA _____ Rank _____ Curriculum _____

ENGLISH - 4 Credits

4 approved credits of English, one credit taken each year of high school; ½ credit may be speech

- _____ English I (1)
- _____ English II (1)
- _____ English III w/Technical Writing (1)
- _____ Any course with English III as a prerequisite

MATH - 3 Credits

3 approved credits from the following:

- _____ Algebra I (1)
- _____ Geometry (1)
- _____ Algebra II (1)
- _____ Any course with Algebra II as a prerequisite AND students must meet the ACT college readiness math benchmark (score of 22 or above).

OR

4 approved credits, with one credit taken in the graduating year (this includes 1 semester of college Algebra). Three credits selected from the following:

- _____ Algebra I
- _____ Geometry
- _____ Algebra II
- _____ Any course with Algebra II as a prerequisite

The fourth credit may be prescribed by the school district and must be designed to prepare students for college.

(Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement. **(Courses completed in middle school or junior high do not fulfill the requirement.)**)

SCIENCE - 3 Credits

3 approved credits from the following, one credit **must be Chemistry or Physics:**

- _____ Chemistry or AP Chemistry
- _____ Physics or AP Physics
- _____ Biology
- _____ Physical Science
- _____ Anatomy & Physiology
- _____ Environmental Science
- _____ Geology
- _____ Astronomy
- _____ Zoology
- _____ Body Systems
- _____ Technical Physics
- _____ CSI
- _____ GCCC Biology

SOCIAL STUDIES - 3 Credits

3 approved credits -

- _____ US History or AP US History
- _____ US Government or AP US Government
Or GCCC Government
- _____ World History or AP European History
- _____ Social Issues or Honors Social Issues

ELECTIVES - 3 Credits

3 approved credits from the following:

- _____ English
- _____ Math
- _____ Natural Science
- _____ Social Science
- _____ Fine Arts
- _____ Computer/Information Systems
- _____ Foreign Languages
- _____ Speech
- _____ Journalism
- _____ Career and Technical Education

Emergency Safety Intervention

ESI Acknowledgement Form

Kansas regulations now require that we provide all parents with a notice of our written policies regarding Emergency Safety Interventions (“ESI”). Our district policy is available in our handbook and on our website at https://www.gckschools.com/departments/special_education/emergency_safety_intervention . In addition, we will provide a copy of the policy at any time upon request.

Please select one of the following options:

I have been informed of the district’s policy and I do **NOT** want a copy of the policy.

I have been informed of the district’s policy and I **DO** want a copy of the policy. By my signature below, I acknowledge that I have received a copy of the policy.

Date

Parent/Guardian Signature

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“**Emergency Safety Intervention**” is the use of seclusion or physical restraint.

“**Seclusion**” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“**Chemical Restraint**” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“**Mechanical Restraint**” means any device or object used to limit a student’s movement.

“Parent means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

“**Physical Restraint**” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“**Physical Escort**” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“**Time-out**” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except*:

- Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
- Any device used by law enforcement officers to carry out law enforcement duties; or
- Seatbelts and other safety equipment used to secure students during transportation.
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Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used

shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which as ESI was used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.
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All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 7/22/13

Revised: 5/19/14; 8/31/15