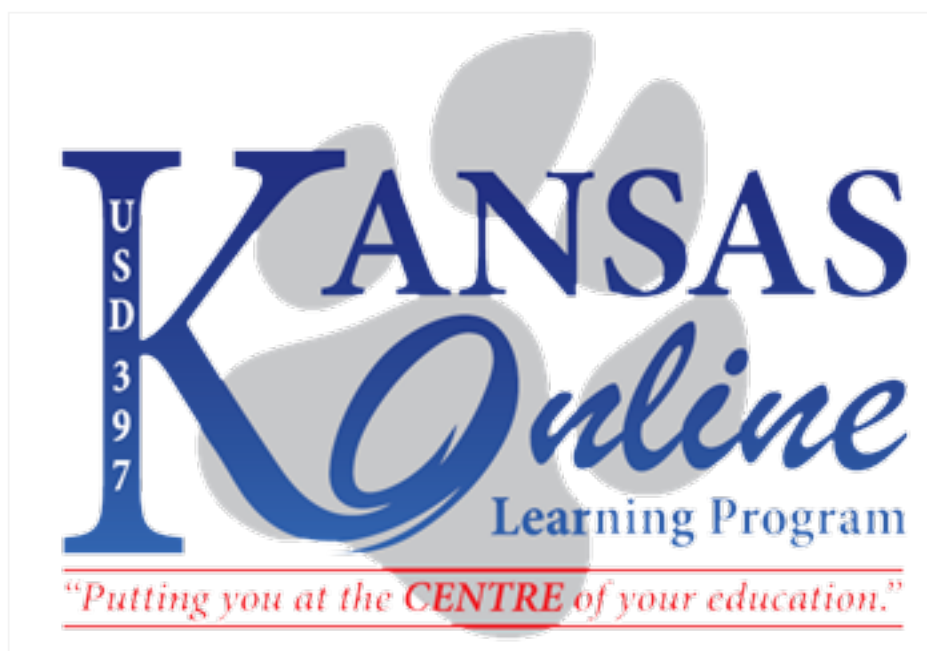


# Kansas Online Learning Program

**Centre USD #397**

**Handbook**



# Handbook Kansas Online Learning Program

Welcome to the Kansas Online Learning Program (KOLP)! The Kansas Online Learning Program is a full-time, interactive online K-12 and adult learners program for students living anywhere in Kansas. The Kansas Online Learning Program is part of the Centre USD #397 school district. KOLP uses technology and interactive and engaging curriculum provided by Lincoln Empowered and Edgenuity. KOLP provides students with the guidance and support from highly qualified, Kansas-certified teachers to help the students reach their potential.

The information in this handbook has been prepared to acquaint students, parents, and members of the community with the organization and policies of the Kansas Online Learning Program. During the school year, this handbook may be supplemented or revised, as needed by official bulletin or notices. Please report errors, omissions, or passages, which might need clarification, or suggestions to Centre USD #397. Each student is responsible for being familiar and aware of the contents of this handbook so that their actions conform to the philosophy of the virtual school.

## TABLE OF CONTENTS

<b>USD 397 Administration</b> .....	<b>3</b>
<b>USD 397 Board of Education</b> .....	<b>3</b>
<b>ENROLLMENT</b> .....	<b>3</b>
<b>TECHNOLOGY/ORIENTATION SESSIONS</b> .....	<b>4</b>
<b>ATTENDANCE POLICY</b> .....	<b>4</b>
Plan of Improvement.....	5
<b>GUIDANCE &amp; COUNSELING SERVICES</b> .....	<b>6</b>
<b>CHEATING/PLAGIARISM</b> .....	<b>6</b>
<b>CLASSIFICATION OF STUDENTS</b> .....	<b>6</b>
<b>GRANTING CREDIT FOR INCOMING STUDENTS</b> .....	<b>7</b>
<b>ACTIVITY LOGS</b> .....	<b>7</b>
<b>FINAL EXAMS</b> .....	<b>7</b>
<b>DETENTION/SUSPENSION/EXPULSION</b> .....	<b>7</b>
Detention .....	7
Out-of-School Suspension.....	8
Expulsion.....	8
<b>DROPPING/ADDING AN ONLINE COURSE</b> .....	<b>8</b>
Dropping an Online Course.....	8
Adding an Online Course.....	8
<b>MEDICATION</b> .....	<b>8</b>
<b>ACCESS TO STUDENT GRADES</b> .....	<b>9</b>
<b>STUDENT DRESS POLICY</b> .....	<b>9</b>
<b>TECHNOLOGY SUPPORT</b> .....	<b>9</b>
<b>TOBACCO/DRUGS/WEAPONS</b> .....	<b>10</b>
<b>SPECIAL EDUCATION</b> .....	<b>10</b>

**ELIGIBILITY FOR STUDENTS ATTENDING VIRTUAL SCHOOLS..... 10**  
**AMERICANS WITH DISABILITIES ACT NOTIFICATION..... 11**  
**NON-DISCRIMINATION STATEMENT ..... 12**

**USD 397 Administration**

Susan Beeson .....Principal/Superintendent  
Vickie Jirak ..... Virtual Coordinator  
Jill Day ..... Counselor  
Michelle Knepp..... Assistant Virtual Coordinator  
Melissa Barton ..... Technology Coordinator

**USD 397 Board of Education**

Rick Basore .....President of the Board  
Jeff Bina ..... Board Member  
Anita Svoboda ..... Board Member  
Terry Deines ..... Board Member  
Sherry Pankratz ..... Board Member  
Mark Heiser ..... Board Member  
Jesse Brunner ..... Board Member

**Kansas Online Learning Program Staff**

. Michelle Boos..... Kansas Certified Teacher  
. Amy Carlson..... Kansas Certified Teacher  
. Hannah Hemberger..... Kansas Certified Teacher  
. Jacqueline Jirak ..... Kansas Certified Teacher  
. Gail Lorson..... Kansas Certified Teacher  
. Jamie Schrader ..... KansasCertified Teacher  
. Dee Siruta ..... KansasCertified Teacher  
. Christine Slechta..... KansasCertified Teacher  
. Megan Stuchlik..... KansasCertified Teacher  
. Mike Young..... KansasCertified Teacher  
. Sue Young..... KansasCertified Teacher

**ENROLLMENT**

The Kansas Online Learning Program is open only to residents of the State of Kansas.

The enrollment process and school year includes the following:

1. Complete the KOLP enrollment packet.

2. New students must attend the required KOLP training 1-day session about access to curriculum, student/parent/teacher communication, grade manager and access to the virtual classroom portal. These sessions must be attended in person.
3. Complete the required number of activity logs.
4. High school/adult students must take cumulative finals in person or via Skype.
5. Attendance in person for Kansas State Assessments.

A virtual school environment is not the appropriate education setting for every child. It is important to discuss your child's needs with school staff members to determine appropriateness.

Completion of the enrollment packet does not guarantee that the student will be accepted. All enrollment requests are reviewed.

## **TECHNOLOGY/ORIENTATION SESSIONS**

Once enrolled, the student (and his or her parents, if student is not of majority age) are required to attend technology orientation sessions on site or via Skype to learn hands-on usage of the virtual technology necessary to access our online curriculum, school network, and our virtual classrooms. This session will be held prior to the student starting the new school year.

## **ATTENDANCE POLICY**

Research shows that students receive the best virtual education through consistent access to online course materials and regular communication with the teacher. Students must work at their classes on a regular basis. Regularly accessing course work promotes good study habits and enhances the learning process. Parents are encouraged to supervise student progress on course work.

All KOLP students are expected to access coursework on a consistent basis (five hours per day). The school must be notified if the student is not able to follow the syllabus prepared by the student and their supervising teacher. Students must notify their teachers of absences.

Failure to access the online course materials, communicate with the Kansas Certified Teacher (SLA), or failing grades will result in the student being sent a non-compliance letter. Three non-compliance letters will result in the student's dismissal from KOLP. Upon dismissal KOLP will notify the student's home school district to let them know the student is no longer enrolled in our virtual program and needs to return to public school or another school.

When the student's academic efforts and/or performance are not meeting the expectations set forth by Kansas Online Learning Program, the student will be placed on a Plan of Improvement. An SLA usually initiates placing a student on a plan of improvement, but a student or parent may also request this plan. There are three steps to the process, and during the first two steps the student has the power to improve his or her academic standing by implementing the recommendations made by the SLA.

### Plan of Improvement

- A. Step 1 – SLA Identifies Student at Risk of Failing Class
  - a. SLA contacts the student (and parent) about academic concerns.
  - b. The SLA, student and parent set up a time to visit via web conference or by phone call about the academic concerns the instructor has concerning this student. The goal of this conference is to reach an understanding as to how the student can improve his or her academic standing for this class.
  - c. Possible interventions for the student may include:
    - i. Development of an individual student study schedule
    - ii. Time management assistance for the student
    - iii. Online peer tutoring
    - iv. Closer parent supervision of online and offline class work completed by the student
  - d. SLA notifies the Virtual School Coordinator of the meeting and its outcome.
- B. Notification of Virtual School Coordinator of Step 1
  - a. SLA notifies Virtual School Coordinator of failure and of interventions.
  - b. KOLP contacts student and parent to review the Plan of Improvement.
  - c. Failure to engage in the improvement plan will result in moving to Step 2 of the process.
- C. Step 2 –SLA places student concern SIT Agenda
  - a. SIT discusses progress and determines if the 1st letter of non-compliance should be sent to parents.
  - b. Additional interventions may be implemented that may include an SLA-student-parent conference.
    - i. Student may be required to attend weekly online assistance time in a virtual classroom or at the school.
  - c. The SLA, parents and KOLP will monitor student progress for 10 days, after which a second conference will be scheduled. This conference will determine whether or not the student is moved to Step 3.
  - d. Should the SLA not be able to successfully elicit a response from the student and/or parents concerning the Step 2 process, the school has no alternative but to proceed to Step 3.
  - e. Step 3 – A 2nd non-compliance letter will be sent to parents.
    - i. As a last effort to assist the student in improving his or her academic performance, the SLA will work with SIT, parents, and students to create additional interventions for the student.

- D. Step 4 – Recommendation to move student from the virtual school into a traditional school setting.
- a. A 3rd non-compliance letters will be sent to the parents. This will result in the student’s exit from KOLP.
  - b. The KOLP will notify the student’s home school district that the student is no longer enrolled in KOLP and that it is KOLP’s recommendation that the student attend school in their district.

## **GUIDANCE & COUNSELING SERVICES**

Services provided by the counselor at Kansas Online Learning Program cover the areas of Personal Counseling, Educational & Academic Guidance, and Educational Planning.

PERSONAL COUNSELING: Students facing issues with being successful in their academic experience, those dealing with personal issues in their life or those who just need someone to discuss issues of concern can initiate contact with the counselor and a single or multiple web conferences can be set up to assist the student. Conferences of this type can also be initiated at the request of the school administration, teaching staff, parent or school counselor.

EDUCATIONAL & ACADEMIC GUIDANCE: KOLP provides Counseling services through the Kansas Online Learning Program. The KOLP counselor is available to help with transcript review and some individual enrollment services. Beginning with the 2013 - 14 school year, students will select courses to meet graduation requirements only or courses to meet the qualified admission requirements of the Kansas Regent universities.

## **CHEATING/PLAGIARISM**

Students engaging in unethical academic practices (copying, cheating, turning in work that is not the student’s own) will face disciplinary action. Consequences will depend upon the severity of the incident, and/or the number of offenses of this type on the part of the student. At a minimum, the student will be required to resubmit the assignment in question and will receive a 0 for that assignment.

## **CLASSIFICATION OF STUDENTS**

High school students will be classified as freshmen, sophomores, juniors, and seniors. A student must have passed a minimum of 5 credits to be classified as a sophomore, 10 credits to be a junior, and 16 credits to be a senior.

The school counselor will determine student classification on a case-by-case basis. Official transcripts will be used to determine classification placement.

## **GRANTING CREDIT FOR INCOMING STUDENTS**

Enrolling students must provide an official transcript from the school last attended. Home school students must provide a transcript of courses completed within the home school setting. It is the goal of KOLP to place the student in the most appropriate academic setting in terms of course selection.

## **ACTIVITY LOGS**

An Academic Activity Log must be completed for each scheduled count date. There will be two count dates in September. The activity log needs to have listed courses enrolled in with the times spent on-line working, time spent off-line completing course requirements, and any time spent at the school building logged. All activity logs need to be signed by a parent/legal guardian. The completed Academic Activity Logs are to be returned to KOLP Centre USD #397.

## **FINAL EXAMS**

As per the requirements set by the Kansas State Department of Education for online learning, KOLP students are required to attend or Skype final exams. Students are required to attend the final exam session for each of their classes as listed in the final exam schedule, or by teacher appointment. Students are encouraged to visit with teachers concerning questions they may have about the final exams.

## **DETENTION/SUSPENSION/EXPULSION**

### Detention

Although students attending virtually are not usually assigned detentions, students and their parents can be asked to attend either in person or at a virtual conference at the request of a teacher or the director to discuss a behavior situation involving an incident. Failure to attend the virtual conference will result in the situation being passed on the Superintendent.

**NON-COMPLIANCE: All Kansas Online Learning students must maintain the following.**

- Attendance in classes and progress in class
- Communication with teacher and Kansas Online Learning Program
- Passing Grades

If a student is in violation of one of these requirements, they will be sent a “Letter of Non-Compliance.” Any student receiving three letters of non-compliance will be dropped from the Kansas Online Learning Program and their home school will be notified. Once a student is dropped from KOLP, they will not be allowed to re-enroll.

Out-of-School Suspension

Students attending the virtual school may be assigned to an out-of-school suspension for gross misbehavior, or those deliberate and severe actions that hinder the functioning of the school. An out-of-school suspension may also be assigned when other types of correction have failed to bring about desirable behavior. Students assigned an out-of-school suspension will work online from home, but may not attend any virtual class sessions during the dates of the suspension. Students will turn in assigned work from the suspension when they return to school, or when they return to the virtual class sessions at the end of the suspension.

Expulsion

After repeated violations, attempts to correct misbehavior fail, or in extreme serious situations, a student may be expelled from school. In these cases the student receives no credit for the year in which the expulsion occurs. Like a suspension, the student is not permitted to be online or on school grounds during the period of the expulsion.

**DROPPING/ADDING AN ONLINE COURSE**

Dropping an Online Course

Students wanting to drop an online course must notify the director of the virtual school. Students under the age of 18 must have parental permission to withdraw from a course. Students dropping a course after having been enrolled in excess of one month will receive an “F” grade for the course on their school transcript.

Adding an Online Course

Students wanting to add an online course must notify the Coordinator of the Virtual Program. Requests to add an online course must be made and processed by September 15<sup>th</sup>. The Coordinator of the Virtual Program will determine whether or not a course may be added after the September 20<sup>th</sup> deadline.

**MEDICATION**



Any student who attends the virtual school in person, and has a need to take over-the-counter or prescribed medication **must have on file** a “Request for Medication to be Administered During School Attendance” form. (The parent and the student’s physician must sign this form.) This is necessary for the protection of the student and the school as outlined in the Nurse Practice Act, KSA 65-1113. The medication is to be held in the charter school office for safekeeping and dispensing as instructed on the request form.

## **ACCESS TO STUDENT GRADES**

KOLP students and parents will access course grades via the Internet by using the Lincoln Empowered and Edgenuity. Each student and parent will be given a personal “log in” and “password” at the student orientation session.

Parents need to check regularly for grades and announcements.

## **STUDENT DRESS POLICY**

A student dress code will be in effect for those students attending the virtual program, whether attending on campus or via the Internet by web conference. The following policy will be enforced.

Appearance does affect the learning atmosphere of a school. Neatness, decency, and good taste are emphasized as guidelines for acceptable dress. To aid students and parents in determining acceptable school dress, the following guidelines have been developed:

- Shoes are required when attending the school campus.
- Hats, caps, and other forms of headwear are not worn in the building or for class meetings.
- Undergarments will not be exposed.
- Shirts are to be long enough that the midriff does not show.
- All sleeveless apparel must be tasteful. Tops with low-cut necks or large armholes shall not be worn.
- Students are not permitted to wear any items that through picture, word, or inference encourage the use of illegal drugs; are indecent through obscenity, profanity, or slang; are anti-patriotic.
- Personal grooming is to be done outside of the classroom.
- Students are not allowed to wear any items that through picture, word, or inference imply gang affiliation.

## **TECHNOLOGY SUPPORT**

It is our goal to provide tech support to our students and parents as soon as possible when problems arise on either end of the connection. When technology problems are

encountered call Melissa Barton at KOLP as soon as possible 785-983-4335. Or open a work ticket with our technology department by emailing [help@usd397.on.spiceworks.com](mailto:help@usd397.on.spiceworks.com). The goal of our technology support program is to get the student online and engaged in learning activities as soon as possible.

## **TOBACCO/DRUGS/WEAPONS**

### **Tobacco Products**

Student possession or use of tobacco products will not be permitted in school buildings, on school transportation, at any school-sponsors event, on school grounds, or on grounds used for school purposes. Disciplinary consequences will result for violations of this policy.

### **Drug Free Schools Policy**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act P.L. 102-226. Approved by the USD 400 Board of Education on August 13, 1990, this policy outlines disciplinary action for violations. All students will receive annual notification of this policy through a handout when they enroll.

### **Weapons**

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

## **SPECIAL EDUCATION**

Placement in KOLP will be determined by the IEP team. After applying to KOLP, the IEP team will review the student's current IEP and then meet with the student with disabilities and his/her family to determine if the virtual environment is an appropriate placement for the student. If deemed appropriate, the IEP team will also identify the services, modifications and accommodations that the student should receive. All services will be provided virtually, as reasonably possible. Those services that cannot be provided virtually will be made available within The Marion County Special Education Cooperative.

## **ELIGIBILITY FOR STUDENTS ATTENDING VIRTUAL SCHOOLS**

KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students  
"With respect to KSHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all

KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

1. Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
2. Students will be eligible at the public school in whose district and attendance area they reside.
3. Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
4. The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
5. Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
6. Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
7. All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
8. Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
9. Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

#### RATIONALE:

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.”

#### **AMERICANS WITH DISABILITIES ACT NOTIFICATION**

Notice of Parent and Student Rights under Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990. Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” and the Americans with Disabilities Act of 1990 known as A.D.A, is a statute, which prohibits discrimination and assures equal

educational opportunities and benefits to disabled students equal to those provided to the non-disabled.

The following is a description of student and parent rights provided under Section 504. The intent of this notification is to inform you about the school district's responsibilities under the Americans with Disabilities Act and Section 504:

You have the right to...

1. Have your child take part in, and receive benefits from public education programs without discrimination based on a disability.
2. Have the school district advise you as to your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your receive a free, appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in this school and its programs.

## **NON-DISCRIMINATION STATEMENT**

### Notice of Nondiscrimination--General Statement

Applicants for admission and employment, student, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Centre USD 397 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Centre USD 397 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law. Grievance and appeals procedures have been adopted by the Board of Education to provide for the expeditious resolution of complaints regarding individual civil rights. Any person having inquiries concerning Centre USD 397 compliance with, or complaints under the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act is directed to contact:

Name: Mrs. Susan Beeson  
Address: 2374 310<sup>th</sup> Lost Springs, KS 66859  
Phone: (785) 984-4321

Mrs. Susan Beeson has been designated by Centre USD 397 to coordinate the institution's efforts to comply with the above-mentioned regulations. The coordinator may also be contacted for the existence and location of services, activities and facilities that are accessible to the disabled. Any person may also contact the Region 7 Office for Civil Rights, 10220 N. Executive Hills Blvd., 8th Floor, Kansas City, Mo., 64153-1367, (Telephone (816) 891-8026) regarding the institution's compliance with regulations implementing Title IX, Title VI, Section 504 and the Americans with Disabilities Act.

Note: As a means of serving those with a disability the district will provide an audio or

large print version of official district publications. For additional information, contact the Kansas Relay Center 1-800-766-3777. An Equal Employment/Educational Opportunity Agency

Centre USD 397 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Boards' compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the district Compliance officer, who can be reached at 126 South Main, Lindsborg, Kansas, 67456 or the Office for Civil Rights of the Department of Education, telephone (816) 891-8026. The Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

#### Notification of District Responsibility for Section 504/ADA/Title IX Grievance Procedure

It is the policy of USD 397 not to discriminate on the basis of disability in educational programs, or activities as required by Section 504 of Title V of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, and on the basis of sex as required by Title IX of the 1972 Education Amendments. As a student or employee of Centre USD 397 you are protected against discrimination in the following areas:

As a student, you may not be discriminated against in the following areas:

- Admission,
- Access to enrollment,
- Access to and use of school facilities,
- Counseling and guidance,
- Vocational education,
- Physical education,
- Competitive athletics,
- Student rules, regulations, and benefits,
- Health services, and
- School-sponsored extracurricular activities.
- 

If you believe you have been discriminated against on the basis of disability or gender, you may make a claim that your rights have been denied; this claim or grievance may be filed with Mrs. Susan Beeson. You will be asked to write down the actions, policies, or practices, which you believe are discriminatory. You may obtain help from the ADA/504/Title IX coordinator:

Name: Mrs. Susan Beeson  
Address: 2374 310<sup>th</sup> Lost Springs, KS 66859  
Phone: (785) 983-4321

or anyone you believe is knowledgeable. Once you have filed your grievance you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office for Civil Rights of the Department of Education, Washington, D.C., at the same time you file the grievance,

during or after use of the grievance process, or without using the grievance process at all. If you file your complaint with the Office for Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

The exact nature of the grievance--how you think you have been discriminated against, and any persons you believe may be responsible,  
The date, time and place of the grievance,  
The names of witnesses or persons who have knowledge about the grievance,  
The actions that could be taken to correct the grievance.

If you wish to discuss your rights under the ADA/Section 504/Title IX, to obtain a copy of the full ADA/504/Title IX grievance procedures, or to obtain help in filing a grievance, contact Mrs. Susan Beeson.

Graduation Procedures:

Virtual Students completing their graduation requirements may participate in Centre High School Graduation ceremonies. Virtual students may walk with Centre traditional student in alphabetical order.