

EUDORA SCHOOLS VIRTUAL LEARNING PROGRAM

Student/Parent Handbook



All policies contained in this handbook are subject to board of education modifications at any time during the present school term.

Approved by USD491 School Board on June 10, 2021

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ENROLLMENT/ELIGIBILITY

Eudora Schools Virtual Learning Program is a 6-12 and adult learning virtual education experience. Students who fall under the following categories are eligible to apply for enrollment.

- *Kansas Students, 18 and under, who live within the USD491 school district boundary.*
- *Kansas Students, 18 and under, in custody of DCF or JJA*
- *Kansas students living in district, who is designated to be removed from the traditional school building will be considered for virtual enrollment based on the student's need or circumstance.*
- *Kansas students living in district, who are 19 years and older on or before September 19th and whose cohort class has graduated. These students will be enrolled as adult learners, or grade 13.*
- *Former EHS students whose cohort graduated within two (2) years but do not live within district boundaries.*

Enrollment in Eudora Schools Virtual Learning Program (VLP) begins at the same time as all schools in Eudora School District and ends on September 15. Acceptance into the program is contingent on approval of the USD491 administration and the Director of Virtual and Alternative Learning.

A personal interview and transcript evaluation of each student will determine if the Eudora Schools Virtual Learning Program will meet the needs for the student's academic success in a virtual environment.

Dual Enrollment

A student who is dually enrolled receives educational services from more than one school at a time. A student enrolled in Eudora Schools Virtual Learning wishing to also take classes at Eudora Middle School or Eudora High School would be considered a dual enrollment student.

If a student wishes to enroll at either EMS or EHS onsite course work, a minimum of three courses are required along with a plan of study that supports the need for that coursework. This plan must be approved by the Director of Alternative and Virtual learning, building administration, and school board approval.

Enrollment Fees

Students who meet the deadline and are accepted into the program by September 15 are charged **a yearly \$60 technology fee and reserve a district issued laptop.**

Students who are approved for dual enrollment are subject to fees at the other institutions in which they are approved.

Students who enroll in ESVL after the enrollment fee are assessed a fee of \$275 per .5 credit.

Students who take a course for credit recovery are assessed \$100 per .5 credit.

STUDENT SERVICES

Transcripts

Students will be required to provide or give consent to obtain official academic records. Upon transcript evaluation, an individualized course and graduation plan will be developed for graduation pathway requirements. USD 491 registrar will record all earned credits through Eudora's Virtual Learning program and submit all KIDS/PowerSchool and STCO data to KSDE. Student's transcripts will be on site and filed at the Eudora High School. College transcript requests must be submitted online directly to the registrar.

Special Education Services

Placement in the Eudora Schools Virtual Learning program will be determined by the IEP team. After applying to the virtual program, the IEP team will 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 district.

Counseling

Eudora Schools Virtual Learning program students may have access to guidance counselors and social workers as needed and deemed available for services. Career, college, or financial aid counseling may also be requested from the Eudora High School Counselors. The Eudora High School counselors are available by appointment thru the Director of Virtual and Alternative Learning.

Student Intervention Plan

A student intervention plan may be provided to a specific student upon approval by the program director, high school principal and/or superintendent. This additional student intervention plan would be developed to help the student be successful in completing proctored test requirements or lesson skills to achieve graduation credits from the Eudora School Virtual Learning program.

Activities and Athletics Participation

Eudora Schools Virtual Learning program understands that students seeking a virtual education may wish to participate in school activities. KSHSAA's student eligibility is used to determine whether or not a student is able to participate in Eudora Middle or High School athletics or activities. Due to KSHSAA restrictions at this time (June 2021), students enrolled full time in the Virtual School are not eligible to participate in co-curricular or athletics. Participation in KSHSAA activities requires students to be enrolled for in-person learning at the home school. To determine eligibility, please see the Dual enrollment section of this handbook, or see the EMS or EHS building principal.

If a student is interested in participating in a KSHSAA or school sponsored event, they should check with their counselor to check eligibility and get information about physical exam and parental consent requirements.

Middle or High School Student Activities

Eudora School Virtual Learning students who are in good standing with the middle or high school (ie not long-term suspended or expelled, meeting attendance and grade requirements) are eligible to attend school sponsored activities such as school dances, banquets, prom, senior trips, etc. Any discipline referral accrued during activities will prevent students from participating in future activities without prior permission from the building principal AND the Director of Alternative and Virtual Learning. Every attempt will be made to include students who wish to participate in events happening at each of the buildings. The Director of Virtual and Alternative Learning will communicate with building principals a list of students who will be attending school sponsored events as needed.

ATTENDANCE

Mandatory Audit Dates

To be officially enrolled in the Eudora Schools VLP, students 19 and under must demonstrate attendance on two dates. Two dates will be designated as online sessions requiring six hours of online learning time. One of these dates will be between the beginning of the enrollment date and September 19th. The second session of six hours must be completed between September 19th and October 4th. Both six-hour sessions must be completed within a 24-hour calendar day.

Failure to meet the requirements on these two dates will result in students being unenrolled from the Eudora Schools Virtual Learning Program.

Adult learners do not have to meet the two mandatory audit sessions.

Regular Attendance

Kansas Virtual Students 18 or younger are subject to the requirements of compulsory attendance (KSA 72-1111) and truancy (K.S.A. 72-1113). In order to be considered "Regularly enrolled" students should adhere to the requirements of 5 hours a day or 25 hours a week. Virtual Programs may modify these statutes to apply to a week of school, rather than a day of school and should include their progress expectations. Students will create an individual plan of study with progress expectations and goals for each course. Students failing to meet this requirement will be required to attend a parent meeting and/or be reported truant to their respective county truant officer with possible termination of enrollment. Decisions will be at the discretion of the Director of Virtual Learning and Eudora district administration.

Kansas Virtual students 19 years and older are assigned to complete a minimum of **1 class a month** to maintain active status and the use of a district issued laptop.

Success in this program requires all virtual students, 18 and under, to be online daily working on their assigned curricular tasks. Progress reports are reviewed daily and documented each time a student logs on through the application Edgenuity. Parent portals, caseworkers and probation officers may request daily or weekly progress reports for students. Parent portals will also provide attendance logs and activities completed. One of the benefits of this program is being able to build a school schedule around the academic needs and pathway of each virtual student. Parents or guardians are accountable for underage virtual students attending and must abide by Kansas statutes and KSDE accountability.

Kansas State Assessments

Students 18 and under are asked to take all Kansas mandated standardized tests in the spring semester. State tests are proctored by KS licensed teachers at the designated district location. This testing procedure will be developed in coordination between the Director of Virtual Learning and corresponding district building principals. Parents are responsible for transporting students to the location of testing on the designated date and times. Arrangements from USD 491 will be offered to assure all virtual students are tested.

CODE OF CONDUCT

Academic Integrity

Cheating/Fraud - Students are to do their own work. Those that are found to have cheated put their continued enrollment in virtual learning at grave risk of termination.

Plagiarizing is taking the ideas or writings of others and presenting them as if they are your own work. All student work may at random be submitted through plagiarism identification programs. Cited references must be included to incorporate others' work within your writing. Plagiarized work will be returned for rewriting. Multiple instances of plagiarism may result in program termination.

Virtual Learning Program Behavior Management

Eudora Schools Virtual Learning Program utilizes the Eudora School District PBIS program, SOAR. These expectations will be communicated to students in order to be Safe, Outstanding, Accountable, Respectful, and demonstrate appropriate character skill development. These expectations should be demonstrated both at the on-site facility if students utilize it, as well as online behavior. Failure to follow these expectations on-site may result in the following:

First Offense- Student receives a verbal warning and is dismissed from attendance the remainder of the day. All disciplinary action will be included in the student's electronic file. If deemed a serious violation of policy, parent/guardian or other important individuals will be contacted.

Second Offense- Student is suspended from attending onsite for a determined amount of time. Parent/guardian/probation officer will be contacted. All disciplinary action will be included in the student's elec-

tronic file. A behavior plan will be put in place as it relates to on-site attendance

Third Offense- Student is suspended from attending onsite for a long-term amount of time. Parent/guardian/probation officer will be contacted. All disciplinary action will be included in the student's electronic file. The behavior plan will be modified to create a more restrictive learning plan as it relates to on-site attendance and program continuance.

Fourth Offense- Student's on-site access is terminated and only available on an appointment basis. On-site access will be limited to taking proctored tests.

If behavior warrants more severe consequences, the administrator and director have complete authority to determine the consequences.

Student Dress Code

USD491 believes that a certain standard of dress and grooming are necessary to maintain a productive learning atmosphere for students. School attire shall be based on common sense and good taste by all. The district reserves the right at all times to regulate dress and/or grooming habits of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to others and/or creates a health or safety hazard to staff, students, or others involved in school activity.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as required to maintain appropriate standards of student dress and appearance onsite for the best learning atmosphere for all students.

Success and Communication in the Online Environment

Below are some key 21st century skills that students will help ensure success at the Eudora Schools Virtual Learning Program. Students who struggle with any of these at any time during enrollment should reach out to staff for assistance and evaluate the best learning plan for them.

- Motivation - One of the many benefits of online learning is the ability to direct one's own learning to fulfill course requirements and achieve academic success. Students are able to learn at their pace, which may relieve stress of feeling rushed or pressured, and provide enjoyment in the learning process. *Wanting to learn* is critical to a virtual student's success.
- Personal Commitment – Because there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online classes. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to perform in order to achieve academic success.
- Time Management – Students should be aware of goals for each course and how to achieve those goals. Students must be aware of how and where is “best” for them to learn. There is not one best time that fits everyone, but the key to being successful is making learning and reaching goals a priority.
 - Establish learning goals and create a designated schedule to self-pace.
 - Check the school's website for updates and announcements daily.
 - Check assigned school email for correspondence on a daily basis.

- Communicate via appropriate communication tools with Eudora Schools VLP staff (email, Google Classroom, Zoom)
 - Request support using district helpdesk system for technology
 - Request counseling support using the proper communication tools as needed.
- Effective communication skills – Students must use both effective written and spoken communication skills to communicate with staff and complete coursework. The ability to write clearly to communicate ideas and assignments is essential. Communication between staff and students is essential to clarify any concerns or problems as soon as possible.
 - Due to the nature of a virtual learning program, the majority of communication and help from virtual learning program staff will come through email, text, or phone calls. It is imperative that we are notified of any changes in telephone numbers, email, or physical address.
- Technology literate – Although it is not necessary to have advanced technology skills, students should be competent in navigating email, Google Classroom (if needed), the internet, as well as basic keyboarding skills. Students will be expected to become knowledgeable using Edgenuity.
- Respect – Students are expected to be respectful to district staff, other learners, and guardians during their virtual experience and when utilizing the learning site. Students should respect the district’s property and learning tools, including laptops, facilities used, and other internet tools provided by the district (G-Suite tools, for instance). Most importantly, respect the opportunity to earn your diploma and appreciate the importance of the accomplishment.

GRADUATION REQUIREMENTS

- The state minimum of 21, KSDE high school credits, are required for graduation.
- A full unit of credit (1.0) is defined as one hour of class that consists of one full year (36 weeks) of content. A half unit of credit (.5) is defined as one hour of class that consists of one semester (18 weeks) of content.
- Students will be expected to meet full-time enrollment status in order to earn a Eudora Schools diploma.
- Students are expected to graduate in 4 years from the start of their 9th grade year.

High School Course Requirements

English-4 credits required

English 9(Required)

English 10 (Required)

English 11 (Required)

English 12 (Required)

World History (Required)

US History (Required)

US Government (.5 required)

Physical Education-1 credit required

Healthy Living- (.5 required)

Math-3 credits required

Electives-5 credits required

Science-3 credits required

Practical Arts Elective Options-1 credit required

Social Studies-3 credits required

Personal Finance (.5 credit required)

Fine Arts Elective Options-1 credit required

Dual College Credit Option

Students may earn college credit while still in high school through a local college. Students must meet with and receive permission from their school counselor prior to taking the course. Tuition is the responsibility of the student.

NON-COMPLIANCE OF REQUIREMENTS

If a student is not making adequate progress or not meeting the requirements of the program, the following will be implemented:

- *The student and parent will be notified by the director that the student has been placed on academic probation. Monitoring will take place for two additional weeks by the director and teaching staff.*
- *If the student continues to be non-compliant, a face-to-face meeting will be called to establish an intervention plan for the student.*
- *The student will be required to attend Eudora Schools VLP site for monitoring and academic success on an agreed upon time set by the student's intervention plan.*
- *If the student continues to be non-compliant, we will have no choice but to report the student as truant. The student will then be referred to their local school to determine an educational setting that is more suited for the student, whether that be back in a traditional classroom or another alternative setting.*

Eudora Schools Virtual Learning Program staff will explore all options to help students be successful, but students and families must be part of the team for the virtual program to be a success.

DIPLOMA AND GRADUATION CEREMONY

Diploma

All students who complete the graduation requirements of Eudora Schools Virtual Learning Program will receive a Eudora Schools diploma. Diplomas will be issued after the graduation date of the current school term.

Graduation Ceremony

We encourage all eligible students to participate in Eudora High School graduation ceremony who are successful in completing the graduation requirements in time. It is quite an accomplishment and it deserves to be celebrated.

Students who plan to participate in the graduation ceremony must have all 21 courses completed at least one week prior to the scheduled graduation date. Graduation caps and gowns will match the regalia used in Eudora High School's graduation ceremony. Regalia is ordered in March of the graduation school year. Students must meet with the Eudora Schools VLP director in January to review graduation progress and eligibility.

Students who are not eligible to attend school activities due to discipline concerns may also be prohibited from attending the graduation ceremony.

EDGENUITY

Curriculum Format

The Eudora Schools Virtual Learning Program consists of one (1) full credit and .5 credit courses. All lessons are based on the mastery learning concept of 60% or above. Eudora Schools virtual courses are aligned to meet KSDE state requirements. Students are provided a curriculum through the curriculum application "Edgenuity". Courses are structured by certified teachers and provide a combination of vocabulary, direct instruction, practice work, labs, and test reviews to complete mastery exams or course proficiency. Modification for each individual student will be considered based on: career goals, diagnostic tests, pretests, transcript analysis and individual learning skills. Students are encouraged to take notes, use the guided e-notes if provided, create flash cards or other study aids as needed.

Assessments

All Edgenuity courses will have a combination of quizzes, unit or topic tests, and cumulative assessments at the end of each course. Students must earn a 60% or higher on all assessments.

Quizzes and Unit/Topic Tests: Quizzes and unit/topic tests may be taken without any monitoring; academic honesty is expected. Students must earn a 60% or higher to obtain mastery. Students have two attempts to obtain mastery; if a student fails after two attempts, the student will need to contact the Eudora Schools VLP staff to receive an additional opportunity to pass the assessment. Staff may ask students to do one or more of the following before allowing a retake: provide proof of notes or other study aids, review content with staff, or take the quiz in a proctored location with staff or online utilizing Zoom. Stu-

dents are not able to move forward in content until assessments have attained minimum mastery level.

Final Examinations: Virtual students are required to take and pass final exams at the end of each semester course. High school and adult learning students are expected to schedule and take final exams at the Eudora Schools VLP site; online finals may be allowed in special circumstances via Zoom. Students will only be allowed to schedule and take final exams when all required assignments, quizzes, papers, assessments, etc. have been completed and graded. **Finals must be passed with a 60% or higher to earn credit in the course.**

Student Access

- Login information to Edgenuity is given during orientation. Students who lose or forget their password will need to request a new password on Edgenuity's website.
- The online curriculum is available 24 hours, 7 days a week during the Eudora Schools Virtual Learning Program school year. Any Edgenuity outages and deadlines to complete coursework will be communicated via email and through Edgenuity's announcement system.
- Teacher or technical support will be answered within a 24-hour turnaround counting weekdays only during the school year. Edgenuity also provides a technical support line as a student resource.
- The Eudora Schools Virtual Learning program staff will follow the USD 491 school calendar for office hours. Staff will answer phones during regularly scheduled business hours.
- Students are asked to use both email and the helpdesk ticket system to log the issue for documentation.

- We encourage students to continue working if they are behind in credits even during regular school vacation dates, holidays and weekends.
- Appointments may be scheduled with the virtual director if a student feels the need for a face-to-face meeting.

Family Portal

Families will be given information regarding family portal access to Edgenuity. This access will give families the ability to login and see progress, as well as receive weekly updates on their student's progress in coursework.

GENERAL INFORMATION & SAFETY PROCEDURES

Inclement Weather

All virtual school staff will be unavailable within the district during inclement weather dates, where district school sessions have been canceled. School cancellation announcements will use the typical communication channels in making this information known by the public.

Fire Exits

Fire exits are clearly marked at virtual learning sites. Please follow safety evacuation plans within each of the district facilities.

Tornado Safety

Evacuation is available within campus facilities; follow diagram directions in the case of a weather emergency.

Meals

Meals are not provided to virtual students, regardless of whether they participate on campus or not.

Records

For students 18 and under, the state of Kansas requires the following to be on file at the school district: health records, copy of social security card, birth certificate, and immunization records.