



# **Sublette Virtual Academy**

**U.S.D. # 374 Sublette, Kansas**

**Student and Parent  
Handbook**

# 2017-18 School Year

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### **MAILING ADDRESS**

U.S.D. #374 K-12 Virtual Academy  
501 Ellis Street, PO Box 460  
Sublette, KS 67877

### **CONTACT INFORMATION**

Office Phone – 620-290-6673  
FAX Number – 620-675-8347

## Welcome

Welcome USD #374 Families,

This handbook has been created to provide students and their families with the information needed to be successful during their virtual education experience. Please read through the information prior to starting your courses, and feel free to contact us if you have any questions.

We are happy you have chosen to enroll in the USD #374 Virtual Academy (VA), and you have made the decision to earn elementary, middle school and high school credits through the VA course offerings. You are being given the opportunity for an excellent education delivered in a non-traditional format. We hope you feel and experience our student focus through every interaction with course monitors, during social activities, and during your time in the USD #374 VA. As you will discover, the VA is student-centered; we will help you achieve your goals.

Again, welcome to the USD #374 Virtual Academy. We look forward to serving your educational needs.

The VA Team Members,

### **VA Director:**

Sally Bruce

### **VA Counselor**

Sally Bruce

### **U.S.D. # 374 Administrators:**

Rex A. Bruce, Superintendent

Monty Marlin – Sublette MS/HS

Rachel Lee – Sublette Elementary

## Our Vision

To provide an alternative educational opportunity for high school students outside of the traditional school setting.

## **Our Mission**

To provide students with an opportunity to become high school graduates through a comprehensive online learning experience that will prepare them for success in postsecondary education, career, and life.

## **Our Beliefs**

- Learners of all backgrounds and abilities should be afforded the opportunity to complete high school and receive a high school diploma in preparation for postsecondary education, and career success.
- Students in non-traditional and alternative environments are best served by employing a curriculum that is rigorous and engaging supported by professional educators who interact with the student.
- Students benefit from instruction that is self-paced and adapted to their unique learning styles and is flexible to their physical and social environments.

## **VA Contact Information**

Program Director – Sally Bruce - [sbruce@usd374.org](mailto:sbruce@usd374.org)

District Contact – Sally Bruce – [sbruce@usd374.org](mailto:sbruce@usd374.org)

## **PROGRAMS PROVIDED & CREDIT INFORMATION**

### **K-8<sup>th</sup> Grades**

The K-8<sup>th</sup> grade Internet curriculum is aligned with national and state standards. Students will complete course work online.

### **Credit Recovery**

High School students that may need to re-take classes in order to graduate on schedule with their regular high school class are eligible for credit recovery classes. Entry is dependent on approval from your home district high school counselor and/or principal. The cost is \$310.00 per .5 credit.

## High School Diploma

The Sublette Virtual Academy provides an opportunity for students in grades 9-12 to receive a high school diploma, even if they already have a GED. The courses are accessed via the Internet. The length of time to receive a diploma depends on the number of credits needed and the amount of individual time spent on courses. In order to receive your diploma, you must meet the graduation requirements of by the State of Kansas which requires 21. Of the 6 electives required, one must be Speech and one must be a computer course. Upon enrollment, our staff will review all previous transcripts and you will be credited with courses already taken with the approval of the administration. At the completion of your required credits, you will receive a diploma from U.S.D. # 374 K-12 Virtual Academy.

## Credits Required

After a complete transcript analysis, students will be assigned the credits necessary to complete the graduation requirements of the Sublette Virtual Academy. Additional credits and courses may be taken at the students request with administration approval and completion of the courses required for graduation.

## Graduation Requirements

The State of Kansas requires that students must obtain 21 credits in the following areas in order to graduate:

- 4 credits of English
- 3 credits of Math
- 3 credits of Science
- 3 credits of Social Studies
- 1 credit of Fine Arts
- 1 credit of Physical Education/Health
- 6 credits of electives – **(Sublette requires that one must be Speech and one must be a computer course).**

## **Program Fees**

With the exception of Credit Recovery courses (refer to page 2), there are no fees necessary to participate in the program for residents of Kansas. However, students must have access to Internet and a working computer that can operate the Fuel Education software. A working computer and an Internet connection are the responsibility of the parent/guardian. Both items are necessary in order to access course material and ensure that the required time online and the weekly progress expectations are both met. Failure to have a working computer, and/or an Internet connection will keep a student from being enrolled in the Sublette Virtual Academy. Failing to keep a working computer or an Internet connection is grounds for a student's dismissal from the program. Sublette Virtual Academy does have Chrome books available to rent for a minimal fee of \$50.00 per school year.

## **GENERAL INFORMATION**

### **Enrollment Information**

Enrollment into the VA is open to all students K-12 and begins with a Pre-Enrollment Questionnaire that is submitted by each prospective student and his/her parent/guardian. A prospective student will not receive enrollment forms until after a Pre-Enrollment Questionnaire has been submitted and evaluated by the Sublette Virtual Academy Director. Simply submitting a Pre-Enrollment form **DOES NOT** guarantee a student's entrance into the academy. It is extremely important that the program is a good fit for the student, and that the student is a good fit for the program.

Upon submission of a Pre-Enrollment Questionnaire, a prospective student will receive a reply, via email, phone call, or postal service, from the Sublette Virtual Academy within five (5) business days informing them of their status in the program. Not every student that submits a questionnaire will gain admittance to the program. **Do not make any changes to your current educational status until you have received a reply from the Sublette Virtual Academy.**

After reviewing the Pre-Enrollment Questionnaire, a student that has been accepted into the program will then receive the following enrollment forms:

- An enrollment form from U.S.D. # 374
- Home Language Survey
- Transcript Request Form
- Free/Reduced Lunch Application
- Notice to Parents/Students of Rights under FERPA, 1974
- District Calendar
- Academic Activity Log

Students in grades 9-12 who are already enrolled in USD #374 are eligible for enrollment in the VA. Students can pre-enroll for the 2017-18 school year by contacting Sally Bruce @ 620-290-6673 OR students can enroll during normal school enrollment on August 8-9, 2017. Acceptance into VA requires an acknowledgment and understanding of the following information:

1. To pre-enroll to the VA, students will need to contact Sally Bruce @ 620-290-6673 to get an application. Sublette High School students who submit an application must have their application reviewed by the student's home high school counselor and principal. A conference will be held with the student, the parent/guardian, school officials and VA director. Only after parent/guardian consent will the team consider acceptance of the student into the VA.
2. Virtual students **MUST** attend mandatory attendance days when virtual students are required to attend classes at U.S.D. 374 K-12 Virtual Academy. This will typically be 2 scheduled count days at the beginning of the year, one on or before September 19 AND a single day after September 20, but on or before October 4, 2017. Two (2) days will also be scheduled for state assessments in the spring. Final exams for each course will also be taken at the academy. They will be scheduled on an individual basis when students complete each course.

In order to fulfill the "attending" provisions within our virtual school, the student may attend in three (3) ways:

1. **On-line**. Working at home by being connected to the online curriculum.
2. **Off-line**. Working off-line completing course requirements. Students must be able to show documentation with an Academic Activity Log. This should show the student's name, date of attendance, classes attended, and the amount of time spent.
3. **On-site**. Physically attending the school on the count days, but virtual otherwise. Students must sign in/sign out sheets showing

when the student was in attendance. Signing in/out will be mandatory when working on-site.

It will be mandated that all virtual students attend **On-site** for purposes of count day. Those days will be scheduled on an individual basis according to the timeline listed above.

3. Students will be allowed to enroll all school year long. Students are expected to adhere to the guidelines in this VA handbook and USD #374 board policy.
4. A student enrolled in the Sublette's K-12 Virtual Academy may not be enrolled in any other public school or virtual program while in Sublette's virtual academy. It is permissible for students to dual enroll in the virtual program and their designated USD #374 traditional school but the total number of classes will not exceed 8 per semester. Exceptions may be granted with the approval of the student's home high school counselor and administrative approval.
5. Movement from the VA to the traditional school setting during the semester will not be allowed **except** for unusual or hardship conditions or failure to meet expectations, and will require approval from the student's home high school counselor and the home high school administrator.
6. U.S.D. # 374 K-12 Virtual Academy is a Kansas public school and all students enrolled in the school are required to participate in the Kansas enrollment audit and Kansas State Assessments to maintain enrollment. All VA students will be assessed on progress toward benchmarks and state standards using various standardized assessment tools. **Student participation onsite in scheduled state testing is a mandatory requirement for enrollment in the VA.**
7. Academic progress in coursework is an expected part of the VA. The director will review student progress on a weekly basis.
8. It is the responsibility of the enrolled student and family to secure a computer and an Internet service provider prior to the start of the program. High speed internet is recommended. In the event a family does not have a computer, USD #374 has a limited number of laptops available for a minimal rental fee of \$50.00 per school year.
9. Students enrolled in the VA may attend and participate in their home high school activities w/ the exception of KSHSAA sponsored activities. See KSHSAA rules below.
10. The VA team will provide an orientation social event each fall and spring semester for USD 274 students enrolled in the VA.



11. VA is a public school and adheres to Kansas health and immunization guideline requirements which are included with other enrollment information on the district website.

### **Withdrawal from VA:**

#### **Voluntary Withdrawal –**

Students who wish to voluntarily drop from the program must meet with the VA Director beforehand. A meeting will be scheduled with the school counselor and building principal. Upon approval, the counselor will meet with the student to update their course schedule for enrollment in the next semester at their home school.

#### **Involuntary Withdrawal –**

Students may be involuntarily withdrawn (dropped) from the Virtual Academy for noncompliance to the policies and procedures contained in this document. Students and their parent/guardian will be notified via email or phone and a conference will be held with the VA director, home high school counselor and principal, prior to the student being dropped from the program.

### **Conferences / Goal Setting**

Goal setting is an important part of achieving success in a student's educational life. With the support of the VA staff, each student will develop a personal plan of study based on their long-term goals. The VA director will meet with each student regularly to assist in planning for course enrollment and setting realistic and challenging goals for the completion of the course requirements. In addition to these meetings, the program director will contact each student/parent to arrange a formal conference during district scheduled parent/teacher conferences. These meetings may be onsite, by phone, or by online virtual conference.

### **Academic Responsibility / Grading**

Flexible hours of "attendance" are permitted to accommodate student learning while meeting other obligations. It is important to remember that failing to consistently work on coursework means failing to progress. Success in obtaining a high school diploma is directly related to how much time and effort one puts into studying and completing assignments.

Progress reports and final report cards will be communicated to students/parents as noted on the district calendar.

### **The grading scale for VA follows the USD 374 grading scale:**

A+ 100-98 = 4.000; A 97-92 = 4.000, A- 91-90 = 3.667

B+ 89-88 = 3.333, B 87-82 = 3.000, B- 81-80 = 2.667

C+ 79-78 = 2.333, C 77-72 = 2.000, C- 71-70 = 1.667

D+ 69-68 = 1.333, 67 -62 = 1.000, D- 61-60 = .667

## **Attendance / Progress Expectations**

USD # 374 requires at least 360 minutes/day or 6 hours. Attendance is a combination of measures that indicate if a student is demonstrating adequate participation (and therefore attendance). This not only includes the actual attendance hours recorded by the Learning Coach (caretaker), but also lesson and assignment completion rates, and amount of communication with the teacher/administration. Therefore, even though a Learning Coach may record a high number of instructional hours in the attendance records, if a student's work completion rates are not on track or he or she fails to communicate on a regular basis with the teacher, he or she will fall in an Alarm status which means we must have a meeting with the family right away to get the student back on track. We draw up a behavior support plan that includes a contract entered into with the student, caretaker, and school. This plan allows for support from the school in regards to assistance with time management, organization, and communication. It requires students to actively engage and partake in the offered interventions. The timeframe is worked into the plan, and an agreement is reached as to the minimal requirements in order to stay at SVA. The family is asked at this time what their next school of choice is, and if they don't meet the minimal requirements we meet again to discuss transition to the next school. If engagement is completely lacking we follow protocol for truancy

The record of student progress will be kept by the VA director.

Students will take all semester final exams onsite at the VA.

Exams should be scheduled with the VA director.

Course credit will be awarded only if the final is passed at 60% or higher.

Students will take state assessments onsite at the U.S.D. # 347 K-12

Virtual Academy.

The school counselor/VA director will contact and establish a schedule for VA

Students.

## **Communication**

Communication between student and teacher is vital to the academic success of the student. To facilitate communication, students and VA director will abide by the following procedures.

## **Communication by Student**

- Students will be in contact with the VA director once a week via email or phone.
- **Students will check course email daily.**
- Students will reply to course emails and other communication within 24 hours of the time sent.
- Students should contact their course teacher with any/all questions.
- Students/parents should inform the VA director and the home high school registrar when a change is made to your address, phone number, and/or email address.

## **Communication by Course Monitor**

- Teachers and staff will respond to student requests for assistance within 24 hours of the request. Response within 24 hours on weekends or school breaks is not guaranteed.

## **Netiquette:**

Netiquette is a term for common sense guidelines to be followed when communicating online. Students in USD 374 are expected to respect and abide by the following guidelines in their communications:

- Swearing is unacceptable at all times.
- Sarcasm and slang should be avoided when participating in online discussion.
- Derogatory comments including those regarding race, gender, religion, politics, sexual orientation, physical or mental status, or ability will not be tolerated.
- Criticism must be constructive.
- Accuracy in spelling, grammatical and typographical errors in communication is expected.
- Privacy of content and personal information learned through online discussion should be maintained and not shared with others.  
Students should use school rented computers for school purposes only.

## **Honor Code:**

This program is based on the mastery of the information in the course. Cheating and plagiarism are NOT TOLERATED in a program of this nature. Consequences for these actions may include, but not limited to:

- Lower grade percentage
- Dismissal from the course
- Possible expulsion from the program

We have access to Internet for research projects. You are to use this information tool to assist you in completion of the course requirements. Instructors reserve the right to refuse assignments if we believe you have copied, cheated, or used methods other than you would work to complete the assigned course work.

### **Plagiarism**

What is plagiarism? Plagiarism is to steal and use the ideas and words as your own.

IT'S ILLEGAL, UNETHICAL, AND WILL NOT BE TOLERATED AT THE SUBLETTE VIRTUAL ACADEMY!

How to avoid plagiarism? Use your own words and original thoughts in written assignments. IN research papers, refer to the instructions for citing quotes and sources. **Ask your teacher for help!** Teachers will submit student assignments to an online program that checks for plagiarism and generates a report concerning each essay indicating any sources plagiarized.

- 1<sup>st</sup> Offense
  - Resubmit the written assignment and receive a "O" for the grade.
- 2<sup>nd</sup> Offense
  - Expulsion from the program

### **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:

- Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
- Students will be eligible at the public school in whose district and attendance area they reside.
- Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
- 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.

- 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.
- 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.
- All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
- 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.
- 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.

KSHSAA information: <http://www.kshsaa.org/>

### **Student Code of Conduct**

USD 374 K-12 Virtual Academy students are expected to adhere to all Board of Education and School Policies related to student code of conduct when on campus or attending school-related activities.

Responses to students who fail to meet behavior expectations will align with the continuum of responses at their home school.

### **Special Education / Section 504 Plan / English Language Learners:**

USD 374 K-12 Virtual Academy accepts enrollment applications from students who are identified as Special Education, on a Section 504 plan, or receiving ESOL services. Students with an IEP, 504 plan or ILP must meet the enrollment requirements for the Virtual Academy. The student's application will be reviewed by VA director to determine the appropriateness of placement.

When a student enrolls with current Special Education, Section 504 or ELL eligibility the VA director will be provided with a copy of the student's plan by the case manager.

**Student VS Contract**

- I have read and understand the policies and procedures outlined in the VA Student/Parent Handbook.
- I understand that I must follow the rules and regulations of the Virtual Academy to remain a student in good standing in USD #374 K-12 VA.
- I understand that the Virtual Academy is not intended to be a means to early graduation.

Student Signature \_\_\_\_\_

Student Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Please submit your signed contract to Sally Bruce.

Thank you