

Labette County Virtual School

“Expectations for Excellence”

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2022-2023
Student Handbook
Grades 7 thru 12

Table of Contents

Welcome	p. 3
Introduction	
Mission Statement	
Course Offerings	
Pacing and Flexibility	
School Information	p. 4 – 7
• School Year	
• Enrollment	
• Probationary Status	
• Special Education Enrollment	
• State Audit	
• Attendance Policies	
• Course Finals	
• Withdrawals	
• Moving Out of State/Country	
• Change of Information	
• Technology Needs	
• Supplemental Activities and Curriculum	
• School Sponsored Events	
• Required District and State Assessments	
• Objectionable Materials Guidelines/Procedures	
• LCVS Education Specialist (LCVS Teacher)	
• Progress Reports	
Learning Coach (Teaching Adult) Duties	p. 7 – 8
• Academic Progress	
• Course Placement and Advancement	
• Academic Progress Guidelines	
• Academic Progress Non-Compliance Procedure	
Communication	p. 8-9
• Communication Guidelines	
Conference Calls	
Email	
• Communication: Non-compliance Procedure	
• Professionalism	
Graduation Requirements	p. 9
• Number of Credits	
Grievance Guidelines	p. 10

Welcome to the Labette County Virtual School (LCVS)! LCVS is an excellent education option available to students in Kansas. The school and Education Specialists assist in educating children using high-quality standards and online curricula.

Introduction

- This is a KSDE approved virtual-online program. If you are seeking a chance to earn a high school diploma from an accredited school district, we are here to help you succeed!
- This document is intended to inform the school's parents and students of relevant policies and procedures for the school as well as to identify specific responsibilities pertaining to families enrolling in the school.

For all questions regarding policy, procedures, curriculum or technology your experienced Education Specialist is your first point of contact.

Mission Statement

LCVS is an innovative community of families, students, teaching adults and staff committed to empowering our learners to achieve their full potential through high quality education comprised of:

- a rigorous curriculum
- individualized support
- dedicated partnerships

in a variety of learning environments.

Course Offerings

Edgenuity is a leading provider of core and elective instruction in virtual and blended learning environments for students in grades 7-12. One of the first to support the innovative learning models that facilitate individualized learning for students, Edgenuity has become one of the largest providers of content in support of online, hybrid, and blended learning models, which allow teachers to facilitate learning for all students. Emphasizing instructional content in core and elective subjects, Edgenuity's programs help students recover and accrue credits for graduation, participate in Advanced Placement courses and prepare for state, end-of-course, and standardized assessments along with tutoring and support for adult education.

Offers courses in:

- Science
- Language Arts
- Math
- Social Studies
- Advanced Placement
- Various Electives

Pacing and Flexibility

- The Online School provides a recommended schedule that will ensure all lessons in each content level are presented in one academic school year's time frame.
- Consistent lesson progression is expected. (10%-11% per month is considered typical.)

- The Online School is flexibly designed to accommodate all learners.
- Progress data is used by the Education Specialists and Learning Coaches to evaluate student progress and learning.
- It is essential that the parent/guardian understand that when they enroll a student in the school, they agree to participate in the program **as designed**.

School Information

School Year

The traditional school year at LCVS is from August 18, 2022, through May 23, 2023. Returning students may work during June and July.

Enrollment

Enrollment in LCVS is open only to residents of the State of Kansas. The enrollment process must be fully completed. This includes:

- 7-12 online enrollment
- Enrollment packet available at www.usd506.org
- Immunization Record
- Proof of Age- Official birth certificate
- Proof of Residence
- Enrollment consultations

Failure to complete the enrollment process will result in a denied enrollment with LCVS.

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

A student who is serving an expulsion from a school district in Kansas is not permitted to enroll.

Completion of the enrollment packet does not require enrollment or commit the student to attending the school. All students, 9th to 12th grades, are required to fill out the Enrollment Form and Entrance Interview Questionnaire. Students will not be considered enrolled if both documents are not completely filled out and signed. **Formal acceptance to the virtual school will be determined by the program coordinator and superintendent of schools upon review of all required documentation (i.e., enrollment form and entrance interview questionnaire).**

A formal Directed Studies plan will be implemented for all students not "Meeting Standards" on state assessments. Continued enrollment is contingent on adherence to this plan. This plan is discussed and evaluated at each conference.

Probationary Status

Students with poor discipline, academic performance and excessive absences at their previous school may be placed on probation, which will include the development of a directed study (DS). Students scoring more than one grade level below on placement assessments will also be on probation. The probationary requirements shall be determined on a case-by-case basis by LCVS staff. Students on probationary status will be limited to the four core subjects.

Students wishing to re-enroll at LCVS after having been withdrawn due to non-compliance of any type (such as lack of progress, lack of communication with the Education Specialist or failure to participate in testing) must seek and obtain approval by administration for re-enrollment.

Special Education Enrollment – Special Education Enrollments are Due Complete by August 10

When a student who receives special education services enrolls at LCVS, the parents and/or guardians must provide a current IEP and evaluation to be reviewed by the high school special education staff prior to enrollment completion. Failure to provide a current IEP and/or evaluation, if one is available, will result in the denial of the student's enrollment application. If the student's enrollment is accepted and LCVS staff later determines the student had an IEP or evaluation that was not shared with LCVS staff by parents or guardians, the student's enrollment may be terminated.

When a student with a current IEP enrolls at LCVS, the parents must agree to a 30-day trial placement (beginning the first day after Labor Day) during which time an assessment/progress monitoring will be completed to determine if LCVS curriculum is appropriate for the student. If at the end of the 30-day trial, after having reviewed data, the LCVS special education staff determines that LCVS curriculum is not appropriate for the student; LCVS will urge parents to pursue other options and provide information regarding another more appropriate setting in the Lawrence school district.

During the 30-day trial placement, LCVS special education staff will assess whether the student can make adequate progress in the curriculum to continue placement at LCVS. If it is determined that adequate progress can be made in the curriculum, an IEP will be developed to reflect the student's special education needs within the Virtual School setting.

During the 30-day trial placement, the student must be made available for assessment/progress monitoring activities including trial teaching. The student will be required to come to LCVS for such scheduled assessment dates. LCVS staff will determine the extent to which the student needs to be available for assessment activities. Parents may be required to come to LCVS for multiple assessment sessions. Failure to attend scheduled assessments will result in denial of the student's enrollment application.

If the student had an IEP in the past that has expired, but the child was not exited from special education services, the LCVS special education staff will conduct a re-evaluation of that student's needs.

Parents of special education students are required to collect data on the student's progress on a regular basis.

Special education students will be subject to progression requirements as outlined by their IEP.

Special education service time will be determined subject to service providers' schedules.

All students qualifying for special education services (including Gifted services) must be enrolled in the four core classes at LCVS (Language Arts, Math, Science and Social Studies).

State Audit

To determine school funding, audits of mandatory student attendance are conducted in September. **Failure to fully participate and submit required documentation by designated date would result in automatic withdrawal from LCVS.**

Attendance Policies

Students are required to be online for **two** six-hour sessions at the beginning of each school year. First six-hour session must be completed between August 1st and September 20th and the **second** six-hour session must be completed between September 21st and October 4th. **(The six-hour online session must be completed in the same calendar day.)**

Course Finals

Students under 18 are required to take proctored course finals. Course finals must be scheduled in advance.

Withdrawals

Parents of students who are withdrawing from the school must submit their intentions, including new school information, to their Education Specialist. The school will contact parents to arrange for the recovery of all school equipment and materials. Parents/Guardians are expected to return all school property within 20 days and in good condition.

Parents/Guardians need to provide written verification from the new school within 20 days. Verification is considered to be a request of student records from the new placement or completing a non-accredited private school registration form at the state website. If verification is not received, LCVS is required to report the student(s) to the District Attorney's office or SRS in the county in which they reside, per the compulsory school attendance law.

Non-accredited private school registration forms may be downloaded from the Kansas Department of Education website: <http://www.ksbe.state.ks.us/Default.aspx?tabid=1684>

Moving Out of State/Country

Students moving out of the state or country will need to formally withdraw from LCVS.

Change of Information

Parents are responsible for notifying their Education Specialist of any changes to address, phone number or other pertinent information within 10 calendar days. The Education Specialists will notify the office of any communicated changes in order to update the student's records.

Technology Needs

Access to a computer and a working phone for conferencing is required. Throughout the year there will be times when access to a printer is also needed.

Internet Connection: Acquiring Internet service prior to the start of the school year and maintaining it is the responsibility of the family. Issues regarding connection to service should be directed to your Internet service provider. In case of extended interrupted service you will need to inform your Education Specialist. LCVS recommends the use of high speed Internet.

- **All issues surrounding technology should be reported first to the assigned Education Specialist.** The Education Specialist will then recommend the dissemination of information to the proper source.
- Use of the Internet is under the sole supervision of the Learning Coach (i.e., parent).
- LCVS is not responsible for lost data; please store ALL your documents, pictures, etc. on external media (flash drive, disks, etc.).

Supplemental Activities and Curriculum

Learning Coaches (parents) seeking to provide the best possible education for their student(s) often enrich the curriculum with extra activities, family trips and additional curricula. However, it is important that plans for additional activities and curricula be discussed ahead of time with the assigned Education Specialist so as to not

interfere with the required curricular objectives. It is also important to note that additional activities and additional curriculum do *not* replace completion and mastery of the student's core 9-12 lessons.

School Sponsored Events

LCVS students are not eligible to attend High School sponsored activities such as school dances, banquets, Prom, etc. Permission to attend these activities will not be given by the administration. These activities, sponsored by the various grade levels and designated teacher sponsors, are privileges given to Labette County High School students.

Required District and State Assessments

Students are required to participate in local and state assessments at their enrolled grade level. All LCVS students will be assessed on progress toward benchmarks and state standards using various standardized assessment tools.

- **Student attendance and participation in test preparation and scheduled testing is a mandatory requirement for enrollment in LCVS.**

As a public school, all students enrolled in grades 3 and above must participate in the Kansas State Assessment Program during the state mandated time frame. Their Education Specialists will communicate all testing times, dates and locations to parents. LCVS will provide as much notice as possible to facilitate scheduling and planning. **Failure to participate in assessments will be cause for withdrawal from LCVS.**

A formal ILP and/or Directed Studies plan will be implemented for all students not "Meeting Standards" on state assessments. Continued enrollment is contingent on adherence to this plan.

Objectionable Materials Guidelines/Procedure

There may be times in which a parent/guardian/Learning Coach will have objections to certain lessons, books or materials. In this case, the Education Specialist should be contacted to assure appropriate objectives are covered. The assessment for the lesson(s) must be completed to show that the objectives have been met.

LCVS Education Specialist (LCVS Teacher)

A healthy working relationship between Learning Coach and your assigned LCVS Education Specialist is essential. The Education Specialist is the first point of contact for all questions about guidelines, curriculum, procedures or technology. All Education Specialists hold a Kansas teaching license, have had extensive Education Specialist professional development and represent a diverse spectrum of educational backgrounds and experience. **Your Education Specialist is the first point of contact for Learning Coaches concerning any issue.**

LCVS Education Specialists will respond to communications within 24 hours on regular school days. The Education Specialist will notify their assigned families if they will be out of the office or unavailable. Additional responsibilities of the Education Specialist include, but are not limited to:

- Scheduling and conducting conference calls with each Learning Coach
- Instructional and curricular support
- Organizational assistance
- Technical support
- Encouragement and support in all areas of student learning and achievement
- Developing, monitoring and evaluating ILPs and Directed Studies
- Administration of formal and informal assessments
- Education Specialists may request work samples to support and affirm the student's academic progress

Progress Reports

One of the many features afforded by the E2020 online curriculum is an up-to-second report of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. Learning Coaches will receive a progress report each quarter.

Learning Coach (Teaching Adult) Duties

Academic Progress

The school is a mastery-based program and as such, 100% mastery of each content level is strongly encouraged and supported to provide a rich, rigorous and sequential learning experience for students.

● You are responsible for actively working with your child in their day-to-day learning.

- Mastering approximately 11% of the curriculum in each content area each month will enable students to successfully reach this goal of completing courses within the traditional nine month school year.
- Mastery of each lesson is based on scoring 70% or more on each lesson assessment. Learning Coaches should re-teach concepts until mastery is achieved. Curriculum has been developed to follow a prescribed sequence. Students should work at mastering curriculum in the order that lessons are prescribed.
- Students are expected to consistently complete at least four to five lessons in math and language arts per week. Education Specialists provide a pacing guide that will ensure all lessons in each content level are presented in one academic school year's time frame.
- Maintain open and honest communication with LVS faculty and staff.
- When requested, Learning Coaches are responsible for submitting requested work samples to the Education Specialist in a timely manner. Failure to submit requested items will result in non-compliance.
- Participate in all required assessments (DIBELS, Writing, State and others as requested).
- Progress data is used by the Education Specialists and Learning Coach to evaluate student progress and learning.
- Additional recommendations for beneficial scheduling, working with multiple children and appropriate progress goals for each student may be obtained from the student's Education Specialist.

Course Placement and Advancement

New students will be placed in appropriate level courses based on placement exam results along with all other information provided by the parent/guardian. All new students are required to take placement exams in all subjects. A student's grade level placement will be based on prior grade level completion and age. The placement team in consultation with the family will handle all placement decisions.

Academic Progress Guidelines

It is essential that the parent/guardian understands that when they enroll a student in the school, they agree to participate in the program as designed and actively engage in their child's daily learning. Multiple non-compliances may result in termination.

Academic Engagement: Non-compliance Procedure

Note: *The following procedure will not be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by the student's Education Specialist (extended illness of the student, parent or Primary Adult, planned vacations, Internet connection issues, etc.). The special education team will determine appropriate engagement for special education students.*

While the majority of our families are committed to educational excellence, there are instances in which a student may be considered lacking in appropriate academic progress. When students do not meet the minimum progress goals the staff will follow the procedure outlined below to notify the Learning Coach of a student's lack of progress.

Step procedure for improving academic progress:

Step 1: The Education Specialists will notify the Learning Coach and Administration of students who fail to meet the minimum academic engagement. (Notice 1)

Step 2: Upon receipt of notification, the Learning Coach will participate in a scheduled conference call to identify the issues causing the lack of engagement and develop an ILP or Directed Study Plan to re-engage learning and meet suitable academic goals to ensure the success of the student. The student will then be expected to show academic engagement.

Step 3: In the event the student does not engage according to stipulations in step 2, the Education Specialist will notify the administration with documentation pertinent to the student including progress history, participation in required activities and applicable conference notes.

Step 4: The administration will notify the parent/guardian via US Postal Service regarding non-compliance. The Learning Coach will be responsible for contacting their Education Specialist and clarifying their intentions regarding enrollment in LVS. (Notice 2)

Step 5: In the event that the Learning Coach does not respond to communication or the student does not re-engage in the school as designed in step 2, the administration will issue a 'Notice of Termination' letter to the parent/guardian and the child's enrollment will be terminated. (Notice 3, Final)

Communication

Communication Guidelines

In a virtual model, consistent and appropriate communication between the Learning Coach and the Education Specialists is essential for the success of the program. The sole responsibility for communication compliance between school and home lies with the Learning Coach. Methods of communication include telephone, face-to-face, email, etc.

Learning Coaches are responsible for:

- **Conferencing**

Conferencing between Learning Coaches and the Education Specialists are vital and integral pieces of the educational model provided by the school. Conferencing provides a personal venue between Education Specialists and Learning Coaches to discuss each student's academic progress and success and to provide support for the Learning Coaches in implementation of the curriculum, instructional methods, management ideas, etc. **An Education Specialist will schedule conference methods and sessions.** Learning Coaches are responsible to be available for these scheduled conferences. It is the responsibility of the Learning Coach to notify their Education Specialist 24 hours prior to the scheduled conference if they will not be available, so an alternate date may be determined.

- **Email**

Email is the primary communication platform for the Education Specialists, Learning Coaches, and administration. The majority of information needing to be communicated to LCVS families will be sent via their assigned email account. Often, the information is time-sensitive and many items require a specific response. Therefore:

- Learning Coaches are required to use email as a condition of enrollment.
- Learning Coaches are responsible for checking their email **daily**.
- Learning Coaches are responsible for replying promptly to any email requests received from LCVS staff.

Communication: Non-Compliance Procedure

A parent will be considered to be non-compliant with the school's communication policy when an Education Specialist is unable to reach the Learning Coach during a 2-week period of time. This includes unsuccessful attempts by the Education Specialist to interact with the Learning Coach via conference calls, email, and/or communication delivered to the parent's home address.

Step 1: The Education Specialists will notify the Learning Coach of failure to meet the minimum communication requirements. (Notice 1)

Step 2: Upon receipt of notification, the Learning Coach will participate in a scheduled conference to identify the issues causing the lack of communication and to develop an appropriate communications plan.

Step 3: In the event the Learning Coach does not follow the communication plan in step 2, the Education Specialist will notify the administration with appropriate documentation.

Step 4: The administration will notify the parent/guardian via US Postal Service regarding non-compliance. The Learning Coach will be responsible for contacting their Education Specialist and clarifying their intentions regarding enrollment in LVS. (Notice 2)

Step 5: In the event that the Learning Coach does not respond to communication and follow the communication plan, the administration will issue a 'Notice of Termination' letter to the parent/guardian and student enrollment will be terminated. (Notice 3)

Professionalism

All communication between the administration, Education Specialists, Learning Coaches, students, and other parties directly related to the school must be conducted with appropriate professionalism. Demeaning language, foul language, derogatory remarks/innuendos are not acceptable. This includes communication during phone conferences and communication in email. Acting in an unprofessional manner may result in termination of enrollment.

Graduation Requirements

Number of Credits

A total of 25 credits are required to earn a general high school diploma from Labette County High School. A full unit of credit (1.0) is defined as one hour of class that consists of one full year (36 weeks) of content. These credits consist of: 4 credits of Language Arts (English 9, 10, 11, 12 or an approved Language Arts course); 3 credits of Mathematics (one must be Algebra I); 3 credits of Science; 3 credits of Social Science (World History, U.S. History, and Government); 1 credit of Physical Education; 1 credit of Fine Arts; 10 credits of Electives.

Grievance Guidelines

As problems arise, school personnel and Learning Coaches agree that they must work together to solve them. For assistance in resolving a problem, please first direct all concerns, issues and questions to your child's Education Specialist (you can set up an appointment by phone or email). If the concern is not resolved at this level, please follow the Grievance Policy below.

Grievance Guidelines and Procedure

The school is interested in achieving and fostering both employee and student/family satisfaction. The following procedure was developed to ensure that the employee and student/family grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against its employees and students/families on the basis of disability, race, creed, color, gender, national origin, religion, or ancestry. The time frame for all appeals by employees and students/parents in the process is ten (10) school days unless otherwise determined by state or federal law.

The student and Learning Coach (es), custodian(s) or legal guardian(s), will address in writing, appropriately labeled, any concern or grievance initially with the student's Education Specialist. Such person shall respond within ten (10) school days.

If the concern or grievance is not resolved by the Education Specialist, the student and Learning Coach (es), custodian(s) or legal guardian(s) may, within ten (10) school days, request in writing a meeting (via phone or in person) with the Education Specialist and administration to discuss the concern or grievance. He/she shall investigate and respond within ten (10) school days.

In the event that the response of the Administrator is not satisfactory, the student and Learning Coach (es), custodian(s), or legal guardian(s) may, within ten (10) school days, participate in mediation or request a review with the District Assigned School Liaison. He/she shall investigate and respond within ten (10) school days.

Members of the public, parents, Education Specialists, students, and others, may submit a complaint in writing, by fax, in person, by email or regular US mail to the Administrative Office.