



Atchison Public School Virtual Program Handbook

2019 - 2020

Building Successful Futures: Every Student, Every Day

Atchison Public Schools USD 409
The mission of the Atchison Public School District shall be
to identify and remove all barriers to promote equal
opportunities for success by all students

This handbook is meant to be an abbreviated version of Atchison Public Schools policies, rules and regulations. Should a discrepancy between board policy and any language in this handbook arise, district policy supersedes this handbook.

Students shall also be required to follow the expectations contained in the appropriate building handbook for Atchison Public Schools while participating in the Virtual Program.

Table of Contents

Welcome.....	4
Mission Statement.....	4
Academic Engagement	4
Academic Engagement: Non-Compliance Procedures.....	4
Academic Progress Guidelines	5
Attendance	5
Change of Information	6
Communication.....	6
Counseling Services	6
Course Finals	7
Curriculum	7
District and State Assessments.....	7
Electronic Devices.....	7
Eligibility Requirements for Students.....	7
Enrollment Guidelines and Admission Information	8
Grades and Grading System	9
Graduation Requirements.....	9
Non-Discrimination Statement.....	10
Pacing and Flexibility	10
School Year	10
Special Education Services	10
State Audit	11
Technology Support.....	11
Technology/Network Acceptable Use Policy.....	11

Welcome

Welcome to the Atchison Public School Virtual Program! Atchison Public School Virtual Program provides a meaningful learning experience with a highly qualified teacher. The Atchison Public School Virtual Program is here to meet your educational needs and help you be academically successful.

Atchison Public School Virtual Program is established in partnership with Greenbush Educational Services and delivers curriculum through Edgenuity. This document is intended to inform parents and students of relevant policies and procedures for the virtual program as well as to identify specific responsibilities pertaining to families enrolling in the program.

Mission Statement

The Atchison Public School Virtual Program is an initiative under the Board's Strategic Plan to provide for the needs of the whole child in an alternative instructional arrangement through high quality education consisting of a rigorous curriculum, individual support, and a dedicated partnership.

Academic Engagement

Students who are under the age of 18 and whose class has not graduated are expected to be actively working for a minimum of 25 hours per week (attendance) and complete 5% of toward each virtual class per school week (progress).

Academic Engagement: Non-Compliance Procedures

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:

Procedure for Improving Academic Progress

Step 1: The instructor will notify the administration of students who fail to meet the minimum academic engagement.

Step 2: Upon receipt of notification, the instructor will participate in a scheduled conference call with the parent or guardian to identify the issues causing the lack of engagement and develop a 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 instructor will notify the parent/guardian and administration with documentation pertinent to the student including progress history, participation in required activities.

Step 4: The administration will notify the parent/guardian regarding non-compliance.

Step 5: In the event the parent does not respond to communication or the student does not re-engage in the school as designed in step 2, the student will be placed on probation status and a determination of placement will be authorized. Termination from the program may be considered within this process. Additionally a formal directed studies plan may be implemented for all students not “Meeting Standards” on state assessments or for lack of academic achievement. Continued enrollment is contingent on adherence to this plan. This plan is discussed and evaluated at each conference.

Note: The procedure will not be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by Atchison Public School Virtual Program administration (i.e. extended illness of the student, parent or primary adult, internet connection issues, etc.)

Academic Progress Guidelines

Regular and appropriate progress is critical to the success of students participating in the Atchison Public School Virtual Program. In order for a student to be academically prepared for subsequent course levels 60% mastery or higher of all content levels is required.

It is essential that the parent/guardian understands that when they enroll a student in the program they agree to participate in the program as designed and actively engage in their child’s daily learning.

Regular attendance is defined as a student working enough to progress approximately 5% toward completion of each virtual class per school week.

Attendance

Students who are under the age of 18 and whose class has not graduated are expected to be actively working for a minimum of 25 hours per week (attendance) and complete 5% of assignments toward each virtual class per school week (progress).

If the student goes two consecutive weeks without meeting the attendance or progress expectations they will be considered truant. At that time the student and/or parent will be required to attend a counseling session with HS administration. If attendance and progress does

not improve after that, a truancy warning letter will be mailed to the family. If attendance and progress continues not to improve, truancy will be filed with the county and the student will be dismissed from the program.

The steps Atchison Public School Virtual Program takes for filing truancy are as follow:

1. After 3 days in a row of student inactivity, the teacher will notify the parent to communicate the concern and expectation that the student participate in the course on a daily basis and make academic progress in alignment with the course pace chart. The teacher will report the student as absent. If direct contact is not made, a return email or phone call from the parent is required within 24 hours.
2. After 4 days, if there is not a response from the parent and/or the student does not actively participate in the course, the teacher will again report the student as absent. The student's absence will be escalated to the student's Advisor, who will call the parent.
3. After 5 days, if there is not a response from the parent, and/or the student does not actively participate in the course, the student will be placed on academic probation and/or filed truant.

Change of Information

Parents are responsible for notifying their teacher and/or counselor of any changes to address, phone number or other pertinent information within 10 calendar days.

Communication

Communication is a key component to the success of your student in the Atchison Public School Virtual Program. Parents are encouraged to call or e-mail the Atchison Public School Virtual Program Director/coordinator or teacher with questions or concerns. Your phone call will be returned within 24 hours. E-mails will be answered in the same time frame.

E-mail is the quickest way for the Atchison Public School Virtual Director to get information out to all families enrolled in Atchison Public School Virtual Program. Families are encouraged to check e-mail daily as updates and reminders as well as feedback on assignments are sent regularly.

Each semester a Parent/Teacher Virtual Conference will be held to discuss academic progress. These conferences are a Kansas State Department of Education requirement.

Counseling Services

Atchison Public School Virtual Program will provide counseling services as needed.

Course Finals

All Atchison Public School Virtual Program 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 Atchison Public School Virtual Program. It is also mandatory that finals for all courses be proctored.

The proctored exams will be administered at enter your location and will be proctored by a licensed USD 409 administrator and/or teacher.

Curriculum



The Atchison Public School Virtual Program is based on the Edgenuity computer program. Students will complete coursework online. Credits are earned when a student completes and passes a course. The expectation is that students are able to earn ½ credit at the end of each semester. Students may request to talk with a counselor about their credits earned at any time.

District and State Assessments

Atchison Public School Virtual Program is a public school and all students are required to participate in the Kansas State assessments and audit to maintain enrollment.

Electronic Devices

While on school property or while attending school-sponsored or school-related activities, or on school buses or vehicles provided by the district, students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy of others. Students in possession of these devices shall observe district and building policies. Parents and students should consult their school handbook for further details.

Sexually Explicit, Vulgar, or Violent Material

Students shall not send, share, display, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, nudity, vulgar, threatening, or violent material. This includes creating/taking pictures of themselves or others. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

Eligibility Requirements for Students

See Atchison Public Schools Activities Handbook.

Enrollment Guidelines and Admission Information

The Atchison Public School Virtual Program is a public school program that operates outside of a traditional classroom. As public school students, your child will be expected to spend a certain amount of time each day engaged in schoolwork. They will also be required to take standardized tests mandated by the state of Kansas. The Edgenuity curriculum was developed by experts to meet or exceed Kansas Academic Standards.

Enrollment into the Atchison Public School Virtual Program is contingent on approval of the Superintendent or designee.

Students in grades 6-12 who reside within the state of Kansas, and live in the USD 409 attendance area are eligible to apply for entrance into the Atchison Public School Virtual Program.

- Students may be eligible for consideration if:
 - The student is under long term suspension or expulsion
 - The student has a documented severe medical condition that prevents him or her from attending school

Acceptance into the Atchison Public School Virtual Program requires an acknowledgment and understanding of the following information:

- A virtual environment is not the appropriate educational setting for every child. It is important to consider your child's needs to determine appropriateness.
- School fees will be due at enrollment. Fee amounts are listed on the district website and in the District Parent & Student Handbook.
- Required school supplies will be based on courses taken. Individual instructors will provide information for their course.
- Students will be provided access to a laptop computer but it is the responsibility of the enrolled student and family to secure an Internet service provider prior to the start of school. High speed internet is recommended.
- The Atchison Public School Virtual Program is a public school program and follows the Kansas health and immunization guideline requirements which are available with the other enrollment information on the district website and in the District Parent & Student Handbook.
- Student progress is an expected part of Atchison Public School Virtual Program. Teachers will review progress and consider other factors, including parental input, when making student advancement decisions.
- Adherence to the Atchison Public School Virtual Program Handbook and USD 409 Board policy is strictly enforced.

After enrollment data are confirmed, the student's parent/guardian will be contacted to complete course selection.

Grades and Grading System

Report to Parents: Progress reports and report cards will be handed out to students as noted on the school calendar. The final report cards will be mailed at the end of the school year.

A - 90 - 100

B - 80 - 89

C - 70 - 79

D - 60 - 69

F - 0 - 59

Graduation Requirements

Participation in Graduation Ceremony

1. All fees must be paid one week prior to participating in promotion or the graduation ceremony.
2. A student will be required to complete 25 credits by the end of his/her senior year. A student will be eligible for graduation on completion of 16.5 credits of required classes, one-half (.5) credit of Redmen Students in Volunteer Partnerships (RSVP), and at least 8 credits of elective courses. A failing semester grade will result in .0 credit points. Semester grades will not be averaged for a course grade.

Required Courses (17 credits):

- 1) Four (4) credits of English Language Arts (9, 10, 11, 12)
- 2) Four (4) credits of Social Studies
 - To include one (1) credits of 9th grade, World History
 - To include one (1) credits of 10th grade, American History to 1877
 - To include one (1) credits of 11th grade, American History from 1877
 - To include one (1) credits of 12th grade, American Government or Economics/Government
- 3) Three (3) credits of Science, including one course as a laboratory course above the 9th grade
- 4) Three (3) credits of Mathematics
- 5) One (1) credits of Physical Education, which shall include one-half (.5) credit of Health and one-half (.5) credit of General Physical Education
- 6) One (1) credits of Fine Arts
- 7) One-half (.5) credit in Finance, Business Management or Marketing
- 8) One-half (.5) credit Redmen Students in Volunteer Partnerships

Elective Courses in the Following Areas of (8 credits):

- 1) Business
- 2) Foreign Language
- 3) Human Services
- 4) Fine Arts

- 5) Video Technology
- 6) Technical College
- 7) Manufacturing (woods, drafting, etc.)

High school diplomas for children in the custody of the Department of Social and Rehabilitation Services and children in the custody of the Juvenile Justice Authority shall be granted as required by Kansas law.

Non-Discrimination Statement

Atchison Public Schools, USD 409, does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: USD 409 District Coordinator of Section 504, ADA, Title VII, Title VI and Title IX, Dr. David Myers, 626 Commercial St., Atchison, KS 66002, 913.367.4384.

Pacing and Flexibility

The Atchison Public School Virtual Program provides a recommended schedule that ensures all lessons in each content level are presented in one semester or academic school year's time frame. Consistent lesson progression is expected. Progress data is used by the teacher and staff to evaluate student progress and learning. The Atchison Public School Virtual Program provides a recommended schedule that ensures all lessons in each content level are presented in one semester or academic school year's time frame. Students are encouraged to complete work according to the same academic calendar as the traditional school. Students who fail to complete work prior to the end of the semester will be given until two weeks after the semester ends to finish. Failure to complete all work prior to that date will result in a failing grade entered on the transcript. It is essential that the parent or guardian understand that when they enroll a student in the school, they agree to participate in the program as designed.

School Year

The virtual program follows the published calendar for the Atchison Public Schools.

Special Education Services

Placement in the virtual school/program will be determined by the IEP team. After applying to the virtual school/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 that sponsors the virtual school/program.

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 will result in automatic removal from Atchison Public School Virtual Program.

Technology Support

Internet Service

Any student/family enrolled in the Atchison Public School Virtual Program will be responsible for providing their own internet service. If you have problems with your internet connection you should contact your service provider to resolve those issues. It is strongly recommended that you have high-speed internet.

Computer Access

Students enrolled in the Atchison Public School Virtual Program will be supplied a computer through the Greenbush Service Center.

Technology/Network Acceptable Use Policy

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible.

Responsible Citizenship

Being a digital citizen at Atchison Public Schools, we use information and technology in safe, legal and responsible ways. It is important that we educate our students on what this means before we start using technology. The conversation must continue throughout our work. We embrace the following conditions or facets of being a digital citizen.

- Respect yourself. I will select online names that are appropriate. I will consider the information and images that I post online.
- Protect yourself. I will not publish my personal details, contact details or a schedule of my activities.
- Respect others. I will not use technologies to bully or tease other people.
- Protect others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property. I will suitably cite any and all use of websites, books, media, etc.
- Protect intellectual property. I will request to use the software and media that others produce.

Managing Your Digital Footprint

The following guidelines/requirements apply to students while on school property, while attending school-sponsored or school-related activities, or on school buses or vehicles provided by the district. Students in possession of electronic or digital devices shall observe district and building policies. Parents and students should consult their school handbook for further details.

Some examples of appropriate use include but are not limited to the following:

Personal Safety

Do not send any messages that include personal information such as: home address, personal phone numbers and/or last name for yourself or any other person.

Password Protection

School passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should immediately notify a teacher or administrator who in turn will notify the district's Technology Department. As passwords are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

Privacy

Email is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Atchison Public Schools has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the school network, e-mail accounts, hardware, and Internet access, including transmitted and received information. All information files are the property of Atchison Public Schools and no user shall have any expectation of privacy regarding such files, accounts, or devices.

Online Etiquette

Follow the guidelines of accepted behaviors within the school handbook. Whether at home or in school, use appropriate language and graphics. Sexting, swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access or devices to make distribute, or redistribute jokes, stories, to bully, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, nationality, religion or sexual orientation. Inappropriate content will be deleted.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or

summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook.

Proxies and Hotspots

The use of anonymous proxies or other methods to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos and videos of self, other students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Camera and Video Use

Unapproved camera and video use is a violation of this agreement. Students are not to take pictures or videos of staff or students without permission. Any student use of cameras in Atchison Public Schools should be part of a class or club activity.

Violating Copyrights

Copying or downloading copyrighted materials without the owner's permission is a violation of this agreement.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the school's technology, networks and internet services, including but not limited to hacking activities and creation/uploading of computer viruses is a violation of this agreement.

Classroom Expectations

Failure to follow teacher direction in regards to the use of the devices/tools/websites during class is a violation of this agreement.