



**KANSAS**  
VIRTUAL  
ACADEMY

# Insight School of Kansas and Kansas Virtual Academy

## Student and Learning Coach Handbook

2021-2022

Authorized by Spring Hill Unified School District #230

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*Policies and procedures listed in this handbook may be changed without prior notice at the discretion of Insight School of Kansas, hereinafter referred to as Insight in this handbook, or Kansas Virtual Academy, hereinafter referred to as KVA in this handbook. Any alterations to this document will be communicated to affected parties by mail and/or email.*

*Spring Hill School District retains full governance authority to oversee ISKS' and KVA's operation of the school.*

*This handbook was approved by the Spring Hill Board of Education on 05/10/2021.*

## Table of Contents

Welcome to Insight and KSVA! .....	9
Insight and KSVA Information .....	10
Introduction .....	10
The Mission of Insight and KSVA.....	10
The Vision of Insight and KSVA .....	10
The Goal of Insight and KSVA.....	10
Admission.....	11
Program Scope .....	11
Dual Enrollment .....	11
Non-Discrimination Policy.....	11
Enrollment Process and Application .....	12
Evaluation of Enrollment .....	12
Residency Requirement .....	12
McKinney-Vento Act and Foster Care.....	13
Age Restrictions .....	13
Immunizations.....	13
Completion of 6th - 8th Grade .....	13
Suspended/Expelled Students .....	14
Criminal Background .....	14
Transfer Credits.....	14
Registration/Course Selection .....	14
Student/Parent Orientation.....	14
Civil Rights, Discrimination and Appeals Process.....	14
Special Programs.....	15
Multi-Tiered Support System .....	15
Child Find .....	16
Special Education .....	16
Section 504 Plan.....	17
English Language Learners.....	18
Special Programs Point of Contact.....	18
Instruction and Curriculum .....	18
Staff qualifications .....	18

Staff Course Assignments .....	18
Highly Qualified Teachers .....	18
Alignment to State Standards .....	18
Materials and Technology.....	18
Inventory Identification .....	18
Acceptable Use Policy .....	19
Distribution of Textbooks, Materials & Technology .....	19
Translated Materials/Access Statement.....	19
Insurance Coverage.....	19
Return of Textbooks, Materials & Technology .....	20
Student Health and Safety .....	20
Vision, Hearing and Dental Screenings .....	20
Student Medication Administration .....	20
Allergen and Other Health Concerns Notification .....	20
Student Support Operations .....	21
Learning Coach.....	21
Student Inquiries.....	21
Process .....	21
Response Time .....	21
Technical Support .....	21
Academic Support.....	21
School Counseling/Guidance Support .....	21
Advisory.....	21
Admissions Support .....	21
School Email .....	21
Conduct and Discipline .....	22
Student Code of Conduct (Overview) .....	22
Virtual Classroom Conduct .....	23
Use of Language and Images .....	23
Dress Code .....	24
Personal Respect.....	24
Defiance .....	24
Harassment, Intimidation, and Bullying.....	24

Academic Freedom/Student Rights .....	25
Technology Usage .....	25
Discipline - Process.....	25
Discipline - Appeal Process .....	26
Re-admission.....	26
Record Keeping .....	26
Records to be Maintained.....	26
Records Storage .....	26
Attendance Tracking .....	26
Instructional Hours.....	27
Attendance.....	27
Student Absences/Illnesses .....	27
Student Absences/Technology Issues.....	28
State Count Days.....	28
Student/Parent Satisfaction Surveys .....	29
Student Activities .....	29
Face-to-face events.....	29
Clubs and Activities .....	29
Informal Events .....	29
School Event Conduct .....	29
Dances.....	29
Graduation Ceremonies & Exercises.....	30
Transportation .....	30
FERPA Policy.....	30
GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN).....	33
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) .....	38
High School Academic Handbook .....	40
High School Academic Operations.....	41
2021-2022 Academic Calendar .....	41
Mission Statement .....	41
Vision Statement.....	41
School Goal .....	41
Course Approval.....	41

Course Catalog .....	41
Add/Drop Period .....	41
Course Load.....	42
Course Fees .....	42
Low-Enrollment Courses .....	42
Credit for Courses .....	42
Dual Credit for College Coursework.....	42
Transfer Credits.....	42
Registration/Course Selection .....	42
High School Academic Operations.....	43
Change of Student Information .....	43
Communication.....	43
Communication: Non-Compliance Procedure .....	43
Voluntary Withdrawal.....	43
Involuntary Withdrawal .....	43
Hardware & Materials Return.....	44
Progress Checks .....	44
Report Cards .....	44
Transcripts.....	44
Student Privacy .....	44
Disclosure of Personally Identifiable Information .....	44
High School Grading and Testing .....	45
Grading Policy .....	45
Grade Scale/Grade Point Value .....	45
Grade Point Average .....	45
Class Rank.....	45
Class Standing .....	45
Late Assignments .....	46
Attendance Points.....	46
Monitored Exams.....	46
Requests for Course Additions.....	46
Course Withdrawal .....	46
Appeals Process .....	47

Course Retake for Grade Replacement .....	47
Credit Recovery.....	47
Standardized Assessments.....	47
National Standardized Achievement Testing.....	48
High School Graduation .....	48
General Requirements .....	48
Incoming Freshmen.....	49
10th-12th Grade Transfer Students .....	49
Transfer Credits.....	49
Accelerated Graduation .....	49
Diploma Authorization .....	49
National Honor Society .....	49
NCAA Eligibility.....	50
High School Conduct and Discipline.....	50
Plagiarism.....	50
Middle School Academic Handbook .....	52
Middle School Academic Operations.....	52
2021-2022 Academic Calendar .....	52
Insight/KSVA Mission Statement .....	52
Insight/KSVA Vision statement .....	52
Insight/KSVA Goal .....	52
Change of Student Information .....	52
Communication.....	53
Communication: Non-Compliance Procedure .....	53
Voluntary Withdrawal.....	53
Involuntary Withdrawal .....	53
Hardware & Materials Return.....	53
Progress Checks .....	54
Report Cards .....	54
Student Privacy .....	54
Disclosure of Personally Identifiable Information .....	54
Middle School Grading and Testing .....	54
Grading Policy .....	54

Late Assignments .....	55
Attendance Points.....	55
Interim Assessments .....	55
Monitored Exams.....	55
Appeals Process .....	55
Standardized Assessments.....	56
Elective courses.....	56
Middle School Conduct and Discipline.....	56
Plagiarism .....	56
Elementary School Academic Handbook .....	57
Elementary School Academic Operations.....	57
2021-2022 Academic Calendar .....	57
KSPA Mission Statement.....	57
KSPA Vision statement.....	57
KSPA Goal.....	57
Course Approval.....	57
Registration/Course Selection .....	57
Change of Student Information .....	58
Voluntary Withdrawal.....	58
Involuntary Withdrawal .....	58
Hardware & Materials Return.....	58
Progress Checks .....	58
Report Cards .....	58
Student Privacy .....	58
Disclosure of Personally Identifiable Information .....	59
Academic Responsibility Policy .....	59
Elementary School Grading and Testing.....	60
OLS Assessments.....	60
OLS Progress for K-5 Students .....	60
Exit Tickets .....	60
Live Class Sessions.....	60
Teacher-Graded Assignments.....	60
Electives .....	60

Interim Assessments .....	60
AIMSWeb Plus.....	61
MAP Assessment (Measures of Academic Progress).....	61
Stride .....	61
Academic Advancement .....	61
Assessing Out of Curriculum .....	62
Communication.....	62
Communication: Non-Compliance Procedure .....	62
Individual Plans of Study (IPS) Calls/Conferences.....	63
Monitored Exams.....	63
Standardized Assessments.....	63
Online School (OLS).....	63
Introduction to Online Learning .....	63
Objectionable Materials Policy .....	64
Elementary School Conduct and Discipline .....	64
Academic Integrity & Academic Engagement.....	64
Academic Engagement Policies.....	65
Removal from KSVa .....	66
APPENDICES .....	67
TITLE IX GRIEVANCE PROCEDURES .....	68
ISKS/KSVa TITLE IX COMPLAINT FORM.....	71
Office Staff Contact List .....	73



## Welcome to Insight and KVA!

Dear Insight and KVA students and learning coaches:

Welcome to the 2021-2022 school year! We are so happy to have you here with us - you are in for a fantastic year as part of the Insight and KVA family!

Insight and KVA, both authorized by Spring Hill Unified School District #230, exist to meet the diverse needs of all individuals in a learner-centered environment. We believe that with the use of effective technology and successful teaching strategies will result in students with an appreciation for life-long learning and the ability to become competent, productive citizens.

Our mission at Insight and KVA is to transform learning for all students by ensuring student success through inspired, compassionate teaching. Our online instructional model will leverage research-based, 21st century learning skills in order to set the standard for education while empowering responsible, innovative leaders. When engaged in as it is designed, our program is among the best options for educating students and is available to Kansas residents seeking an alternative academic setting. Here at Insight and KVA, we #LearnEveryday!

Our highly qualified faculty members, all Kansas state-licensed, are eager and excited to share their vast knowledge and experience throughout the upcoming school year. Our teachers work hard to prepare enriching courses of study designed to educate and stimulate a passion for learning. If you have any questions or concerns throughout the school year, please contact our office and we will ensure the appropriate member of our administrative team assists you. Our school contact information is as follows:

Insight School of Kansas  
Kansas Virtual Academy  
101 E South Street  
Spring Hill, KS 66083  
insightks.k12.com  
ksva.k12.com  
Phone: (913) 592-4600  
Fax (Main Office): (913) 592-4646

As always, feel free to share with us your ideas on ways to improve our school and make this school year the best experience for all involved.

Best regards,

Cassandra Barton, Head of School, Insight and KVA

Wayne Burke, Superintendent, Spring Hill Unified School District

## Insight and KVA Information

### Introduction

The Insight and KVA Student and Learning Coach handbook, 2021-2022, is intended to guide students and parents/guardians in the operations of the school. Policies contained herein have been approved by the Spring Hill Unified School District #230.

Insight and KVA operate statewide under the authorization and oversight of the Spring Hill Unified School District #230 ("SHUSD"). Insight and KVA are accredited by the Kansas State Department of Education ("KSDE") as more fully described in the accreditation section of this handbook.

While this handbook will cover a variety of areas, this handbook is not meant to be an "all-encompassing document." Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies can be found at [https://www.usd230.org/about\\_us/board\\_of\\_education/policies](https://www.usd230.org/about_us/board_of_education/policies). Policies and procedures are subject to change and USD 230 will endeavor to try to provide timely notice of all changes.

### The Mission of Insight and KVA

Ensuring student success through inspired, compassionate teaching

### The Vision of Insight and KVA

Set the standard for education while empowering responsible, innovative leaders.

### The Goal of Insight and KVA

EVERY student enrolled in a K12 powered school shall achieve at least one year's academic growth each school year.

## Admission

### Program Scope

Insight is primarily a full-time, online, diploma-granting, public middle and high school serving students in grades 7-12. Full-time status is defined as a student enrolled in 5 or more courses each semester. All students will be classified under public school status.

KSVA is primarily a full-time, online, public elementary and middle school serving students in grades K-6. Full-time status is defined as a student who is enrolled in 5 or more subjects for the year. All students will be classified under public school status.

**Insight and KSVA are NOT homeschool programs—both are public schools students attend from home.**

Currently, Insight and KSVA are available to students who qualify for public school funding and meet admission criteria. Should the Spring Hill Unified School District Board of Education determine to make available enrollment to students not qualified for public school funding, Insight and KSVA will provide a tuition schedule to KSDE.

### Dual Enrollment

A student who is dually enrolled receives educational services from more than one public school at the same time. Insight/KSVA students enrolled in another school must notify Insight/KSVA of such enrollment. **Dual enrollment must be approved by the home district, Insight/KSVA administration and the family prior to the semester.**

Students at Insight/KSVA will only be eligible for dual-enrollment on a case by case basis pending approval by the local district for extracurricular activity eligibility. All students will be enrolled as full-time and will be required to maintain enrollment in no fewer than five (5) courses each semester for full-time status, unless otherwise agreed to by Insight/KSVA administration. Insight/KSVA is not responsible for tuition or fees associated with courses elsewhere.

In order for a student to be eligible to participate in extracurricular activities, the student must be enrolled in a minimum of one class in the KSHSAA member school where they desire eligibility, and a minimum of five classes at Insight/KSVA. The local district retains the authority to approve dual enrollment agreements with Insight/KSVA.

Students enrolled in Spring Hill Unified School District who register for Insight/KSVA courses on a supplemental basis are not considered dually enrolled.

### Non-Discrimination Policy

Insight and KSVA, under the governance of SHUSD, complies with all applicable federal and state rules and regulations and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, disability or veteran status. A copy of our Title IX Grievance Procedures is included in the appendix. Inquiries regarding compliance procedures may be directed to our Title IX Coordinators:

Elicia Harrison  
Family Resource Coordinator  
101 E South Street Spring Hill KS 66083  
913.592.4600, extension 3022  
eharrison@insightks.org

## Enrollment Process and Application

The online enrollment application may be accessed on the Insight or KSVA website. The enrollment application collects parent information, student information, as well as background demographic and marketing information. The Insight and KSVA websites provide additional instruction to applicants.

Insight and KSVA will collect and evaluate all enrollment applications to approve or deny enrollment based on academic and residency requirements. Academic requirements for the teen high school include:

- Students entering 10th grade must have earned at least 2 credits toward graduation to be enrolled.
- Students entering 11th grade must have earned at least 6 credits toward graduation, 3 of which must be core credits to be enrolled.
- Students entering 12th grade must have earned at least 13 credits toward graduation, 6 of which must be core credits to be enrolled.

Insight and KSVA will maintain contact with those applicants who apply after the enrollment deadline and before the start of the current enrollment period to establish continued interest.

Enrollment applications are date/time stamped and processed in the order in which the forms are received. Students who have completed the initial application process can expect to hear from Insight/KSVA within one month.

## Evaluation of Enrollment

Following the collection of documentation and prior to the completion of registration, the following steps will be taken as needed:

- Administration or designee will complete a transcript analysis for Insight applicants.
- Special Services Enrollment Team will review and re-evaluate any IEP student to determine the best placement for that student.
- Administration will evaluate homeschool portfolios and transcripts to determine credit eligibility and assessment scores to determine course appropriateness.
- Administration or designee will seek information on current expulsions from former districts if necessary.

## Residency Requirement

Insight and KSVA are publicly-funded schools. Currently, students who are, or will be, **residing in the state of Kansas** for the 2021-2022 academic year are eligible to attend.

Families must provide at least one of the following documents during the enrollment process in order to demonstrate residency; however, students who are unable to demonstrate a fixed residence will not be denied admission:

- Copy of a utility bill with a home address within the state
- Copy of a housing agreement with a home address within the state
- Other documents as accepted by Insight/KSVA on a case by case basis

### McKinney-Vento Act and Foster Care

The McKinney-Vento Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster Learning Coaches or relatives other than their legal guardians.

Insight/KSVA can offer school supplies to qualifying homeless youth. Determinations of qualifying students are made on a case-by-case basis.

Learning Coaches may review the Insight/KSVA Admission of Homeless Children and Youth policy or touch base regarding their student in the foster care system by calling the school's Family Resource Coordinator, Elicia Harrison, at 913.592.4600, ext. 3022.

### Age Restrictions

To enroll in Kindergarten at KSVA, a student must be 5 years of age on or before August 31 of current school year.

There is no maximum age restriction for attending Insight; however, based on a student's cohort year, Insight will determine placement.

### Immunizations

As per Kansas Statute 72-6262, all children upon entry to school must be appropriately vaccinated as deemed necessary by the State Department of Health and Environment (KDHE). Medical and religious exemptions are the only exceptions recognized by the statute. Medical exemptions signed by a physician must be provided on an annual basis. Failure to provide the written documentation required by law will prohibit school entrance until such proof is presented. A link to the Kansas Immunization Requirements may be found on the school nurse resources webpage.

Students who have not received age appropriate vaccinations will be excluded as outlined in KDHE requirements for Isolation and Quarantine of Infectious or Contagious Diseases. KDHE isolation requirements will be posted on the school nurse resources webpage.

Shall a student receive updated immunizations, it is the legal guardian's responsibility to provide the school an updated record. Updated immunizations can be emailed or faxed to (913) 592-4646 or [ksofax@insightks.org](mailto:ksofax@insightks.org).

### Completion of 6th - 8th Grade

Students entering the 9th grade must have completed 8th grade in a public or private school setting or demonstrate mastery of 8th grade content through standardized testing and/or portfolio of completed work. Families of entering freshmen must provide any and all documentation necessary to establish successful fulfillment of this requirement.

Additionally, students entering the 7th grade or the 8th grade must have completed (respectively) the 6th and the 7th grade in a public or private school setting or demonstrate mastery of 6th and 7th grade content through standardized testing and/or portfolio of completed work.

Insight recognizes the following standardized tests as evidence of 6-8th grade completion:

- CAT - California Achievement Test
- ITBS - Iowa Test of Basic Skills
- SRA Achievement Battery

- Stanford Achievement Test Battery
- Comprehensive Test of Basic Skills
- Metropolitan Achievement Battery

Families of students who are unable to submit an official transcript or portfolio of work as evidence of 6th-8th grade completion are encouraged to investigate local testing centers in order to take a standardized test that will satisfy the burden of proof.

### Suspended/Expelled Students

Insight/KSVA and SHUSD shall evaluate for enrollment any student currently suspended by any other Kansas public school on a case-by-case basis. Insight/KSVA and SHUSD may refuse to allow a student who is expelled to enroll during the term of the expulsion if the student was expelled.

### Criminal Background

Insight and KSVA complies with applicable state regulations regarding student privacy. For the safety of all students, Insight and KSVA reserves the right to ask students whether they have been convicted of a crime and the nature of the offenses. If the Head of School or designee deems that admitting the student would pose a significant risk to the health and safety of the other students, the Head of School or designee may deny the student admission to the school.

### Transfer Credits

Students may transfer in credits from any accredited institution.

Students wishing to transfer credits based on homeschool work or portfolios or course work completed at a non-accredited institution may petition Insight or KSVA to have credits accepted. Insight/KSVA reserve the right to refuse transfer credits from non-accredited institutions or for homeschool experiences.

### Registration/Course Selection

The school counselor will schedule each student in the courses which meet the student's progress and graduation requirements. Students are provided detailed course information as well as several tools to help them establish graduation plans. Support staff will contact every student to discuss the graduation plan and course selections. All courses are approved by school administration.

### Student/Parent Orientation

Students and their families will be provided with an opportunity for a face-to-face and/or online orientation that will enable them to become familiar with all aspects of the Insight/KSVA online learning environment. Insight/KSVA will coordinate online orientations prior to the first day of school.

### Civil Rights, Discrimination and Appeals Process

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes that Insight/KSVA, or any of the schools' staff, instructors, and/or administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and/or Section 504 of the Rehabilitation Act of 1973 (disability) may make a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the complaint is encouraged and should be attempted with the Head of School or Principal.

If an informal acceptable solution cannot be attained, the student shall reduce the complaint to writing and formal Title IX and Section 504 grievance procedures shall commence. The complainant may file

her/his complaint directly with the Office for Civil Rights, United States Department of Education, and/or use the internal grievance process set forth as follows:

Step 1. An alleged formal discrimination grievance complaint should first be made following Insight and KSVAs Title IX Grievance Procedure (see Appendix section of the Handbook).

Step 2. If not resolved at Step 1, the decision may be appealed to the District's Title IX Coordinator within five (5) school days from the date of the Step 1 decision:

Spring Hill Unified School #230  
Title IX Compliance Officer  
101 E. South St.  
Spring Hill, KS 66083

Step 3. If not resolved at Step 2, the decision may be appealed to the District's Superintendent, who functions as the final mediator at the local level, within five (5) school days from the date of the Step 2 decision.

Step 4. If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights/Kansas City Office/ U.S. Department of Education, 8930 Ward Parkway – Suite 2037, Kansas City, MO 64114

## Special Programs

### Multi-Tiered Support System

Insight/KSVA uses Multi-Tiered Support System (MTSS) school-wide as a first level support, to assist in the identification of educational needs, and to provide scientifically based interventions for struggling students.

The MTSS process is a three-tiered approach to providing services and interventions to students who struggle with learning. MTSS provides interventions in increasing levels of intensity based on progress monitoring and data analysis. This process assists in documenting that interventions in the regular classroom have been implemented and whether these interventions meet the student's educational needs. Documentation that the classroom intervention cannot meet the student's needs is a necessary requirement in determining whether the student may require special education programs and services. When all reasonable alternatives have been tried and are not sufficient, a referral to special education should be initiated for special education evaluation. The purpose of this process is to ensure early intervention for a struggling learner using a multi-tiered model, while respecting their right to receive services in the least restrictive environment (LRE).

If you need more information regarding MTSS, please contact your student's principal.

### Child Find

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located and evaluated to receive the supports and services they need.

Public schools and the Kansas Early Intervention Program are responsible for "finding" eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs.

When children are "found", they are referred to a specialist to screen their development. The screening helps "identify" any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Kansas Early Intervention Program or a public school system will offer early intervention or special education services according to the child's needs.

- Early intervention supports and services assist families of children who are eligible by helping children ages birth to three years develop to their full potential.
- Preschool special education services for children ages 3 to 5 provide special strategies to help children reach their developmental milestones.
- Special education services for school-aged children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational environment.

### Special Education

Insight and KSVa offer a wide range of special services to students who qualify for various programs. Please contact your student's teacher, advisor, or the Special Programs Administrator for additional information about special services. Insight and KSVa follow the requirements of IDEA 2004 and Kansas laws. All special education services are provided virtually by a qualified special education teacher or licensed therapist. For students transferring to Insight and KSVa who have a current IEP in place, our staff will contact the previous school to obtain a copy of the most recent IEP and evaluation.

#### **What to expect:**

Every student who receives special education services will be assigned a special education teacher who is part of the grade-level teaching team. The student will have a team of general education teachers and a special education teacher to work with and assist the student in making academic gains. The student will be expected to meet regularly with the special education



teacher and the other teachers on the teaching team in the Newrow online classroom. The Learning Coach will be asked to participate in conference calls and IEP meetings virtually.

- The student attends grade-level general education courses, and is responsible for work within grade-level courses. Accommodations for grade-level curriculum will be defined in the student's IEP.

- The special education teacher provides the Learning Coach assistance to modify and adapt the learning environment and curriculum paths for success, as outlined in the IEP.

- The special education teacher provides direct instruction related to the student's IEP goals in the Newrow online classroom through small group and 1:1 sessions.

- Sessions with the special education teacher and/or related service providers are in addition to grade-level courses, and may lengthen the time a student needs to school per day.

- The special education teacher is available as a resource for instructional strategies, adaptations, and modifications to the curriculum.

- The special education teacher will provide a progress report at the end of each quarter noting the progress on the student's IEP goals.

- All students, including those who are on IEPs, are expected to participate in district and state assessments. Specific testing accommodations will be defined by the IEP team. Allowable state testing accommodations are established by KSDE, and teams must adhere to them.

- Students who are on IEPs are required to meet the same attendance policies as students without exceptionalities. The home environment, one on one guidance offered by the Learning Coach(es), and accommodations to the curriculum can help create a learning environment which meets the student's specific needs.

- Related services will be provided virtual through web-based sessions with licensed providers.

- Students receiving related services are expected to keep their appointments for services.

#### Section 504 Plan

Insight and KSVA shall be solely responsible for its compliance with Section 504 and the Americans with Disabilities Act ("ADA"). Any facilities of Insight/KSVA shall be accessible for all students with disabilities in accordance with the ADA.

Students who qualify for a Section 504 Accommodation Plan ("Section 504 Plan") or are currently receiving accommodations or other services, are admitted as general education students meeting the minimum admission requirements. The administration will review all Section 504 Plans and discuss with the parent/guardian the accommodations required by the student.

Further, Insight/KSVA will comply with the SHUSD policy outlining the requirements for identifying and serving students with a Section 504 Plan. Insight/KSVA recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of Insight/KSVA. Any student who has an objectively identified disability which substantially limits a major life activity such as learning is eligible for accommodation by Insight/KSVA.

A 504 Plan assists the student with their day to day learning challenges that are a result of their medical or mental disability. In the Insight/KSVA learning environment it is a plan that is applied to the student's

learning mainly by the Learning Coach. The plan gives the Learning Coach and student the ability to apply accommodations beyond what is available to same-aged peers without a special program.

### English Language Learners

ESOL (ELL) services are made available to students who have a first language that is not English or have a language other than English spoken in the home, in accordance with Federal and state guidelines. The ESOL program at Insight and KSVA provides instruction for English language acquisition, so students can succeed in academic content, and adapt socially and culturally.

### Special Programs Point of Contact

For questions on any special programs, please contact Christine Olinger, Special Programs Administrator at 913.592.4600, ext. 3112.

## Instruction and Curriculum

### Staff qualifications

Teachers at Insight and KSVA must meet the following minimum qualifications:

- Hold at least a Bachelor's Degree
- Hold a current Kansas state teaching license (or in process of obtaining a reciprocal license)

Insight and KSVA shall abide by all applicable Kansas State Department of Education Teacher Education and Licensure requirements as outlined in the most current Licensed Personnel Guide.

Insight, KSVA and SHUSD shall maintain licensure and personnel records in the format specified by Kansas State Department of Education (KSDE). This documentation can be provided to the KSDE upon request, or can be made available for examination upon 24 hour request.

### Staff Course Assignments

Teachers are assigned to teach courses for which they hold current Kansas licensure and proper endorsements.

### Highly Qualified Teachers

Insight/KSVA utilize highly qualified teachers for all core academic positions, including English, Math, Science, Social Studies, designated World Languages, and Arts.

Highly qualified teachers hold at least a bachelor's degree in the subject(s) they teach, and a full teaching license in the State of Kansas with endorsements required for the subjects they teach.

### Alignment to State Standards

Insight and KSVA core academic courses are aligned to Kansas Career and College Ready Standards as required by state law. Standard mappings are documented by K12 and necessary course content is developed by curriculum teams under the direction of K12.

## Materials and Technology

### Inventory Identification

All hardware belonging to Insight/KSVA is clearly marked with an inventory identification tag or label. Any hardware bearing an inventory identification tag or label is "on loan" to the student for the semester

or the school year. School materials (such as books and software) are also “on loan” to the student for the semester or the school year.

### Acceptable Use Policy

In enrolling with Insight/KSVA, students (and if under the age of 18, their parent(s) or guardian(s) must accept the responsibility of using the computer, printer and course materials, and the system supplied by Insight in a responsible and appropriate manner by signing an Acceptable Use Agreement, a legally binding contract, as part of the online enrollment process.

This Acceptable Use Agreement contains certain promises of students concerning the use of course materials, computer and printer (“Hardware”) and other systems that Insight/KSVA may provide access to that enable a Student’s online education (e.g., learning management system (LMS), student information system (SIS) and internal e-mail, (“Systems”). The Hardware, Systems and course materials (collectively, “Insight Property”, “KSVA Property”) are intended to provide a means for educational activities only.

The laws of the State of Kansas govern the Acceptable Use Agreement. The rights of use stated in the Acceptable Use Agreement are not transferable to another party.

For a copy of the complete Acceptable Use Agreement, please contact the main office at 913.592.4600.

### Distribution of Textbooks, Materials & Technology

Insight/KSVA will provide textbooks, software, and required materials for all core academic courses required for graduation. Most textbooks will be an online version accessible through the LMS. Hardback textbooks will only be provided in the event the course does not contain an online version or the student is on an IEP or Section 504 Plan. Students/families are responsible for expenses associated with software or materials for selected non-core courses such as technology courses.

Computer hardware (if approved) will be shipped to students via USPS or FedEx with delivery confirmation. Shipments will carry insurance to cover the cost of replacing the system. Students/families will be notified of the method of delivery, the expected arrival date, and the tracking number of the package(s). The student or a parent/guardian must sign for the package.

### Translated Materials/Access Statement

Professional language interpreter or translation services may be requested at any time for parents/guardians by contacting Cassandra Barton, Head of School at 913.592.4600, ext. 2008.

Additionally, if any parent/guardian has a disability or other limitation that would impact their ability to participate fully in their child’s educational planning process, ISKS/KSVA would be happy to discuss accommodations that may be available in order to maximize the parent/guardian’s participation. Individuals seeking to discuss accommodations for this reason may contact Cassandra Barton, Head of School at 913.592.4600, ext. 2008.

### Insurance Coverage

School insurance will not cover stolen, lost or fire-damaged equipment. Insight/KSVA highly recommends adding the laptop to the parent’s/student’s homeowner’s/renter’s insurance policy. Without the insurance protection against stolen, lost or fire-damaged equipment, the student and their family are financially responsible for replacement costs for any equipment damaged by fire, lost or stolen. All technology packages must be insured up to \$2,000.

### Return of Textbooks, Materials & Technology

Textbooks and other course materials must be returned within 14 calendar days following the last day of the semester during which the materials are used, or from withdrawal, whichever occurs first. Students/families will be assessed a replacement fee for any and all materials that are not returned by that time. The fee will be removed upon return of the materials.

### Student Health and Safety

#### Vision, Hearing and Dental Screenings

Insight and KSVAs are eligible for free vision, hearing and dental screenings with Spring Hill School District. To schedule an appointment, learning coaches should call the Head of School at the main number – 913.592.4600.

#### Student Medication Administration

Insight and KSVAs will not administer any non-prescription (over-the-counter) medications to students.

When medications prescribed by a physician are needed during a face-to-face event, the learning coach is responsible for administration of medication.

Inhalers and Epi-pens must be accompanied by a note from the physician stating that the student has been instructed in its use and is authorized to carry the medication at school events. The Learning Coach is responsible for reporting the student's need for an inhaler or epi-pen on the student health survey that will be sent out at the start of the school year.

#### Allergen and Other Health Concerns Notification

The health and well-being of students is the responsibility of all staff at Insight and KSVAs. All teachers and staff working with students with known food allergies and other life-threatening allergies or other health concerns will be notified prior to required face-to-face events (state assessments). Every reasonable attempt will be made to reduce the risk of exposure of any allergens. Any questions regarding this procedure should be discussed with the building principal.

1. At the start of the school year, registrars will send all enrolled families a survey to ensure student allergies and health concerns are on file with Insight and KSVAs.
2. Prior to any required face-to-face testing (state assessments for required grade levels) staff who will be proctoring testing will be given notification, from administration, which lists all students for their site who have reported allergies or health concerns. Staff will be provided additional training as needed to be prepared for any allergy or other health concerns reported by students assigned to their site.
3. Prior to the start of school, administration will meet with staff to review procedures for keeping students with reported allergies and/or other health concerns safe, including Epi-pen training.
  - a. If a student has a reported allergy, the staff shall take reasonable steps to eliminate exposure to the allergen during the testing time.
  - b. If a student is inadvertently exposed to an allergen, the teacher and/or staff member shall contact the learning coach and administration immediately and follow protocol for allergen exposure.
4. Following the meeting, each teacher will sign an acknowledgement form stating that they received training regarding our allergy protocols and had an opportunity to ask questions.

## Student Support Operations

### Learning Coach

At Insight/KSVA, a parent or other responsible adult, working in conjunction with the teacher, serves as a Learning Coach for the student. The Learning Coach helps facilitate progress through the daily lessons. Depending on the age and individual needs of the students this support will range from complete 1:1 support by the learning coach throughout the day to more of a guided approach being led by the teacher during live lessons. Learning Coaches are to check their student's progress at least weekly via the learning coach account. The Learning Coach designee is assigned during the enrollment process, but can be later changed with the help of the student's homeroom teacher.

For purposes of clarification, the term Learning Coach will be referenced in this manual from this point forward when referring to the adult working with the student at home.

### Student Inquiries

Students and Learning Coaches are encouraged to ask questions! The following guidelines define the process and appropriate contacts for common student questions.

#### Process

Students/Learning Coaches should submit their questions/problems via email or by phone as soon as possible.

#### Response Time

Insight/KSVA has a policy of responding to student inquiries within 24 hours during business hours of 8:00 – 4:00. Weekends and/or holidays are not included.

#### Technical Support

Students can access technical support related to hardware and/or courses 24x7x363. Access information is available on the school website, at [k12start.com](http://k12start.com), or by calling 1-866-K12-HELP (866-512-2273).

#### Academic Support

Students and/or learning coaches should contact their course teacher for questions related to course content. Contact with the teacher should take place via email, phone or during the teacher's office hour.

For questions about timelines, processes, or technical requirements of assignments, students should refer to the Online School (OLS – for grades K-5) or the Online Middle/High School (OMHS – for grades 6-12).

#### School Counseling/Guidance Support

Students should contact their school counselor via email or phone for academic counseling or guidance.

#### Advisory

A dedicated Advisor works with Insight and KSVA learning coaches and students to foster success in the online learning environment.

#### Admissions Support

Students should contact their Enrollment Counselors for admissions support via e-mail or phone. Learning Coaches and students may also call the Insight/KSVA offices at 913.592.4600 during regular business hours (8:00 a.m. – 4:00 p.m., Monday – Friday).

#### School Email

School Email, powered by Microsoft Office 365 (O365), is a mail system provided to students and school staff.

### Student Experience:

After enrollment approval, students are provided with a school email address. Student email addresses will typically follow this nomenclature: student first initial, student last name, last 4 digits of student ID @schoolabbreviation.org.

### Logging In:

1. Navigate to <https://portal.office.com> and use the school-provided e-mail address and OLS password to access mail.
2. The student is presented with the inbox.
3. Students are also provided with downloadable versions of other Microsoft products, in addition to Outlook. Students will be provided with the option to download Word, Excel, and PowerPoint after logging into their Outlook accounts.

### Learning Coach Experience:

With the launch of school email, Learning Coaches no longer have a separate email box provided by K12 that is dedicated to school communications. Learning Coaches will receive school mail directly in their personal email accounts, using the email addresses provided during the student enrollment process.

NOTE: Because the Learning Coach's personal email address on file is the mailbox used for all school communications, it is imperative that it is kept up-to-date in My Account (accessed either in the OLS or in TotalView My Info). A recommended practice is to audit LC email addresses frequently for accuracy.

### Reminders:

- Learning Coaches will have visibility into student-assigned email addresses in the My Account section of the OLS, or by selecting the student in My Info.
- The Learning Coach email address is copied on every message to/from the student account.
- Learning Coaches can take advantage of the school communicator widget from the OLS or MyInfo, and send messages to school staff. The message will appear as sent from the LC's personal email account.

To view a student's email address, select the student from the My Account section of the OLS. The student's assigned school email address is listed in the Personal Information section.

## Conduct and Discipline

### [Student Code of Conduct \(Overview\)](#)

SHUSD/Insight/KSVA recognizes and strives to meet the individual needs of each student through programs which promote the development of self-esteem, cooperation and vision. This expanded view of school will result in well-educated, productive and socially responsible citizens. To this end, we believe the school should reflect the desires and expectations held by our community for our children, and that the school must provide an environment that ensures the safety and well-being of students. For this reason, it is important that the school have clear expectations and guidelines for students.

An appropriate atmosphere for learning requires that students act in a mature and responsible manner. Respect for the rights of others is central to the maintenance of such an atmosphere. Any acts that interfere with the learning process or infringe upon the rights of fellow students and/or members of the staff will not be tolerated on school grounds or at any school activity. Some student acts may be referred to law enforcement personnel. While no attempt will be made to list every specific type of unacceptable

behavior, some areas deserve mention, as they may result in immediate dismissal from the online school. Students may be expelled for one or more of these reasons:

1. Possession or distribution of alcohol beverages, controlled substances, or prescription medication or being under the influence of such substances at a school-sponsored event.
2. Fighting
3. Possession of a weapon
4. Profanity
5. Theft
6. Acts of violence
7. Tobacco use
8. Threats or Intimidation, Harassment, or Bullying
9. Destruction of school property
10. Insubordination
11. Truancy

Administration may report students who are in violation of the law to the appropriate law enforcement. Procedures for expelling students are specified by the Board of Education (Policy JDD). The policy prescribes requirement for notification of students and their parents or guardians, hearing procedures, protection of students' due process rights, and an appeal provision.

### Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must abide by rules established by the course instructor, including rules on using private chat with one another.
- Students must comply with usage instructions communicated orally or in writing by the instructor.
- If students are using their webcam for a session, proper attire must be worn by student and any participant, including a shirt. Families should always be mindful of the environment when a student is on camera.

Students who violate the virtual classroom rules of conduct will be warned by the instructor to correct their behavior. If the student does comply with the instructor's instructions, he/she will be removed from the virtual classroom for the rest of the session.

If a student has been removed from a virtual classroom, the student may receive read-only privileges in the virtual classroom for the rest of the semester or until the instructor deems it appropriate to restore other privileges to the student.

### Use of Language and Images

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, listserv, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites.

Images in the New Online Middle/High School:

- Students and learning coaches may post a picture of himself or herself or avatar image as long as they are appropriate for the school setting. The image must be a head shot of only of the student or learning coach. No objects may be visible in the picture.
- Should anyone's picture or avatar be questionable, staff will send a referral to administration, who will investigate and remove the picture/avatar if deemed necessary by administration.
- School administration retains the right to remove profile pictures without advance notice or permission of the user.

### Dress Code

Appropriate attire shall be worn at all school activities and if visible in virtual classrooms/meetings (via webcam).

### Personal Respect

Insight and KSVAs administrators, instructors and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

### Defiance

Students should follow the requests of school staff; failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

### Harassment, Intimidation, and Bullying

No one should be subjected to harassment, intimidation or bullying at school for any reason. Therefore, it is the policy of SHUSD that all students will deal with all persons in ways which convey respect and dignity. Harassment, intimidation or bullying in the form of name-calling, taunting, gestures, unwelcomed conduct, jokes, pictures, slurs, ridicules, or sexual harassment are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures or teasing
- Pressure for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering or pinching
- Attempts to kiss or fondle
- Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

Insight/KSVA has a zero tolerance policy towards intimidation, harassment, bullying, fighting, and racial and/or sexual harassment as such actions are considered violent acts against others. These behaviors cannot be tolerated, and the natural consequence is to be barred from interactions with others.

A warning letter will be sent to the student (and parent if applicable) for the first harassment, bullying, or intimidation offense requiring the student (and parent if applicable) to communicate with the teacher or Principal. Subsequent offenses may lead to suspensions in accordance with the school discipline policy.



Insight/KSVA will promptly and thoroughly investigate reports of harassment, intimidation and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, Insight will act appropriately within the discipline codes of SHUSD and will take reasonable action to end such behavior.

### Academic Freedom/Student Rights

In addition to other rights established by law, each student served by or in behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration or a physical, mental or sensory handicap.
- All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble (see Freedom of Assembly) and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.
- All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures.
- All students shall have the right to be free from unlawful interference in their pursuit of an education while in custody of a common school district.
- No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.
- The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Kansas or the rights retained by the people.

### Technology Usage

Insight/KSVA has done due diligence to protect students' personal information and to guard against cyber predators by installing anti-virus software and security settings on each student's computer. Students are responsible for installing updates and patches for anti-virus software. Students must not change the security settings of the computer.

Students must sign an Acceptable Use Agreement governing their use of the on-loan hardware, the internet and e-mail.

Students who are found to be in breach of the Acceptable Use Agreement, or have been withdrawn from the school, must return the computer and printer to Insight/KSVA. Students/Families who do not comply with the return request will be liable for the cost of the computer and printer.

Insight/KSVA is not responsible for any charges that may incur by opting in to text message alerts in the Online Middle/High School.

### Discipline - Process

The most effective discipline is taught and dealt with before problems arise. It is a learning process that should be instructor directed. This being said, when applicable, internal interventions will be utilized prior to the referral process.

If a warning is ignored and the behavior continues, the student will be referred to an administrator. The instructor will e-mail an administrator a referral which states the nature of the problem.

Within one school day of receipt of the referral, the student will communicate with an administrator to review the incident and develop a plan to return to the class, which will include communication with and a response from the parent.

An administrator will contact the student's parent by the parent's preferred method of contact (phone or e-mail) to review concerns relating to the disciplinary incident.

The student will miss the virtual classroom session from which he/she was excluded, and is responsible for viewing the recording. If necessary, he/she may be blocked from participating in further live sessions, the discussion board and/or the course itself.

Instructors will not re-admit a student to the online classroom until they have communicated with the administrator.

If the student doesn't follow through with the agreed-upon plan, he/she will be referred to the administrator again.

With each additional referral, the student will be assigned a consequence or disciplinary step to be determined based on the student's behavior.

Additional referrals may result in continued suspension from school, and the need for a conference between the student/parent and an administrator to develop a plan for return to class.

It should be noted that there are instances where this process may be altered. Behaviors such as violence toward others, bullying, harassment, intimidation, disrespect toward instructors, non-compliance, and other behaviors that a staff member deems as disruptive to an orderly learning environment, may result in an automatic referral to an administrator and could result in an immediate withdraw.

### Discipline - Appeal Process

A parent or student has a right to appeal disciplinary action. If an appeal is desired, a letter must be received by the school office within ten (10) school business days (Monday through Friday, 8 a.m. to 4 p.m.) with an official request for an appeal hearing.

### Re-admission

A student who has been suspended or expelled from Insight/KSVA and wishes to be considered for entrance or readmission to Insight/KSVA must appeal to Head of School.

### Record Keeping

#### Records to be Maintained

Insight/KSVA will maintain and store the following records:

- Student Information Forms/Demographics
- National and State Assessment Results
- Student Transcripts

### Records Storage

Records will be stored in accordance with state standards and SHUSD policies.

### Attendance Tracking

Insight/KSVA recognizes that many of our students have work and family responsibilities that make "traditional" school attendance difficult to comply with, and that is why they choose to attend our school.

However, as a public school in the state, attendance must be tracked for State and Federal reporting. Within the State of Kansas, the following measures are tracked:

- Instructional Hours
- Attendance
- Kansas Individual Data on Students (KIDS)

### Instructional Hours

Insight/KSVA will implement a school calendar which provides students with the state required instructional hours per year. All courses have been and will be audited to ensure they meet this criteria and evidence of that audit will be recorded. Audit records are maintained by Insight/KSVA.

School assemblies, student orientations, testing, parent-teacher conferences, and other instructionally related activities directly involving students may be included in the required instructional hours.

### Attendance

At Insight and KSVA, we follow state regulations on compulsory school attendance per state statute (72-1111).

Student attendance will be reported based on evidence that the student consistently logs into their courses in the Learning Management System ("LMS") and completes course work. Insight/KSVA students are expected to school a minimum of six (6) hours per school day/thirty (30) hours per school week.

Insight/KSVA will take steps to contact students at risk of not meeting the above criteria.

If a student will be absent an entire school day, the Learning Coach must report the absence to the attendance line at **913.592.4600, ext. 2000**. If a student will miss only a portion of a school day, the Learning Coach should let the impacted teacher(s) know.

If a student has not spent more than two minutes in his/her courses by 2:00 p.m. on a school day, the Learning Coach will receive an Automated Engagement Notification to ensure he/she is aware.

Students receiving services per an Individualized Education Plan must attend those services live, as outlined in the IEP or can be considered truant.

Absences do not affect how Insight/KSVA tracks student progress. Students who fail to log into the Learning Management System for ten (10) consecutive days and/or school for less than the required amount of time each school week (six hours per school day/thirty hours per school week) may be reported to the local district attorney for truancy as discussed under School Operations. Students who fail to log into the Learning Management System for 15 consecutive days may be involuntarily withdrawn.

Students under 18 years of age who are non-voluntarily withdrawn for non-attendance will be reported as truant to their local school district and district attorney as per Kansas state law.

Also, students under 18 years of age who withdraw voluntarily or non-voluntarily and do not enroll in another school may be reported as truant per Kansas law.

### Student Absences/Illnesses

A student's regular attendance in the classroom is an essential ingredient of the educational process. The self-discipline and sense of responsibility that students acquire clearly relate to post-high school experiences in the world of work or in additional educational endeavors. Our schools places a high value on student attendance and continues to establish high standards of attendance for our students.

Due to the online school system availability (24/7), it is expected that students missing less than 2 days consecutively will make up that school time by Sunday of the same week.

For absences greater than 3 days, the following will be considered excused absences:

1. Personal illness verified by a learning coach and approved by the principal. A doctor's note is required. Extended illness verified by a doctor can be considered excused at the discretion of the administration.
2. Unusual, unforeseen, or emergency circumstances as verified by a learning coach and approved by the administration.

Make-Up Work:

Each student is responsible for getting all make-up assignments following an excused absence. For each day of an excused absence the student will have two school days to make up the work.

### Student Absences/Technology Issues

If a student misses school due to technology issues, it is not excused. While we understand technology has glitches from time to time, students need to have a back-up plan in place that will allow them to school despite technology issues. Students and learning coaches can work with their homeroom teachers/advisors to develop a back-up plan.

### State Count Days

Per KSDE, there will be two count days for the 2021-2022 school year. They are September 7 and 20, 2021.

Students in grades 6<sup>th</sup> – 12<sup>th</sup> are required to attend through online activity for a total minimum of six (6) hours on September 7 and 20 to ensure that they are counted accurately. Students are required to attend on these dates. Insight/KSVA reserves the right to pull data from alternative dates within the date range approved by KSDE if a student does not complete requirements on specified count days.

Students in grades Kindergarten – 5<sup>th</sup> are required to log six (6) hours of combined online and offline activity on both September 7 and 20 to ensure that they are counted accurately. Students are required to attend on these dates. KSVA reserves the right to pull data from alternative dates within the date range approved by KSDE if a student does not complete requirements on specified count days.

To verify attendance in a virtual course for Kindergarten – 5<sup>th</sup> grade students, two pieces of documentation may be collected for each of the two longest days for which virtual attendance is being claimed:

1. Online documentation: Documentation is required for each student that will verify that any subject(s) listed on the two KSDE Academic Activity Logs submitted to the auditors was accessed online sometime between the beginning of the school year through October 4<sup>th</sup>.
2. Academic Activity Log: if needed to show a full school day (6 hours), an academic activity log may be necessary for one or both count dates. Each log will identify the name of the subject(s) and the total time spent in each subject(s) in which the student was engaged for the enrollment day(s) submitted to the auditors. If a log is needed, KSVA will send Learning Coaches an academic activity log for each count day/period. Each log sent will contain space for the Learning Coach to enter the number of minutes the student schooled (online AND offline, added up) for each subject. Each log must be signed by a parent/guardian and returned to KSVA.

\*\*\*\*\*The State Count Day process is subject to change each year per direction from the state. A detailed information assembly will be held for all students and learning coaches prior to the first count day each school year.

### Student/Parent Satisfaction Surveys

As part of our continual school improvement process, Insight/KSVA will develop, distribute, and collect satisfaction surveys from students/parents about their experience with various aspects of their school experience, which may include:

- o Enrollment process
- o Course registration process
- o Orientation process
- o Material distribution and return
- o Technology
- o Academic advising experience
- o Student/Parent Portal
- o Courses

Data collected in surveys will be considered the property of Insight. Results shall be reviewed at least annually during Insight Operations meetings.

### Student Activities

#### Face-to-face events

Face-to-face events are optional learning opportunities for students. Students are encouraged to attend, but course grades will not be negatively affected by a student's inability to participate.

As an optional opportunity, students and their families are responsible for any costs associated with the activity or experience, as well as transportation to and from the event.

#### Clubs and Activities

Student clubs and activities are an excellent opportunity for students to become involved with their school and engage with fellow students. Club opportunities will be posted in school announcements and messaging, along with directions as to how students can enroll in these clubs.

#### Informal Events

Students and families are encouraged to coordinate and participate in informal social events.

#### School Event Conduct

Insight/KSVA students are encouraged to participate in formal and informal school events. Students must abide by Student Code of Conduct when attending these events.

#### Dances

Insight dances may be held at locations in the state, which will be chaperoned by administrators and instructional staff. Students are expected to abide by the school code of conduct. Transportation to and from the event is the responsibility of the student and/or family. Insight students inviting non-Insight students must complete the guest permission form and submit prior to the event. Guests must be 20 years or younger.

### Graduation Ceremonies & Exercises

Insight graduation exercises will be held in Spring Hill, Kansas. In order to participate in the ceremony, students must have met all credit and state graduation requirements. In addition, students currently under suspension may or may not be allowed to participate. Family and friends of graduates are welcome to attend commencement and graduation exercises.

### Transportation

Insight students/families are responsible for transportation to/from formal and informal events unless otherwise communicated.

### FERPA Policy

ANNUAL NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS  
AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District No. 230. In accordance with FERPA, you are required to be notified of those rights that include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives a request of access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational record to other persons will occur only if:
  - a. We have your prior written consent for disclosure;
  - b. The information is considered "directory information" and you have not objected to the release of such information; or
  - c. Disclosure without your prior consent is permitted by law
  - d. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
  - e. The district will disclose a student's education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that Spring Hill USD No 230 has failed to comply with FERPA's requirements. The address is 400 Maryland Ave, SW, Room 4074, Washington, D.C. 20202-4605.
5. The right to obtain a copy of USD 230 policies for complying with FERPA. A copy may be obtained from the Board of Education Office, 101 E. South Street, Spring Hill, Kansas.

Directory Information: For purposes of FERPA, Unified School District No. 230 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Unified School District No. 230 at 101 E. South Street, Spring Hill, Kansas 66083 within two weeks of the start of school. If a refusal is not filed, Unified School District No. 230 assumes you have no objection to the release of the directory information designated.

Recruiting information: Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Insight/KSVA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Insight/KSVA may disclose appropriately designated "directory information" without written consent, unless you have advised the Insight/KSVA to the contrary in accordance with Insight/KSVA procedures. The primary purpose of directory information is to allow the Insight/KSVA to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Insight/KSVA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Insight/KSVA in writing by 9/30/20. Insight/KSVA has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Date of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Degrees, honors and awards received**
- **The most recent educational agency or institution attended**



- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

#### Definitions (See K.A.R. 91-42-1)

- "Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- "Incident" means each occurrence of the use of an emergency safety intervention.
- "Law enforcement officer" and "police officer" means a full-time or part-time salaried officer or employee of the state, county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas Municipality. This term includes a campus police officer.
- "Legitimate law enforcement purpose" means a goal within lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.
- "Mechanical Restraint" means any device or object used to limit a student's movement.
- "Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
- "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- "Physical Restraint" means bodily force used to substantially limit a student's movement.
- "School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- "School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which school district is located, but is not a law enforcement officer or police officer.
- "Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.
- "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

#### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
  - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment used to secure students during transportation.

#### Use of Emergency Safety Interactions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such rooms shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI; (E) space or an additional form for the parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent should be provided the following information after the first and each subsequent incident during each school year; (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in the policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt for the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of the emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education plan at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or superintendent's designee on at least a

biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### Reporting Data

District administration shall report ESI data to the state department of education as required.

#### Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such a meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school in by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, of the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such a meeting.

The student who is subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be

informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written finding of fact and corrective action adopted by the board shall only be provided to the parents, the school, and the state board of education and shall be mailed to the parent and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: August 12, 2016; April 24, 2017

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

Any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law or the Individuals with Disabilities Act; and

Activities involving collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling or otherwise distributing the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

Protected information surveys of students and surveys created by a third party;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional material used as part of the educational curriculum if the instructional material will be used in connection with any survey, analysis, or evaluation as part of any survey funded in whole or in part by a program of ED.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Spring Hill USD 230 will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Spring Hill USD 230 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Spring Hill USD 230 will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of

participation of the specific activity or survey. Spring Hill USD 230 will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202



## High School Academic Operations

### 2021-2022 Academic Calendar

Aug 25, 2021	First day of school for NEW students
Aug 26, 2021	First day of school for RETURNING students
Sep 6, 2021	Labor Day, School Closed
Sep 7, 2021	Count Day 1
Sep 20, 2021	Count Day 2
Oct 14, 2021	End of Q1/Conferences (no live sessions for students)
Oct 15, 2021	Teacher PD date (no live sessions for students)
Nov 24-26, 2021	Fall Break, School Closed
Dec 16, 2021	End of Semester 1
Dec 17, 2021 – Jan 5, 2022	Winter Break, School Closed
Jan 6, 2022	First Day of Semester 2
Jan 17, 2022	MLK Day, School Closed
Feb 21, 2022	President's Day, School Closed
Mar 10, 2022	End Q3/Conferences (no live sessions for students)
Mar 11, 2022	Teacher PD date (no live sessions for students)
Mar 14-18, 2022	Spring Break, School Closed
March and April TBD	State assessments
May 14, 2022	Graduation
May 19, 2022	End of Semester 2

The designation "School Closed" indicates that student services, administrative and instructional personnel will not be available to students. However, students will still have access to their courses (with the exception of Winter Break, as we will be between semesters). Technical support will be available to students 24x7.

### Mission Statement

Ensuring student success through inspired, compassionate teaching.

### Vision Statement

Set the standard for education while empowering responsible, innovative leaders.

### School Goal

EVERY student enrolled in a K12 powered school shall achieve at least one year's academic growth each school year.

### Course Approval

The Academic Counselor, Principal or Head of School are authorized to grant approval for courses requiring administrative approval as a prerequisite for enrollment.

### Course Catalog

Insight courses with their associated credits and descriptions are published in the course catalog on the Insight website.

### Add/Drop Period

Students may add or drop courses during the first thirty (30) calendar days of the semester. After that date, students may petition the Principal to add or drop a course. Students wishing to drop a course after the add/drop period will be guided by the Course Withdrawal Policy.

### Course Load

Students may take between five (5) and seven (7) courses through Insight each academic semester. Students cannot take more than seven (7) or fewer than five (5) courses during the semester without the consent of the Insight Principal and Academic Counselor. Each course is worth 0.5 credits per semester.

### Course Fees

Insight is a publicly-funded, tuition-free, online high school. Courses and related materials are provided for full-time students who are residents of Kansas at no charge, with the exception of course fees as noted in the course catalog.

### Low-Enrollment Courses

Some elective courses are dependent upon enrollment. Students are encouraged to register early to secure their place in the course. Students will automatically be enrolled in an alternate course if their original course choice is not ultimately offered.

### Credit for Courses

Credit for coursework completed at Insight can be earned in several ways, including percentage/letter grade or pass/fail. Unless otherwise designated, credit is assigned by percentage/letter grade.

To earn a passing percentage/letter grade credit for a course at Insight, students must earn at least 60% of the total points possible in the course. Any course-specific departures from this policy are clearly stated in the course syllabus, and supersede this policy.

Students with extenuating circumstances may petition the Principal to receive pass/fail ~~or credit/no credit~~ for an academic course.

### Dual Credit for College Coursework

Students who complete college courses may also have high school credit awarded **if approved in advance by Insight**. In general, the requirements for transferring course credit from a college/university include providing official documentation from the college or university including the course title, the number of course credits, the student's final grade in the course.

Insight administration is responsible for determining the amount of high school credit awarded for college level courses. Students/families are responsible for any tuition/fees associated with college credits.

### Transfer Credits

Students may transfer in credits from any accredited institution.

Students wishing to transfer credits based on homeschool work or portfolios or course work completed at a non-accredited institution may petition Insight to have credits accepted. Insight reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences.

### Registration/Course Selection

An Academic Counselor will schedule each student in the courses which meet the student's progress and graduation requirements. Students are provided detailed course information as well as several tools to help them establish graduation plans. Support staff will contact every student to discuss the graduation plan and course selections. All courses are approved by school administration.

## High School Academic Operations

### Change of Student Information

Students are required to inform the registrar of changes in address, telephone number, emergency contact(s), or any other important directory information **within two (2) school days of the change.** A new, valid Proof of Residence must be received by the registrar **prior to updating student's address in the system.**

If a student moves out of the state of Kansas, the student will be immediately transferred to their resident state and will not be able to continue schooling at Insight School of Kansas.

### Communication

Consistent and cooperative communication provides a vital link between Insight teachers, Learning Coaches, and students. As a public school program, we are mandated to deliver instruction to our students via fully-licensed teachers. In order to do this, Learning Coaches and teachers must work together as a team by maintaining positive and open lines of communication. Students, too, are an important part of this team, as teachers work directly with students through telecommunication and Email to provide instruction and develop positive relationships. Conference calls provide a personal venue between teachers, Learning Coaches, and students to discuss each student's academic progress and success. Learning Coaches and students are expected to inform their registrar of any changes to contact information.

### Communication: Non-Compliance Procedure

Insight has the responsibility as a public school program to ensure that its students are learning. A Learning Coach will be considered to be non-compliant with the school's communication policy when a staff member is unable to reach him/her during a two week period of time. This includes unsuccessful attempts by the staff to interact with the Learning Coach via conference calls, e-mail, and/or communication delivered to the home address. Staff may contact Emergency Contacts on file for a student if not able to successfully reach the Learning Coach and/or Legal Guardian via phone or email.

After such time, course access may be suspended and a letter will be sent notifying the Learning Coach of the non-compliance and asking for a response by a specified date and time to communicate intent. If the Learning Coach refuses the letter or fails to contact the school by the specified date and time, withdrawal procedures may begin.

Use of profanity, insulting, or inappropriate language will not be tolerated. If unacceptable language is used by a Learning Coach or student during a phone conversation or Newrow session, the staff member will immediately end the communication. Such conduct by a student or Learning Coach may lead to the withdrawal of the student from Insight.

### Voluntary Withdrawal

To voluntarily withdraw a student from Insight, parents/guardians (or students who are 18 year of age or older) should notify the school staff via phone as far in advance of the withdrawal as possible. An exit interview must be completed before a student is withdrawn. All requests for transfer of student records will be initiated by the school in which the student will be enrolled.

### Involuntary Withdrawal

Students may be withdrawn involuntarily from Insight under the following circumstances:

- Students who do not log in within the first two weeks of school will be considered a "no start" and may be withdrawn from Insight without written notice.

- Students who do not return a signed, completed Academic Activity Log for both reporting periods within seven (7) calendar days following a written request for such logs may be locked out of their online courses or withdrawn from Insight.
- Students who are not completing much, if any work in half or more of their courses may be reported for truancy with their local District Attorney and/or withdrawn from Insight.
- Students who are in violation of the KSVVA/Insight attendance policy.

### Hardware & Materials Return

To return hardware and/or materials, students will be contacted by K12 Reclamations Department for instructions. K12 will issue a UPS or FedEx shipping label for all items to be returned. These items are not to be returned to the local school. The student is responsible for packaging supplies for returning the hardware and/or materials.

### Progress Checks

Learning Coaches are expected to check their student's progress at least weekly via the learning coach account. Questions about progress in a course should be directed to the teacher. Questions about progress, in general, should be directed to the student's advisor.

### Report Cards

Report cards will be generated and mailed following the end of each semester as noted on the school calendar.

### Transcripts

Transcripts requested by students will be forwarded to colleges, educational institutions and/or employers to which students are applying. Transcript requests must be submitted to the Insight Registrar.

### Student Privacy

SHUSD, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students.

1. Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Information regarding students 14 years of age or older with HIV/AIDS or a sexually transmitted disease may be released by the student only.
2. Appointments may be made at the Principal's office for viewing cumulative records of grades, and/or achievement test scores.
3. SHUSD and Insight, in compliance with the Family Educational Rights and Privacy Act (FERPA), have adopted a policy regarding student education records and the release of student information. This policy is set forth in the FERPA section of this handbook.

### Disclosure of Personally Identifiable Information

Parent(s)/guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student's educational records made public may file a written objection with the Insight Principal regarding the public release of such information within ten (10) calendar days following notice of these rights to students.

## High School Grading and Testing

### Grading Policy

Grading policies are in compliance with applicable state and school guidelines. Grading information and other course-specific information are provided online within each course. Student grades are based on course assignments, attendance, interim/final exams, and exit tickets. Report cards will be sent at the end of each semester.

### Grade Scale/Grade Point Value

The following grade scale will be used to determine letter grades:

GRADE SCALE			
Percentage	Letter Grade	Grade Point Value	Honors/AP Grade Point Value For internal use only (Class Rank)
90-100%	A	4.0	5.0
80-89%	B	3.0	4.0
70-79%	C	2.0	3.0
60-69%	D	1.0	2.0
0-59%	F	0.0	0.0

### Grade Point Average

The grade point average for Insight students is calculated as follows using a 4-Point scale:

1. Each student's grade point average is the sum of the point values of all the grades received for all of the courses attempted divided by the sum of the credits for all courses attempted.
2. The grade point value is calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
3. The minimal passing mark is "D".
4. Pass/Fail marks may be used as agreed upon by the instructor and school administrator. These non-numbered marks will be clearly identified and excluded from the calculation of grade point average.
5. Marks for Incompletes ("I") will be calculated as a 0.0 until the grade is replaced by a letter grade.
6. Courses marked as Withdrawals ("W") will not be included in GPA calculations.

### Class Rank

For the purposes of determining class rank internally, Insight uses a 5-point scale. Courses designated as AP, dual-credit, or Honors (transfer credit only) are valued at a maximum of 5.0 points/credit. All other courses are valued at 4.0 points/credit. Class rank information will be published on the student's unofficial and official transcript and designated as weighted class rank.

### Class Standing

Grade level is determined by the student's cohort year, which is determined by the date the student entered high school.

Students will remain in the calculated class for enrollment and state assessment purposes for the duration of the school year.

## Late Assignments

While Insight is a flexible learning environment, students are expected to complete assignments and stay on schedule. Staying current with assignments will allow teachers to be better able to provide group, as well as individual, assistance. Completing assignments will provide the student with knowledge necessary to be successful in future coursework.

Graded assignments, both teacher and computer scored, are listed on the course calendar. **These assignments must be completed and submitted no later than midnight the Sunday following the due date for that assignment to receive full credit for the work. Any work that is assigned during the week that is not received by Sunday will be considered missing and assigned a zero. Late work submitted after this Sunday deadline will be eligible to earn up to 70% credit until the end of the month. After the end of the month, the assignment will receive a grade of zero.** Due dates and late penalties are determined by individual teachers within these guidelines.

Under extreme circumstances, due-date extensions can be granted by administration. Families should never assume that administration will automatically grant these requests. **Due-date extensions must be requested before the due date and on a school day.** Requests received on or past the due date, or on a non-school day will most likely not be granted.

## Attendance Points

Attendance points will be a portion of a student's overall course grade. Students should attend all live sessions of their courses. If a student is unable to attend a live session for a course, they may watch the recording and submit to that teacher (via email) an activity over the recording before midnight on Sunday for 100% attendance credit for that week. After that, students will have until the end of the month due date to watch the recordings and submit activities for 70% credit. After the end of the month deadline, no credit will be earned for reviewing recordings.

\*Attendance points activities over class recordings will vary by teacher.

## Monitored Exams

Students are required to take ~~in-person~~ final exams proctored by Insight staff members. These may be proctored virtually and logistics for final exams will be communicated via email in a timely fashion.

Students are required to take the Kansas State Assessments **in person** at monitored locations around the state. Locations, dates and times of the face-to-face assessments will be communicated via email in a timely fashion. Communications regarding state assessments, including grade levels and subjects being tested will also be made via email and mail, as well as in an assembly each spring semester prior to state assessments.

## Requests for Course Additions

Students are permitted to request course additions for the first seven (7) school days of the semester.

## Course Withdrawal

Students are permitted to drop a course up to fifteen (15) calendar days from the first day of the semester without receiving a W (for withdraw) on their transcript.

After the close of first and third quarters, students may not withdraw from any course.

Students are encouraged to keep in mind that they must earn 24 credits in order to graduate from Insight. We advise students to pay close attention to the Add/Drop dates for the semester, and to use the withdrawal option only when absolutely necessary.

## Appeals Process

Students wishing to appeal a final grade in a course must follow the appeals process **within 30 days**, including:

- Submit a written request for a detailed copy of the student's grade book from the course instructor.
- Identify in writing any assignments that he/she would like re-evaluated.
- Explain in writing why the student believes the grade on each of the identified assignments should be revised.
- Submit identifications and explanations to the course instructor.

## Course Retake for Grade Replacement

Students who have received a low or poor grade that is not consistent with the student's ability and ambitions in a core subject may replace up to four (4) semester grades during high school. Students may earn this replacement credit through the following programs:

- Retake the course at Insight.
- Retake the course at an accredited and approved provider.
- Retake the course at a college campus.

In these individual cases, the counselor will specify the exact course which satisfies the requirements.

The grade being replaced will be changed to "NC" on the transcript and the new grade will be entered if that grade is higher than the previous grade received in the course.

The student for any/all grade replacement course(s) must receive **prior written approval by the school counselor and administrator** or credit will not be considered for grade replacement. Approval will not be granted retroactively.

## Credit Recovery

Credit recovery is an option that allows a student to retake a course previously failed and "recover" that credit. The course is condensed and students will have a specific timeframe to earn the credit. Students must master coursework with a 70% or better to receive credit. Letter grades are not assigned for credit recovery courses. Transcripts will display a "P" for credit earned or "F" for no credit earned.

Credit recovery courses will take place each quarter. Students will be required to attend an orientation session at the start of each quarter with the administrator and teachers. Students will be required to attend weekly check-in sessions with staff and make consistent progress in the course. Students will have the first 10 school days of each quarter to begin making progress in the course. If no progress has been made, students will be withdrawn from credit recovery and not eligible to enroll in another credit recovery course until the next quarter.

Students will not be permitted to take more than two (2) Credit Recovery courses at any time without written permission from the High School Principal or Head of School.

## Standardized Assessments

All students enrolled and attending 9-12 grade at Insight will participate and take part in all school, district and statewide assessments developed by the Kansas Department of Education, as well as any assessment developed by the United States Department of Education or the Kansas Legislature to implement the federal Every Student Succeeds Act (ESSA) assessment requirements. Students may be required to travel to regional locations within the state to participate in these assessments, which must be proctored by an Insight staff member.

Insight will participate in all components of the Kansas State Assessment program including; AYP, QPA Annual Report, Building Principal’s Report and QPA Quality Criteria Checklist.

### National Standardized Achievement Testing

Because standardized achievement and proficiency tests are often important to college admissions, Insight will post test information, including registration deadlines, testing dates, locations and test fees, etc., for the following College Board/ACT tests on the school calendar and/or announcements section of the learning management system. Students should always consult with their counselor for more information.

- PLAN
- ACT (American College Testing)
- PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)
- PSSS (preliminary SAT Scoring Service)
- SAT (Scholastic Aptitude Test)
- AP (Advanced Placement)
- CLEP

### High School Graduation

#### General Requirements

To earn a diploma through Insight, incoming students must meet the following diploma requirements, which have been approved by the SHUSD Board of Education and meet Kansas state diploma requirements.

Students must earn 21.0 - 24.0 credits to graduate. Specific credit requirements are listed below:

Insight Graduation Requirements		
Subject	KSDE Minimum Requirements	SHUSD Requirements
English	4.0	4.0
Math	3.0	3.0
Science	3.0	3.0
Social Studies*	3.0	3.0
Physical Education	1.0	1.0
Visual and Performing Arts	1.0	1.0
Business - Personal Finance	0.5	0.5
Electives	5.5	8.5
Minimum # of units of credit to graduate	21.0	24.0

\*Shall include: United States History, United States Government, World History, and a Social Studies elective course



### Incoming Freshmen

To earn a diploma through Insight, all students must meet all SHUSD and Kansas state diploma requirements for their designated graduation year published at the time the student begins course work at Insight.

### 10th-12th Grade Transfer Students

District graduation requirements, including the required credits, will be pro-rated as necessary to reflect student's progress toward graduation at past schools. Transfer students must provide or authorize transfer of transcripts for all previous high school work prior to their first day of course work.

Factors to be considered in the evaluation of student's progress toward graduation will include:

- The number and type of credits earned at previous school(s);
- The number of credits possible in a given semester;
- The definition of credit at previous school
- A transcript analysis and course matching conducted by Insight;
- The number of semesters left until graduation;

Students must comply with the state-mandated minimum graduation requirements.

### Transfer Credits

Insight reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences.

### Accelerated Graduation

Graduation at an accelerated rate will be considered upon petition, subject to school board policy JFCA.

The following policies govern accelerated graduation decisions. Students are permitted to take no more than seven (7) courses through ISKS during any given academic semester without approval of Insight's Principal. Students and/or families will be fully responsible for fees and tuition associated with non-Insight courses.

Students must obtain approval for accelerated graduation before undertaking additional course work outside of Insight. Contact the high school principal for more information on this process.

### Diploma Authorization

Students who graduate from Insight with 24.0 credits will earn a diploma from Insight School of Kansas authorized by the Spring Hill Unified School District #230. Students who graduate from Insight with 21-23.5 credits will earn a diploma from Insight School of Kansas that satisfies the minimum graduation requirements of the KSDE.

### National Honor Society

The Insight School of Kansas Chapter of National Honor Society is a chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards for selection established by the national office of NHS in four areas of evaluation: scholarship, leadership, service, and character. Students are selected by a Faculty Council, which bestows this honor upon qualified students on behalf of the National Association of Secondary School Principals and the faculty of Insight Schools of Kansas. Selection criteria are as follows:

- Students are eligible for membership after completing the first semester of their sophomore year at ISKS.

- For the scholarship criterion a student must possess a cumulative grade point average of 3.0 during the student's high school career.
- Those students who meet the scholarship criterion are invited to complete an application for membership that provides the Faculty Council with information regarding the candidate's leadership and service.
  - Invitations to apply are delivered during February of the student's sophomore or junior year.
  - Students will have approximately one month to complete their application, depending on the school calendar.
- To meet the service, character, and leadership criteria, evidence of the student's efforts in these areas must be presented in the application. Students must have documented at least 10 community service hours in order to apply.

This information is carefully reviewed by the faculty Council to determine membership. A majority vote of the Faculty Council is necessary for selection.

Candidates are notified regarding selection or non-selection. Following notification, an induction ceremony is held at ISKS to recognize newly selected members.

Once inducted, new members are required to maintain the same level of performance in the four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year.

Maintaining the required GPA and participation in chapter meetings are requirements for the NHS chapter. Students will be notified if they are failing to meet the requirements and given 60 days to make amendments. After the notification, students will be withdrawn from NHS.

Students or parents who have questions regarding the selection process or membership obligations can contact the Faculty Adviser, Mrs. Jo Marie Bolick, at 913-592-4600 ext 3010 or by email at [jbolick@insightks.org](mailto:jbolick@insightks.org)

## NCAA Eligibility

Insight is currently under NCAA Extended Review for coursework completed spring 2013 or more recently and will be reviewed on a case-by-case basis by the NCAA. Insight CANNOT guarantee coursework can be used for NCAA eligibility for Division I or Division II athletes. Please contact administration for more information if you/your student may need NCAA eligibility.

## High School Conduct and Discipline

### Plagiarism

Insight has a zero tolerance policy for academic dishonesty. Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment without the opportunity to complete an additional assignment to make up lost points.

The following procedure governs identification and discipline for instances of academic dishonesty:

- First offense: The teacher will meet with the student and learning coach. The administrator will be alerted. The student will receive a 0. Following the student and learning coach

- conference, the student will be allowed to complete the assignment for a possible 50% of the original points.
- Second offense: The student and learning coach will attend a conference with the school administrator. The student will receive a 0 and will not be allowed to resubmit the assignment.
  - Third offense: A referral to the school administrator will be made for review and determination of consequence, which could include recommendation for withdraw to the Head of School.

In cases of repeated academic dishonesty, additional disciplinary action may be taken, including suspension or expulsion from the school as provided for herein.

## Middle School Academic Handbook

### Middle School Academic Operations

#### 2021-2022 Academic Calendar

Aug 25, 2021	First day of school for NEW students
Aug 26, 2021	First day of school for RETURNING students
Sep 6, 2021	Labor Day, School Closed
Sep 7, 2021	Count Day 1
Sep 20, 2021	Count Day 2
Oct 14, 2021	End of Q1/Conferences (no live sessions for students)
Oct 15, 2021	Teacher PD date (no live sessions for students)
Nov 24-26, 2021	Fall Break, School Closed
Dec 16, 2021	End of Semester 1
Dec 17, 2021 – Jan 5, 2022	Winter Break, School Closed
Jan 6, 2022	First Day of Semester 2
Jan 17, 2022	MLK Day, School Closed
Feb 21, 2022	President's Day, School Closed
Mar 10, 2022	End Q3/Conferences (no live sessions for students)
Mar 11, 2022	Teacher PD date (no live sessions for students)
Mar 14-18, 2022	Spring Break, School Closed
March and April TBD	State assessments
May 14, 2022	Graduation
May 19, 2022	End of Semester 2

The designation "School Closed" indicates that student services, administrative and instructional personnel will not be available to students. However, students will still have access to their courses (with the exception of Winter Break, as we will be between semesters). Technical support will be available to students 24x7.

#### Insight/KSVA Mission Statement

Ensuring student success through inspired, compassionate teaching.

#### Insight/KSVA Vision statement

Set the standard for education while empowering responsible, innovative leaders.

#### Insight/KSVA Goal

EVERY student enrolled in a K12 powered school shall achieve at least one year's academic growth each school year.

#### Change of Student Information

Students are required to inform the registrar of changes in address, telephone number, emergency contact(s), or any other important directory information **within two (2) school days of the change.** A new, valid Proof of Residence must be received by the registrar **prior to updating student's address in the system.**

If a student moves out of the state of Kansas, the student will be immediately transferred to their resident state and will not be able to continue schooling at Insight School of Kansas/Kansas Virtual Academy.

## Communication

Consistent and cooperative communication provides a vital link between Insight/KSVA teachers, Learning Coaches, and students. As a public school program, we are mandated to deliver instruction to our students via fully-licensed teachers. In order to do this, Learning Coaches and teachers must work together as a team by maintaining positive and open lines of communication. Students, too, are an important part of this team, as teachers work directly with students through telecommunication and Email to provide instruction and develop positive relationships. Conference calls provide a personal venue between teachers, Learning Coaches, and students to discuss each student's academic progress and success. Learning Coaches and students are expected to inform their registrar of any changes to contact information.

### Communication: Non-Compliance Procedure

Insight/KSVA has the responsibility as a public school program to ensure that its students are learning. A Learning Coach will be considered to be non-compliant with the schools' communication policy when a staff member is unable to reach him/her during a two week period of time. This includes unsuccessful attempts by the staff to interact with the Learning Coach via conference calls, e-mail, and/or communication delivered to the home address. After such time, course access may be suspended and a letter will be sent notifying the Learning Coach of the non-compliance and asking for a response by a specified date and time to communicate intent. If the Learning Coach refuses the letter or fails to contact the school by the specified date and time, withdrawal procedures may begin.

Use of profanity, insulting, or inappropriate language will not be tolerated. If unacceptable language is used by a Learning Coach or student during a phone conversation or Newrow session, the staff member will immediately end the communication. Such conduct by a student or Learning Coach may lead to the withdrawal of the student from Insight/KSVA.

### Voluntary Withdrawal

To voluntarily withdraw a student from Insight/KSVA, parents/guardians (or students who are 18 year of age or older) should notify the school staff via phone as far in advance of the withdrawal as possible. An exit interview must be completed before a student is withdrawn. All requests for transfer of student records will be initiated by the school in which the student will be enrolled.

### Involuntary Withdrawal

Students may be withdrawn involuntarily from Insight under the following circumstances:

- Students who do not log in within the first two weeks of school will be considered a "no start" and may be withdrawn from Insight/KSVA without written notice.
- Students who do not return a signed, completed Academic Activity Log for both reporting periods within seven (7) calendar days following a written request for such logs may be locked out of their online courses or withdrawn from Insight/KSVA.
- Students who are not completing much, if any work in half or more of their courses may be reported for truancy with their local District Attorney and/or withdrawn from Insight/KSVA.
- Students who are in violation of the KSVA/Insight attendance policy.

### Hardware & Materials Return

To return hardware and/or materials, students will be contacted by K12 Reclamations Department for instructions. K12 will issue a UPS or FedEx shipping label for all items to be returned. These items are not to be returned to the local school. The student is responsible for packaging supplies for returning the hardware and/or materials.

### Progress Checks

Learning Coaches are expected to check their student's progress several times per week (we recommend at least daily) via the learning coach account. Questions about progress in a course should be directed to the teacher. Questions about progress, in general, should be directed to the student's advisor.

### Report Cards

Report cards will be generated and mailed following the end of each semester as noted on the school calendar.

### Student Privacy

SHUSD, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students.

1. Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Information regarding students 14 years of age or older with HIV/AIDS or a sexually transmitted disease may be released by the student only.
2. Appointments may be made at the Principal's office for viewing cumulative records of grades, and/or achievement test scores.
3. SHUSD and Insight/KSVA, in compliance with the Family Educational Rights and Privacy Act (FERPA), have adopted a policy regarding student education records and the release of student information. This policy is set forth in the FERPA section of this handbook.

### Disclosure of Personally Identifiable Information

Parent(s)/guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student's educational records made public may file a written objection with the Insight Principal regarding the public release of such information within ten (10) calendar days following notice of these rights to students.

### Middle School Grading and Testing

#### Grading Policy

Grading policies are in compliance with applicable state and school guidelines. Grading information and other course-specific information are provided online within each course. Student grades are based on course assignments, attendance, interim/final exams, and exit tickets. Report cards will be sent at the end of each semester.

#### Grade Scale/Grade Point Value

The following grade scale will be used to determine letter grades:

GRADE SCALE			
Percentage	Letter Grade	Grade Point Value	
90-100%	A	4.0	
80-89%	B	3.0	
70-79%	C	2.0	
60-69%	D	1.0	
0-59%	F	0.0	

### Late Assignments

While Insight/KSVA is a flexible learning environment, students are expected to complete assignments and stay on schedule. Staying current with assignments will allow teachers to be better able to provide group, as well as individual, assistance. Completing assignments will provide the student with knowledge necessary to be successful in future coursework.

Graded assignments, both teacher and computer scored, are listed on the course calendar. **These assignments must be completed and submitted no later than midnight the Sunday following the due date for that assignment to receive full credit for the work. Any work that is assigned during the week that is not received by Sunday will be considered missing. Late work submitted after this Sunday deadline will be eligible to earn up to 100% credit until the end of the quarter. After the end of the quarter,** due dates and late penalties are determined by individual teachers within these guidelines.

Blank or "fake" assignments submitted to the teacher will receive .25 points for teacher tracker purposes, but noted by the teacher that it was blank/fake, and will be subject to the above late work policy.

Under extreme circumstances, due-date extensions can be granted by administration. Families should never assume that administration will automatically grant these requests. **Due-date extensions must be requested before the due date and on a school day.** Requests received on or past the due date, or on a non-school day will most likely not be granted. If the extension is being requested due to illness or injury, a doctor's note will be required before administration will consider granting an extension. In case of computer- or internet-issues, students are required to contact their classroom teachers immediately to communicate the issue, so please have a hardcopy of all teachers' names and phone numbers.

### Attendance Points

Attendance points will be included in a student's overall course grade. Students should attend all live sessions of their courses. If a student is unable to attend a live session for a course, they may watch the recording before midnight on Sunday for 100% attendance credit for that week. Late work submitted after this Sunday deadline will be eligible to earn up to 100% credit until the end of the quarter. After the end of the quarter, due dates and late penalties on attendance assignments are determined by individual teachers within these guidelines.

### Interim Assessments

Each quarter, students in middle school will take a quarterly "interim" test in core subjects. These assessments will be for completion grades. Staff will use the results of these assessments to guide their planning and instruction to best support our students and help prepare them for their required state assessments.

### Monitored Exams

Students are required to take Kansas State Assessments **in person** at monitored locations around the state. Communications regarding state assessments, including grade levels and subjects being tested will also be made via email and mail, as well as in an assembly each spring semester prior to state assessments.

### Appeals Process

Students wishing to appeal a final grade in a course must follow the appeals process **within 30 days**, including:

- Submit a written request for a detailed copy of the student's grade book from the course instructor.
- Identify in writing any assignments that he/she would like re-evaluated.
- Explain in writing why the student believes the grade on each of the identified assignments should be revised.
- Submit identifications and explanations to the course instructor.

### Standardized Assessments

All students enrolled and attending middle school at Insight/KSVA will participate and take part in all school, district and statewide assessments developed by the Kansas Department of Education, as well as any assessment developed by the United States Department of Education or the Kansas Legislature to implement the federal Every Student Succeeds Act (ESSA) assessment requirements. Students may be required to travel to regional locations within the state to participate in these assessments, which must be proctored by an Insight/KSVA staff member.

Insight/KSVA will participate in all components of the Kansas State Assessment program including; AYP, QPA Annual Report, Building Principal's Report and QPA Quality Criteria Checklist.

### Elective courses

Middle school students can choose to be enrolled in elective subjects in addition to their required subjects at the start of second quarter IF they are on pace in all required subjects at the close of first quarter.

## Middle School Conduct and Discipline

### Plagiarism

Insight/KSVA has a zero tolerance policy for academic dishonesty. Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment without the opportunity to complete an additional assignment to make up lost points.

The following procedure governs identification and discipline for instances of academic dishonesty:

- First offense: The teacher will meet with the student and learning coach. The administrator will be alerted. The student will receive a 0. Following the student and learning coach conference, the student will be allowed to complete the assignment for a possible 50% of the original points.
- Second offense: The student and learning coach will attend a conference with the school administrator. The student will receive a 0 and will not be allowed to resubmit the assignment.
- Third offense: A referral to the school administrator will be made for review and determination of consequence, which could include recommendation for withdraw to the Head of School.

In cases of repeated academic dishonesty, additional disciplinary action may be taken, including suspension or expulsion from the school as provided for herein.



## Elementary School Academic Handbook

### Elementary School Academic Operations

#### 2021-2022 Academic Calendar

Aug 25, 2021	First day of school for NEW students
Aug 26, 2021	First day of school for RETURNING students
Sep 6, 2021	Labor Day, School Closed
Sep 7, 2021	Count Day 1
Sep 20, 2021	Count Day 2
Oct 14, 2021	End of Q1/Conferences (no live sessions for students)
Oct 15, 2021	Teacher PD date (no live sessions for students)
Nov 24-26, 2021	Fall Break, School Closed
Dec 16, 2021	End of Semester 1
Dec 17, 2021 – Jan 5, 2022	Winter Break, School Closed
Jan 6, 2022	First Day of Semester 2
Jan 17, 2022	MLK Day, School Closed
Feb 21, 2022	President's Day, School Closed
Mar 10, 2022	End Q3/Conferences (no live sessions for students)
Mar 11, 2022	Teacher PD date (no live sessions for students)
Mar 14-18, 2022	Spring Break, School Closed
March and April TBD	State assessments
May 14, 2022	Graduation
May 19, 2022	End of Semester 2

The designation "School Closed" indicates that student services, administrative and instructional personnel will not be available to students. However, students will still have access to their courses (with the exception of Winter Break, as we will be between semesters). Technical support will be available to students 24x7.

#### KSVA Mission Statement

Ensuring student success through inspired, compassionate teaching.

#### KSVA Vision statement

Set the standard for education while empowering responsible, innovative leaders.

#### KSVA Goal

Every student enrolled in a K12 powered school shall achieve at least one year's academic growth each school year.

#### Course Approval

The Academic Counselor, Principal or Head of School are authorized to grant approval for courses requiring administrative approval as a prerequisite for enrollment.

#### Registration/Course Selection

An Academic Counselor will schedule each student in the courses which meet the student's progress and cohort year.

### Change of Student Information

Students are required to inform the registrar of changes in address, telephone number, emergency contact(s), or any other important directory information **within two (2) school days of the change**. A new, valid Proof of Residence must be received by the registrar **prior to updating student's address in the system**.

If a student moves out of the state of Kansas, the student will be immediately transferred to their resident state and will not be able to continue schooling at Kansas Virtual Academy.

### Voluntary Withdrawal

To voluntarily withdraw a student from KSVA, parents/guardians (or students who are 18 year of age or older) should notify the school staff via phone as far in advance of the withdrawal as possible. An exit interview must be completed before a student is withdrawn. All requests for transfer of student records will be initiated by the school in which the student will be enrolled.

### Involuntary Withdrawal

Students may be withdrawn involuntarily from KSVA under the following circumstances:

- Students who do not log in within the first two weeks of school will be considered a “no start” and may be withdrawn from KSVA without written notice.
- Students who do not return a signed, completed Academic Activity Log for both reporting periods within seven (7) calendar days following a written request for such logs may be locked out of their online courses or withdrawn from KSVA.
- Students who are not consistently completing the grade-level pacing guide in every subject may be reported for truancy with their local District Attorney and/or withdrawn from KSVA.
- Students who are in violation of the KSVA/Insight attendance policy.

### Hardware & Materials Return

To return hardware and/or materials, students will be contacted by K12 Reclamations Department for instructions. K12 will issue a UPS or FedEx shipping label for all items to be returned. These items are not to be returned to the local school. The student is responsible for packaging supplies for returning the hardware and/or materials.

### Progress Checks

Learning Coaches are expected to check their student’s progress several times per week (we recommend at least daily) via the learning coach account. Questions about progress in a course should be directed to the teacher. Questions about progress, in general, should be directed to the student’s advisor.

### Report Cards

Standards-Based report cards will be generated and mailed following the end of each semester as noted on the school calendar. Standards-based report cards will also be emailed to families after quarter 1 and quarter 3.

### Student Privacy

SHUSD, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students.

1. Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the

right to give informed consent regarding their records, with some exceptions. Information regarding students 14 years of age or older with HIV/AIDS or a sexually transmitted disease may be released by the student only.

2. Appointments may be made at the Principal's office for viewing cumulative records of grades, and/or achievement test scores.
3. SHUSD and Insight, in compliance with the Family Educational Rights and Privacy Act (FERPA), have adopted a policy regarding student education records and the release of student information. This policy is set forth in the FERPA section of this handbook.

### Disclosure of Personally Identifiable Information

Parent(s)/guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student's educational records made public may file a written objection with the KSVA Principal regarding the public release of such information within ten (10) calendar days following notice of these rights to students.

### Academic Responsibility Policy

KSVA is a public online school accountable to state and federal education requirements. The academic program includes support for all students to achieve proficiency with grade-level academic standards. Students who do not demonstrate proficiency with grade-level standards are required to actively attend and participate in assigned instructional sessions as designated by a KSVA Highly-Qualified Teacher. Failure to attend and participate in instructional sessions designed to address a gap in achievement, may result in withdrawal through the academic probation process.

#### Definitions:

- Grade level: K–5
- Grade-level proficiency: Assessment of student proficiency may be determined using one or more of the following academic indicators: Kansas state assessment history, course progress, MAP assessment, Study Island assessments, school-based diagnostic assessments, DIBELS, work sample/teacher-graded assignment submissions, assessments, or other teacher-designed, standards-based assessments.
- Instructional sessions: Instruction will take place through Class Connect links to Newrow virtual classrooms. Required number of sessions will be listed on each student's individual daily plan. A Highly-Qualified Teacher will determine instructional goals, weekly instructional time, and criteria to demonstrate proficiency based on student data.
- Required attendance: Students are required to attend instructional sessions as assigned. Learning Coaches and students will be notified by email of the required Class Connect sessions and accompanying instructional goal(s). Required sessions will appear on student's online school account and will be worth attendance points.
- Active Participation: Students are required to join Class Connect sessions on time and consistently. Students must engage with the academic content and the teacher by use of the dialog box and/or microphone and/or whiteboard as appropriate within the lesson.
- Instructional Cycle: No less than a six-week period in which instructional goals are addressed. Students may complete a goal in one cycle and continue with a new goal in a subsequent cycle until sufficient grade level proficiency is demonstrated.

#### Procedures:

- A Highly-Qualified Teacher will review academic indicators to determine needed support to meet Kansas' academic standards.
- Instructional groups will be formed based on student data. Instructional goals, instructional time, and assessments to measure progress will be determined.

- A Highly-Qualified Teacher will notify the Learning Coach and student of the required instructional sessions.
- A Highly-Qualified Teacher will provide instruction, conduct assessments, and document academic progress.
- This process will repeat as needed to ensure students achieve proficiency with grade-level standards.

## Elementary School Grading and Testing

### OLS Assessments

OLS assessments include the exact score a student earns on that OLS assessment. Not all OLS assignments have an assessment. Scores are automatically imported to the gradebook approximately every 15 minutes. Teachers may override a student's assessment score in the gradebook and should enter "M" for any pass due assessments as determined by the course pacing guide. It is important to note that teachers should enter "M" weekly to ensure a student's grade is reflected accurately. Teachers should not enter "0" for missing assignments.

### OLS Progress for K-5 Students

OLS progress is based on the percentage of mastered lessons and assessments in the OLS. OLS progress is calculated by percent of student's progress to required goals as defined in each student's modified settings. OLS Progress is automatically imported to the gradebook approximately every 15 minutes.

### Exit Tickets

Students will complete Exit Tickets each day after live class sessions in ELA and Math. These exit tickets will help determine grade level mastery and data will be used to complete Standards-Based Progress Reports. ALL Exit Tickets are REQUIRED.

### Live Class Sessions

Students are required to attend daily Live Class Sessions for each content area. Students need to be present throughout the entire Live Class Session and participating throughout the entire time. Student participation may include using tools, chatting, microphone, and even video.

### Teacher-Graded Assignments

Teacher-graded assignments include, but are not limited to work samples, classroom participation activities, projects, and small group work. Teacher graded assignments provide teachers with valuable information about student abilities and comprehension of the curriculum. All students are required to submit assignments and/or complete alternative assignments on a regular basis (teachers will provide the schedule). All submitted work will be evaluated by the student's grade-level teacher (grades K – 5).

### Electives

KSVA (K-5) students can choose to be enrolled in one elective subject in addition to their required subjects. Electives will begin at the start of Quarter 2. If the student is not on pace in required subjects at the close of Quarter 1, the elective may not be added to the student's account.

### Interim Assessments

Each quarter, students in grade K-5 will take a quarterly test in core subjects. The assessment data may be used when determining Standards-Based Reports Cards. Staff will also use the results of these assessments to guide their planning and instruction to best support our students and help prepare them for their required state assessments.

### AIMSWeb Plus

Screens and monitors the reading and math skills of K-5 students. With its robust set of standards-aligned measures, aimswebPlus is proven to uncover learning gaps quickly, identify at-risk students, and assess individual and classroom growth. AIMSWeb Plus is a required assessment by the state of Kansas. A regular reading assessment of students is mandated by the Kansas State Department of Education. KSWA students are required to take the AIMSWeb reading assessment at the beginning, middle and end of the school year. Any student who does not meet the Benchmark standard on AIMSWeb Plus will be required to attend additional Class Connect sessions for extra support as part of our Multi-Tiered System of Support program. Administration will define the beginning, middle and end of year testing windows. Late enrolling students will complete the AIMSWeb Plus reading assessment within the first two weeks of enrollment.

### MAP Assessment (Measures of Academic Progress)

NWEA Measures of Academic Progress (MAP) are state-aligned computerized adaptive assessments that provide accurate, useful information about student achievement and growth.

NWEA believes in an assessment that:

- Gives a child the chance for success
- Students find engaging
- Respects classroom time
- Provides useful information

MAP tests provide highly accurate results that can be used to identify the skills and concepts individual students have learned.

- Diagnose instructional needs
- Monitor academic growth over time
- Make data-driven decisions at the classroom, school, and district levels
- Place new students into appropriate instructional programs

The assessment itself is unique in that it adapts to the student's ability, accurately measuring what a child knows and needs to learn. In addition, MAP tests measure academic growth over time, independent of grade level or age. Most importantly, the results educators receive have practical application to teaching and learning.

### Stride

Stride is an engaging teaching tool for grades Pre-K through High School that motivates students toward mastery and rewards learning with games. Motivating students can be challenging. Stride uses games and rewards to inspire students to master difficult math, language arts, reading, and science concepts. Within K-8, Stride uses adaptive technology to guide each student to practice where they need it most and serves up a variety of content that's lively and engaging, rich with the spirit of community and completion.

### Academic Advancement

At KSWA, we understand that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding. Our certified teachers are here to assist

Learning Coaches and students to meet the associated challenges. Learning Coaches may utilize their expertise as they progress through our program.

KSVA encourages students to complete all lessons in a course. Each grade level of course work builds upon the curriculum from before. Therefore, the goal of 100% course completion is recommended to attain the highest level of student learning and exposure. With this in mind, mid-year course promotions are not ordered until a student has achieved at least 90% mastery of a course. Sufficient progress in all courses is expected before course level advancement in one area may be considered. Students must be on grade level in language arts and math before being promoted in other subjects. Advancement of a student from one course level to the next requires the approval of KSVA administration.

KSVA requires that Learning Coaches maintain samples of student work to assist teachers with the decision to advance a student to the next course/grade level. Examples of materials/work to keep on file include, but are not limited to, the following: handwriting samples, artwork, final composition pieces, math worksheets, unit assessments and spelling tests. KSVA requires student work to be original with appropriate citations for references to published works.

### Assessing Out of Curriculum

Students are encouraged to assess out of curriculum already mastered. In doing this, a student takes the lesson, unit or semester assessments and if he/she achieves a score of 80% or higher, the student may move on to the next lesson/unit. As a student assesses out of the curriculum, Learning Coaches will mark the "assessed out" lessons in the unit as skipped and move on to the next unit. When a student encounters a unit in which he/she is no longer mastering the objectives, at 80% or more, he/she should begin working through individual lessons in this unit.

### Communication

Consistent and cooperative communication provides a vital link between KSVA staff, Learning Coaches, and students. As a public school program, we are mandated to deliver instruction to our students via fully-licensed teachers. In order to do this, Learning Coaches and staff must work together as a team by maintaining positive and open lines of communication. Students, too, are an important part of this team, as staff work directly with students through telecommunication and Email to provide instruction and develop positive relationships. Conference calls provide a personal venue between staff, Learning Coaches, and students to discuss each student's academic progress and success. Learning Coaches and students are expected to inform their KSVA registrar of any changes to contact information.

### Communication: Non-Compliance Procedure

KSVA has the responsibility as a public school program to ensure that its students are learning. A Learning Coach will be considered to be non-compliant with KSVA's communication policy when a staff member is unable to reach him/her during a two week period of time. This includes unsuccessful attempts by the KSVA staff to interact with the Learning Coach via conference calls, e-mail, and/or communication delivered to the home address. After such time, OLS access may be suspended and a letter will be sent notifying the Learning Coach of the non-compliance and asking for a response by a specified date and time to communicate intent. If the Learning Coach refuses the letter or fails to contact KSVA by the specified date and time, withdrawal procedures may begin.

Use of profanity, insulting, or inappropriate language will not be tolerated. If unacceptable language is used by a Learning Coach or student during a phone conversation or Newrow session, the teacher will immediately end the communication. Such conduct by a student or Learning Coach may lead to the withdrawal of the student from KSVA.

### Individual Plans of Study (IPS) Calls/Conferences

Learning Coaches of K-5 students are required to participate in IPS calls/conferences with their KSVA teacher. IPS calls/conferences are required quarterly and will be scheduled by core teachers. All quarterly IPS calls/conferences take place in Newrow or via the phone. The Learning Coach will notify his/her teacher(s) of conflicts in advance and make arrangements to reschedule the IPS call/conference. Additional IPS calls/conferences to review student's progress and attendance may be scheduled and take place online or by phone. Students are required to attend all IPS calls/conferences unless the teacher specifies the student not be present for a conference.

Learning Coaches are expected to participate in IPS calls/conferences as equal team members. Conferences should be scheduled at a time when there is a minimum of distraction. Adults should be able to discuss their student's progress and have any questions ready. As questions or concerns arise between scheduled conferences, Learning Coaches should contact the general or special education teacher for assistance in order to facilitate consistent progress.

### Monitored Exams

Students in particular grade levels are required to take Kansas State Assessments in person at monitored locations around the state. Communications regarding state assessments, including grade levels and subjects being tested will also be made via email and mail, as well as in an assembly each spring semester prior to state assessments.

### Standardized Assessments

All students enrolled and attending KSVA will participate and take part in all school, district and statewide assessments developed by the Kansas Department of Education, as well as any assessment developed by the United States Department of Education or the Kansas Legislature to implement the federal Every Student Succeeds Act (ESSA) assessment requirements. Students may be required to travel to regional locations within the state to participate in these assessments, which must be proctored by a KSVA staff member.

KSVA will participate in all components of the Kansas State Assessment program including; AYP, QPA Annual Report, Building Principal's Report and QPA Quality Criteria Checklist.

### Online School (OLS)

The Online School is designed to collect and record data that substantiates the academic progress of our students.

### Introduction to Online Learning

Families new to KSVA are required to participate in a K<sup>12</sup> course entitled Introduction to K<sup>12</sup> Online Learning. This course will appear in the student's daily plan in the Online School and should be the first course that the Learning Coach and the student complete together. Courses will not be totally assessable until this course has been completed.

During this time the Learning Coach and student will:

- Receive instructions about how to best use the Online School (OLS)
- Review daily attendance and login requirements
- Learn how to use the synchronous tool Newrow
- Participate in MAP and DIBELS diagnostic assessments
- Receive an introduction to all courses
- Get directions on communicating with the teacher via email.



## Objectionable Materials Policy

There may be times a Learning Coach finds certain lessons, books or materials objectionable for various reasons. If a Learning Coach finds objectionable material, he/she should contact his/her KSVAs teacher via email. Teachers work with Learning Coaches to find alternative lessons to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met. Learning Coaches should also contact K12 directly using the feedback option of the OLS. The feedback button is on the right-hand corner of the online school.

## Elementary School Conduct and Discipline

### Academic Integrity & Academic Engagement

The State of Kansas, when issuing public funds to KSVAs/ISKS, does so in good faith that enrolled students are in fact making regular and appropriate academic progress. The Online School is designed to collect and record data that substantiates the academic progress of KSVAs/ISKS students.

Examples of false attendance and/or progress can be, but are not limited to:

- Entering progress and/or lesson assessments for work not actually completed.
- Not completing written work in provided K12 materials.
- Progress that does not match attendance. Attendance should reflect work completed in OLS.
- Students using the Learning Coach's account to access the OLS curriculum, lessons, assessments, unit assessments, and email or any other OLS component.
- Student has taken the same assessment multiple times within a short time frame in order to retrieve correct answers from OLS "Review" option.
- There is a difference between teacher-graded assignments, weekly checkpoint grades, and OLS progress. The student is failing teacher-graded assignments and /or checkpoints but mastering all OLS lessons with 80% or above. If a student is mastering a concept they should be able to duplicate this mastery on submitted work samples and/or checkpoints.
- Mass amounts (10 or more) of lessons being marked complete in a day with or without assessment mastery. Student is moving very quickly through lessons and mastery cannot be verified.
- Student is not completing mid-unit assessments and unit assessments before moving to the next unit.

### Violation Consequences for False Progress &/or Attendance

Progress and/or attendance logged under suspicious circumstance require verification. If this cannot be verified in a timely manner:

- **1st offense**
  - Progress and/or attendance will be removed by the teacher or designated administrator and a phone call will be made to the Learning Coach.
- **2nd offense**
  - Progress and/or attendance will be removed by the teacher or designated administrator. A mandatory, online meeting will then be set up in Newrow for the LC, student, and teacher or administrator to discuss this re-occurring violation and the probable consequences of future violations.
- **3rd offense**
  - A referral to the elementary school administrator will be made for review and determination of consequence, which could include recommendation for withdraw to the Head of School.

### Plagiarism

Plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as the student's original work. Students who submit plagiarized work will be required to complete



Plagiarism Training with their Learning Coach. Plagiarized work will not be accepted for credit and must be resubmitted.

Examples of plagiarism can be, but are not limited to:

- Copying or rephrasing another student's work.
- Taking material from Internet sources and using it as your own, even if some words are changed.
- Having someone other than the student write an assignment.
- Direct or indirect reproduction of student aids, critical sources, or reference materials in part or in whole without citing sources.

The following consequences will take place when a student work is known to violate plagiarism policy:

- **1st offense** Redo assignment for partial credit, no credit for initial plagiarized sample, and a phone call will be made to the Learning Coach.
- **2nd offense** A mandatory, online meeting will then be set up in Newrow for the Learning Coach, student, and teacher or administrator to discuss this re-occurring violation and the probable consequences of future violations.
- **3rd offense** A referral to the elementary school administrator will be made for review and determination of consequence, which could include recommendation for withdraw to the Head of School.

## Academic Engagement Policies

### Missed Required Class Connect Sessions Policy

All students are required to attend live instruction via Class Connect. Teachers will provide students with a schedule of required sessions. Our data shows that students who attend live sessions have higher academic success rates than those who do not attend live sessions. Students must attend all required Class Connect sessions. If unable to attend a required session, the Learning Coach must communicate with the teacher prior to the session and also ensure the student watches the recording of the session to receive the needed instruction.

### Missing Teacher Graded Assignment Policy

Teacher Graded Assignments (TGAs) are submitted on a regular basis to teachers and provide valuable insight to student achievement as well as give teachers an opportunity to provide feedback and suggestions to Learning Coaches and students. All TGAs must be submitted by the due date provided by the teacher. After the last day of each month, credit will no longer be received for TGAs submitted to the teacher.

### Incomplete Weekly Checkpoint Policy

Weekly Checkpoints ensure that students are meeting state standards for education and provide teachers an opportunity to guide instruction based on student needs. Checkpoints must be completed weekly to ensure students are staying on pace for the school year.

Students who are non-compliant with any of the Academic Engagement policies above will be addressed as follows:

- **Step One: Warning:** Grade-level teacher will contact Learning Coach and student to review concerns and provide the strategies needed to meet program requirements.
- **Step Two: FAST referral:** If after warning the student remains non-compliant with Academic Engagement policy(ies), the student may be referred to the Family Academic Support Team for additional support in engagement.
- **Step Three: Academic Probation Plan:** If student/family do not engaged as required in the FAST process, they will be escalated to the administrative team for further review. An

administrator may place a student on an Academic Probation plan or may recommend student to the Head of School for withdraw.

#### Removal from KVA

Students may be removed from KVA due to non-compliance, disciplinary action, lack of attendance/progress, failure to participate in state-mandated assessments, or attendance in another public school. Any student who has been administratively withdrawn must be approved for re-enrollment by the principal and Head of School. Parents may appeal the decision to withdraw with the principal or Head of School. The decision of the administrative team is final.

## APPENDICES

## TITLE IX GRIEVANCE PROCEDURES

Insight School of KS (ISKS) and KS Virtual Academy (KSVA) are committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title VII and Title IX, and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. Insight School of KS (ISKS) and KS Virtual Academy (KSVA) reserve the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

### **INFORMATION AND ASSISTANCE**

#### Definition of Sex Discrimination and Sexual Harassment (for Students):

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
- Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

#### Definition of Sex Discrimination and Sexual Harassment (for Employees):

- Sex discrimination occurs when a person who is qualified for a position at issue is subjected to an adverse employment action because of his or her sex.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of employment; 2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or 3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the School's policies and reporting procedures from any of the following:

#### **Title IX Coordinators:**

Elicia Harrison  
Family Resource Coordinator  
101 E South Street, Spring Hill KS 66083  
913.592.4600, extension 3022  
eharrison@insightks.org

### **GRIEVANCE PROCEDURE**

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment ("grievant") should promptly report the matter to the school's Title IX Coordinator. A Title IX grievant is requested to complete a complaint form. (Attached here) Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other

members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

The grievance procedures will be as follows:

1. It is the express policy of Insight School of KS (ISKS) and KS Virtual Academy to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilitates the investigation and resolution of such complaints. A form for such purpose can be found on our website and will also be provided to grievant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf.
2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with Insight School of KS (ISKS) and KS Virtual Academy's policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, the school shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with Insight School of KS and KS Virtual Academy's Title IX principles and goals.
6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the Superintendent of the partner district within thirty (30) working days from receipt of the complaint.
7. The Superintendent shall review the case and make its recommendations to the Head of School and Title IX Coordinator within fifteen (15) working days after receiving the grievance.
8. The Title IX Coordinator and/or Head of School will relay the Superintendent's recommendations and take action as needed.
9. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.
10. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and Insight School of KS (ISKS) and KS Virtual Academy (KSVA) will take actions necessary to prevent such retaliation.

**DISSEMINATION OF INFORMATION**

Insight School of KS (ISKS) and KS Virtual Academy (KSVA) shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.



ISKS/KSVA TITLE IX COMPLAINT FORM



**PURPOSE:** The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible.

This form **only applies** to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

**INSTRUCTIONS:** Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:

**Insight/KSVA Title IX Coordinator (students and employees): Elicia Harrison, 913.592.4600, ext. 3022, eharrison@insightks.org, 101 E South Street, Spring Hill KS 66083**

**1. Name of Complainant:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

\_\_\_\_\_  
Home Address City/State/Zip Home Phone

**Student Grade:** \_\_\_\_\_

**Employee School Office Location:** \_\_\_\_\_

**2. Nature of Grievance:** Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. When did the actions described above occur?**

\_\_\_\_\_  
\_\_\_\_\_

**4. Are there any witnesses to this matter? (Please circle) Yes No**

If yes, please identify the witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Did you discuss this matter with any of the witnesses identified in Item 4?**

(Please circle) **Yes No**

**If yes, please identify: Person to whom you have spoken:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Method of communication:**

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**6. Have you spoken to any administrator(s) or other District employee(s) about this matter?**

(Please circle) **Yes No**

**If yes, please identify: Person to whom you have spoken:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Method of communication:**

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**7. Please describe the result of the discussion(s) identified in Item 6:**

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**PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.**

*I certify that the foregoing information is true and correct.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:



# Office Staff Contact List

**PHONE NUMBER FOR ALL SCHOOL STAFF: 913.592.4600**

**ATTENDANCE LINE NUMBER: 913.592.4600, ext. 2000**

**OFFICE FAX NUMBER: 913.592.4646**

NAME	TITLE	PHONE	EMAIL(S)
Appleby, Heather	MS Counselor	Ext. 3139	happleby@insightks.org happleby@ksvirtual.org
Barton, Cassandra	Head of School	Ext. 2008	cabarton@insightks.org casbarton@ksvirtual.org
Bukaty, Elizabeth	Operations Manager	Ext. 3016	ebukaty@insightks.org elbukaty@ksvirtual.org
Broadbent, Erin	K5 Counselor	Ext. 3160	ebroadbent@ksvirtual.org
Harrison, Elicia	School Social Worker	Ext. 3022	EIHarrison@insightks.org EIHarrison@ksvirtual.org
Henry, Holly	Compliance Coordinator	Ext. 2006	hhenry@insightks.org hhenry@ksvirtual.org
Olinger, Christine	Special Programs Administrator	Ext. 3112	colinger@insightks.org colinger@ksvirtual.org
Shafer, Jennifer	HS Counselor	Ext. 2190	jshafer@insightks.org
Shell, Donna	Registrar for last names L-Z	Ext. 2004	dshell@insightks.org dshell@ksvirtual.org
Sherman, Emily	HS Counselor	Ext. 3201	TBD
Thies, Philip	K8 Principal	Ext. 2002	pthies@insightks.org pthies@ksvirtual.org
Weber, Courtney	HS Principal	Ext. 2005	cweber@insightks.org
Wood, Rachel	Registrar for last names A-K	Ext. 2001	racwood@insightks.org racwood@ksvirtual.org
Zumwalt, Deb	HS Counselor	Ext. 2009	dzumwalt@insightks.org