

**FIELD KINDLEY HIGH SCHOOL
VIRTUAL SCHOOL
HANDBOOK 2017-18**



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Field Kindley High School

Virtual Program Handbook

2017-18

Welcome to the Coffeyville Virtual Program. The Coffeyville Virtual Program provides a meaningful learning experience with a highly qualified teacher. The Coffeyville Virtual Program is here to meet your educational needs and help you become academically successful. The Coffeyville Virtual Program delivers curriculum through Edgenuity. This document is intended to inform the school's parents and students of relevant policies and procedures for the school as well as to identify specific responsibilities pertaining to families enrolling in the school.

STUDENT/PARENT MEETING IS AT THE LINC/VIRTUAL BUILDING AUGUST 16 @ 6:00PM

Mission Statement

The Coffeyville Virtual Program is an innovative community of families, students, teaching adults and staff committed to empowering our learners to achieve their full potential through high quality education consisting of a rigorous curriculum, individual support and a dedicated partnership.

Pacing and Flexibility

- The Coffeyville Virtual Program provides a recommended schedule that ensures all lessons in each content level are presented in a one semester time frame. Consistent lesson progression is expected. Progress data is used by the teacher and staff to evaluate student progress and learning. It is essential that the parent/guardian understands that when they enroll a student in the school, they agree to participate in the program as designed. Full time students under the age of 18 must actively work 25 hours a week and attend the virtual building at least two days a week with the expectation of completing one class every 3 weeks. Students 18 and over will be expected to work a minimum of 8 hours per week with the completion of one class per quart. [Time spent working online and sign in/time spent on site at the virtual facility will account for attendance.](#)

- **School Year**

The traditional school year at Coffeyville Virtual Program will follow the same calendar as Field Kindley High School. Precise dates and times are determined by consulting with the Coffeyville Virtual Program staff and principal. After enrollment data are confirmed the student's parent/guardian will be contacted to complete course selection and teacher assignment.

Enrollment Guidelines and Admission Information

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

Enrollment into the Coffeyville Virtual Program is contingent on approval of the Coffeyville Virtual Program team.

Students in grades 9-12 who reside within the state of Kansas, have not been expelled from a Kansas public school and are eligible to attend Field Kindley High School may apply for entrance in the Coffeyville Virtual Program.

Acceptance into the Coffeyville Virtual Program requires an acknowledgment and understanding of the following information:

- A virtual environment is not the appropriate educational setting for every child. It is important to consider your child's needs to determine appropriateness.
- It is the responsibility of the enrolled student and family to secure an Internet service provider prior to the start of school. High speed internet is recommended.
- Coffeyville Virtual Program is a public school and follows the Kansas health and immunization guideline requirements which are available with the other enrollment information on the district website.
- Student progress is an expected part of Coffeyville Virtual Program. Teachers will review progress and consider other factors, including parental input, when making student advancement decisions. A student may not be enrolled in any other public school or virtual program.
- Once accepted and course work has begun a student will be required to complete the full school term (two concurrent semesters) in the Coffeyville Virtual Program. Movement from the Coffeyville Virtual Program to the conventional school setting will be allowed only for unusual or hardship conditions and will require the approval from the Coffeyville Virtual Program team.
- Adherence to the Coffeyville Virtual Program handbook and USD 445 board policy is strictly enforced.

Students with Disabilities

Placement in the virtual school/program will be determined by the IEP team. After applying to the virtual school/program, the IEP team will meet with the student with disabilities and his/her family to determine if the virtual environment is an appropriate placement for the student. If deemed appropriate, the IEP team will also identify the services, modifications and accommodations that the student should receive. All services will be provided virtually, as reasonably possible. Those services that cannot be provided virtually will be made available within the district that sponsors the virtual school/program.

State Audit

To determine school funding, audits of mandatory student attendance are conducted in September. Failure to fully participate and submit required documentation by designated date will result in automatic withdrawal from Coffeyville Virtual Program. Students who are not 19 by September 20 are responsible for the following:

- **Recording 6 hours active hours on Edgenuity in one day from the beginning of school to September 20th.**
- **Recording 6 hours active hours on Edgenuity in one day from September 20th to October 4th.**

Change of Information

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

Communication

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

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

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

Required District and State Assessments and Course Finals

The Coffeyville Virtual Program is a public school and all students are required to participate in the Kansas State assessments and audit to maintain enrollment. All Coffeyville Virtual Program students will be assessed on progress toward benchmarks and state standards using various standardized assessment tools. Student attendance and participation in test preparation and scheduled testing is a mandatory requirement for enrollment in the Coffeyville Virtual Program. It is also mandatory that finals for all courses are proctored.

The proctored exams will be administered at onsite and will be proctored by a licensed USD 445 teacher.

Coffeyville Virtual Program Counseling Services for Students

Field Kindley High School will provide counseling services as needed.

Attendance and Performance Guidelines

Full time students under the age of 18 must actively work 25 hours a week and attend the virtual building at least two days a week with the expectation of completing one class every 3 weeks. Students 18 and over will be expected to work a minimum of 8 hours per week with the completion of one class per quarter.

If a student goes two weeks without activity, no communication from a parent and progress is more than 20 percent behind. The student will be warned of becoming truant. Our social worker or advisor will make parent contact by mail, email or phone call. Truancy will be filled by the social worker along with the SRO when the student has an additional week of no activity and is 20 percent or more behind on progress.

Academic Progress Guidelines

Regular and appropriate progress is critical to the success of students participating in the Coffeyville Virtual Program. In order for a student to be academically prepared for subsequent course levels 70% mastery of all content levels is required.

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

Academic Engagement: Non-Compliance Procedures

Note: The following procedure will not be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by Coffeyville Virtual Program

administration (i.e. extended illness of the student, parent or primary adult, internet connection issues, etc.)

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

Procedure for Improving Academic Progress

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

Step 2: Upon receipt of notification, the instructor will participate in a scheduled conference call with the parent or guardian to identify the issues causing the lack of engagement and develop a directed study plan to re-engage learning and meet suitable academic goals to ensure the success of the student. The student will then be expected to show academic engagement.

Step 3: In the event the student does not engage according to stipulations in step 2, the instructor will notify the parent/guardian and administration with documentation pertinent to the student including progress history, participation in required activities.

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

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

Graduation Requirements

- Students 18 years old and younger will have same graduation requirements as the students attending FKHS. ? Student in their 5th year cohort will need 24 credits to receive a diploma. Students beyond their 5th year graduation cohort will need the state minimum for 21 credits. Credits will be earned when the student has completed the objectives outlined for the course and demonstrates competence in subject matter by completing a class final or other determined project.

Technology Support

Any full time student/family enrolled in the Virtual Program will be responsible for providing their own computer and internet service. If you have problems with your internet connection you should contact your service provider to resolve those issues. It is strongly recommended that you have high-speed internet. They may also have access to technology at the LINC facility if agreed upon by Administration. Part time Virtual students will have access to technology at the Technical Academy or online classes at the FKHS main building.

KSHSAA Eligibility Policy for Home School Students

The Executive Board voted unanimously to adopt the following policy specifying the terms by which students attending virtual schools accredited by the Kansas State Department of Education may establish eligibility at a KSHSAA member public school. The policy was developed with input from staff, members of the Kansas State Department of Education and Kansas virtual school administrators. Executive Board members noted there has been very little feedback on the proposed policy as published in the March KSHSAA Executive Board Meeting Minutes. Since this is an Executive Board policy, it will not appear in the KSHSAA Handbook. The KSHSAA will post this information on its website and distribute it through appropriate means to all member schools.

KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students

With respect to KSHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

- Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
- Students will be eligible at the public school in whose district and attendance area they reside.
- Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
- The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
- Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.

- Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
- All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
- Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
- Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

RATIONALE:

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.