

Lakeside Learning Center Handbook

2017-2018

**A KSDE approved Virtual-Online Program
of USD #112 – Central Plains**

**2913 Avenue D Wilson, KS
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About Us

Lakeside Learning Center, sponsored by USD #112, is a KSDE approved virtual-online program. We offer web-based, accredited online courses and resources available 24 hours a day, 365-day access for students.

Our Vision

We believe in academic excellence for all students.
If you can believe it; you can achieve it.

Our Mission

Our mission to provide any student the curriculum and tools to maximize success in life, regardless of geographic or demographic circumstances.

Staff Directory

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Mathematics

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Foreign Language

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Other Support Staff

Elementary

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Marcie Beneda

Language Arts

Audie Hanzlick

Social Sciences

Deb Gould

Middle School

Kathy Powers
Science

Bob Powers

Technology

Sherry Sloan

Health/PE

Tony Brokes

Pacing and Flexibility

Lakeside Learning Center provides a recommended schedule that ensures all lessons in each content level are presented in one academic school years' 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. All Students are required to complete a minimum of 80 Activities per week for students 18/under and completion of a minimum of 1 (ONE) Credit Hour per school term for students over the age of 18.**

School Year

The virtual school year at Lakeside Learning Center is the same as the traditional school year all USD 112 schools. After enrollment data are confirmed the student's parent/guardian will be contacted to complete course selection.

Enrollment Guidelines and Admission Information

Lakeside Learning Center is a public school that operates outside of a traditional classroom. **As public school students, students will be expected to spend a certain amount of time each week 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 Lakeside Learning Center is contingent upon approval of the administration of Lakeside Learning Center. Students in grades 1 -12 who reside in the state of Kansas are eligible to apply for entrance to Lakeside Learning Center. Students who reside outside of the state of Kansas are also considered for additional fees contingent upon approval of the administration. Acceptance into Lakeside Learning Center requires an acknowledgement and understanding of the following information:

- There will be mandatory attendance days when virtual students who reside in the state of Kansas are required to attend classes. This will typically be 2 scheduled count days at the beginning of the year and 2 or more days for state assessments in the spring. Final exams for each course will also be taken as arranged with the teacher. They will be scheduled on an individual basis when students complete each course.
- A virtual environment is not the appropriate educational setting for every child. It is important to consider your child's needs to determine appropriateness.
- There is no fee to attend Lakeside Learning Center for enrollment up to September 20. Following that date Enrollment is allowed with administrative approval and based on available space. The fees after 9/20 are as follows: New Student Enrollment Fee: \$50.00 + \$200.00 Online Fee
Returning Students Enrollment Fee: \$25 + \$200.00 Online Fee
- It is the responsibility of the enrolled student and family to secure a computer and an Internet service provider prior to the start of school. High speed internet is recommended.
- USD 112 does NOT provide or lend computers or equipment to virtual students.
- Lakeside Learning Center is a public school and follows the Kansas health and immunization guideline requirements which are available with the other enrollment information on the LLC website.

- Student progress is an expected part of Lakeside Learning Center. Teachers will review progress and consider other factors, including parental input, when making student advancement decisions.
- At the time of enrollment, the student will be required to give consent to the Learning Center to obtain his/her previous school records. Student enrollment will be processed upon the receipt of the official academic transcript. An individualized graduation plan will be developed to meet each student's needs.
- Once accepted and course work has begun a student will be expected to complete the full school term (two concurrent semesters) in the program. Movement from Lakeside Learning Center to the traditional school setting during the school year will be allowed but will require the approval of the LLC administration and the administrator of the traditional school. Students may return to their designated traditional school at the beginning of any semester.
- Students with current IEPs will have a Pre-Enrollment IEP Team meeting before the enrollment process is complete to determine appropriate placement.
- Adherence to the Lakeside Learning Center handbook and USD 112 board policy is strictly enforced.

Credit Recovery/Enhancement Online Courses

Credit Recovery/Enhancement is offered to USD 112 high school students to earn additional or make up credits for \$25 per half credit course. The high school counselors must refer and approve all USD 112 Credit Recovery students.

Kansas students currently enrolled in any other high school are eligible for Credit Recovery/Enhancement courses for \$50.00 per half credit with the consent of their principal and/or counselor.

All Credit Recovery Enhancement classes must be completed by the beginning of the school term following initial enrollment.

Fees are to be paid in full at time of enrollment.

All student enrollment is subject to approval by USD 112 and LLC Administration.

Enrollment at the Lakeside Learning Center is a privilege, not a right, and may be revoked at any time by the District and/or LLC Administration at any time.

Enrollment Requirements for Out of State Residents

Students are eligible for enrollment with a **\$300.00** nonrefundable online fee per **four courses** or **\$100.00** per course. There is a nonrefundable \$50 enrollment set-up fee for new students. Fees are paid in full at the time of enrollment.

All Students are **required** to **complete a minimum of 80 Activities per week for students 18/under and completion of a minimum of 1 (ONE) Credit Hour per school term for students over the age of 18.**

Technology/Orientation Sessions

Once enrolled, the student, (and his or her parents if student is under 18) are required to attend an orientation session to learn the use of the virtual technology necessary to access the online curriculum, school network, and virtual classrooms. These sessions will be held within one week of enrollment.

Granting Credit for Incoming Students

Students must provide the name of the last school attended and give Lakeside Learning Center permission to request official transcript information upon enrollment. Homeschool students must provide a transcript of courses completed within the homeschool setting. It is the goal of LLC to place the student in the most appropriate academic setting in terms of course selection.

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 Lakeside Learning Center and the student being enrolled in the appropriate traditional school. Student over the age of 18 will be required to follow enrollment guidelines and fees for enrolling after the mandatory date.

Changes in Student/Parent/Guardian Information

Parents are responsible for notifying Lakeside Learning Center of any changes to address, phone number, email or other pertinent information within 10 calendar days.

Communication

Communication is a key component to the success of your student in the Lakeside Learning Center. Parents are encouraged to call or email the administration, counselor or teachers with questions or concerns. Your phone call will be returned within 24 hours. E-mails will be answered in the same time frame. Families are encouraged to check e-mails daily as updates and reminders as well as feedback on assignments are sent regularly. Parents will receive progress reports from Edgenuity weekly. Parents are also encouraged to access their child's Edgenuity progress reports and attendance log through the Edgenuity parent portal. For information on the parent portal, contact the LLC office. Each semester a Parent/Teacher Conference will be scheduled to discuss academic progress; this may be done via phone. These conferences are a Kansas State Department of Education requirement.

Required District and State Assessments and Course Finals

Lakeside Learning Center is a public school and all students are required to participate in the Kansas State assessments and audit to maintain enrollment. All LLC students will be assessed on progress toward benchmarks and state standards using various standardized assessment tools. Student attendance and participation in scheduled testing is a mandatory requirement for enrollment at Lakeside Learning Center. It is also mandatory that all finals for all courses are proctored. The proctored exams will be administered by a pre-approved proctor and/or a licensed administrator and/or teacher. You will receive information on approved Proctors in the Spring Semester.

Attendance Policy

Parents may request that their child be exempt from the compulsory attendance requirements in the student is 16 years of age or older. The parent and child must complete the school/district exemption request form and attend the final counseling session with the counselor and principal. Following the meeting, the student will be unenrolled and considered a drop out.

The administration will communicate with parents to insure every effort is made to encourage regular school attendance by all students. Letters will be mailed, per compulsory attendance law, when students are not working adequately in the virtual program. **Regular attendance is defined as a student completing 80 activities and/or 25 hours toward completion of virtual classes per school week. The LLC Virtual School Week runs from Sunday to Saturday each week.**

- 1 A student who fails to make adequate progress in virtual courses during the course of one semester will be considered by the administration and staff for removal from the virtual program.
- 2 If a student is removed from LLC due to lack of progress and is not currently expelled from any school, they will be enrolled in their designated USD traditional school for the remainder of the school year. If the student does not attend at the assigned school in a timely manner, then it is the duty of the administration to report the student as truant.
- 3 If a student is removed from the program due to lack of progress, he/she cannot re-apply to the virtual program until the following school year and will only be allowed to reenroll the following year with the approval of the administration.
- 4 The official records of progress will be kept in the LLC official files.

As part of consideration for removal from the program, the administration may review the student's progress in coursework. Special consideration will be given if a student is making sufficient progress in coursework, such as he or she would be able to receive ½ credit in 5 or more classes at the end of one semester- as verified by teachers.

****Students attending LLC who were expelled from the traditional school will need to refer to their expulsion paperwork for specific attendance or progress requirements.**

Students who have been dropped from Lakeside Learning Center may re-enroll only with permission from the administration. The process requires a pre-enrollment conference with the student and the applicable LLC Staff and a demonstration that the situation that contributed to the student being formerly unsuccessful, has changed. The student will be placed on academic probation for 1 semester with closer supervision.

Once a student transfers out of LLC they are only allowed to transfer back at the start of a new school year or at midterm with administrative approval.

Academic Engagement: Non-Compliance Procedures

The following procedure will **not** be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by Lakeside Learning Center administration (i.e. extended illness, 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. **Students enrolled in Lakeside Learning Center are expected to make continued progress in all courses in which they are enrolled at the rate of 20 lessons in the combined course load of the student being completed each week that school is in session.**

When students do not meet the minimum progress goals the staff will follow the procedure:

- Step 1: The teacher will notify the administration of students who fail to meet the minimum academic engagement.
- Step 2: Upon receipt of notification, the teacher will participate in a conference call with the parent or guardian to identify the issues causing the lack of engagement and develop a 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 stipulation in Step 2, the teacher will notify the administration of the non-compliance.
- Step 4: The administration will notify the parent/guardian regarding the 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 for 2 academic weeks. Termination from the program may be considered within this process. If the student does not re-engage in learning, they will be terminated from the program. Students who are terminated from LLC will be required to enroll into the appropriate traditional school according to their home address. Students terminated from the program will not be allowed to re-enroll without administrative approval. 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 scheduled conference.

Curriculum

Lakeside Learning Center curriculum is based on the Edgenuity computer program. The coursework is completed on computers and credits are earned when a student progresses through a course. Students will not be given credits automatically at the end of a semester. Once ½ credit is earned, the grade is posted to the student's transcript and the student is enrolled in a new course. Grades that are shown on progress reports and report cards do not reflect credit earned. Credits earned will be shown on 1st semester report cards and 2nd semester report cards. Students may request to talk to the counselor about their credits earned at any time. Because LLC is a virtual learning environment, the curriculum allows students to gain knowledge at their own pace. Students may be receiving a passing grade in class, but may not have completed the work required to earn ½ credit in the class at the end of one semester. The expectation of the computer based curriculum is such that students are able to earn ½ credit in each class at the end of the semester. A student enrolling after the first day of class will be allowed 18 weeks from their enrollment date to complete their coursework. It is important to consider that a delayed deadline for a course may have a negative impact on a student when additional courses for a following semester are added to a student's unfinished existing workload.

Grades and Grading System

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

<u>Percentage</u>	<u>Letter</u>	<u>Points</u>
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

Course Length

Middle School courses will be based on traditional semesters. Students will be expected to complete all the coursework by the end of the semester. Any unfinished work at the end of a semester will be recorded on the final transcript using the % of completed work and be averaged into their semester grade.

High school courses are self-paced but also have assignment completion dates. Students will be enrolled in 6 courses per semester and will earn ½ credit upon successful completion of each course. Because it is a self-paced program, students and parents must be vigilant concerning academic progress so that students do not fall behind and get off track for graduation. The final grade for a course is the Edgenuity "Relative Grade" on the final day of the course, unless alternate criteria are approved by the teacher. If the student does not complete all enrolled courses by the end of the school year they will continue on in the courses as credit recovery mode until a relative grade of 60% is reached or until then end of the summer term whichever is met first. (See the Transcript Decision Tree in the appendix of this document)

Dropping/Adding an Online

Course Dropping an online course:

Students wanting to drop an online course must notify their teacher. Students under the age of 18 must have parental permission to withdraw from a course. Students who drop an online course within one month of the start date of that course will not see anything on their transcript for that particular course. Students dropping the course anytime after the halfway point of the course (9 weeks) will receive a grade based on their % of completion on their transcript for the course.

Adding an online course:

Students wanting to add an online course must notify their teacher. Requests to add an online course must be made and processed by September 15th. Administrative approval will be needed to add a course after the September 20th deadline. An exception will be made if you are adding a course due to the completion of all previous courses required for graduation.

Classification of Students

Students academic grade level will be determined as follows:

<u>Number of Credits</u>	<u>Academic Placement</u>
0 - 6	9 th Grade
7 - 12	10 th Grade
13 - 18	11 th Grade
19- 24	12 th Grade

It is important to note that if a student is behind their peer group in credits, the student will need to do credit recovery and possibly extended school days to catch up. If a student is in this situation and not on track with their graduation plan, it is recommended the student continue in the virtual program- with extra effort expended-until the current coursework is completed.

Graduation Requirements

- 1 A minimum of 24 units of senior high school credit
- 2 The following units are required:
 - Pass four (4) units of credit in language arts. (English 9,10,11,12)
 - Pass three (3) units of credit in social studies (1 unit US History, 1 unit Government, 1 unit of World History/Geography).
 - Pass three (3) units of credit in science.
 - Pass three (3) units of credit in math
 - Pass one half (.5) unit of credit in physical education
 - Pass one half (.5) unit of credit in health
 - Pass one (1) unit of credit in fine arts
 - Pass six (9) units of credit in general electives.

In certain situations, students who have been in state or JDF custody at any time on or after their 14th birthdate will graduate by meeting the state minimum of 21 high school credits upon request.

Graduation/Diplomas

Students are eligible for Graduation and Diplomas are issued upon meeting the USD 112 graduation requirements prior to the regularly scheduled board meetings October through June. The cost of the diploma is paid by USD 112. No diplomas are issued June through September. Graduation ceremonies are scheduled with each student and their family individually as scheduled with LLC Staff. Cap and Gown are provided but remain the property of Lakeside Learning Center. LLC takes great pride in the accomplishments of the Graduates and try to help them make their day special for them and their families.

Transcripts

Student Transcripts will be on file at LLC and the USD 112 District Office in Holyrood, after graduation. Transcript requests must be made to the USD 112 District Office. For assistance call 785-252-3695 or email bcrow@usd112.org

Special Education

Lakeside Learning Center adheres to the laws regulating special education services. However, As with any educational program, it is not a suitable educational placement for every student. The educational needs of the student need to be considered and placement of the student needs to reflect the best option for student success and preparation for life. The special education services in the virtual program may be different than those services available in a traditional education setting. If a student is qualified for special education services, a meeting will be held in order to determine to needs of the student and discuss what modifications and accommodations are possible through the virtual program as well as the student's placement options.

School Routines and Procedures

Lakeside Learning Center curriculum is available 24 hours a day, 7 days a week, year round.

The Learning Center is open August 1 to June 30. Staff is available full time 8:00AM to 4:00PM during days school is in session. The regular school schedule is posted online at <http://www.usd112.org/> under "All District Calendar" and on the LLC Facebook Page in the Files section. It is a closed group so you have to request to join at: <https://www.facebook.com/groups/1419186825046970/?ref=bookmarks> The hours can also be found on the front door of the Learning Center. If there is an educational need during the times LLC is regularly closed (such as evenings and during the month of July) email ttempleton@usd112.org.

Lakeside Learning Center is closed for most Federal Holidays and School Breaks. LLC may also occasionally be closed for technology updates and maintenance of computers. These dates will be posted on the front door of the Learning Center and in Edgenuity.

Tutoring

Tutoring is available at the Learning Center every regularly scheduled school day between 3:00 and 4:00PM. Evening hours may be scheduled depending on the availability of a teacher.

Technology Support

Any student/family enrolled in the virtual Program will be responsible for providing their own internet service. If you have problems with your internet connection you should contact your service provider to resolve those issues. It is strongly recommended that you have high-speed internet. If it is an Edgenuity problem the staff will do its best to help you resolve the issue or refer you to the Edgenuity help desk.

Cheating/Plagiarism

Students engaging in unethical academic practices (copying, cheating, and turning in work that is not the student's own) will face disciplinary action. Consequences will depend upon the severity of the incident, and/or the number of offenses of this type on the part of the student. At minimum, the student will be required to resubmit the assignment in question and will receive a 0 for that assignment.

Summer Session

Virtual students must complete ALL coursework for a school year by the last day of May. With administrative approval, currently enrolled virtual students may be allowed to do additional coursework during the summer provided the courses are started before the last regular day of school and completed before the last day of July. LLC Staff will be available for Summer Session questions through the month of June with a limited schedule that will be announced by June 1 but there will be NO Staff available except by email during the month of July.

Student Behavior Code

The principal of each school shall develop such rules and regulations consistent with policies, rules and regulations of the Board which may be necessary to govern the conduct of the students under their supervision. These rules apply to all virtual students when in attendance at Lakeside Learning Center or any other traditional school building. Such rules shall be reviewed by the Board and adopted by reference.

Bullying

The Board of Education believes that all students have a right to a safe and healthy school environment. The district, school and community have an obligation to promote mutual respect, tolerance, and acceptance. USD 112 will not tolerate behavior that infringes on the safety of any student and/or disrupts the educational process. A student shall not bully, intimidate or harass another student through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the school district's property or as an educational disruption brought to the school district through a personal or commercial internet communication. This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of

any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. This policy also includes conduct occurring off campus which manifests itself at school and results in a disruption of the educational process. Students who violate this policy are subject to disciplinary action set forth in the student behavior code.

Weapons and Dangerous Instruments

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before or after school hours
2. On school grounds at any other time when the school is being used by any school personnel or school group; or any group authorized by the school
3. Off the school grounds at a school activity, function or event. Violation of this policy will lead to suspension or expulsion of the offending student.

Narcotics, Alcoholic Beverages, Drugs and Controlled Substances

A student shall not possess, sell, use, transmit, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any un-prescribed controlled substance, drug look alike, drug paraphernalia, or alcoholic beverage of any kind:

1. On the school grounds during, before or after school hours
2. On school grounds at any other time when the school is being used by any school personnel or school group; or any group authorized by the school
3. Off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. It shall be considered a violation of the rule for a student to possess, use or distribute any prescription drug for which the student does not have an authorized medical prescription from a physician. Additionally, it shall be considered a violation of the rule for a student to distribute a drug for which they have an authorized medical prescription from a physician to any other student(s). It shall not be a violation of this rule for a student to possess or use a needed over the counter medication in a quantity that does not exceed the reasonable personal needs of an average user of said medications. It shall be a violation of this rule for a student to sell, transmit or distribute an over the counter medication to any other student(s). Violation of any provision of this behavior code may result in suspension and/or expulsion and possible criminal prosecution.

Use of Trained Dogs to Promote Drug Free School

In order to promote a drug free environment, the Board of Education authorizes the Superintendent of Schools or the superintendent's designee to use dogs specifically trained to detect drugs to search the facilities and grounds of Unified School District 112, including any vehicles on USD 112 property.

Searches of Students

In order to protect the health, safety or welfare of students under school jurisdiction, building principals, their assistant(s), and school police officers are authorized to search students. School authorities shall not conduct strip searches. All searches shall be carried out in the presence of an adult witness.

Tobacco-Free District

District property is to be tobacco-free. The Board of Education believes that a tobacco-free policy is important in establishing an appropriate learning and working environment for students, teachers and the public. The use, tobacco products, including electronic cigarettes, in any form is prohibited at all times in or on all district real (including parking lots) or personal property (including vehicles) whether owned, leased or rented, or at any school-sponsored event. Any student who violates the terms of this or any other tobacco policy shall be subject to the following disciplinary action:

1st Violation: Discipline report, mandatory parent conference, and appropriate law enforcement officials will be contacted and a citation issued.

2nd Violation: Up to a three day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A student found in second violation of the tobacco policy may be offered a tobacco cessation program as an option to suspension.

3rd Violation: Up to a five day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A hearing for a long-term suspension may be held.

Any student who violates the terms of this or any other tobacco policy shall be subject to the above discipline in accordance with district policy and Kansas law (K.S.A. 79-3321:3322). Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in Kansas law or district policies.

Sexual Harassment

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's education
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

. Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who

receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator may discuss the complaint with the student to determine if it can be resolved. A form to initiate this complaint is attached and can also be secured from the building principal. The principal of the school the student attends, or their designee, shall be considered to be the impartial investigator. If the principal, or their designee, is not independent or does not believe that they can conduct an in-dependent investigation, then the matter is to be referred to the District Compliance Coordinator. The District's Superintendent has been designated to coordinate compliance with nondiscrimination requirements of this policy. The Compliance Coordinator can be contacted at 600 South Main, Holyrood, KS, 67450 or by telephone at 785-252-3695. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. Conduct found to be sexual harassment is subject to the full range of disciplinary measures including expulsion. An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion of a student or termination of an employee. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Racial Harassment: Students

The board is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin (“racial harassment”) shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student, who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee’s obligation to

report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint

Procedure

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action. When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall be published in the back-to-school issue of the district newsletter and shall be found in the student policies section of the district website.

Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution. The Superintendent, 600 South Main, Holyrood, KS, 67450, (Telephone: 785-252-3695). has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2007 and the Age Discrimination Act. The grievance procedure is applicable to complaints alleging discrimination on the bases of sex, disability, race, color, national origin, and age, including allegations of harassment. Information concerning the provisions of these Acts, and the rights provided there under, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal.

If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. The identity of the individual filing a complaint will be kept confidential to the extent possible without compromising a thorough investigation. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance

coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable; the individual may initiate a formal complaint. Use of the informal complaint procedure is not a prerequisite to filing a formal complaint or using the formal complaint procedure.

Formal Complaint Procedures

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office. The forms are also included at the end of this policy. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing. An investigation shall follow the filing of the complaint. Individuals who conduct the investigation shall be impartial. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator. The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in

writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission. Regardless of the complaint resolution process used, if it is determined either during or at the conclusion of the process, that discrimination or harassment has occurred, appropriate administrative action will be taken. The action taken should be designed to end the discriminatory activity and remediate any damage that was caused to the extent possible. Discipline of those involved might include any disciplinary measure up to and including expulsion or termination of employment. Retaliation against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under the provisions of the complaint resolution process is prohibited. Discipline of those involved might include any disciplinary measure up to and including expulsion or termination of employment.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Approved: KASB Recommendation—9/97; 8/98; 3/00; 3/13

Supporting Documents:

1. Complaint Form
2. Transcript Decision Tree
3. Attendance Agreement
4. Parent Contract

Lakeside Learning Center Complaint Form

Your Name _____ School/Grade _____ Date _____

Type of Complaint Sexual _____ Disability _____ Racial _____

Date incident reported _____ Reported to _____

Please describe the specific incidents that you feel constitute harassment. (use extra sheets if needed):

What is/are the date/s the incident occurred? _____

Please describe the incident including what occurred, when it occurred, and whether there were any witnesses other than you to the event(s). If necessary, attach additional sheets of paper.

Are you aware of any other person who has been subjected to similar harassment? If so, please identify such person(s) and describe the details of the harassment including where and what occurred.

Other than the individual(s) you have identified above is/are there any other person(s) who you feel should be contacted in connection with the investigation of this complaint. If so, please identify the individuals, how to contact them, and what information these individual(s) may have.

This form should be filed with the USD 112/Central Plains Schools District Compliance Coordinator, 600 S. Main, Holyrood, KS 67450- 785-252-3695.

Your complaint of harassment will be promptly and thoroughly investigated. The investigation will be kept confidential to the extent possible with the Districts' need to fully investigate and address the situation. If the investigation verifies that inappropriate behavior has occurred, appropriate disciplinary action will be taken against the person who has harassed you.

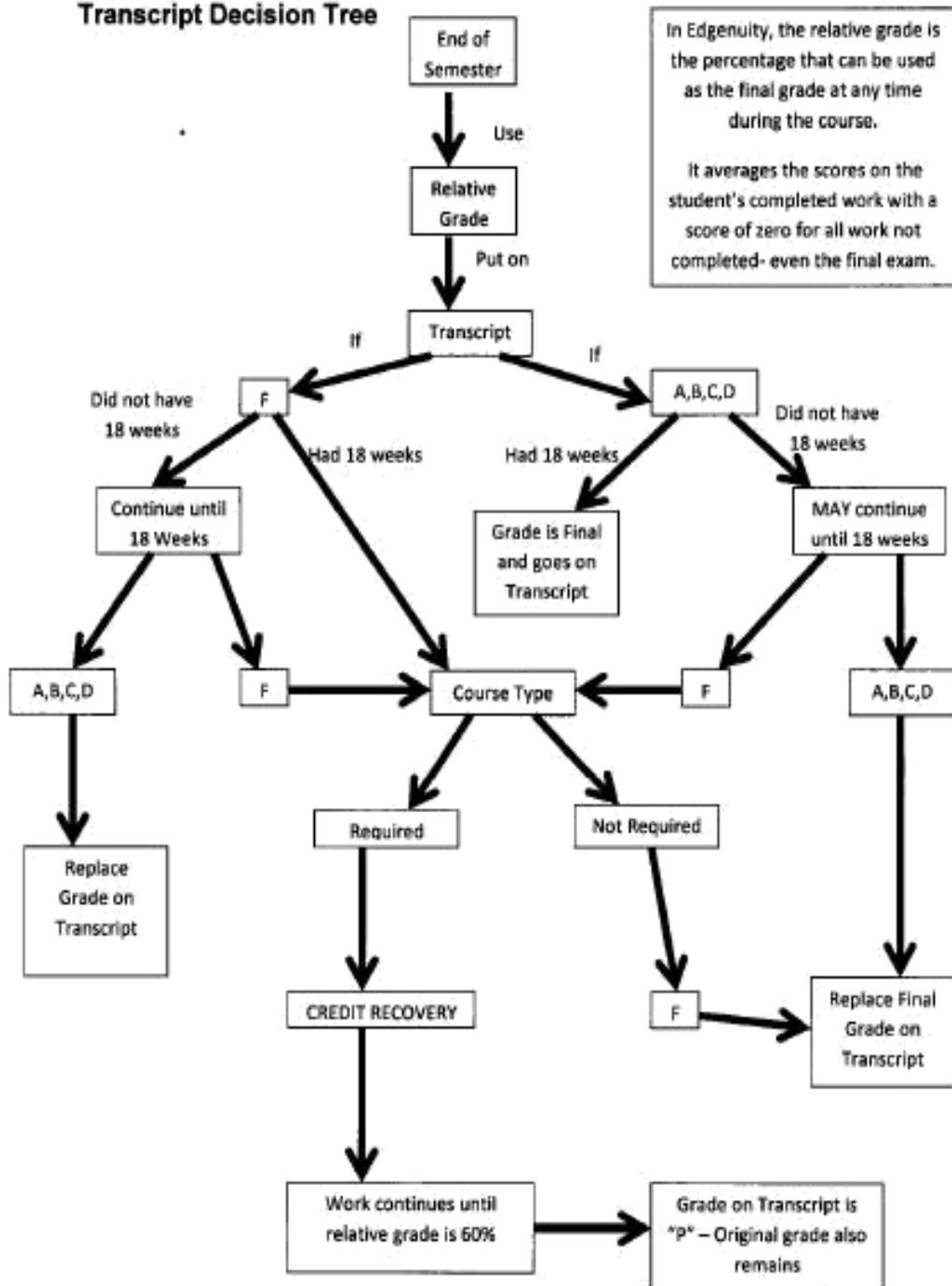
If at any time you feel that as a result of your complaint you are being retaliated against, please file an additional complaint using this form or contact the Districts' Compliance Coordinator. He can be contacted at 600 S. Main, Holyrood, KS 67450 or by telephone at 785-252-3695.

Please read the above carefully before signing. Your signature below will indicate that this form accurately and completely describes your complaint of harassment.

Signature _____ Date _____

Please Print Name _____

Transcript Decision Tree



Attendance Agreement and Digital Citizenship

1. Never share your passwords. You are accountable for all access to websites, computers, technology for which you are assigned a school password.
2. Treat all technology with respect. Even your own. It is your Key to the Virtual Program. Deliberate attempts to degrade the USD 112 network, local networks or to disrupt system performance will result in disciplinary action.
3. Obey rules of copyright. Do NOT Copy and Paste information into documents and submit that work as your original thoughts and ideas. Include a bibliography to document the source of any information you use. If you need help with copyright please contact your teacher. (For more information see page 12 Student Handbook-*Cheating/Plagiarism.*)
4. Avoid any technology activity which is illegal or involves inappropriate language, pictures, or graphics. E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language.
5. Do not give out any personal information, anonymous or false information on the internet.
6. Class work is always the priority for scheduled Class Time on the Internet. Class Work is ALWAYS the Priority when working at LLC
7. Printing to school printers is limited to class work only when in at LLC.
8. Students may not engage in personal attacks or harassment of others, and may not post information about other students or teachers online without their permission.
9. Installation of peer to peer file-sharing programs is forbidden on LLC Computers and is discouraged on all computers.

Attendance Agreement

- Good Attendance is the key to your Success!
- It takes approximately 80 hours of work to complete each full credit.
- The State of Kansas requires students under the age of 18 to attend according to their plan.
- Set aside specific periods to work on my courses that total 25 hours each week. (Adult students a minimum of 5 hours a week is required)
- Complete the two 6 hour Count Days as required for state funding.
- As for needed assistance with course, technical, or online problems.
- Report any changes of contact information as soon as possible.
- Reply promptly to email or phone inquiries by any Learning Center Staff.
- Complete required orientation sessions.
- Take facilitated finals for every online course.
- Take state and district tests when appropriate for grade level.

Lakeside Learning Center Parent Contract (For minor students under the age of 18)

As a parent of a child who is enrolling in Lakeside Learning Center, I agree to the terms and have read and understand the following Parental Contract:

1. I understand the importance of supporting my child's effort to maintain academic integrity in regards to completing assignments, projects, papers, and exams online. I will not provide unethical academic assistance to my child, but will provide learning support by monitoring his or her online efforts to complete assignments, projects, papers, and exams in an honest and ethical manner. I understand that any violation of academic integrity will result in disciplinary action by the school administration, and may be grounds for suspension or expulsion from the school.
2. I understand that it may be helpful to identify a person of majority age who is willing to be my student's Education Coach while my student is enrolled at LLC. The Education Coach would ideally be responsible for checking student work, answering simple questions, verifying that the student has replied to any contact from the teacher or from the school and ensuring the student is staying on track with their lessons.
3. I understand it is my responsibility to provide and pay an Internet Service Provider for a connection to the Internet for access to online lessons, email and web conferences. I also understand that a DSL or faster connection speed is required to be able to use the video content and web conferencing.
4. I understand that the school is not responsible or able to filter content streaming through my home Internet connection.
5. I understand that I must maintain an email address for school communication and that my student(s) must also have email accounts. (A G-Mail account is our preference).
6. I understand that I must supervise my student's work on the set "count days"; that I will document the time my student spends online and off line: and will sign, date and return the Student Activity Log if full 360 minutes are not completed online within the time specified at enrollment. (Students whose Student Activity Logs have not been correctly filled out, signed, dated and returned by the final date will be withdrawn from LLC)
7. I understand it is my responsibility to provide support needed to that allows my child to successfully complete in the mandatory workdays, count days prior to, on and following September 20th as well as the required state assessment and semester testing, providing required travel if needed during the school year. (The dates for assessments and count days are noted on the LLC Student Calendar found on the District Website and/or the LLC Facebook page)
8. I will read and reply to contact (email, text, phone calls) from the school within 24 hours of receipt. I will read all announcements and calendar items and remain up-to-date with events and activities that my child has the opportunity to participate in.
9. I understand it is my responsibility to notify the school immediately in case of any problem with email, logging on, accessing the curriculum, or attending web conferences.

My signature below indicates that I have read and understand the Student Attendance Agreement and the Parent Contract as written above and accept responsibility for adhering to them.