

## Changes for 2020-2021: Virtual Handbook

The prototype from second semester of 19-20 will be put into place for the entire year.

The chart that explains if your progress is behind, you will be required to come to the building for said amount of time will now be in the handbook.

# eLearn379

## Student Handbook



Jenni Davidson, Program Director

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## **eLearn379 Mission Statement**

The mission of eLearn379 is to meet individual student needs with a student-centered curriculum providing maximum flexibility to each learner.

The purpose of the eLearn379 handbook is to provide students and parents/guardians information regarding the eLearn379 virtual program. Additional policies are included within the USD 379 Board of Education Policy Manual found on the USD 379 website @ [www.usd379.org](http://www.usd379.org)

## **WHO IS ELIGIBLE**

All students (grades 3<sup>rd</sup>-12<sup>th</sup> grade) living in the boundaries of USD 379 are eligible to apply for admission into eLearn379's virtual program. This program is committed to meeting individual student needs with a student-centered curriculum providing maximum flexibility to each learner. Courses will be delivered via the internet and will have a Kansas certified teacher supporting student learning. eLearn379 provides the opportunity for expanded course offerings as well as increasing scheduling flexibility. eLearn379 may be used to accommodate students who are not currently seeking educational opportunities in the traditional brick and mortar setting appealing to families who wish to home-school their children with professional certified teacher support.

Because the courses are delivered via the internet, they can be accessed anywhere at any time. Students can take classes outside the walls of the traditional brick and mortar school setting.

eLearn379 is ready to serve students for the current school year. The goal of the program is to help each student achieve both their academic and personal goals. The role of our staff is to give each student the personal attention to ensure a positive educational experience. We understand that no two students are the same and it is our hope for each student to have a positive educational experience while enrolled in eLearn379's virtual program. eLearn379, in conjunction with USD 379 Clay County Schools, will provide blended learning opportunities where students can attend selected classes in their grade level USD 379 school buildings, in accordance with board policy.

This student handbook will provide information on enrollment and operating procedures of eLearn379. If you would like additional information or have questions, please contact:

Jenni Davidson, eLearn379 Program Director  
785-632-2131  
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**CURRICULUM PROVIDERS:**

eLearn379 uses Edgenuity (6-12) and Odysseyware (3-5) as our online virtual program. Edgenuity offers a full array of general education classes, as well as CTE courses and a host of electives sure to educate and challenge our students. Odysseyware offers core classes for our elementary students.

**WHO CAN APPLY FOR ADMISSION:**

Any (3<sup>rd</sup>-12<sup>th</sup> grade) student living in the USD 379 boundaries. Upon completing the application process, students will be notified regarding their acceptance into eLearn379's virtual program. The student/parent/guardian is responsible for the annual \$50 (3<sup>rd</sup>-5<sup>th</sup> grade)/\$55 (6<sup>th</sup>-8<sup>th</sup> grade)/\$60 (9<sup>th</sup>-12<sup>th</sup> grade) resource/curriculum fee if enrolling as a full-time eLearn 379 virtual student.

Students who enroll in eLearn379's virtual program agree to provide Academic Attendance Logs verifying the dates and times worked online and offline in order to meet the Kansas Virtual Attendance Guidelines.

**HOW TO APPLY FOR ADMISSION**

Students wishing to apply for admission should complete the [enrollment packet](#) by contacting virtual coordinator Jenni Davidson.

## **ADMISSION CRITERIA**

eLearn379 virtual program is not for every student and/or family. If eLearn379 personnel feel that this program would not be the best placement for the student, other choices may be suggested. Applicants will comply with the following requirements.

\*Identify an adult learning coach who will supervise and monitor online course work.

\*Attend a face to face orientation for students and parent/guardians/adult coaches.

\*Complete a reading diagnostic to assess the student's reading grade level if required.

## **IIBGB On-Line Learning Opportunities**

The district-sponsored eLearn 379 virtual program is available to students on a full or part-time basis. Students may apply to enroll in this program for credit. **Enrollment for the next academic year must be completed by September 1 of each year.**

### **Guidelines**

The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its' length and scope, its' method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in on-line course work.

### **Other Regulations or Guidelines**

Approval by the administration shall be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made

## **COMPUTERS**

A home computer and internet access are the responsibility of each student who wishes to utilize eLearn379's virtual programs.

## **COMMUNICATION**

Ongoing consistent communication is a very important aspect to the success of a student in an online program. However, students and parents should not hesitate to email or call their teachers or program director at any time with questions or concerns. A response to each email or phone call will be received within 24 hours during normal school days.

It is very important that eLearn379 be notified within one week of changes to:

- \*Numbers for home, cell, or parent's work.
  - \*Email information for parents or students
  - \*Mailing or street address
  - \*Emergency contacts' phone, email, or address
- \* Email is the quickest and easiest way eLearn379's program director get information out to all families enrolled in eLearn379's virtual program. Students and families are encouraged to check email on a consistent basis and respond to eLearn379 emails within a 24 hour period.



## **eLearn379 ORIENTATION**

Each student and either a parent, guardian, and/or learning coach are required to attend an orientation session. At this orientation all responsibilities of the student, responsible adult, the teachers, and the program will be discussed. This meeting will include training in the use of the curriculum software, communication system, and the program requirements. It is of the utmost importance that the student and parent or guardian understand and support the expectations of the eLearn379 virtual program staff.

Parents/guardians or learning coaches will monitor their student for compliance in all areas outlined in the Student Handbook. Each student and the other orientation attendee will sign an orientation agreement form at the conclusion of the session that stipulates they will meet the expectations of eLearn379's virtual program explained at the orientation meeting, read the handbook, and agree to follow the outlined procedures.

## **ELIGIBILITY REQUIREMENT**

Two days in the fall the student and parent(s) are required to complete two (2) [Academic Activity Logs](#) that document time spent on the computer (online) or time spent in other education activities (offline). Online time is the time spent in the curriculum software working on courses and at least one of the Academic Activity Logs must contain time spent online. Offline is the time spent reading books, working out problems on paper, completing writing assignments, or other projects not done on the computer.

Students/Parents must fulfill this requirement to be eligible for educational services through this program. Mandatory dates are before September 19 for 6 hours and on or after September 20 for 6 hours. Failure to complete Academic Activity Logs will result in termination of enrollment with eLearn379.

## **DAILY SCHEDULES**

Students will be able to see the lessons they need to complete each day on their account provided by the curriculum software. Each student should spend approximately 1 hour per day for each virtual course they are taking. Students must adhere to the schedule and complete coursework in an acceptable manner to remain in the program.

To document the work being done online and offline, [Academic Activity Logs](#) are provided by eLearn379. The student's adult learning coach is required to document time spent on coursework.

## **DISTRICT/STATE ASSESSMENTS**

All students enrolled in eLearn379's virtual program are required to take any and all district/state assessments at their grade level. Schedules will be provided to families with the dates, times, and locations where the tests will be administered. If special accommodations are needed, please contact the eLearn379 Program Director to make arrangements. A licensed state of Kansas teacher must proctor all state assessments and all final exams in the curriculum software. All districts and state assessments must be taken in the grade level appropriate USD 379 school in Clay Center or Wakefield, Kansas.

Students who are not successful in meeting state standards on these assessments will be assigned additional learning opportunities to increase proficiency in needed areas.

## **MONITORING STUDENT PROGRESS**

Student progress will be monitored daily by eLearn379 staff. Students are expected to demonstrate progress by:

- \*Logging into the eLearn379 virtual curriculum daily
- \*Actively progressing through the coursework
- \*Meeting their learning goals on schedule
- \*Maintaining regular communication with teachers/staff
- \*Completing proctored course final exams
- \*Participating in all required district/state assessments

## **ONLINE TRUANCY AND CONSEQUENCES OF LACK OF PROGRESS**

Students should log in to the curriculum software daily through the week. Online truancy occurs if a student does not log in to the software for more than two (2) consecutive days without notifying his/her teacher(s) or is not in line with progress check points.

Students will be required to make continuous progress in the curriculum. Students not making adequate progress in the curriculum software will begin a three (3) step process as follows:

1. Warning letter will be sent to the student and parent/guardian that acceptable progress is not being made and a phone conference will outline what needs to happen to insure future success.
2. A second warning letter will be sent to the student and parent/guardian that acceptable progress is still not being made and a progress plan will be put in place during another phone conference.
3. When adequate progress is not being made by the end of the third period of time the student will be withdrawn from the program to enroll in their local brick and mortar district building.

## **PROGRESS REPORTS/GRADE CARDS**

Students may see their progress at all times on the curriculum software. Quarterly progress reports 4 weeks into each quarter and quarterly report cards at the end of each grading period will be sent to families for the courses the student has completed or is currently working on. Grades will be reported on [USD 379's PowerSchool](#) program at each student's appropriate grade level building.

## **GRADING SCALE**

The following grading scale will be used for eLearn379 courses.

- 90%--100% A
- 80%--89% B
- 70%--79% C
- 60%--69% D
- 59% and below F

In order to provide a successful opportunity for our students, the following guidelines are set for our virtual students (both full and part-time).

We will be checking progress and level of performance at various check-points. Should the student not meet the benchmark indicated below, they will be required to either come back to the brick and mortar building for their entire day or portion of their day depending on the schedule below.

| Check-Point | Requirement   |  |
|-------------|---|--|
| 2 weeks -   | Must be at 12.5% complete on total course work and passing all courses. | If you do not meet the first check-point, you will not be allowed to continue in the virtual program. You must return to brick and mortar classes. |
| 4 weeks-    | Must be at 25% complete on total course work and passing all courses.   | Student will spend 1 hour per class (not passing or not meeting progress point) in the school building per day (daily).                            |
| 9 weeks-    | Must be at 50% complete on total course work and passing all courses.   | Student will spend 1 hour per class (not passing or not meeting progress point) in the school building per day (daily).                            |
| 11 weeks-   | Must be at 62.5% complete on total course work and passing all courses. | Student will spend 1 hour per class (not passing or not meeting progress point) in the school building per day (daily).                            |
| 13 weeks-   | Must be at 75% complete on total course work and passing all courses.   | Student will spend 1 hour per class (not passing or not meeting progress point) in the school building per day (daily).                            |

\*Should a student be required to attend the school building daily, they will attend during a time frame that is provided by the school. This will be set upon staff availability. Location is determined by the school of origin.

\* Should the student not attend the required time at school, it will count as an absence and apply towards the truancy guidelines.

\* Should a student be required to attend the school building (daily) and they earn their way to meeting the next benchmark, they will no longer be required to attend the physical school building.

## **CURRICULUM**

Most courses offered by eLearn379 virtual program will consist of computerized online lessons and projects/essays. Computer lessons will be completed using eLearn379's virtual program curriculum providers. Projects and essays could be assigned by individual teachers and guidelines for such assignments will be given by each teacher, depending on the course.

## **COURSE PLACEMENT**

Students will be placed in appropriate grade level courses based on placement exams and other information provided by the families and/or school personnel. Students may be working at varying grade levels depending on ability. However, they will be enrolled at their current grade level.

## **WHO TO CONTACT FOR HELP**

The program director will be assigned to each student for each course and will be the student's primary point of contact for any questions regarding their courses. The program director may also be contacted for help with many questions that might arise.

## **ACADEMIC INTEGRITY**

Students will have many opportunities to become actively involved in the learning process. It is imperative that students are responsible for doing their own work. In the event that a student is found to be involved in academic dishonesty (i.e., cheating, plagiarism, etc.) serious consequences up to and including dismissal from eLearn379's virtual program will follow.

## **PLAGIARISM**

To plagiarize is to use the ideas or words of another without crediting the source. Students have the obligation to complete their own daily assignments and tests by doing their own work to the best of their ability. All parties involved in using inappropriate means to complete assignments will receive no credit for the assignment and can be referred to an administrator for appropriate consequences which include dismissal from the virtual program.

## **SPECIAL EDUCATION STUDENTS**

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.

## **STUDENT RECORDS**

All credits completed with eLearn379's virtual program will be reported to the student's appropriate grade level building to be documented on the student's permanent academic record via [PowerSchool](#).

## **GRIEVANCE PROCEDURE**

In an effort to provide a positive educational experience, we want to address your concerns and any grievances you may have in a timely manner. Therefore, please use the following procedure to address issues that are serious in nature.

1. Contact in writing (email) the eLearn 379's program director and address the concerns you have. You will receive a response within 5 business days.
2. If the issue is not resolved, contact in writing (email) virtual school administrator (Director of Curriculum & Instruction) and address the concerns you have. You will receive a response within 10 business days.

## **DISTRICT REQUIREMENTS FOR RECOMMENDED STUDENTS**

The school district must have on file a complete student immunization record as required by state law, and if the student is entering a Kansas school for the first time, a physical assessment completed either by a local health department or physician.

**KSHSAA ELIGIBILITY/DRUG POLICY**

All students will comply with all USD 379 Board of Education policies.

eLearn379 students are eligible to participate in KSHSAA sponsored activities if they meet KSHSAA requirements, which include attending at least one hour per day in brick and mortar setting. Any student who participates in any extra-curricular or KSHSAA sponsored activity is subject to random drug testing as per JCDAB and JDDA found in the [BOE policy handbook](#).