

Handbook of Operating Procedures

2010-2011

Grades
Kindergarten thru 8th

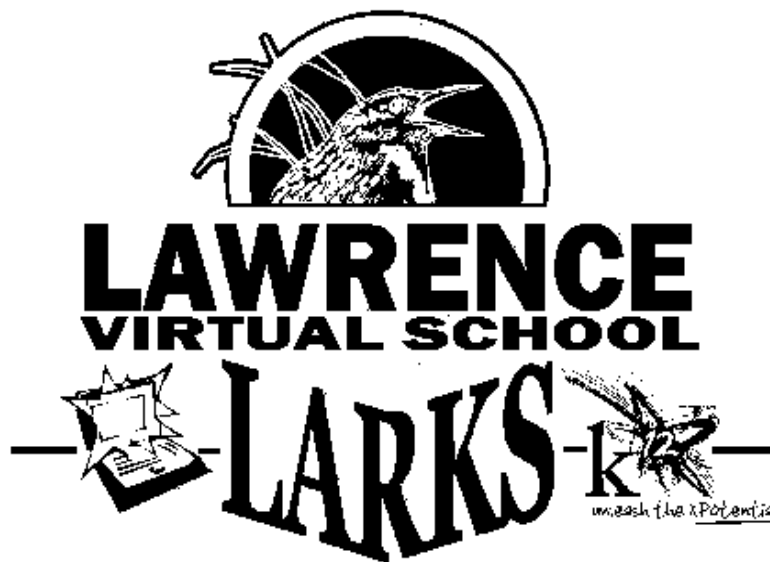


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Definitions

Core Lessons	Required lessons within the K12 curriculum.
Directed Studies (DS)	A plan developed by the Education Specialist for the Learning Coach and student that directs specific lessons and activities. Participation, curriculum progress and completion are required.
Education Specialist	After your enrollment has been completed with LVS, an Education Specialist will be assigned to you. She/he is a certified teacher in the state of Kansas.
Illuminate!	A webinar program used by Educational Specialists for instructional support, teaching and/or conferencing with learning coaches and students.
IEP	Individualized Education Plan is most often used in conjunction with special services or for providing instructional services for a child with special needs. An IEP is developed to provide detailed information that provides for appropriate decisions to be made about a child's educational placement.
ILP	Individual Learning Plan: An agreement developed by the Education Specialist and Learning Coach to help the student progress and increase achievement.
K12® (Curriculum Provider)	K ¹² Inc.'s unique program combines online technology with traditional content and the world's best teaching methods. K ¹² Inc. is a leading national provider of individualized, one-to-one learning solutions for students in virtual public schools.
Learning Coach	Instructing adult who is charged with working with the student(s) daily and conferencing with the Education Specialist.
LVS	Lawrence Virtual School: A public charter school in the state of Kansas. The charter is granted through the Lawrence School District, USD 497. The school is managed by the local school board and delivers curriculum by K12 Inc. ("K12").
Mastery	Scoring 80% or more on lesson assessments, concepts should be re-taught until mastery is achieved.
Meeting Standards	Achieving a passing score on the Kansas State Assessments. Scores are grouped into categories of correct percentages in each assessed area. Meeting Standards, Exceeding Standards and Exemplary are all considered "meeting the standards."
OLL	Introduction to Online Learning is a 10 day on-line course to familiarize new LVS students and their Learning Coaches with all aspects of the OLS.
OLS	On Line School: The location of student lessons, worksheets, attendance and assessments. It also records data that substantiates the student's academic progress.
Optional Lessons	Lessons marked (optional) for review and extension within the K12 curriculum. These lessons do not count in the core percentage.

Websites

K12, Inc.	The site of your student's curriculum.	www.k12.com
K12 Support Center	Helpful information on the OLS, materials, technical support and additional teaching resources.	http://help.k12.com
K12 Material Listings	A listing of specific materials K12 sends for each course.	http://help.k12.com/messages/1468/2300.html
LVS Homepage	A valuable resource for school information, events and ideas. Grade level specific pages and links to other helpful sites are included.	www.lawrencevs.org

Welcome to the Lawrence Virtual School! LVS is an excellent education option available to students in Kansas. The school and Education Specialists assist in educating children using high quality standards and web based curriculum.

Introduction

- LVS (K-8) is a **public charter school** in the state of Kansas. The charter is granted through the Lawrence School District, USD 497. The school is managed by the local school board and delivers curriculum by K12 Inc. ("K12").
- 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.

For all questions regarding policy, procedures, curriculum or technology your experienced Education Specialist is your first point of contact.

Mission Statement

Lawrence Virtual School 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 comprised of:

- a rigorous curriculum
- individualized support
- dedicated partnerships

in a variety of learning environments.

Course Offerings

LVS offers both a full-time and part-time program for all grade levels K-8. The school uses the K12® online curriculum for these grade levels. Budget may effect course offerings.

- Full-time students enrolled in Kindergarten will receive K12®'s Math, Language Arts/Phonics and Science. Electives with choices in history, art and music may be added one at a time after November 1st.
- Full-time students enrolled in 1st and 2nd grade will receive K12®'s Math, Language Arts, History, Science and an optional elective*.
- Full-time students enrolled in 3rd through 6th grade will receive K12®'s Math, Language Skills/Spelling/Literature, History, Science and an optional elective*.
- Full-time students enrolled in 7th grade will receive K12®'s Math, Language Arts, Science, History and an optional elective*.
- Full-time students enrolled in 8th grade will receive K12®'s Math, Language Arts, Science, History and an optional elective*.

* Electives for new students will be processed after November 1st.

Pacing and Flexibility

- The Online School provides a recommended schedule that will ensure all lessons in each content level are presented in one academic school year's time frame.
- Consistent lesson progression is expected. (10%-11% per month is considered typical.)
- The Online School is flexibly designed to accommodate all learners.
- Progress data is used by the Education Specialists and Learning Coaches 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**.

School Information

School Year

The traditional school year at LVS is August 11th, 2010 through May 25th, 2011. Returning students may work during June and July. Special education students must start by August 11th, 2010.

Enrollment

Enrollment in LVS is open only to residents of the State of Kansas. The enrollment process must be fully completed. This includes:

- K12 online enrollment
- Enrollment packet available at www.lawrencevs.org
- Health documentation
- Enrollment consultations

Failure to complete the enrollment process will result in a denied enrollment with LVS.

A virtual environment is not the appropriate educational setting for every child. It is important to discuss your child's needs with LVS staff members to determine appropriateness.

A student who is serving an expulsion from a school district in Kansas is not permitted to enroll.

Completion of the enrollment packet does not require enrollment or commit the student to attending the school.

A formal Directed Studies plan will be implemented for all students not "Meeting Standards" on state assessments. Continued enrollment is contingent on adherence to this plan. This plan is discussed and evaluated at each conference.

Re-Enrollment

Re-enrollment will be considered complete when:

- The Handbook of Operating Procedures for the 2010-2011 school year have been read, commitment letter signed and returned to the LVS Student Services Office by March 31st, 2010. Failure to return commitment by March 31st, 2010 will result in termination of student account on May 25th, 2010.
- Complete a re-enrollment conference with your Education Specialist.
- Update health documentation when required.

Failure to complete the enrollment process will result in a denied enrollment with LVS.

Probationary Status

Students with poor discipline, academic performance and excessive absences at their previous school or at LVS may be placed on probation which will include the development of a directed study (DS). Students scoring more than one grade level below on placement assessments will also be on probation. The probationary requirements shall be determined on a case-by-case basis by LVS staff. Students on probationary status will be limited to the four core subjects.

Students wishing to re-enroll at LVS after having been withdrawn due to non-compliance of any type (such as lack of progress, lack of communication with the Education Specialist or failure to participate in testing) must seek and obtain approval by administration for re-enrollment.

Special Education Enrollment – Special Education Enrollments are Due Complete by July 30

When a student who receives special education services enrolls at LVS, the parents and/or guardians must provide a current IEP and evaluation to be reviewed by the LVS special education staff prior to enrollment completion. Failure to provide a current IEP and/or evaluation, if one is available, will result in denial of the student's enrollment application. If the student's enrollment is accepted and LVS staff later determines the student had an IEP or evaluation that was not shared with LVS staff by parents or guardians, the student's enrollment may be terminated.

When a student with a current IEP enrolls at LVS, the parents must agree to a 30 day trial placement (beginning the first day after Labor Day) during which time an assessment/progress monitoring will be completed to determine if LVS curriculum is appropriate for the student. If at the end of the 30 day trial, after having reviewed data, the LVS special education staff determines that LVS curriculum is not appropriate for the student; LVS will urge parents to pursue other options and provide information regarding another more appropriate setting in the Lawrence school district.

- During the 30 day trial placement, LVS special education staff will assess whether the student can make adequate progress in the curriculum to continue placement at LVS. If it is determined that adequate progress can be made in the curriculum, an IEP will be developed to reflect the student’s special education needs within the Virtual School setting.
- During the 30 day trial placement, the student must be made available for assessment/progress monitoring activities including trial teaching. The student will be required to come to LVS for such scheduled assessment dates. The extent to which the student needs to be available for assessment activities will be determined by LVS staff. Parents may be required to come to LVS for multiple assessment sessions. Failure to attend scheduled assessments will result in denial of the student’s enrollment application.

If the student had an IEP in the past that has expired, but the child was not exited from special education services, the LVS special education staff will conduct a re-evaluation of that student’s needs.

- Parents of special education students are required to collect data on the student’s progress on a regular basis.
- Special education students will be subject to progression requirements as outlined by their IEP.
- Special education service time will be determined subject to service providers’ schedules.
- All students qualifying for special education services (including Gifted services) must be enrolled in the four core classes at LVS (Language Arts, Math, Science and Social Studies).

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 LVS.**

Enrollment Fees

Lawrence Public Schools Board of Education approves a schedule of enrollment fees and other fees as required. All students enrolled in Lawrence Public Schools (including LVS students) are required to pay board approved fees. The fee schedule for 2010-11 school year is shown below:

Fee Description	Kindergarten	Grades 1-8
Textbook Rental	\$36.00	\$72.00
Instructional Materials Fee	\$7.50	\$15.00
Technology Fee	N/A	\$10.00
Total	\$43.50	\$97.00

In order to assure receipt, LVS does not collect fees at the time of enrollment. LVS will mail out paper statements in September to all families. Due to the fact that LVS uses the same computer system as the USD

497 brick and mortar schools, statements will appear to be overdue. Unless other arrangements are made fees will be considered overdue in December.

Withdrawals

Parents of students who are withdrawing from the school must submit their intentions, including new school information, to their Education Specialist. The school will contact parents to arrange for the recovery of all school equipment and materials. Parents/Guardians are expected to return all school property within 20 days and in good condition.

Parents/Guardians need to provide written verification from the new school within 20 days. Verification is considered to be a request of student records from the new placement or completing a non-accredited private school registration form at the state website. If verification is not received, LVS is required to report the student(s) to the District Attorney's office or SRS in the county in which they reside, per the compulsory school attendance law.

Non-accredited private school registration forms may be downloaded from the Kansas Department of Education website: <http://www.ksbe.state.ks.us/Default.aspx?tabid=1684>

Moving Out of State/Country

Students moving out of the state or country will need to formally withdraw from LVS.

Change of Information

Parents are responsible for notifying their Education Specialist of any changes to address, phone number or other pertinent information within 10 calendar days. The Education Specialists will notify the office of any communicated changes in order to update the student's records.

Materials

LVS provides computer, K12 standard books and other curricular supplies. These materials are public property and must be kept in good condition. Consumable items may be written in. Parent/Guardian enrolling students in LVS accept the responsibility of paying for lost, stolen or damaged school materials. Parents/Guardians are responsible for following all materials return procedures at the conclusion of the school year or upon withdrawal from LVS.

For a complete list of items shipped from K12 you can download the materials list at:
<http://help.k12.com/messages/1468/2300.html>

Parents/Guardians will be responsible for other books and supplies as needed.

OLS Training

All new Learning Coaches are required to complete the ten day OLL at the beginning of the school year. The OLL provides training over setting up a schedule, lesson progression, learning about each course, Scantron, Study Island, writing and other functions of the OLS. It eases the Learning Coach and student into the K12® curriculum and LVS. As part of the training you will also receive a DVD which covers basic computer and K-Mail training.

Technology Needs

A computer will be provided at a ratio of one computer for every three children enrolled full-time in a home K-8th. Depending on availability, all full-time 7th and 8th grade students may request their own computer **after October 1st**. Computers are school property and must be returned upon withdrawal or termination of enrollment. (See Appendix A)

Access to a working phone for conferencing is required. Throughout the year there will be times when access to a printer is also needed.

Internet Connection: Acquiring internet service prior to the start of the school year and maintaining it is the responsibility of the LVS family. Issues regarding connection to service should be directed to your internet service provider. In case of extended interrupted service you will need to inform your Education Specialist. LVS recommends the use of high speed internet.

- **All issues surrounding technology should be reported first to the assigned Education Specialist.** The Education Specialist will then recommend the dissemination of information to the proper source. Access to the Internet via equipment provided to the student as a result of his/her enrollment in the School are intended to serve and pursue educational goals and purposes only. (See Appendix A)
- Use of the internet is under the sole supervision of the Learning Coach.
- Any part(s) (i.e. battery, AC adapter) that Dell, when contacted, has stated they cannot replace due to warranty restrictions will be replaced by LVS.
- If Dell is contacted for a hard drive replacement, please ask them to send a hard drive with the Lawrence Virtual School image loaded on it. Once you have received the replacement part you will need to return the failed hard drive to Dell using the shipping box and label they provide to avoid being charged for the new hard drive.
- Dell requires the return of most replaced parts and will provide return labels with the shipment. Please return the faulty part as soon as the new one is received to avoid being charged for the new part.
- LVS is not responsible for lost data; please store ALL your documents, pictures, etc. on external media (flash drive, disks, etc.).
- LVS is not responsible for the storage, replacement, or return of personal disks left in the CD/DVD drive of any returned computer. Please check the drive before returning the laptop computer.
- Replacement parts/hardware cannot be sent to any parties who have pending/outstanding hardware returns. Please return all technology hardware in a timely manner.

Supplemental Activities and Curriculum

Learning Coaches seeking to provide the best possible education for their student(s) often enrich the curriculum with extra activities, family trips and additional curricula. However, it is important that plans for additional activities and curricula be discussed ahead of time with the assigned Education Specialist so as to not interfere with required curricular objectives. It is also important to note that additional activities and additional curriculum do *not* replace completion and mastery of the student's core K12 lessons.

School Sponsored Events

The school will sponsor optional field trips and other events for students and families on a regular basis. These events will focus on enhancing the curriculum and/or building and connecting the school community. Parents/Guardians are responsible for any costs incurred while attending a school sponsored event, including, but not limited to: transportation, entrance fees, meals, etc. Credit for field trips is not offered in lieu of the regular curriculum. *Parents/Guardians/Learning Coaches are expected to attend all selected field trips or school events and supervise their child(ren).* Occasionally, field trips will be designed to meet the needs of a specific grade level or topic of study. When this occurs, we ask that alternate plans are made for other children. Inappropriate behavior, deemed cause for expulsion in a brick and mortar school, may be cause for exclusion from the school field trips and/or activities.

Required District and State Assessments

Students are required to participate in local and state assessments at their enrolled grade level. All LVS 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 LVS.**

The data collected from standardized assessment is used in a number of ways by the Learning Coach and Education Specialist for all students. It is also used in evaluating the effectiveness of our program. All individual results are also provided to the parent of each student. LVS uses a myriad of assessment tools to enhance student learning and achievement. These tools include, but are not limited to, Scantron, DIBELS and Reading Screening.

As a public school, all students enrolled in grades 3 and above must participate in the Kansas State Assessment Program during the state mandated time frame. All testing times, dates and locations will be communicated to parents by their Education Specialists. LVS will provide as much notice as possible to facilitate scheduling and planning. **Failure to participate in assessments will be cause for withdrawal from LVS.**

A formal ILP and/or Directed Studies plan will be implemented for all students not "Meeting Standards" on state assessments. Continued enrollment is contingent on adherence to this plan.

Objectionable Materials Guidelines/Procedure

There may be times in which a parent/guardian/Learning Coach will have objections to certain lessons, books or materials. In this case, the Education Specialist should be contacted to assure appropriate objectives are covered. The assessment for the lesson(s) must be completed to show that the objectives have been met. Learning Coaches may also contact K12 Inc. directly concerning any objectionable item by using the feedback option in the Online School.

LVS Education Specialist (LVS Teacher)

A healthy working relationship between Learning Coach and your assigned LVS Education Specialist is essential. The Education Specialist is the first point of contact for all questions about guidelines, curriculum, procedures or technology. All Education Specialists hold a Kansas teaching license, have had extensive Education Specialist professional development and represent a diverse spectrum of educational backgrounds and experience. **Your Education Specialist is the first point of contact for Learning Coaches concerning any issue.**

LVS Education Specialists will respond to communications within 24 hours on regular school days. The Education Specialist will notify their assigned families if they will be out of the office or unavailable. Additional responsibilities of the Education Specialist include, but are not limited to:

- Scheduling and conducting conference calls with each Learning Coach
- Instructional and curricular support
- Organizational assistance
- Technical support
- School sponsored events organization
- Encouragement and support in all areas of student learning and achievement
- Developing, monitoring and evaluating ILPs and Directed Studies
- Administration of formal and informal assessments
- Education Specialists may request work samples to support and affirm the student's academic progress

Progress Reports

One of the many features afforded by the Online School (OLS) is an up-to-second report of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, they may print a copy of the planning and progress screen in the OLS account for the student. Learning Coaches will receive a progress report each trimester.

Learning Coach (Teaching Adult) Duties

Academic Progress

The school is a mastery-based program and as such, 100% mastery of each content level is strongly encouraged and supported to provide a rich, rigorous and sequential learning experience for students.

- **You are responsible for actively working with your child in their day to day learning.**
- Mastering approximately 11% of the curriculum in each content area each month will enable students to successfully reach this goal of completing courses within the traditional nine month school year.
- Mastery of each lesson is based on scoring 80% or more on each lesson assessment. Learning Coaches should re-teach concepts until mastery is achieved. Curriculum has been developed to follow a prescribed sequence. Students should work at mastering curriculum in the order that lessons are prescribed.
- Students are expected to consistently complete at least four to five lessons in math and language arts per week. Education Specialists provide a pacing guide that will ensure all lessons in each content level are presented in one academic school year's time frame.
- Maintain open and honest communication with LVS faculty and staff.
- When requested, Learning Coaches are responsible for submitting requested work samples to the Education Specialist in a timely manner. Failure to submit requested items will result in non-compliance.
- Participate in all required assessments (DIBELS, Writing, Scantron, State and others as requested).
- Progress data is used by the Education Specialists and Learning Coach to evaluate student progress and learning.
- Additional recommendations for beneficial scheduling, working with multiple children and appropriate progress goals for each student may be obtained from the student's Education Specialist.

Appropriate and consistent progress is also the best preparation for required standardized testing.

Learning Coaches are responsible to enter completion and assessment data for each lesson(s) completed/mastered by each student and to update data in the OLS each school day.

Course Placement and Advancement

New students will be placed in appropriate level courses based on placement exam results along with all other information provided by the parent/guardian. All new students are required to take placement exams in Language Arts and Math. A student's grade level placement will be based on prior grade level completion and age. All placement decisions will be handled by the placement team in consultation with the family.

Academic achievement through content mastery is the cornerstone of the school. Therefore, the achievement expectations outlined in the table below will serve as the minimum requirements for course advancement of LVS students. Science, history, and electives advancement will be determined on a grade level basis.

Content Area	Minimum % of Grade Level Lessons Mastered
Language Arts	90%
Math	90%
Science	85%
History	85%
Music & Art	80%
Foreign Language	100%

Individualized adjustments to the above goals may be considered by consulting with your Education Specialist.

Once a student has mastered language arts and/or math, advancement in this area will be considered. Consideration will be given to progress being made in the other subject areas, appropriateness and assessment of progress, and budget. Only one course in history and science will be provided in an academic year. Depending on budget, electives in art, music and foreign languages will be offered one at a time upon completion.

Grade Level Placement and Promotion for Re-enrolling Students

Decisions on grade level placement and promotion are made jointly by the Education Specialist and administration before the start of the subsequent school year based on previous performance and academic progress. In some instances, an LVS Education Specialist will request placement tests for returning students in order to insure the appropriate placement for students.

Academic Progress Guidelines

The OLS is designed to collect and record data that substantiates the academic progress of the students. Therefore, it is mandatory that the OLS be used to enter completion and assessment data that reflect the standing of the student. Regular and appropriate progress is defined in the OLS Course introductions. Questions concerning appropriate scheduling should be directed to the student's Education Specialist. The OLS data serves as justification for advancement into subsequent course levels. In order for a student to be academically prepared for subsequent course levels, the school strongly encourages 100% mastery of all content levels; however, minimum requirements are listed in the advancement guidelines.

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 and actively engage in their child's daily learning. Multiple non-compliances may result in termination.

Academic Engagement: Non-compliance Procedure

Note: The following procedure will not be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by the student's Education Specialist (extended illness of the student, parent or Primary Adult, planned vacations, Internet connection issues, etc.). Appropriate engagement for special education students will be determined by the special education team.

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 outlined below to notify the Learning Coach of a student's lack of progress.

Step procedure for improving academic progress:

Step 1: The Education Specialists will notify the Learning Coach and Administration of students who fail to meet the minimum academic engagement. (Notice 1)

Step 2: Upon receipt of notification, the Learning Coach will participate in a scheduled conference call to identify the issues causing the lack of engagement and develop an ILP or 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 Education Specialist will notify the administration with documentation pertinent to the student including progress history, participation in required activities and applicable conference notes.

Step 4: The administration will notify the parent/guardian via US Postal Service regarding non-compliance. The Learning Coach will be responsible for contacting their Education Specialist and clarifying their intentions regarding enrollment in LVS. (Notice 2)

Step 5: In the event that the Learning Coach does not respond to communication or the student does not re-engage in the school as designed in step 2, the administration will issue a 'Notice of Termination' letter to the parent/guardian and the child's enrollment will be terminated. (Notice 3, Final)

Communication

Communication Guidelines

In a virtual model, consistent and appropriate communication between the Learning Coach and the Education Specialists is essential for the success of the program. It is also a requirement for enrollment in LVS as a public school. The sole responsibility for communication compliance between school and home lies with the Learning Coach. Methods of communication include telephone, Elluminate, face-to face, K-mail, etc.

Learning Coaches are responsible for:

- **Conferencing**

Conferencing between Learning Coaches and the Education Specialists are vital and integral pieces of the educational model provided by the school. Conferencing provides a personal venue between Education Specialists and Learning Coaches to discuss each student's academic progress and success and to provide support for the Learning Coaches in implementation of the curriculum, instructional methods, management ideas, etc. **Conference methods and sessions will be scheduled by an Education Specialist.** Learning Coaches are responsible to be available for these scheduled conferences. It is the responsibility of the Learning Coach to notify their Education Specialist 24 hours prior to the scheduled conference if they will not be available, so an alternate date may be determined.

- **K-mail**

K-mail is the primary communication platform for the Education Specialists, Learning Coaches, and administration. The majority of information needing to be communicated to LVS families will be sent via their assigned K-mail account. Often, the information is time-sensitive and many items require a specific response. Therefore:

- Learning Coaches are required to use K-mail as a condition of enrollment.
- Learning Coaches are responsible for checking their K-mail **daily**.
- Learning Coaches are responsible for replying promptly to any e-mail requests received from LVS staff.
- K-Mail is a communications account for Learning Coaches and parents/guardians. This is NOT a student account.

Communication: Non-Compliance Procedure

A parent will be considered to be non-compliant with the school's communication policy when an Education Specialist is unable to reach the Learning Coach during a 2-week period of time. This includes unsuccessful attempts by the Education Specialist to interact with the Learning Coach via conference calls, K-mail, and/or communication delivered to the parent's home address.

Step 1: The Education Specialists will notify the Learning Coach of failure to meet the minimum communication requirements. (Notice 1)

Step 2: Upon receipt of notification, the Learning Coach will participate in a scheduled conference to identify the issues causing the lack of communication and to develop an appropriate communications plan.

Step 3: In the event the Learning Coach does not follow the communication plan in step 2, the Education Specialist will notify the administration with appropriate documentation.

Step 4: The administration will notify the parent/guardian via US Postal Service regarding non-compliance. The Learning Coach will be responsible for contacting their Education Specialist and clarifying their intentions regarding enrollment in LVS. (Notice 2)

Step 5: In the event that the Learning Coach does not respond to communication and follow the communication plan, the administration will issue a 'Notice of Termination' letter to the parent/guardian and student enrollment will be terminated. (Notice 3)

Professionalism

All communication between the administration, Education Specialists, Learning Coaches, students, and other parties directly related to the school must be conducted with appropriate professionalism. Demeaning language, foul language, derogatory remarks/innuendos are not acceptable. This includes communication during phone conferences and communication in K-Mail. Acting in an unprofessional manner may result in termination of enrollment.

Communication Security

The school seeks to provide a secure environment in every way possible. A majority of the school communication is handled using K-Mail. When possible, avoid using personal information in e-mails or with technology used in the school. (For example, using a student's first name is preferred to using the student's full name.)

Student Health

School Sponsored Events

For the benefit and safety of all participants, a student should be in good health prior to participating in events sponsored by the LVS. Students and other participants running a fever, or experiencing diarrhea or vomiting should be symptom-free for 24 hours prior to attending an LVS event. Students and other participants may not bring medication to any school sponsored event, except essential medication in accordance with district policy. The accompanying parent is responsible for the security and administration of any essential medication. The Education Specialist and staff are not allowed to administer medication of any kind to any student or participant.

Immunizations/Physicals

- All parents **must** submit for their student(s) a signed, up to date immunization record/card to maintain enrollment.
- If a student is found to be missing any immunizations they will be notified and have thirty days to fulfill the required shots. This includes any booster shots.
- Also note that physicals are required for all students 9 years and under prior to entering school.
- **Lack of compliance will result in suspension of enrollment.**

Vision and Hearing Screenings

Kansas law requires that vision and hearing screening services be offered to students in grades K-8. The school offers these services at no cost to the students upon request. Requests should be directed to your education specialist. Participation for regular education students is voluntary, not mandatory. Students wearing glasses, contacts or utilizing hearing devices should bring these items with them when participating in the screenings. If there is a suspected problem, the parent will be notified of the results of the screening. And it is recommended that professional advice from an ophthalmologist and/or audiologist be obtained if a student has failed the vision and/or hearing screening.

Grievance Guidelines

As problems arise, school personnel and Learning Coaches agree that they must work together to solve them. For assistance in resolving a problem, please first direct all concerns, issues and questions to your child's Education Specialist (you can set up an appointment by phone or email). If the concern is not resolved at this level, please follow the Grievance Policy below.

Grievance Guidelines and Procedure

The school is interested in achieving and fostering both employee and student/family satisfaction. The following procedure was developed to ensure that the employee and student/family grievances are addressed fairly by the appropriate persons in a timely manner. The school prohibits discrimination against its employees and students/families on the basis of disability, race, creed, color, gender, national origin, religion, or ancestry. The time frame for all appeals by employees and students/parents in the process is ten (10) school days unless otherwise determined by state or federal law.

The student and Learning Coach(es), custodian(s) or legal guardian(s), will address in writing, appropriately labeled, any concern or grievance initially with the student's Education Specialist. Such person shall respond within ten (10) school days.

If the concern or grievance is not resolved by the Education Specialist, the student and Learning Coach(es), custodian(s) or legal guardian(s) may, within ten (10) school days, request in writing a meeting (via phone or in person) with the Education Specialist and administration to discuss the concern or grievance. He/she shall investigate and respond within ten (10) school days.

In the event that the response of the Administrator is not satisfactory, the student and Learning Coach(es), custodian(s), or legal guardian(s) may, within ten (10) school days, participate in mediation or request a review with the District Assigned School Liaison. He/she shall investigate and respond within ten (10) school days.

Members of the public, parents, Education Specialists, students, and others, may submit a complaint in writing, by fax, in person, by email or regular US mail to the Administrative Office.

Appendix A

Agreement for Use of Instructional Property

Responsible Party is the parent or legal guardian of the student who is enrolling at LVS beginning with the 2010-2011 academic year.

LVS has made arrangements to permit the family of the student to use certain computer equipment, software, and related instructional books and materials (“Instructional Property”) to facilitate the student’s education while enrolled in LVS, provided that Responsible Party is willing to accept responsibility for the Instructional Property as set forth below.

Responsible Party hereby agrees to the following:

1. **Use of Instructional Property:** LVS shall permit the student and the Responsible Party to use the Instructional Property listed on the attached Appendix 1 – Instructional Property Schedule. LVS reserves the right to add, change, substitute, and/or delete individual items on the Instructional Property Schedule from time to time.
2. **Term:** Responsible Party’s and Student’s rights to use and possess the Instructional Property expire upon the Student’s termination of enrollment. Notwithstanding the foregoing, LVS reserves the right to terminate any right to use and possession immediately if either has reason to believe that Responsible Party is violating any term or condition of the agreement. Responsible Party shall return all of the Instructional Property as instructed with **five (5) days** of the termination date in the same condition as delivered, normal wear and tear expected.
3. **Ownership:** At no time shall legal title to or ownership of any of the Instructional Property vest in the Responsible Party or Student, who shall only have the rights to temporary use and possession as provided herein.
4. **Condition of Instructional Property:** Responsible Party agrees to report any condition that would be considered “poor” to the LVS administration.
5. **Responsibility for Instructional Property:** Responsible Party must maintain the Property at the Responsible Party’s residence set forth as the shipping address in the enrollment form unless Responsible Party provides thirty (30) day’s written notice and the new address to LVS. Responsible Party shall be solely liable for any loss or damage to the Instructional Property until it is returned and shall take all reasonable precautions to protect it. Responsible Party agrees to inform LVS of any loss or damage to the Instructional Property from any cause whatsoever within three (3) days of the loss or occurrence of damage. The Responsible Party will provide LVS with a loss report that will include a description of the loss.
6. **Maintenance and Repair:** Responsible Party is responsible for requesting maintenance and repair of the Instructional Property while in his or her possession and will follow all instructions for Instructional Property requiring repairs as directed by LVS Technical Support, the Warranty Agreement and the Original Equipment Manufacturer. Responsible Party is solely responsible for upgrading to new software versions when publicly available, obtaining and installing antivirus file updates, and overall maintenance of each software application provided.
7. **Use of the Property:** Responsible Party agrees to the following:
 - I. Instructional Property is to be used for the education of the student while enrolled at LVS and not for the benefit of any other person or for any other purpose.
 - II. All Instructional Property shall be used in accordance with LVS policies and rules and the manufacturer’s instructions.
 - III. Each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application.
 - IV. All usage of the Instructional Property shall be subject to LVS policies and rules regarding Network/Internet use and protocol.
 - V. Responsible Party is solely responsible for ensuring that the software settings, default configurations, and administrative privileges are maintained at the original specified settings that the Instructional Property had upon delivery and will be liable for any resulting damage to the Instructional Property, any files and/or other software application of these default settings are changed or modified without explicit authorization from LVS.
 - VI. Responsible Party is solely responsible for keeping User IDs and passwords confidential to prevent unauthorized usage.

8. **General Indemnity:** Responsible Party agrees to indemnify, defend, and hold harmless the sponsoring School District, USD 497 or Authority, their respective employees, officers, directors, agents, assignees, and all affiliated companies and/or entities (“Indemnified Parties”) from and against any and all claims, actions, suits, proceedings, costs, expenses (including, without limitation, courts costs and attorney fees), damages, obligations, judgments, orders, penalties, fines, injuries, and losses arising directly or indirectly in connection with any matter covered by this agreement, other than those caused by LVS.
9. **Return of Instructional Material:** Responsible Party will be fully responsible to LVS for prompt return, **within 20 days** of all Instructional Property to LVS upon Student’s termination of enrollment in the same condition as when delivered to the Responsible Party or Student, reasonable wear and tear expected. Failure to make return to LVS as above provided will result in Responsible Party being liable to LVS for the full value of such Instructional Property or for any required repairs, and for LVS’s attorney fees (a minimum of \$300) and related costs in recovering such Instructional Property, or in recovering any losses sustained by LVS.
10. **Insurance:** Responsible Party agrees to maintain at his or her expense adequate insurance to cover damage to the Instructional Property by fire, theft, flood, explosion, accident, act of God, or other cause to the full replacement value of the Instructional Property and agrees that he or she will be financially liable for it regardless of the availability of insurance proceeds.
11. **Miscellaneous:** Responsible Party represents that he or she has the power to bind all of Student’s parents or legal guardians, all of whom shall be bound by these terms. Responsible Party cannot amend this agreement unless accepted in writing by a representative of LVS. This agreement shall constitute the entire agreement between the parties with regard to the Instructional Properties and any prior understanding or representation of any kind shall not be binding on either party, except to the extent incorporated herein. The waiver of any right under this agreement by either party shall not be construed as a waiver of the same right at a future time or a waiver of any other right under this agreement. This agreement shall be construed and enforced in accordance with the laws of the state of Kansas.