



VIRTUAL CHARTER ACADEMY  
**E-SCHOOL**

**Virtual Student Handbook**

**USD 282**

**2022-2023**

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**Mission and Vision**

Both the mission and vision statements for West Elk USD 282 and E-School Virtual Charter Academy will build upon the bedrock of the ideals for Kansas Education; open to all types of learning, innovation, employability skills, civic engagement, and more. As with other districts, this requires a process of analysis, reflection, and growth that we look forward to embarking upon.

**West Elk USD District Vision Statement:**

All children will learn in a happy, healthy environment and become responsible, productive members of an ever-changing society

**ESVCA Mission Statement and Core Values:**

The mission of E-School Virtual Charter Academy is to educate K-12 students seeking a non-traditional brick and mortar educational setting through online individualized instruction. E-School Virtual Charter Academy will provide a rigorous college preparatory learning format for students that will assist them in becoming productive, creative, responsible, ethical, and engaged citizens.

**Who Can Apply?**

All Kansas students grades K-12 are eligible to apply to E-School Virtual Charter Academy. We are a tuition free public school affiliated with West Elk USD 282 and may accept any student who has completed the enrollment application, pre-enrollment conference, and complied with orientation and "count day" expectations. Being a former ESVCA student does not necessarily mean acceptance into our program in subsequent years. Students must maintain passing grades, comply with state and local testing expectations, as well as follow procedures and protocols established in this handbook in order to be considered in good standing for enrollment.

## Contact Information

If you would like additional information or have questions, please contact:

E-School Virtual Charter Main Office:

2403 S. Division St. Suite B

Guthrie, Oklahoma 73044

1-833-203-4300

Head of Operations, Robbie Rainwater

[robbie.sscm@gmail.com](mailto:robbie.sscm@gmail.com)

E-School Virtual Charter Academy-Kansas

USD 282

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Howard, KS 67349

District Phone: 620-347-2147

Superintendent, Martin Burke

[martin.burkesupt@westelk.us](mailto:martin.burkesupt@westelk.us)

E-School Virtual Charter Academy Director, Shelly Graves

405-894-0450

[shelly.graves@eschoolacademyks.org](mailto:shelly.graves@eschoolacademyks.org)

Information regarding E-School Virtual Charter Academy can be found at the school's website: <https://eschoolacademyks.org>

Our office can also be reached by phone: 316-613-0022, or email:

[info@eschoolacademyks.org/](mailto:info@eschoolacademyks.org/)

For technology support, contact: [support@eschoolacademyks.org](mailto:support@eschoolacademyks.org)

## **Admission**

Step 1: Each student seeking to enroll in E-School Virtual Charter Academy must complete an online enrollment form which can be found on the ESVCA website. Forms are submitted electronically. Once enrollment is complete, families will be contacted by a staff member.

Step 2: Pertinent documents and records will be acquired by the school, and orientation dates, IEP case reviews/meetings, etc. will be scheduled.

Step 2: All students will complete mandatory orientation and count days to comply with school requirements.

Each year students will need to resubmit an application for enrollment and review/update data in our Student Information System. Previous enrollment does not guarantee enrollment in the next school year, should a waiting process be initiated.

Parents/Students enrolled in E-School Virtual Charter Academy will comply with the following requirements:

- Complete orientation and mandatory count days.
- Sign all required beginning of year documentation.
- Verify and sign Academic Attendance Logs verifying the dates and times their students work online and offline in order to meet the Kansas Virtual Education Attendance Guidelines.
- Maintain regular communication with the course facilitators, who will supervise and monitor online coursework,
- Participate in screening, benchmark, and state assessments,
- Attend parent/teacher conferences as scheduled
- Participate in scheduled Zoom meetings with teachers
- Successfully complete courses each semester.

### **Orientation and Count Days**

Each student and a parent/guardian are required to participate in orientation sessions. Sessions will review all responsibilities of the student, the guardian, the teachers, as well as provide an overview of our program and expectations. This meeting will include training in the use of the curriculum software, communication system, and the program requirements. It is critical that the student and the parent or guardian understand and support the expectations of the E-School Virtual Charter Academy program staff and monitor their student(s) for compliance in all areas outlined in the Online Student Handbook.

Each student and their responsible adult will be required to sign a document that both have read, understand and will comply with all the expectations and requirements of the ESVCA program, as well as have reviewed the E-School Handbook.

### **Mandatory Count Days**

Two days in the Fall, the student/parent must comply with requirements to complete two vital forms for the state documenting time spent on the computer and engaged in educational activities. The state will be provided a computer generated report verifying time spent online working on coursework and it is mandatory that students comply with the time requirements. Parent/Guardian signed Academic Activity Logs must also verify time spent in the curriculum program. Any additional time spent during count days on offline educational activities will also be verified on the Academic Activity Logs and verified via signatures. **Students/Parents must comply with this requirement to be eligible for educational services through this program. Failure to do so will result in the student being asked to return to their home district.**

### **Establish a Routine or Schedule to Work**

Students will be able to see the lessons they need to complete each day in their curriculum. An overview of pacing, schedules, and the calendar will be provided during orientation. Each student should spend a minimum of 25 hours per week on his or her courses. We highly suggest students adhere to the schedule and complete coursework on pace and to be successful in the program. Teachers will offer weekly Zoom meetings that will address some of the assignments in courses for the week, as well as provide additional video support on assignments as needed. These sessions may be attended virtually in real time or accessed via posted recordings.

### **Monitoring Student Progress**

Student progress will be monitored on a weekly basis by ESVCA teachers. Students are expected to demonstrate progress by:

- Logging into their curriculum website daily
- Actively progressing through the coursework-Follow the target pacing provided each semester
- Completing daily online assignments prescribed by the curriculum
- Meeting their learning goals on schedule
- Maintaining regular communication with teachers/staff-check emails daily
- Accessing weekly Zoom meetings with their teacher(s)
- Completing proctored course semester and final exams when available
- Participating in all required district/state assessments

### **Consequences of Lack of Progress**

Students will be required to make continuous progress in the curriculum. Students not making adequate progress will have tutoring sessions assigned. If a student continues to fall behind and does not take advantage of the help provided, they may be terminated from the program. All efforts will be made toward achieving student success in our program. We encourage parents and students to please communicate problems or concerns with us. If online learning is not working for them, an alternative educational setting may be suggested.

### **Online Truancy**

Students should log on to the curriculum software daily through the week. Online truancy occurs if a student fails to log in to the software for more than three consecutive school days without notifying a teacher. Lack of sufficient progress may also make a student considered truant. If truancy occurs, parents will be notified. If problems persist, an individual attendance and progress plan will be developed. All efforts will be made to work with families to help students achieve and succeed in their schoolwork. Termination may happen when a student is habitually truant or has not made an effort to be online for 30 days.

### **Technology**

Each student enrolled in ESVCA may receive, on loan, a Chromebook. Students and parents must participate in orientation and sign the school's technology usage policy and learning agreement prior to receiving their device. All technology must be returned in good working condition at the end of the school year. A technology deposit may be required at the beginning of the year to help defray costs that may be incurred.

### **Hardware, Software, and Internet Issues**

For questions regarding the computer hardware, contact our technology department at: [support@eschoolacademyks.org](mailto:support@eschoolacademyks.org)

For questions regarding curriculum issues students may contact their teachers.

Any student/family enrolled in ESVCA will be responsible for providing adequate Internet service. Reliable Internet service is vital to student success and interaction with curriculum and teachers. Families that need help procuring Internet service or with other technology needs can contact our school office.



## **Communication**

Communication is a key component to the success of a student in an online program. Students and parents should not hesitate to email the course facilitators at any time with questions, concerns or at the first signs of difficulty or frustration. Teachers will provide families with scheduled Zoom times, student tutoring times, etc. Emails are the preferred methods for contacting staff, and timely responses can be expected within 24 hours or sooner. Students should check their email messages daily.

For timely communication it is imperative that the school be notified within five business days of changes in any of the following:

- Numbers for home, cell or parent's work,
- Email information for parent or student,
- Mailing or street address, or
- Emergency contacts.

## **The Online School Year**

The school calendar is available on our website: <https://eschoolacademykansas.org/> Because virtual school is designed with family flexibility in mind, students may work at their own pace and schedule, as long as weekly work is completed on time. Be mindful of the calendar to note days when teachers may not be available to help, or when special activities are taking place.

An extended school year may be available for students if needed. Determining if this is the best option for students will be a decision made by members of the team and the family.

## **Progress Reports/Grade Cards**

Students and parents may see their progress at all times in the curriculum software. Reports can be generated upon request, but will be provided at the semester mark. Report cards will be sent electronically to the parent/guardian in January and June.

## **Grading scale**

Students work within the standard grading scale.

90-100%	A
80-89%	B
70-79%	C
60-69%	D

## **Curriculum**

E-School Virtual Charter Academy partners with FlexPoint to provide an award winning, rigorous curriculum to students. This curriculum is customizable and personalizable. Supplemental Curricula may be used as determined by student need. While virtual learning offers flexibility, students are still expected to stay on pace with their work in order to ensure proper credits are earned each semester.

## **Exams**

Semester and Final exams for high school students may be held in a setting that is proctored by an adult. Students may come onsite, or attend a satellite facility to take final exams. Some exams may be proctored remotely. Students will be notified at enrollment regarding courses that require proctored finals.

## **District/State Assessments**

All students enrolled in ESVCA are required to take any and all district/state assessments at their grade level. District level assessments and screeners will be administered virtually during designated windows throughout the school year. State assessments must be attended in person. Schedules will be provided to families with the dates, times, and locations where the Kansas State Assessments will be administered. If special accommodations are needed, please contact the director to make arrangements. A trained proctor must monitor all district and state assessments. Participation in these assessments is mandatory and compliance will result in priority status for future enrollments. Failure to participate may result in not being accepted in our program in subsequent school years. Any student not in attendance for state assessments must have a signed waiver completed by a parent/guardian.

## **Graduation Requirements**

High School students will be required to acquire 24 credits during their high school career. Students will conference with our director and/or counselor to ensure they are on track to receive proper credits for graduation. ESVCA-KS encourages 4 credits in each of the 4 core subjects of ELA, Math, Science, and Social Studies. In addition, students will be coached on the minimum state requirements as compared to the credits required for qualified admissions to a university program of studies. High School students will all work with a staff member to develop an individualized learning plan outlining graduation requirements and expectations at the beginning of the school year.

## **Academic Integrity**

Students will have many opportunities to become actively involved in the learning process. It is important 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 will follow.

## **Plagiarism**

To plagiarize is to use the ideas or words of another without crediting the source. It is the school's obligation to make students aware that using inappropriate means of completing an assignment is wrong. Students have the obligation to complete their own daily assignments and tests by doing their own work to the best of their ability. Students will receive a warning about plagiarism should it occur and an opportunity to correct their work. If plagiarism continues a zero will be given for the grade on the assignment.

*NOTE: The Internet can be a great resource, but the sources you utilize MUST be recognized. Also, many sources posted on the Internet are not reputable. Sites with .EDU, .ORG, or .GOV extensions tend to be more reliable than .COM sites. You should check with an instructor about the acceptability of all Internet sources before you write your paper.*

## **Students with an Individualized Educational Plan**

Students with an IEP enrolled in ESVCA will follow a plan developed by the IEP team. Upon enrollment a case review will be scheduled.

### **Student Records**

All credits completed at ESVCA will be recorded and maintained in student permanent record files. In addition, the virtual school will report information to USD 282 West Elk for any pertinent state reporting requirements.

### **District Health Requirements**

The school 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 by either the local health department or a physician. Any student participating in sports will be required to have a current physical on file.

Health records will be checked annually. If families choose not to immunize their children, a form must be signed and on file with the district each year.

Hearing and vision screenings will be conducted on orientation and/or audit days if possible.

### **Extra-Curricular Activities**

To participate in extracurricular activities as a virtual student, you must live in the district and attend on campus at least one class period per day, or transition to a full-time campus student. In addition, you must meet KSHSAA eligibility requirements.

Field Trips and Enrichment opportunities will be offered throughout the year. Families will be notified via email, website, and/or other social media regarding such events and the circumstances, requirements, and expectations for attendance. We expect students to act responsibly and reflect good behavior at all school sanctioned events.

Virtual Seniors have an opportunity to participate in their own Senior Day trip. This trip is just for Seniors in our virtual program.

### **Video/Photo Release**

Pictures of students may be used on our website or social media platforms. Parents/Guardians will be asked to sign a release form at the beginning of school.

### **Dress Code for School Events**

When students attend an ESVCA or USD 282 function they should follow the same dress code as district campus students. This code can be found in the campus handbooks and policies on the USD 282 website.

### **OCR VOC/ED Guidelines**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the USD 282 West Elk, KS. shall not discriminate on the basis of sex, race, religion, color, national origin, or handicap in the education programs or activities which it operates. Charter

**Title IX**· It is the intent of Unified School District 282, West Elk, Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

## **Section 504**

All students attending Unified School District 282, West Elk, Kansas may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, religion, color, national origin, age, handicap, or sex.

## **Complaints on Title IX and Section 504**

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Shelly Graves, ESVCA Director [shelly.graves@eschoolacademyks.org](mailto:shelly.graves@eschoolacademyks.org). E-School Virtual Charter Academy is an Equal/Educational Opportunity Institution and an Equal Opportunity Educational Institution. ESVCA is in full compliance with the Dept. of Health, Education, and Welfare Regulation under Title VI of the Civil Rights Act of 1964.

## **Grievance Procedure**

In an effort to provide high quality, on-going customer service, 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 the course facilitator to discuss the issue.
2. If you feel the matter has not been resolved, contact the E-School Virtual Charter Director with the concerns that you have.
3. If the issue is not resolved, a face-to-face meeting may be scheduled with the school director, teacher, student, and parent/guardian. The district Counselor, and/or Superintendent may also be involved in the meeting to address the issues and concerns.

## **Non-Discrimination Statement**

The E-School Virtual Charter Academy. does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in admission or access to , or treatment of employment in its programs and activities.

*In addition to this Online Student Handbook, other district policies may be applicable (see District Student Handbook).*