USD #422
KIOWA COUNTY

21st Century Learning Academy

www.mullinville.org

ACCREDITED 6TH-12TH GRADE PROGRAM
ADULT HIGH SCHOOL DIPLOMA PROGRAM
CREDIT RECOVERY PROGRAM

2019-2020
STUDENT HANDBOOK

Updated 8/14/18
21st Century Learning Academy Contact Information

The following information is designed to answer any questions that you might have about the 21st Century Learning Academy/Kiowa County. If you are unable to find an answer to your question, please contact the office at (620) 723-1130.

Mailing Address:
21st Century Learning Academy
730 South Main
Greensburg, KS 67054

Contact Information:
Office Phone – (620) 723-1130
FAX Number – (620) 723-1136
www.mullinville.org

School Year Office Hours:
• Monday – Thursday
  o 8:00am to 5:00pm
• Friday
  o Office Closed

Summer Office Hours:
• Monday – Thursday
  o 9:00am to 4:00pm
• Friday
  o Office Closed

People to Help You:
• Principal – Brian Deterding (bdeterding@usd422.org)
• Director – Randy Fulton (rfulton@usd422.org)
• Technology Specialist – Tammy Alexander (talexander@usd422.org)
• Administrative Assistant – Irma Morton (imorton@usd422.org) – Habla Español
• Administrative Assistant – Michelle Comaduran (mcomaduran@usd422.org)

Programs Provided & Credit Information

6th – 8th Grades

The 6th – 8th grade Internet curriculum is aligned with national and state standards. Students will complete course work online.

Credit Recovery

High School students that may need to re-take classes in order to graduate on schedule with their regular high school class are eligible for credit recovery classes. Entry is dependent on approval from your home district high school counselor and/or principal. The cost is $100 per .5 credit.

High School Diploma

The Learning Academy provides an opportunity for students in grades 9-12, and adults, to receive a high school diploma, even if they already have a GED. The courses are accessed via the Internet. The length of time to receive a diploma depends on the number of credits needed and the amount of individual time spent on the courses.
In order to receive your diploma, you must meet the graduation requirements of Kiowa County USD #422. Upon enrollment, our staff will review all previous transcripts and you will be credited with courses already taken with the approval of the administration. At the completion of your required credits you will receive a diploma from the 21st Century Learning Academy/Kiowa County USD #422.

**Credits Required**

After a complete transcript analysis, students will be assigned the credits necessary to complete the graduation requirements of the 21st Century Learning Academy/Kiowa County USD #422. Additional credits and courses may be taken at the students request with administration approval and completion of the courses required for graduation.

**Graduation Requirements**

The State of Kansas requires that students must obtain 21 credits in the following areas in order to graduate.

- 4 Credits of English
- 3 Credits of Math
- 3 Credits of Science
- 3 Credits of Social Studies
- 1 Credit of Fine Arts
- 1 Credit of Physical Education/Health
- 6 Credits of Electives

Diplomas are issued year round as graduation requirements are met. In order to participate in the graduation ceremony held in May, all course work must be completed one week prior to the spring graduation ceremony.

**Program Fees**

With the exception of Credit Recovery courses (refer to page 2), there are no fees necessary to participate in the program for residents of Kansas. However, students must have access to the Internet and a working computer that can operate the A+ and/or the Fuel Education software. A working computer and an Internet connection are the responsibility of the parent/guardian or the adult student. Both items are necessary in order to access course material and ensure that the required time online and the weekly progress expectations are both met. Failure to have a working computer, and/or an Internet connection, will keep a student from being enrolled in the 21st Century Learning Academy. Failing to keep a working computer or an Internet connection is grounds for a student’s dismissal from the program.
GENERAL INFORMATION

ENROLLMENT PROCESS FOR STUDENTS 20 AND UNDER

The 21st Century Learning Academy enrollment process begins with a Pre-Enrollment Questionnaire and up to date transcript. These need to be submitted by each prospective student and his/her parent/guardian. A prospective student will not receive enrollment forms until after a Pre-Enrollment Questionnaire has been submitted and evaluated by the 21st Century Learning Academy staff. Simply submitting a Pre-Enrollment form DOES NOT guarantee a student’s entrance in to the 21st Century Learning Academy. It is extremely important that the program is a good fit for the student, and that the student is a good fit for the program.

Upon submission of a Pre-Enrollment Questionnaire and Transcript, a prospective student will receive a reply, via email, phone call, or postal service, from the 21st Century Learning Academy Office within five (5) business days informing them of their status in the program. Not every student that submits a Pre-Enrollment Questionnaire will gain admittance to the program. Do not make any changes to your current educational status until you have received a reply from the 21st Century Learning Academy.

After reviewing the Pre-Enrollment Questionnaire, a student that has been accepted in to the program will then receive the following enrollment forms.

- Application and Agreement Form
- At-Risk Form
- Enrollment Form
- Home Language Survey
- Transcript Request Form

Along with filling out and returning the enrollment forms, the 21st Century Learning Academy will request a copy of the student’s official transcript to determine credits earned and courses yet to be taken. A student will gain access to their courses once the enrollment forms have been processed, a transcript analysis has taken place, and the student and their parent/guardian have taken part in a mandatory orientation session. Once a student is enrolled in the 21st Century Learning Academy, they must take responsibility for the following:

- Being online a minimum of 25 to 30 hours per week
- Accomplishing 15% to 17% of each course weekly
- Notifying the Office of changes in name, address and telephone number
- Checking their USD 422 school issued email address on a weekly, if not daily, basis

Our program depends on student participation, accomplishments, and responsibility. If you fail in any of these areas, you will be dropped from our program. Students under the age of 18, who are not in compliance with the attendance policy, will be reported as truant to your County Attorney.

If you have medical or family issues, job changes, etc., please let us know right away. Medical issues require a doctor’s statement. We will work with you, but we have to be informed of the nature of the problem.
**Enrollment Process for Adult Learners**

Adult Learners that have been accepted into the program will receive the following enrollment forms.

- Pre-Enrollment Questionnaire
- Application and Agreement Form
- At-Risk Form
- Enrollment Form
- Home Language Survey
- Transcript Request Form

Along with filling out and returning the enrollment forms, the 21st Century Learning Academy will request a copy of the student’s transcript to determine credits earned and courses yet to be taken. A student will gain access to their classes once the enrollment forms have been processed, a transcript analysis has taken place, and the student has taken part in a mandatory orientation session. Once a student is enrolled in the 21st Century Learning Academy, they must take responsibility for:

- Completing 20 to 25 hours of online time each week
- Completing courses in a timely manner
- Notifying the Office of changes in name, address and telephone number

Our program depends on student participation, accomplishments, and responsibility. If you fail in any of these areas, you will be dropped from our program.

If you have medical or family issues, job changes, etc., please let us know. Medical issues require a doctor’s statement. We will work with you, but we must be informed of the nature of the problem.

**Mandatory Orientation**

All 21st Century Learning Academy students are required to attend a mandatory orientation session with a 21st Century Learning Academy staff member. The orientation session will take place at a library site located in your area. **You will be expected to have, or find, reliable transportation that will allow you to make the trip to the library site for the orientation session.** A new student will not be able to access their courses until they have attended an orientation session. The following information, as well as additional information, will be covered during the orientation session.

- How to access and operate a student’s *USD 422* email account.
- How to login to the online curriculum (A+ and/or FuelEd).
- Tips and advice on how to operate within the online curriculum.
- How to access information and operate the 21st Century Learning Academy website.
- How to locate information posted on the 21st Century Learning Academy online calendar.
- Students will also be encouraged to “Like” the 21st Century Learning Academy Facebook page so that they can receive additional updates and reminders.
FUNDING REQUIREMENTS

All 21st Century Learning Academy students, in grades 6-12, are required to participate in two separate count time windows. The count time windows are used by the Kansas State Department of Education to determine funding for all virtual schools. In light of the recent budget restraints in the State, it is extremely important that every student takes part and completes the mandatory time for the 21st Century Learning Academy to receive full funding for each student enrolled. Funding from the State of Kansas is what allows us to stay in operation. If students do not take part in the count time windows, our ability to stay open is in jeopardy.

- Each 21st Century Learning Academy student, in grades 6-12, is required to take part in two different count time windows.
- The count time windows will consist of two (2) 6 hour and 30 minute days. The first count time window will take place between July 1 and September 19. The second count time window will take place between September 20 and October 4. This is a considerably smaller window, but we must have students take part in both count time windows to be able to count them for funding purposes. Students will be required to attend a mandatory count time session at their local library if they have not completed a 6 hour and 30 minute day prior to Friday, September 4. Students must take part in both count windows. If a student does not take part in both count windows, the 21st Century Learning Academy will not be able to count that student at all for funding purposes.
- Failure to participate in both count times will be grounds for dismissal from the program.
- Adult funding is based on completed courses during the school year.
- Adults need to complete 25% of their remaining credits each year.

PARENT/TEACHER CONFERENCES

The 21st Century Learning Academy conducts Parent/Teacher Conferences once during the 1st semester and once during the 2nd semester of the school year. Students will be expected to attend a conference in the fall of the year prior to November 1, and then again in the spring of the year prior to May 1. Parents and Students will be notified of the exact date(s) and time(s) that conferences will be held in your location to go over their individualized plans of study.

ATTENDANCE POLICIES & GRADING PROCEDURES

STUDENTS 19 YEARS OLD AND YOUNGER

- Students, 19 years old and younger, must complete 15% to 17% of each their classes each week. Students will not be enrolled in more than 2 classes at a time. The goal is for each student to complete two classes every 6 weeks. The Learning Academy office will check student progress each week to determine if adequate progress is being made.
- Students, 19 years old and younger, must be in attendance a minimum of 25 to 30 hours per week, with at least 20 hours of online time when USD #422 is in session.
• Absences due to illness must be submitted in writing, with a doctor’s statement, for the student’s file. Attendance variations from USD 422’s calendar must be preapproved by the administration.

• Inclement Weather
  o In the event that the 21st Century Learning Academy Office must be closed or the Library site visits must be cancelled due to inclement weather, an email notice will be sent to all students, the Facebook page will be updated, and the calendar on the www.mullinville.org webpage will reflect the change as well. Office staff will not be available on these days to answer questions or check time for students.
  o Regardless of the weather, students will be expected to complete their weekly course requirements (25 to 30 hours per week and 15% to 17% per course completion each week).

STUDENTS 20 YEARS OLD AND OLDER

Students are encouraged to be online a minimum of 20 to 25 hours per week, and complete 4 courses every 18 weeks. Kansas State Department of Education regulations require that a virtual student complete 25% of their credits that they need to graduate each year. We require a time commitment that will ensure progress though the educational program. If you are 18 or older and require fulltime status for Social Security, Insurance, or SRS benefits, you must complete 25 hours of online time per week.

RE-ENROLLMENT

Students 19 and under, that have withdrawn from the program, either voluntarily or involuntarily, will not be considered for re-enrollment until after July 1. Students that have previously been reported as truant by USD 422 are not eligible for re-enrollment.

ACADEMIC AND ATTENDANCE PROBATION

Students that do not meet the basic academic and attendance requirements of the program will be placed on probation. All probations will be handled on a case-by-case basis.

• Probation
  o Students not making adequate progress will be placed on probation.
  o An individual improvement plan will be implemented for all students on probation.
  o Conditions of the improvement plan may include, but not be limited to the following:
    ▪ Contact with a teacher and or mentor at a designated time and place to review goal setting
    ▪ Minimum number of assignments completed in courses or improvement a minimum of 5%
    ▪ Consultation with administration
    ▪ Required library visit or Google Hanouts
21st Century Learning Academy students not meeting the conditions of their probation or who fail to get online for two consecutive weeks will be removed from the program and will have to return to their school district that they reside in. 21st Century Learning Academy will report the student as truant to the proper authorities. Various authorities involved will be informed of the action taken concerning the student’s status with the 21st Century Learning Academy. The state will be notified of the change in the student’s educational institution and the proper authorities will notified concerning truancy issues. Students age 13 and under will be reported to the SRS, and students age 14-17 will be reported to their local County Attorney.

**Testing**

Everyone enrolled in the 21st Century Learning Academy will be required to take final exams for the courses we offer. Students in the FuelEd program will need to have pre-approval from their teacher prior to completing their finals. Cell phones will need to be turned in to the proctor prior to taking your final. You have the ability to be successful, but only you can achieve that success and ONLY YOU CAN TAKE THE CREDIT FOR IT! We are here to help, motivate and encourage you.

*Course finals must be completed in the presence of a teacher, or proctor, with a mastery score of 60% or higher. Electronic devices (except for approved calculators for math assessments) and exiting from assessments during final exams to access other Internet sites is prohibited.*

*Students enrolled in the 6th-12th program are subject to the District’s and State’s testing requirements. This includes any, and all, State Assessment tests that are given during the school year. Failure to complete required testing is grounds for dismissal from the program.*

**Grading Policy**

Final grades for a course will be computed when students have mastered all online lessons, offline assignments, and the final course assessment.

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

**Honor Code**

This program is based on the mastery of the information in the course. Cheating and plagiarism are not tolerated in a program of this nature. Consequences for these actions may include, but not be limited to:

- Lower grade percentage
- Dismissal from the course
- Possible expulsion from the program

We have access to Internet for research projects. You are to use this information tool to assist you in completion of the course requirements. Instructors reserve the right to refuse assignments if we
believe you have copied, cheated, or used methods other than your own work to complete the assigned course work.

**Plagiarism**

What is plagiarism? Plagiarism is to steal and use the ideas and words of others as your own.

**It is illegal, unethical, and will not be tolerated at the 21st Century Learning Academy!**

How to avoid plagiarism? Use your own words and original thoughts in written assignments. In research papers refer to the instructions for citing quotes and sources. *Ask your teacher for help!* Teachers will submit student assignments to an online program that checks for plagiarism and generates a report concerning each essay indicating any sources plagiarized.

- **1st Offense**
  - Warning - resubmit the paper in your own words and submit a definition and understanding of plagiarism.
- **2nd Offense**
  - Resubmit the written assignment and receive a “0” for the grade.
- **3rd Offense**
  - Dismissal from the course. The student must retake both the online and the offline assignments.
- **4th Offense**
  - Possible expulsion from the program.

Plagiarism offenses will be recorded on the student’s Credit Summary for tracking during the students 21st Century Learning Academy enrollment.

**Disciplinary Guidelines**

Since your participation is voluntary and the Learning Academy exists to serve students, certain inappropriate behaviors will not be tolerated. The staff reserves the right to take necessary action to ensure the safety of students and instructors. These behaviors could result in complete expulsion from the 21st Century Learning Academy.

1. Committing or threatening physical harm
2. Destroying or damaging property
3. Abusing internet privileges
4. Refusing to work
5. Engaging in behavior that prevents others from working
6. Any inappropriate behavior which results in police action
7. Illegal drug or alcohol use
8. Any illegal activity on school property or at a library site
9. Chronic behavior problems
10. Failure to notify the Academy office of changes in address and/or telephone number
11. Inappropriate interaction/correspondence with staff
**STUDENTS WITH DISABILITIES**

The IEP team will determine placement in the 21st Century Learning Academy. After applying to the 21st Century Learning Academy, 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.

**NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

On November 20, 1974, the Family Educational Rights and Privacy Act (FERPA) of 1974 became law. Under this law, the parents of students enrolled in any educational institution receiving Federal funds are given certain rights concerning the school records of their children.

The following rights are accorded to you under this act:

1. You are entitled to have access to your child’s school records upon request. This request should be directed to the custodian of the school records in question. Said custodian must grant access to you within 45 days after receipt of the request.
2. You are entitled to a hearing to challenge the content of your child’s school records. The records maybe challenged on the following grounds:
   a. The records are inaccurate
   b. Misleading
   c. In violation of the privacy or other rights of the student
   d. Contain inappropriate data
3. Before the school records will be released to third parties who have requested copies of your child’s school records, you must give written consent to said release. This written consent must be presented to the custodian of said records before he/she will release them.
4. School records will be transferred to other educational institutions only when the custodian of records is notified. You will be provided with an opportunity for a hearing to challenge the content of the school records before they are transferred. If you so desire, a copy of the record will be provided to you. There may be a charge to copy records.
5. Upon receipt of a subpoena or judicial order by the custodian of said records requiring said custodian to relinquish control of your child’s records, you will be notified of the subpoena/judicial order before the custodian relinquishes control of said records.
6. The custodian of said records will maintain a record of those persons, agencies, or organizations that have had access to said records. This record will show the legitimate educational or other interest that each such person, agency, or organization had in seeking the student’s records.
7. When your child becomes eighteen years of age, all rights formerly accorded to you as parents of said student become the sole rights of the student and you will no longer have right of access to said student’s records.

8. Certain information is designated as “Directory” information with respect to each student and will be released to the general public upon request unless a student’s parents notify the Board of Education office within 30 days of receiving this publication. Directory information includes the following information about the student:
   a. The student’s name, address, phone number, date of birth
   b. The student’s major field of study
   c. The student’s participation in officially recognized activities and sports