

PEOPLE TO HELP YOU

www.mullinville.org
620.548.2289
or toll free:
877.685.5468

Coordinator

Susan Clayton
claytons@mullinville.org

Principal

Susan Staats
sstaats@usd422.org

Administrative Assistants

Tammy Alexander
alexandert@mullinville.org

Lisa Kendall-Brown
brownl@mullinville.org

Paula Kay Watson, Registrar
watsonp@mullinville.org

21st Century Learning Academy Kiowa County

U.S.D. # 422
Mullinville, KS



Accredited K-12 & Adult
High School Diploma Program

2011–2012 Handbook

21st Century Learning Academy

This information is designed to answer questions you might have about the 21st Century Learning Academy /Kiowa County.

Location: 110 S. Main,
P.O. Box 7
Mullinville, KS 67109
620-548-2289
Toll Free: 877-685-5468
Fax 620-548-2389
www.mullinville.org

Office hours: Monday—Friday 8-a.m.-5 p.m.

Summer hours: Monday—Friday 9 a.m. —4 p.m.

General Information

The 21st Century Learning Academy is an educational program that offers a variety of learning choices for individuals and families.

The requirements of the program are:

1. Commitment to program
2. Adequate time and progress in coursework
3. Excellent work habits
4. Appropriate behavior
5. Cooperation with instructors and staff

This is a quality educational program that offers learning choices in a non-traditional format. The 21st Century Learning Academy designs an Individual Learning Plan for each student to reach personal educational goals. We have certified staff to help in all subjects. Every student is assigned a certified teacher upon enrollment.

Inclement Weather

If the Learning Academy must be closed due to inclement weather, it is the responsibility of the student or parent to listen to the radio or television for announcements.

8. Any illegal activity on school property or library site
9. Chronic behavior problems
10. Failure to notify the Academy office of changes in address and telephone number

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

On November 20, 1974, the Family Educational Right and Privacy Act 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. Access must be granted to you within 45 days after receipt of the request by said custodian.
2. You are entitled to a hearing to challenge the content of your child's school records. The records may be 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 who 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 their 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
 - d. the weight and height of members of athletic teams

Students enrolled in the K-12 program are subject to the district's and state's testing requirements. Failure to complete required testing may result in expulsion.

Grading Policy

Learning Academy students, 17 and younger, will receive a progress report at the end of USD #422's nine week's schedule. Reports will be mailed to parents within one week of the conclusion of the grading period. Percentages on the progress report will be based on the A+ program's Schoolwide Student Summary Report for highest mastery test on each lesson completed in the course for the nine weeks.

Final course grades will be issued at the completion of each course. Percentages will be based on the highest mastery test for each A+ lesson, offline assignments and final test for the course. Students must complete pretest (if one is present), practice and mastery test for each lesson. Course finals will be computed as 10% of the grade.

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

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

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 action may include, but not limited to: lower grade percentage, dismissed from course or 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 course requirements. Instructors reserve the right to refuse assignments if we believe you have copied, cheated or used methods other than your own to complete the assigned coursework.

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 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

Guidelines

Classes will begin as soon as we receive a copy of your transcript, assignment of credits to our program and enrollment in the on-line classes.

Students must take responsibility for:

- Accomplishing quality work
- Returning on/off-line forms every TWO weeks (mailed or faxed)
- Notifications of changes in name, address and telephone number

Our program depends on student participation, accomplishments and responsibility. If you fail in any of the listed 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.

If you have medical or family issues, job changes, etc. please let us know. We will work with you, but we have to be informed of the nature of the problem.

Programs Provided

K-8

The K-8 Internet curriculum is aligned with national and state standards. Students may complete coursework at home, on site at the Academy, or a combination of the options. This program is especially designed with many choices for parents to choose the educational program they desire for their children.

Credit Recovery

High School students that may need to re-take classes in order to graduate on schedule with their regular high school class. Entry is dependent on approval from your regular high school counselor or principal.

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 can be 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 courses.

You must meet the graduation requirements for USD #422. All previous transcripts will be reviewed 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 Mullinville 21st Century Learning Academy/Kiowa County USD #422.

Credits Required

Students will be assigned the credits needed for graduation requirements. Additional credits and courses may be taken at the student's request with administration approval and completion of courses required for graduation.

Graduation Requirement

Students must achieve 21 credits in the areas the State of Kansas requires. The requirements are 4 English, 3 Math, 3 Science, 3 Social Science, 1 Fine Arts and 1 P.E./Health and 6 elective credits. Diplomas are issued year round as graduation requirements are met. All coursework must be completed one week prior to the spring graduation ceremony in order to participate in the event.

Program Fees

There are no fees for the program. However, students must have access to the Internet and a working computer. A working computer and Internet service is the responsibility of the parent and adult student in order to access courses and ensure required time on-line and progress.

School Attendance

Students Seventeen Years Old and Younger

- Learning Academy students, 17 and younger must be in attendance a minimum of 20 hours per week, with at least 15 hours online when USD #422 is in session. Time reports begin each Monday at 12 a.m. through the following Sunday at 11:59 p.m. The Academy office generates the previous week's reports on Monday afternoon.
- Time for partial weeks on USD #422's approved calendar may be adjusted at a rate of 4 hours per day.
- Students are expected to have at least one, six hour day per month.
- Activity log sheets must be submitted to the center every two weeks verifying time spent on online/offline coursework.
- Absences due to illness must be submitted in writing for the student's file. Attendance variations from USD #422's calendar must be submitted and pre approved by the administration.

First Time Probation

- Learning Academy students not in attendance the minimum hours required will be placed on a two week probationary period.
- An individual improvement plan will be implemented for students on probation. Conditions of probation may include, but not limited to the following:
 1. Contact with teacher at a designated time and place to review goal setting
 2. Minimum number of assignments completed in courses
 3. Consultation with administration

Second Time Probation

- The second time a student is placed on probation a warning letter will be issued.
- Students will have one week to meet 20 hour attendance requirement.
- If attendance requirements are not met, students will be dropped from the program.
- Proper authorities will be notified.
- Students will not be allowed to re-enroll in program until the following year with administration approval.

21st Century Learning Academy students not meeting the conditions of probation will be dropped from the program. 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 institute and proper authorities will be notified concerning truancy issues. Ages 13 and under are reported to SRS and 14-17 to the County Attorney.

Learning Academy Attendance

Students Eighteen Years Old and Older

Students are encouraged to be online a minimum of four hours per week, with at least one, six hour day once a month. Students with a school issued computer are required to meet 15 hours per week. State regulations require a virtual school student is making progress toward the next grade level. We require a time commitment that will ensure progress through the educational program. If you are 18 or older and require fulltime status for Social Security, insurance or SRS benefits you must complete 15 hours on-line per week.

Re-enrolling

Students withdrawn from the program, either voluntarily or involuntarily must have administration approval to re-enter the program. Conditions of prior probationary periods will be considered. If re-enrollment is approved, students will be assigned a two month probationary period. Courses will be activated at lesson one. Re-enrollment begins July 1.

Testing

Everyone enrolled in the 21st Century Learning Academy will be required to take final exams for the courses we offer. 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. Electronic devices (except for approved calculators for math assessments) and exiting from assessments is prohibited during final exams to access other Internet sites.***