South Haven Cardinals Online

Student Handbook

2018-2019
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Information about our online school can also be found on our district website: www.usd509.org

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Students in grades 7-12 are eligible to apply for admission to SH Cardinals Online. Courses will be delivered via the Internet and will be supervised by the online facilitator.

Because the courses are delivered via the Internet, they can be accessed anywhere, anytime, 24-7. Students can take classes outside the walls of the traditional school setting. However, because students enroll in USD 509, they also have a unique opportunity to participate in activities at school as well, if they should so choose. Extra-curricular courses, clubs, and activities are open to students in good standing in our online school.

Kansas State High School Activities Association (KSHSAA) has a specific policy relative to student eligibility and participation in KSHSAA sponsored activities. SH Jr./Sr. High School also has a specific policy in regards to student eligibility. In order for a student to be eligible, the student must fulfill the requirements of BOTH institutions.

Additional information regarding eligibility rules and requirements can be found in the District Student Handbook.

The goal of SH Cardinals Online is to help each student achieve their academic and personal goals while building partnerships with families and communities.

This Student Handbook will provide information on enrollment and operating procedures of SH Cardinals Online.

If you would like additional information or have questions, please contact the school.

**Information about our online school can also be found on our district website:**
[www.usd509.org](http://www.usd509.org)

**Can Apply for Admission**

SH Cardinals Online may accept any student, grades 7-12, who has successfully completed the application process and pre-enrollment conference.

Students who enroll in SH Cardinals Online agree to provide Academic Attendance Logs verifying the dates and times they work online and offline in order to meet the Kansas Virtual Education Attendance Guidelines. This is further explained in the Eligibility Requirements section of this handbook.

**How to Apply for Admission**

Step 1: Each student seeking to enroll in SH Cardinals Online must complete the enrollment packet. These packets can be found on our district website
(usd509.org). Forms may be mailed or brought to school during district enrollment dates.

Step 2: When enrollment forms have been completed, SH staff and district personnel will gather the following information:

- Copy of student’s grade records or transcript, whichever is applicable;

- Completed transcript analysis; and

- A summary of attendance problems, disciplinary actions, pertinent health issues, IEP accommodations and any other data necessary for admittance to the program.

Step 3: A pre-enrollment conference will be coordinated which will include the student, parent/guardian and an administrator. The purpose of this meeting is to make sure all parties understand and agree to the expectations of the student and parent(s)/guardian(s) as outlined in our online school handbook.

Step 4: Students and parents will attend an orientation meeting(s) at the beginning of the school year.

Step 5: When all necessary materials are returned to school, the student will be enrolled in their courses.

Each year students will need to resubmit an application for enrollment. Previous enrollment does not guarantee enrollment in the next school year should a waiting process be initiated.
Admission Criteria

This program is not for every student and/or family. If personnel feel that this program would not be the best placement for your student, other programs that may be a better choice may be suggested. Applicants will comply with the following requirements:

- Maintain regular communication with the course facilitators, who will supervise and monitor online coursework;
- Attend a face-to-face orientation for students and parents/guardians;
- Successfully complete the first 90 days of online study;
- Complete a reading diagnostic to assess the student’s reading grade level, if required; and
- Complete a math diagnostic to assess the student’s math grade level, if required.

Students enrolling will pay the following fees:

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<tr>
<th>Fee</th>
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<th>Cost</th>
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<td>ONLINE SCHOOL</td>
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<tr>
<td>Fee</td>
<td>7-12</td>
<td>5.00</td>
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<td>Tech</td>
<td>7-12</td>
<td>75.00</td>
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<tr>
<td>Curriculum/Textbook</td>
<td>7-12</td>
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Computers for Students

Each student enrolled in SH Cardinals Online may receive a computer on loan from USD 509. Students and parents must attend a technology orientation and sign the district’s technology usage policy prior to receiving their device.

Hardware, Software, and Internet Issues

For questions regarding the computer hardware, contact our technology department via email at: missyrussell@usd509.org

For questions regarding curriculum issues, students may message their course facilitators or the coordinator via online curriculum messaging system or email.

Any student/family enrolled in online school will be responsible for providing adequate Internet service at their expense. Failure to do so may result in dismissal from the program. If problems occur with the Internet, contact your Internet service provider to resolve the issues. An active, high-speed Internet connection must be maintained at the expense of the student or responsible party.
Communication

Communication is a key component to the success of a student in an online program. Students and parents should not hesitate to message or email the course facilitators at any time with questions, concerns or at the first signs of difficulty or frustration. The best time to contact facilitators will be during the regular school hours of 8:30-3:30. Sending an email or messaging is the preferred methods for contacting course facilitators or administration. If they are unable to be reached, a response to each email or call will be provided within 24 hours during normal school days. If it is an emergency, faculty will have shared a cell number that may be texted, if needed.

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

*Phone numbers for home, cell or parent’s work;*

*Email information for parent or student;*

*Mailing or street address; or Emergency contacts.*

Email and/or messaging is the quickest way for to get information out to all families enrolled in the online program. Students and their families are encouraged to check email at least twice weekly.

Aside from initial orientation, our online students will attend conferences on the same dates as our campus students. In the fall and in the spring, they may attend a face-to-face conference or may be contacted via phone or video conferencing.

At the time of final exams, high school online students will conference with our online coordinator and administrator(s) about credit updates and graduation requirements.
Orientation

Each student and a parent/guardian are required to attend orientation sessions. These sessions will outline all responsibilities of the student, the guardian, the teachers, and the program. These sessions 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/guardian understand and support the expectations of the program staff and monitor their student for compliance in all areas outlined in the Online Student Handbook.

Each student and their responsible adult will be required to sign a document stating that both have read, understand and will comply with all the expectations and requirements of the program.

Eligibility Requirements

Two days in September, the student/parent must comply with requirements to complete two vital forms for the state which documents the time spent on the computer or engaged in educational activities. The time on the two days can be spent in two ways: online or offline. Online is the time spent in the curriculum software working on courses and at least one of the Academic Activity Logs must contain time spent online and working in the curriculum program. Offline is the time spent in reading books, working out problems on paper, completing a writing assignment or other projects not done on the computer. 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 removed from the online school. In order to ensure these forms are completed and meet state requirements, students will need to EITHER attend two mandatory on-site class days in September or complete logs at home on agreed upon days. In addition, Physical Education and Fine Arts logs will be required of students in grades 7-8 in order to comply with State curriculum requirements.

Students taking an online course must meet the academic activity eligibility requirements as stated in the Student Handbook. In order to be passing an online class, students must have BOTH a passing grade (60% or better) AND be on track to complete the course. The online teacher will provide students with information on what percentage completion is required per week to fulfill the on track requirement at the beginning of each semester. The online teacher will provide a list of ineligible students to the principal each Friday afternoon to be distributed to staff/coaches with the ineligibility report for traditional classes.
Daily Schedules

Students will be able to see the lessons they need to complete each day on their calendar provided by the software curriculum. 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 in an acceptable manner to be successful in the program. A general rule of thumb to follow is to complete between 3-5% in each course each week or attain 25% progress each quarter.

District/State Assessments

All students enrolled in SH Cardinals Online are required to take any and all district/state assessments at their grade level. Schedules will be provided to families with the dates, times, and locations where the tests will be administered. If special accommodations are needed, please contact administration to make arrangements. A proctor must monitor all district and state assessments.

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

Monitoring Student Progress

Student progress will be monitored on a weekly basis by SH Cardinals Online staff. Students are expected to demonstrate progress by:

- Logging into the curriculum website daily;
- Actively progressing through the coursework (3-5% progress each week);
- Completing daily online assignments prescribed by the curriculum;
- Meeting their learning goals on schedule (completing 25% each quarter);
- Maintaining regular communication with teachers/staff;
- Completing proctored course semester and final exams when available; and
- Participating in all required district/state assessments.

Online Truancy

Students should log on to the curriculum software daily throughout the week. Online truancy occurs if a student does not log into the software for more than three consecutive days without notifying administration. 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.
Consequences of Lack of Progress

Students will be required to make continuous progress in the curriculum. Students not making adequate progress in the curriculum software will be contacted to develop an academic assistance plan.

The school calendar is available on our webpage. The first day of the school year for SH online students will be staggered the week after our on-campus students have started school. These dates will be the on-site orientation days where students will receive their computers, login, and technology instruction.

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.

Grading scale

Students need to achieve a 70% or higher on the final test. This default percentage may be customized if necessary to a higher or lower (minimum 60%) level.

Curriculum

Most courses offered at SH Cardinals Online will consist of computer lessons and projects/essays. Computer lessons will be completed using our online Integrated Learning System via Odysseyware curriculum. The system default requires students to achieve an overall unit score of 70% before advancing to the next unit. Customization of attempts, percentages, and forward progress can be set as determined following a conference with facilitators, parents, students, and administration. Students are not allowed to take a final unit test until all course work for that unit has been submitted and approved by their instructor. Requirements for projects/essays are explained for each assignment. Written responses are required in each lesson, quiz, and test. Failure to attempt to answer essay questions will result in the lesson, quiz, or test being reassigned. Not answering is not an option. All work must follow the guidelines or it will not be graded. Semester and final exams for high school online students will be held in a setting that is proctored by an adult. Students may attend onsite or attend a satellite facility to take final exams.
Course Placement

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

Graduation Requirements

See district student handbook for information.

Who to Contact for Help

Primary contact should be Melinda Byers melindabyers@usd509.org

Tutoring times may be prearranged with either the facilitators or another USD 509 teacher for additional help if the need arises.

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. All parties involved in using inappropriate means to complete assignments will receive no credit for the assignment and can be referred to an administrator for appropriate consequences.
Guarding Against Plagiarism

Use these steps to prevent your work from including plagiarism.

1. Record bibliographic data for all sources you consult, and include all of them in your final list of works consulted or cited.
2. Take thorough notes, and record sources and page numbers conscientiously.
3. Put notes in your own words, using your own sentence and paragraph structures. Do not borrow any more of the original’s word choices or phrasing than you have to. Paraphrasing is required.
4. Use quotations only when the original wording is unusually effective, vivid, or important for some other reason. Designate quotations with quotation marks that you cannot miss.
5. Review your own writing with an ear for word choices, phrases, and sentences that do not “sound like you.” Revise with your own style.
6. Review your own writing for content that is neither original nor common knowledge, and document appropriately.
7. When necessary, check all sources again for information to present adequate documentation.
8. When you have done all this, relax and assume that plagiarism is not a problem in your paper.
9. A copy of ALL Internet sources and a copy of ALL pages referred to from all other sources MUST accompany any assignment requiring references. No paper will be accepted without them. Any non-internet resources must be pre-approved before assignment completion.

NOTE: The Internet can be a great resource, but 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 SH Cardinals Online will follow a plan developed by the IEP team.

Student Records

All credits completed at SH Cardinals Online will be reported at USD 509. The district is responsible for granting the credit and maintaining the student’s permanent academic records.
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 administration with the concerns that you have.
3. If the issue is not resolved, a face-to-face meeting may be scheduled to address the issues and concerns.

District Health Requirements

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

Extra-Curricular Activities

All students enrolled in SH Cardinals Online are eligible to participate in on-campus elective courses and extracurricular activities.

The Junior Class sponsors prom each year. The class conducts an annual fundraiser to support prom. Students must participate in the fundraiser or pay an equivalent fee if they plan to attend prom.

Seniors take an annual trip each spring. Each senior is expected to work in the concession stand in order to raise money for the trip. Online students may participate in Senior Trip if they work in the concession stand.

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