EUDORA SCHOOLS VIRTUAL LEARNING

Student/Parent Handbook

2026-27 School Year



USD #491
Eudora Schools Virtual Learning
2203 Church St | P O Box 712 | Eudora KS 66025
785-542-4989 | esvl@eudoraschools.org

All policies contained in this handbook are subject to USD491 Board of Education modifications at any time during the present school term.

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DISTRICT AND BUILDING POLICIES

ESVL students are subject to all USD 491 Board of Education policies, as well as the applicable building-level policies of any Eudora Schools facility they attend or access. This handbook is not an exhaustive statement of district policy. In the event of a conflict between this handbook and a USD 491 Board policy, the Board policy shall govern. Current USD 491 Board Policies can be found at eudoraschools.org.

ENROLLMENT/ELIGIBILITY

Eudora Schools Virtual Learning is a grade 6-12 and adult learning virtual education accredited school within Eudora Schools USD491. Students who fall under the following categories are eligible to apply for enrollment.

- *Kansas Students, 19 and under, living within the USD491 school district boundary or approved for out-of-district attendance.*
- *Douglas County Kansas Students, 19 and under, in custody of DCF or JJA.*
- *Kansas students living in district, designated to be removed from the traditional school building will be considered for virtual enrollment based on the students' need or circumstance.*
- *Kansas students 20 years and older on or before September 20th of the current school year and whose cohort class has graduated. These students will be enrolled as adult learners, or grade 13.*

Enrollment in Eudora Schools Virtual Learning begins at the same time as all schools in Eudora School District and ends on September 11, 2026. Acceptance is contingent on the approval of the Director. Eudora Schools Virtual Learning is not required to adhere to open enrollment statutes by Kansas state law SB387.

A personal interview and transcript evaluation of each student will determine if Eudora Schools Virtual Learning will meet the needs for the student's academic success in a virtual environment.

Enrollment in ESVL is evaluated each school year based on the following factors:

- *Attendance*
- *Academic progress towards graduation*
- *Discipline record/academic integrity policy violations*
- *District financial obligations have been met*
- *Proof of Kansas residency*
- *Other factors as determined by the ESVL Director*

Current students will be informed no later than July 1 of each year that they are requesting enrollment of their eligibility. Students may either be 1) accepted, 2) placed on probationary status or 3) denied enrollment.

Adult Learner Summary

Students who are 20 years of age or older on or before September 20th of the current school year are enrolled at ESVL as adult learners (Grade 13). The following summarizes key policies that apply specifically to adult learners:

Enrollment: Adult learners are not subject to open enrollment statutes and may be accepted by the Director. Upon enrollment, adult learners will work with the ESVL Enrollment Specialist or Director to establish a graduation timeline and minimum yearly progress goals.

Audit Dates: Adult learners are exempt from the two mandatory audit date sessions required of students 19 and under.

Attendance: Adult learners are required to complete a minimum of one class per month to maintain active enrollment and use of a district-issued device. Attendance goals may be modified on an individual basis; however, adult learners must demonstrate regular progress toward graduation within the timeline established with the ESVL Enrollment Specialist or Director.

Non-Compliance: Truancy will not be filed for adult learners. However, adult learners who are not communicating with ESVL staff and not making adequate progress toward their graduation timeline may be withdrawn from the program.

Graduation: Adult learners are encouraged to participate in the Eudora High School graduation ceremony upon completion of all 21 graduation requirements, subject to the same eligibility guidelines as all ESVL students.

Adult learners are subject to all other ESVL policies outlined in this handbook unless otherwise noted.

DUAL ENROLLMENT

A student who is dually enrolled receives educational services from more than one school at a time.

A student enrolled in Eudora Schools Virtual Learning wishing to also take classes at Eudora Middle School or Eudora High School would be considered a dual enrollment student. If a student wishes to enroll at either EMS or EHS onsite coursework, a minimum of three courses are required along with a plan of study that supports the need for that coursework, unless otherwise deemed appropriate by the building principal and Director. This plan must be approved by the Director as well as building administration.

Students dually enrolled in in-person courses at Eudora High School or partner institutions should be aware that those institutions may require additional credits for graduation beyond ESVL's 21-credit minimum. Students and families should consult with the ESVL Director to ensure graduation requirements are clearly understood.

ENROLLMENT FEES

Students accepted and enrolled at ESVL are charged fees that can be found at the district website and is approved by the school board each year:

eudoraschools.org/families/studentfee-and-meal-payments

Students who are approved for dual enrollment are subject to fees at the other institutions in which they are approved.

Students in grades 6-12 (age 19 and under) who are accepted at ESVL after the enrollment deadline may be assessed a fee of $275 per .5 credit plus the above fees unless referred to ESVL because of a long-term suspension or expulsion or other extenuating circumstances as determined by the Director or Superintendent of Schools.

Students who take a course for credit recovery may be assessed $100 per .5 credit unless the fee is waived by EHS administration. These students are NOT considered ESVL students but are monitored by ESVL staff.

All fees are due at the time of enrollment and can be paid through the Eudora Schools' District Office or online payment method.

STUDENT SERVICES

Transcripts

Students will be required to provide or give consent to obtain official academic records. Upon transcript evaluation, an individualized course and graduation plan will be developed for graduation pathway requirements. USD 491 registrar will record all earned credits through Eudora's Virtual Learning and submit all KIDS/PowerSchool and STCO data to KSDE. Student transcripts will be on-site and filed at the Eudora High School. College transcript requests must be submitted online directly to the registrar.

Special Education Services

Placement at Eudora Schools Virtual Learning will be determined by the IEP team. After applying and being accepted at ESVL, 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.

Counseling

Eudora Schools Virtual Learning students may have access to guidance counselors and social workers as needed and deemed available for services. Career, college, or financial aid counseling may also be requested from the Eudora High School Counselors. The Eudora High School counselors are available by appointment through the Director.

Student Intervention Plan

A Student Intervention Plan is a proactive, individualized support tool developed collaboratively between the student, family, and ESVL staff to help a student succeed in the virtual learning environment. A Student Intervention Plan may be initiated at any time upon approval by the Director and may address areas such as:

- Proctored test requirements
- Lesson skill development
- Attendance and progress goals
- Communication expectations between student and staff

A Student Intervention Plan is distinct from the Non-Compliance process. Students who are placed on a Student Intervention Plan are not necessarily in violation of ESVL requirements — rather, the plan is intended to provide additional structure and support before concerns escalate. If a student continues to struggle despite an active Student Intervention Plan, the Non-Compliance process outlined below may be initiated.

KSHSAA ACTIVITIES AND ATHLETICS PARTICIPATION

Eudora Schools Virtual Learning understands that students seeking a virtual education may wish to participate in school activities. KSHSAA's student eligibility is used to determine whether or not a student is able to participate in Eudora Middle or High School athletics or activities. If a student is interested in participating in a KSHSAA or school sponsored event, they should check with their counselor and/or building Athletic Director to check eligibility and get information about physical exam and parental consent requirements.

Per K.S.A. 72-7121, as amended, virtual school students who are district residents are permitted to participate in Eudora Middle or High School athletics or activities without having to take courses at those buildings, unless the course is a requirement of the activity or athletic event. All KSHSAA requirements and applicable state statutes must be met. Students and families should verify current eligibility requirements with the ESVL Director or building Athletic Director, as legislation governing virtual school participation is subject to change.

MIDDLE OR HIGH SCHOOL STUDENT ACTIVITIES

Eudora School Virtual Learning 6th-12th grade students are encouraged to attend school-sponsored activities such as school dances, banquets, prom, senior trips, etc. All students are required to show a student ID for school events. Students must be considered "in good standing". This means that students must not be attending ESVL as a result of a long-term suspension or expulsion from their previous school, must be on target or ahead in all current courses, and if a high school student, must be on track or ahead in the student's Individual Plan of Study towards meeting graduation requirements.

ESVL students are expected to follow the expectations of the school in which they are attending. Any discipline referral accrued during activities will prevent students from participating in future activities without prior permission from the building principal AND the ESVL Director.

Every attempt will be made to include students who wish to participate in events at each building. If requested, the Director will communicate with building principals a list of students eligible to attend these events.

ATTENDANCE

Orientation

Once all records and requested enrollment information is received, students and families must participate in orientation each year. This consists of two parts: part one is specific to school requirements for every student and part two consists of specific information and requirements for the individual student. Students 19 and under must attend orientation with a legal guardian. This can be completed in person or virtually. Students attending virtually must comply with

requests to have their video on, show their face as necessary, and reply verbally if required to verify identification. Students are required to participate in the orientation session before beginning classes.

Students who do not complete orientation will not have courses activated. The September 15th orientation deadline applies to all students, both new and returning. This deadline is firm and cannot be extended, as it is required by Kansas state virtual school attendance and enrollment statutes. Students who have not completed orientation by September 15th will be withdrawn from ESVL and truancy may be filed in accordance with Kansas compulsory attendance statutes.

Mandatory Audit Dates

To be officially enrolled in ESVL, students 19 and under must demonstrate attendance on two dates. Two dates will be designated as online sessions requiring six (6) hours of active online learning time. One of these dates will be between the beginning of the enrollment date and September 19th. The second session of six hours must be completed on September 20th but no later than October 3rd, 2026. Both six-hour sessions must be completed within a 24-hour calendar day (12:01 am to 11:59 pm). The online learning time for the audit dates must represent time from all courses that students are currently enrolled and must be active time. “Idle” time of one hour or more will not count toward the total time and will be deducted.

These two dates will be scheduled during student orientation.

Failure to meet the requirements on these two dates will result in students being withdrawn from ESVL.

Adult learners do not have to meet the two mandatory audit sessions.

Regular Attendance

Kansas Virtual Students 19 or younger are subject to the requirements of compulsory attendance (KSA 72-1111) and truancy (K.S.A. 72-1113). In order to be considered “Regularly enrolled” students should adhere to the requirements of 5 hours a day or 25 hours a week. Virtual schools may modify these statutes to apply to a week of school, rather than a day of school and should include their progress expectations. Students will create an individual plan of study with progress expectations and goals for each course. Students failing to meet this requirement will be required to attend a parent meeting and/or be reported truant to their respective county truant officer with possible termination of enrollment. Decisions will be at the discretion of the Director.

Kansas Virtual students designated as adult learners are assigned to complete a minimum of one class a month to maintain active status and use of a district-issued device. These goals can be modified on an individual basis but progress towards graduation must be made regularly.

Success requires all virtual students, 19 and under, to be making regular progress on their assigned curricular tasks. Progress reports are reviewed regularly and documented each time a student logs on through the online curriculum. Parents, caseworkers, probation officers, and other designees may request daily or weekly progress reports for students. Parent reports will also provide attendance logs and activities completed. One of the benefits of ESVL is being able to build a school schedule around the academic needs and pathway of each virtual student. Parents or guardians are accountable for underage virtual students attending and must abide by Kansas statutes and KSDE accountability.

Kansas State Assessments and District Screeners

Students 19 and under are required to take all Kansas-mandated standardized academic screeners throughout the year, as well as state testing in the spring semester. District screeners are available online for students to take as mandated independently, and if additional testing or interventions are deemed necessary, will be conducted and proctored by ESVL staff or other designated staff. State tests are proctored at the designated district location or through remote testing if chosen by the student's family or legal guardian. This testing procedure will be developed in coordination between the Director and corresponding district-building principals. Parents are responsible for transporting students to the location of testing on the designated date and times. Arrangements from USD 491 will be offered to ensure all virtual students are tested.

ACADEMICS

Graduation Requirements

Eudora Schools Virtual Learning follows the Kansas state minimum of 21 credits for graduation. All ESVL graduates receive an Eudora High School diploma. Students who are dually enrolled and taking in-person courses through Eudora High School or partner institutions will be required to meet the 24-credit graduation requirement of the institution providing those courses. Students and families should consult with the ESVL Director to ensure graduation requirements are clearly understood.

- A full unit of credit (1.0) is defined as one hour of class that consists of one full year (36 weeks) of content. A half unit of credit (.5) is defined as one hour of class that consists of one semester (18 weeks) of content.
- Students will be expected to meet full-time enrollment status to earn an Eudora Schools diploma and make regular progress towards graduation.
- Students are expected to graduate in 4 years from the start of their 9th-grade year.

Families can learn more about KSDE graduation requirements and Kansas Scholar's Curriculum at ksde.org. Details about courses and credit requirements can be found on the ESVL website at esvl.eudoraschools.org or upon request from ESVL staff.

Students graduating before the Class of 2028 must meet the following requirements:

Credit Type	Credits Required
English	4.0
Social Studies	3.0
Science	3.0
Math	3.0
Fine Arts	1.0
Practical Arts	1.5

Financial Literacy	0.5
Physical Education	0.5
Health	0.5
Electives	4.0
Total	21.0

Students in the Class of 2028 and beyond must meet the following requirements:

Credit Type	Credits Required
English	3.5
Communications	0.5
History	3.0
Science	3.0
Math	3.0
STEM Electives (advanced math, science, computer science, CTE)	1.0
Fine Arts	1.0
Financial Literacy	0.5
Physical Education	0.5
Health	0.5
Electives	4.5
Total	21.0

Post-Secondary Assets — Class of 2028 and Beyond

In addition to the credit requirements above, students in the Class of 2028 and beyond must earn a minimum of two Post-Secondary Assets during their high school education. Post-Secondary Assets are Kansas State Board of Education approved achievements that demonstrate college and career readiness. Students should work with the ESVL Director or Enrollment Specialist to identify and plan for assets that align with their Individual Plan of Study.

Approved Post-Secondary Asset
4-H Kansas Key Award
9+ College Hours
95% Attendance in High School
ACT Composite Score of 21 or Higher
Advanced Placement Exam (Score of 3 or Higher)

ASVAB per Requirements of Military Branch Selected
Client-Centered Projects
Completing Board of Regents Curriculum
Community Service Hours (40 or More)
CTE Scholar
Eagle Scout or Gold Scout
Industry-Recognized Certifications
International Baccalaureate Exam (Score of 4 or Higher)
JAG-K — Jobs for America's Graduates Kansas
Junior Reserve Officers' Training Corps (JROTC)
SAT Score of 1200 or Higher
Seal of Biliteracy
Senior Exit Interview/Senior Projects
State Assessment Scores of 3 or 4 for Math, ELA, or Science
State Officers in Any State Level High School Organization
Two or More High School Athletics/Activities
WorkKeys Level Silver or Higher
Workplace Learning Experience Directly Related to Student IPS
Youth Apprenticeships

Post-Secondary Asset requirements are defined and updated by the Kansas State Department of Education and are subject to change. Families and students are strongly encouraged to verify current requirements at ksde.org and should not rely solely on this handbook as the definitive source for Post-Secondary Asset requirements.

Additionally, not all Post-Secondary Assets may be available or applicable to ESVL students. Students and families should consult with the ESVL Director or Enrollment Specialist to confirm which assets are accessible and appropriate for their individual plan of study and virtual learning environment.

Concurrent Credit Options

In accordance with Board Policy IDCE, students may earn college credit while still in high school through a local college, university, or technical school. Students must meet with and receive permission from ESVL staff before taking the course to ensure courses meet high school graduation requirements. Tuition is the responsibility of the student.

ESVL may have agreements with post-secondary institutions for students to attend either in person or online courses without having to seek these opportunities independently. Families are

encouraged to discuss opportunities with ESVL staff when creating their Individual Plan of Study.

Students participating in concurrent courses through post-secondary institutions will be required to include an offline activity log of their time working on their courses as well as proof of any submissions of work through the Learning Management System for attendance and for required audit dates. Any in-person classes cannot be used for required audit dates.

Non-Compliance of Requirements

If a student is not making adequate progress or not meeting the requirements of ESVL, the following will be implemented:

- *The student and parent will be notified by the director that the student has been placed on academic probation. Monitoring will take place for two additional weeks by the director and teaching staff.*
- *If the student continues to be non-compliant, a meeting will be called to establish an intervention plan for the student and a truancy warning letter will be mailed to the student's home address.*
- *The student will be required to create an intervention plan outlining a plan to catch up on classes and meet attendance and progress requirements. This plan will be followed for a minimum of two more weeks, and may include attending virtual sessions, checking in with ESVL staff, or attending in-person.*
- *If the student continues to be non-compliant, truancy will be filed with the appropriate agency. The student will then be referred to their local school to determine an educational setting that is more suited for the student, whether that be back in a traditional classroom or another alternative setting.*

Eudora Schools Virtual Learning staff will explore all options to help students be successful, but students and families must be part of the team for the virtual program to be a success.

Diploma and Graduation Ceremony

Diploma

All students who complete the graduation requirements of Eudora Schools Virtual Learning Program will receive a Eudora Schools diploma. Diplomas will be issued after the graduation date of the current school term.

Graduation Ceremony

All eligible students are encouraged to participate in the Eudora High School graduation ceremony. It is quite an accomplishment and it deserves to be celebrated.

Students who plan to participate in the graduation ceremony must have all 21 credits completed at least 48 hours before the scheduled graduation date. Graduation caps and gowns will match the regalia used in Eudora High School's graduation ceremony. Regalia is ordered at the same time as Eudora High School, and information is sent to students from high school staff and senior class meetings during the fall of the graduation school year. Students must meet with the Director of Alternative and Virtual Learning in January to review graduation progress and eligibility.

Students who are not eligible to attend school activities due to discipline concerns may also be prohibited from attending the graduation ceremony.

Applying for Early Graduation

ESVL students who wish to graduate early may request permission from the ESVL Director upon completion of all 21-credit graduation requirements. The student and parent/guardian must meet with the ESVL Enrollment Specialist or Director to develop an early graduation plan and formally request early graduation, outlining the student's goals and plans for post-graduation. Students who are under 18 years of age at the time of the request must submit a parent or legal guardian letter of support to the ESVL Director.

Examples of circumstances that may be considered include, but are not limited to:

- Documented hardship situations
- Career or employment opportunities
- Enlistment in the military
- Enrollment in postsecondary education

All early graduation requests are reviewed and approved at the discretion of the ESVL Director based on the individual circumstances of the student. Approval of one request does not establish precedent for future requests.

CURRICULUM

Curriculum Format

Each Eudora Schools Virtual Learning course consists of .5 credits. All lessons are based on the mastery learning concept of 60% or above. Eudora School's virtual courses are aligned to meet KSDE state requirements. Certified teachers structure courses and may provide a combination of vocabulary, direct instruction, practice work, labs, and test reviews to complete mastery exams or course proficiency. Modifications for individual students can be considered based on one or more of the following: career goals, district screeners, pretesting, IEPs, transcript analysis, and/or individual learning skills. Students are encouraged to take notes, use the guided notes, and create flashcards or other study aids as needed.

Assessments

All courses will have a combination of quizzes, unit or topic tests, and cumulative assessments at the end of each course. Students must earn a 60% or higher on all assessments.

Quizzes and Unit/Topic Tests: Quizzes may be taken without any monitoring; academic honesty is expected. Students must earn a 60% or higher to obtain mastery. Students have two attempts to obtain mastery; if a student fails after two attempts, the student will need to contact ESVL staff to receive an additional opportunity to pass the assessment. Staff may ask students to do one or more of the following before allowing a retake: provide proof of notes or other study aids, review content with staff, or take the quiz in a proctored location with staff or online utilizing Zoom or another video communication platform. Students are not able to move forward in content until assessments have attained a minimum mastery level. Unit/topic tests must be reviewed and unlocked by ESVL staff before a student has access unless prior approval has

been granted. Students will have the opportunity to review information with staff before taking the unit/topic test. Unit/Topic tests must be completed during an agreed upon time-frame and, in most cases, monitored by staff members. This may be negotiated or revised on a case by case basis.

Final Examinations: High School and adult learners enrolled at ESVL are required to take and pass final exams at the end of each semester course. Students are expected to schedule and are required to be monitored either through in-person or virtual testing. Students will only be allowed to schedule and take final exams when all required assignments, quizzes, papers, assessments, etc. have been completed and graded. Finals must be passed with a 60% or higher to earn credit in the course.

STUDENT ACCESS

- Login information to the online curriculum is given during orientation. Students who lose or forget their password will need to request a new password through the online curriculum.
- The online curriculum is available 24 hours, 7 days a week during the Eudora Schools Virtual Learning school year. Any curriculum outages and deadlines to complete the coursework will be communicated via email or other platforms as necessary.
- All enrolled ESVL students will be issued a district device for use during the school year. The device remains the property of USD 491 and must be used in accordance with the Internet Safety Policy outlined in this handbook and all applicable USD 491 policies. Students are expected to care for the device responsibly. In the event of loss, damage, or malfunction, students should submit a helpdesk ticket through the Eudora Schools Helpdesk or contact ESVL staff for assistance. Repair and replacement costs may be assessed in accordance with district policy. Upon withdrawal or completion of graduation requirements, the district device and all issued accessories must be returned to the ESVL office at 2203 Church Street or by arrangement with the District Office, regardless of participation in the graduation ceremony. Failure to return the device and accessories may result in fees assessed in accordance with district policy.
- When students are present at any Eudora Schools facility or participating in monitored virtual sessions, cell phone and electronic device use is subject to the policies of that building and/or ESVL staff direction.
- Teacher or technical support will be answered within a 24-hour turnaround only during the school year. Students should also utilize the curriculum technical support line as a student resource and the Eudora Schools Helpdesk website.
- The Eudora Schools Virtual Learning staff will follow the USD 491 school calendar for office hours. Staff will answer and return phone messages during regularly scheduled business hours.
- Students are asked to use both email and the helpdesk ticket system to log the issue for documentation.
- We encourage students to continue working if they are behind in credits even during regular school vacation dates, holidays and weekends.
- Appointments may be scheduled with the virtual director if a student feels the need for a face-to-face meeting.

GUARDIAN AND FAMILY SUPPORT

Guardians and families of ESVL students are an integral part of student success. Families are encouraged to stay updated through communications made available about student's progress in online classes. Information about access will be given at orientation.

CODE OF CONDUCT

Academic Integrity

Students are to do their own work. Those who are found to have cheated put their continued enrollment in virtual learning at grave risk of termination.

Plagiarizing is taking the ideas or writings of others and presenting them as if they are your own work. All student work may at random be submitted through plagiarism identification programs. Cited references must be included to incorporate others' work within your writing.

ESVL follows a three-strike policy for academic integrity violations. Academic dishonesty includes but is not limited to: looking up answers to assignments, quizzes, and tests; copying and pasting from outside sources; using homework help sites such as Brainly, Quizlet, or Photomath; using AI tools to complete work; or having someone else complete work on your behalf. ESVL staff may remotely monitor students' computer usage and history. Consequences vary depending on whether the violation involves an assignment or a graded assessment.

Assignment Violations:

1. **Strike One —** Student and guardian notified. Work is returned for resubmission with evidence of original work required.
2. **Strike Two —** Student and guardian notified. A zero is assigned for the assignment and a meeting with ESVL staff is required before moving forward.
3. **Strike Three —** Continued enrollment at ESVL is at serious risk of termination. A formal review will be conducted by the ESVL Director.

Assessment Violations:

1. **Strike One —** Student and guardian notified. Student will be required to retake the assessment either at the ESVL location or through monitored online proctoring via Zoom or another approved platform.
2. **Strike Two —** Student and guardian notified. All future assessments must be completed at the ESVL location or under monitored online conditions. A meeting with ESVL staff is required before moving forward.
3. **Strike Three —** Student will receive a failing grade for the course in which the violation occurred. The student may not be admitted to ESVL for the following semester or school year. A formal review will be conducted by the ESVL Director.

Regardless of the type of violation, all assessments must still be passed with a minimum score of 60% to earn credit. Academic integrity violations do not exempt students from meeting mastery requirements. Repeated violations across both assignment and assessment categories will be considered cumulatively, regardless of whether violations occur within the same course

or across different courses, and may accelerate consequences at the discretion of the ESVL Director.

On-Site Behavior Management

The following consequences apply specifically to behavioral violations that occur when students are physically present at any Eudora Schools facility. Students who utilize on-site learning spaces are expected to follow ESVL and building-level expectations at all times.

1. **First Offense —** Student receives a verbal warning and is dismissed from attendance for the remainder of the day. All disciplinary action will be included in the student's electronic file. If deemed a serious violation of policy, parent/guardian or other important individuals will be contacted.
2. **Second Offense —** Student is suspended from attending onsite for a determined amount of time. Parent/guardian/probation officer will be contacted. All disciplinary action will be included in the student's electronic file. A behavior plan will be put in place as it relates to on-site attendance.
3. **Third Offense —** Student is suspended from attending onsite for a long-term amount of time. Parent/guardian/probation officer will be contacted. All disciplinary action will be included in the student's electronic file. The behavior plan will be modified to create a more restrictive learning plan as it relates to on-site attendance and continuance.
4. **Fourth Offense —** Student's on-site access is terminated and only available on an appointment basis. On-site access will be limited to taking proctored tests.

If behavior warrants more severe consequences, the administrator and director have complete authority to determine the consequences.

Student Dress Code

When students are present at any Eudora Schools facility or participating in in-person activities, orientations, or proctored testing, students are expected to adhere to the USD 491 dress code standards outlined below. Students participating in virtual sessions are expected to dress appropriately and present themselves in a manner that is not disruptive to the learning environment.

USD491 believes that a certain standard of dress and grooming are necessary to maintain a productive learning atmosphere for students. School attire shall be based on common sense and good taste by all. The district reserves the right at all times to regulate dress and/or grooming habits of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to others and/or creates a health or safety hazard to staff, students, or others involved in school activity.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as required to maintain appropriate standards of student dress and appearance onsite for the best learning atmosphere for all students. Board Policy JCDB.

Success and Communication in the Online Environment

Below are some key 21st century skills that will help ensure success at the Eudora Schools Virtual Learning. Students who struggle with any of these at any time during enrollment should reach out to staff for assistance and evaluate the best learning plan for them.

Motivation — One of the many benefits of online learning is the ability to direct one's own learning to fulfill course requirements and achieve academic success. Students are able to learn at their pace, which may relieve stress of feeling rushed or pressured, and provide enjoyment in the learning process. Wanting to learn is critical to a virtual student's success.

Personal Commitment — Because there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online classes. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to perform in order to achieve academic success.

Time Management — Students should be aware of goals for each course and how to achieve those goals. Students must be aware of how and where is "best" for them to learn. There is not one best time that fits everyone, but the key to being successful is making learning and reaching goals a priority.

- Establish learning goals and create a designated schedule to self-pace.
- Check the school's website for updates and announcements regularly.
- Check assigned school email for correspondence regularly.
- Communicate via appropriate communication tools with ESVL staff (email, Google Classroom, Zoom).
- Request support using district helpdesk system for technology.
- Request counseling support using the proper communication tools as needed.

Effective Communication Skills — Students must use both effective written and spoken communication skills to communicate with staff and complete coursework. The ability to write clearly to communicate ideas and assignments is essential. Communication between staff and students is essential to clarify any concerns or problems as soon as possible.

- Due to the nature of a virtual school, the majority of communication and help from ESVL staff will come through online or phone calls. We must be notified of any changes in telephone numbers, email, or physical address.

Technology Literate — Although it is not necessary to have advanced technology skills, students should be competent in navigating email, Google Classroom (if needed), the internet, as well as basic keyboarding skills. Students will be expected to become knowledgeable using the online curriculum.

Respect — Students are expected to be respectful to district staff, other learners, and guardians during their virtual experience and when utilizing the learning site. Students should respect the district's property and learning tools, including devices, facilities used, and other internet tools provided by the district (G-Suite tools, for instance). Most importantly, respect the opportunity to earn your diploma and appreciate the importance of the accomplishment.

GENERAL INFORMATION & SAFETY PROCEDURES

Inclement Weather

All virtual school staff will be unavailable within the district during inclement weather dates, where district school sessions have been canceled. School cancellation announcements will use the typical communication channels to make this information known by the public.

Fire Exits

Fire exits are clearly marked at virtual learning sites. Please follow safety evacuation plans within each of the district facilities.

Tornado Safety

Evacuation is available within campus facilities; follow diagram directions in the case of a weather emergency.

Meals

Meals are not provided to virtual students, regardless of whether they participate on campus or not.

Records

For students 19 and under, the state of Kansas requires the following to be on file at the school district: health records, copy of social security card, birth certificate, and immunization records.

Internet Safety Policy of USD #491

It is the policy of USD 491 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

Access to Inappropriate Material: To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of the USD 491 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of the USD 491 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. The Director of Curriculum and Instruction or designated representatives will provide age appropriate training for students who use the USD 491 Internet facilities. Eudora USD 491 Internet Safety Policy Version 1.0.

APPENDIX

Sexual Harassment Policy

The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination.

Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of the sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contacts with the school district is strictly prohibited.

Sexual harassment or discrimination on the basis of sex is not tolerated at USD 491. If you have questions about our policy on sexual harassment and discrimination, please contact Amanda Brunkow, Title IX Coordinator at amandabrunkow@eudoraschools.org or by mail to 1310 Winchester Road, POB 500, Eudora, KS 66025.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

To complete a complaint form, click here

East Central Kansas Cooperative in Education

Federal and state laws guarantee "a free appropriate public education" to all children with disabilities, regardless of the severity. These laws apply to all children who have visual, auditory, health or physical impairments as well as to those who have speech and language, emotional and learning disabilities and to those who are mentally retarded. The law also requires that, "to the maximum extent appropriate, handicapped children . . . are educated with children who are not handicapped".

The East Central Kansas Cooperative in Education provides special education to students aged three (3) to 21 with special needs in the Baldwin, Eudora, and Wellsville School Districts. The ECK Cooperative employs school psychologists, speech therapists, occupational and physical therapists, school social workers as well as a number of special education teachers trained to work with various exceptionalities. The Cooperative also serves children with high intellectual ability by providing enrichment and accelerated activities to augment the school's curriculum.

If you have questions or concerns about your child's needs, contact the East Central Kansas Cooperative in Education at 785-594-2737 or your school principal.

Notice to Parents of Students With Disabilities

Student files maintained by the East Central Kansas Cooperative in Education are considered to be confidential. Safeguards and procedures to govern access of pupil records to all parties have been established within the schools and the Cooperative Office. These procedures are

consistent with the intent of the Family Education Rights and Privacy Act of 1974 (FERPA) as amended and the Individuals with Disabilities Education Act (IDEA). Special education files are maintained at the Cooperative Office by the director of the Cooperative and in each of the schools of participating districts by building principals. A list of the types and locations of educational records collected, used and maintained by the Cooperative as well as the officials responsible is available to parents or eligible students upon request.

Records shall be released without prior consent only to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Cooperative discloses education records without consent to officials of another school district in which a student intends or seeks to enroll. Under regulations of IDEA, parents or eligible students have the right to: a) inspect and review the student's record; b) request an amendment of the student's education records; c) refuse to consent to disclosure of personally identifiable information, except to the extent that federal laws authorized the Kansas State Board of Education or the U.S. Department of Education concerning alleged failures to comply with state and federal confidentiality requirements; and d) obtain a copy of the Cooperative's confidentiality policies and procedures. Policies are in English but may be translated if needed. Contact the Cooperative Office at 1-785-594-2737 for further information.

FERPA

Family Education Rights and Privacy Act — Annual Notification

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by USD #491. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your student's or your own, if an eligible student, educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your student's or your own, if an eligible student, educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if: (a) we have your prior written consent for disclosure; (b) the information is considered "directory information" and you have not objected to the release of such information; or (c) disclosure without your prior consent is permitted by law.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #491 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
5. The right to obtain a copy of USD #491 policies for complying with FERPA. A copy may be obtained from the building principal or the superintendent's office.

Directory Information: For purposes of FERPA, USD #491 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., full-time or part-time), photographs, and video recordings.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #491 Superintendent's Office, 1310 Winchester Rd., Box 500, Eudora, KS 66025 on or before August 15th of each school year.

Equal Employment/Educational Opportunity Agency

Eudora Unified School District No. 491 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at (785) 542-4910, 1002 Elm, Eudora, Kansas 66025, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Process for Determining 504 Services

The Section 504/ADA coordinator should ensure that the following process has occurred:

Initial Intervention

- If a student experiences educational difficulties, a Student Problem Solving Team (SPST) meets to discuss the concerns.
- The SPST suggests intervention strategies to help correct the difficulties. The primary function of the SPST is to offer assistance to teachers.
- If the strategies are unsuccessful, the team can make a referral for evaluation to Section 504/ADA, Special Education or Title I.

Referral

- Referrals are accepted from parents, professional staff, students, and/or community agencies.
- The presenting problem(s) and previous remedies are considered and reviewed.

Notification

- The school notifies the parents or guardians, in writing, of the school's reason and intent to conduct an evaluation. The notice should include a description of the evaluation and of procedural safeguards.

Written Consent

- Even though Section 504/ADA does not require written consent before the initial evaluation, consent should always be considered a best practice. (IDEA requires consent.)

Evaluation

- The school evaluates a student suspected of having a disability before making an initial provision for services or any subsequent, significant change in his or her services.

Eligibility

- Section 504/ADA Team — a recommended strategy is to use the Student Problem Solving Team as the Section 504/ADA Team. The team meets and analyzes the evaluation data to determine if the individual has a mental or physical impairment which substantially impairs a major life activity and is in need of special accommodations/services.

Services

- These factors were considered by a group of individuals knowledgeable about the student, disability, evaluation, and service options: evaluation results; Section 504/ADA eligibility; the student's unmet needs; services and/or accommodations based on eligibility; and discuss and plan possible staff inservice.

Implementation

- The school staff makes the necessary accommodations/services to allow for the student's disability. Parents should be consulted and given opportunity for input regarding the accommodations.
- The accommodations and/or services are implemented.

Review

- Each student's accommodations and/or services are reviewed periodically.

Grievance Procedures

The Board of Education has adopted the following resolution relating to Grievance Procedures:

The Local Education Agency recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices or differences of interpretation of policy which might arise between the LEA and its employees.

The procedures for processing grievances shall be as follows:

1. Should a grievant or the representative feel, after oral discussion with the supervisor, that the grievant's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the proper supervisor, department head or a designated representative of the LEA. The decision of such official shall be made, in writing to the grievant within ten (10) working days.
2. Should the grievant decide that the reply of the supervisor, department head or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or the representative within ten (10) days.
3. Should the grievant decide that the reply of the chief school officer is unsatisfactory, the matter may be appealed, within ten (10) working days, to a Grievance Committee.
4. In the event the decision of the Grievance Committee is unsatisfactory to either the grievant or the chief school officer, either may, within ten (10) days after receipt of the decision of the Grievance Committee, file a written notice of appeal to the local Board of

Education. The decision of the local Board of Education, upon such review, shall be final.

5. If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with: Kansas Commission on Civil Rights, Landon State Office Building, 8th Floor, 900 Jackson, Suite 851 South, Topeka, Kansas 66612-1258; Equal Employment Opportunity, 911 Walnut, 10th Floor, Kansas City, Missouri 64106; or Department of Health, Education and Welfare Office for Civil Rights.

Other Required Information

ESVL abides by all state and local school policies as required and can be found on the district website for required postings. USD491 School Board Policies can be found at eudoraschools.org.