



# Leavenworth Virtual School

## Building Bright Futures

### Welcome from the Director:



"Welcome to the Leavenworth Virtual School! This new Internet-based school is an online, virtual program offering accredited educational opportunities to students from grades Kindergarten through 12th Grade. This school operates as a support for home-based education by providing quality curriculum and certified support staff to work in partnership with parents who choose to act as their child's primary teachers. The Leavenworth Virtual School is a fully accredited program within the Leavenworth Public School District 453. The school can provide a successful alternative to traditional education by connecting with children that are home schooled or who are looking for alternative educational options for a variety of reasons. Our High School program offers degree-seeking students the chance to earn a high school diploma from an accredited school district. There is no age limit for enrolling and all previously earned high school credits can transfer.

The Leavenworth Virtual School is an excellent educational option available to families in Kansas. The school and its facilitators will assist families in educating their children in the home, using a high quality, standards and web based curriculum. We are located in Room 209 of the Ben Day Educational Center, 1100 3rd Avenue, Leavenworth, Kansas 66048. We can be reached by telephone at (913) 684-1540 or fax at (913) 684-1543. You may reach me by e-mail at [Kevin.lunsford@usd453.org](mailto:Kevin.lunsford@usd453.org) ."

Kevin L. Lunsford, Director

### Facilitators:



Mrs. Christi Adams  
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[For more on our staff, click on [Facilitators](#)]

### Enrollment Requirements

Students can be enrolled by downloading and completing the enrollment forms, and then sending them with birth certificates and immunization records to our office in Room 209 of the Ben Day Educational Center, 1100 3rd Avenue, Leavenworth, Kansas 66048. Please feel free to come in to our office, meet our staff, and enroll your student in our office. We are also available to make a home visit and do the registration in your home.

The Leavenworth Virtual School is, for children being schooled at home, provided free of charge except for a \$45.00 enrollment fee. Because Kansas is an open enrollment state, these programs are also available to students from throughout

the state.

[For more on enrollment, click on [Enrollment Requirements](#)]

### **Participation Requirements**

Establishing a daily routine and time schedule is essential to ensuring learning success in the home environment. Consistency in a daily routine and logging onto your My Calvert account is necessary to stay informed and to establish a productive learning routine. Your daily schedule should include an average of 6 hours of school work each day.

[For more on student participation, click on [Participation Requirements](#)]

### **Leavenworth Virtual School Facts**

**Attendance:** Leavenworth Virtual School students are required to log on and record regular attendance. Attendance is one of many pieces of information that helps develop the entire picture of academic achievement. Attendance is one facet which we will analyze to give us an overall picture of a student's academic achievement. One of the benefits of the program is the flexibility of being able to build a school schedule around the needs of the family. Students have 11 months to complete 1,116 hours of school. Upon enrolling a child, parents will receive training that will help them understand how to create a monthly schedule and how to record attendance. The Online School is designed to collect and accumulate attendance information for the students per Kansas Statute and for student accountability. Parents are responsible for entering attendance data for each calendar day on which Online School lesson objectives are addressed. To fulfill Kansas Statutes for attendance and accountability, it is necessary for parents as the home teachers to submit attendance data for each day on which academic objectives are addressed.

**Leavenworth Virtual School Testing Requirements:** Leavenworth Virtual School students are required to take all State of Kansas mandated standardized tests. These will be provided at a set time, date and location. Parents are responsible for transporting students to the location for the testing. Currently, students in 3rd through 12th Grades are required to take the Kansas State Assessments and all students will be required to take the quarterly Measure of Adequate Progress Tests (MAP) at the end of each quarter in math and reading. High school students will have all finals proctored. Students who do not fulfill the testing obligation will not be allowed to enroll in the Leavenworth Virtual School Program for the following year.

**Changes of Student/Parent Information:** It is very important that parents inform the school of any changes in telephone numbers, addresses, or the identification of the people who are to be contacted in the event of emergencies involving students.

**Counselor:** An academic counselor is available to advise students in Grades 9 through 12 for high school graduation requirements and career/college planning.

**Curriculum:** Reading, writing, listening, speaking, and mathematics are emphasized at all grade levels. Social studies, science, and health are also taught at all grade levels. The district curriculum for core subject areas has been aligned with state standards and is available for your review.

**Fees:** A \$45.00 book rental fee per student will be assessed annually. The fees collected are used by the District to purchase textbooks for issue to students and to cover the cost of materials and workbooks used in the curriculum. Parents who are unable to pay this fee may make application for the waiver of fees. The schedule used to determine eligibility for the School Lunch Program will be used to determine waiver of fees.

**Field trips and other School sponsored events:** Field trips can provide additional educational experiences which complement and reinforce the learning that is going on in the classroom.

[For more information, click on [Field Trips And Other School Events](#)]

**State Audit:** The State of Kansas conducts attendance audits on September 20th and 21st. These are mandatory attendance days for all participants in the Leavenworth Virtual School, and academic activities must be logged in for these days to continue enrollment in the school.

**Withdrawals:** If a family chooses to withdraw from the Leavenworth Virtual School, the parents should notify their facilitator. School staff will contact the parents to arrange for the return of all school materials and equipment. All school property is to be returned to the Leavenworth Virtual School in good condition.

**Calendar:** Leavenworth Virtual School provides learning flexibility through the use of an 11-month year round academic learning calendar. The school year begins August 1st and concludes on June 30th. Arrangements can be made for independent summer school learning to occur during the month of July.

**Technology Issues:** If the family does not have a computer, one per family will be made available for a \$100 deposit. This deposit will be returned via United States mail after the computer is returned in working condition. This computer is school

property. Acquiring an Internet connection is the responsibility of the family. Issues regarding connection to a service should be directed to your Internet service provider. Care of computers will be discussed with your facilitator.

Report any technology issues to your assigned facilitator, who will pass along the information to the proper source. In providing students with equipment that allows them to access the Internet as a basis for learning and educational purposes, it is the desire of Leavenworth Virtual School that all communications and Internet access be conducted professionally and ethically. As participants in the Leavenworth Virtual School, the following actions are prohibited according to our technology ethical use policy:

- Any use that violates federal, state, or local law or regulations.
- Knowingly interfering with outside computers or networks (hacking).
- Using the school-provided Internet-related systems to access, transmit, store, display or request inappropriate material.

**Objectionable Materials Guidelines/Procedure:** In the event that parents have objections to certain lessons, books, or materials, the parents should first contact their virtual school facilitator to address the issue. Alternative lessons, books, or materials can be found that still meet the lesson objectives, and the parent and facilitator will work cooperatively to find such materials. Despite alternative material, the assessment for the lesson(s) must still be completed to show mastery of the objectives.

**Communication Guidelines:** To support home-based educational endeavors, the Leavenworth Virtual School is based on consistent and appropriate communication between the home teacher and the assigned facilitator. Timely, professional, and productive communication between these parties is essential for successful learning and is a requirement for continued participation in the program. Your facilitator will schedule regular conferences to assist in the teaching, assessing, and monitoring of the curriculum, and he or she will act as a support in implementing the curriculum by answering questions and providing guidance. . In the event that a scheduled conference or phone call cannot take place, the parent must notify the facilitator and reschedule the conference. Day-to-day communication with the facilitator will occur via e-mail, so it is essential that parents check their e-mail on a regular (preferably daily) basis. Facilitators and administration for the Leavenworth Virtual School will strive to reply to e-mails within 24 hours, and will be available by phone during scheduled school days.

**Special Education Statement:** A student with a Special Education Individualized Education Plan (IEP) will need to remain enrolled full-time in their local school district.

**Confidentiality:** Student academic and disciplinary records are kept confidential. Only parents of the student and school personnel with a need to know, including the principal and the student's facilitator, will have access to a student's records.

**The Family Educational Rights and Privacy Act (FERPA):** This act requires that USD 453, with certain exceptions, obtain written consent from the parent or eligible student prior to disclosure of personally identifiable information from the student's educational records. USD 453 may disclose designated "directory information" without written consent, unless the district has been advised in writing by the parent or eligible student that such information is not to be disclosed. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information is used in a number of school publications, including honor rolls, yearbooks, sports and activity programs, and graduation programs. Directory information can also be shared with outside organizations, including, but not limited to, companies that sell high school rings or publish yearbooks. In addition, federal laws require schools to provide military recruiters names, addresses, and telephone numbers, unless parents or eligible students have advised the school or district in writing that the student's information is not to be disclosed without prior written consent. USD 453 has designated the following information as directory information: student name, address, phone number, picture, parent/guardian, date/place of birth, major field of study, weight, height, participation in/eligibility for officially recognized activities/sports, dates of attendance or grade placement, honors/awards, and the most recent educational agency or school attended.

Parents or eligible students must notify their school in writing immediately after the beginning of the school year each fall, if they do not want this information released without specific prior written consent. If refusal is not filed, USD 453 assumes there is no objection to the release of the directory information designated.

**Nondiscrimination Statement:** Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, 200 N. 4th Street, Leavenworth, Kansas has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the director or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

## Facilitators

The Leavenworth Virtual School will provide a State of Kansas certified teacher (facilitator) who will regularly communicate with each child and parent. The facilitator will review weekly assessments in each curricular area, and arrange for tutoring and additional help or remediation when necessary. Parent/Teacher and students will have daily e-mail and phone access to this facilitator. The primary concern of the facilitator will be to ensure that each Leavenworth Virtual School student is working at an appropriate level and mastering the curriculum.

The function of your assigned facilitator is to act as the first point of contact for any questions or issues that arise while teaching your child at home. Maintaining communication between the parents, the Leavenworth Virtual School and the facilitators will take place primarily through e-mail, phone calls, or face-to-face meetings. The administration and facilitators will work to be flexible in meeting the individual needs of each family according to their location and communication preferences. Bi-weekly conferences will be held between the facilitators and the parents to ensure proper progress and to provide support in administering the curriculum. These meetings can be held via phone, e-mail, web conferencing, or as home visits. Facilitators will schedule and organize school sponsored events and field trips to support curricular goals. Facilitators are available by e-mail and phone every school day. Facilitators will notify their families in advance of days they will be out of the office or unavailable.

## Enrollment Requirements

A child who is to be enrolled in the Leavenworth Virtual School should be registered as a home school student with the Kansas Department of Education, or students coming from a public school system should complete their school's transfer process. (See **Dual Enrollment**)

A responsible adult (most often a parent, but allowances can be made for another adult family member) must sign on as the child's home teacher and agree to the responsibility that that job entails.

**Dual Enrollment:** Students may be dual enrolled in order to receive educational services from two public schools at the same time. The director of the school will facilitate obtaining permission for dual enrollment in the Leavenworth Virtual School and the student's home district.

According to a new KSHSAA ruling, effective during the 2006-2007 school year, middle and high school students who are enrolled in the Leavenworth Virtual School and who dual enroll in their local school for at least one course are now eligible to participate in KSHSAA-sanctioned activities, such as drama, debate, forensics, and athletic and scholastic teams. Students being served by a Special Education Individualized Education Plan must remain enrolled full-time in their local school district. Dual enrollment opportunities are not available.

**Earning a High School Diploma:** Students enrolled with the virtual school who complete the graduation requirements proscribed by the state of Kansas will earn a high school diploma from the Leavenworth School District USD 453.

**Birth Certificates:** In accordance with state statutes, a copy of each student's birth certificate must be kept on file in the school office. If your child was born in Kansas, copies of the application form are available in the school office.

- Children must be 5 years old on or before August 31st to qualify for enrollment in our Kindergarten program.
- Children must be 6 years old on or before August 31st to qualify for enrollment in our 1st grade program.
- All students being enrolled must provide a valid birth .

For enrollment to occur, the school must have the actual record or a copy of the original record of your child's immunizations. This record must have the month, day, and year of each individual shot. Immunizations required are:

- 4 DPT (with 6 months between the 3rd and 4th doses, one dose after age 4).
- 3 POLIO (one must be after age 4 with at least 4 weeks between each dose).
- 2 MMR (first dose after 1 year and at least 30 days before 2nd dose).
- 3 HEPATITIS B.
- TETANUS DIPHTHERIA (Td) BOOSTER.
- Hepatitis B and Varicella (chickenpox) are required for school entry for Kindergarten students.
- All students 9 years old and younger entering a Kansas school for the first time must have a physical assessment performed by a physician.

**Students must have proof of having received all required vaccinations before entering school.** Students who fail to provide the documentation required by law may be excluded from school by the director until statutory requirements are

satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak. **A student who does not comply with one of the above will not be allowed to attend school.**

The school shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.

The legal alternatives to this requirement are: the child is medically exempt by a physician (M.D.) or an osteopath (D.O.) licensed in the State of Kansas by the Kansas Board of Healing Arts from receiving one or more vaccinations; an adherent of a religious denomination whose religious teachings are opposed to inoculations; or in the process of receiving the inoculations and will be completed within 180 calendar days after admission to school.

The following constitutes proof of immunization:

Kansas Certificate of Immunization  
Pink Kansas Immunization Record  
Out of State school record  
Passport or similar official governmental document that clearly denotes the number and kind of immunizations received and the dates thereof.  
Signed statement by a physician, nurse, or public health official that indicates the kind, number, and dates of immunization received.

Timeliness of Immunization:

Students with no immunizations: After completing the first series of immunizations, students will have 180 calendar days to complete the remaining immunizations.

Students with partial immunizations: Students who enroll with partial immunizations will be given 90 calendar days to complete the immunization process.

### **Participation Requirements**

With the help of your facilitator, one of the first acts of the school year is to establish learning goals for your student that will ensure that all course requirements are completed for each semester of the school year. While there is flexibility in the pacing of learning allowed by the school, having an established plan will ensure a focused and deliberate course of action throughout the year that will result in maximized student learning. The plan must allow for completing 1,116 hours from August through June of school-related time as mandated by the Kansas State Department of Education.

As part of the daily learning routine, check the Leavenworth Virtual School's website (<http://www.leavenworthvs.org>) for any updates, announcements, and field trip information. Also check your school e-mail account for correspondence on a regular basis. The majority of daily communication and help from the facilitators will come through e-mail. This is the nature of our virtual learning program. To be successful with our program, it is imperative that you have the access and aptitude to communicate through e-mail.

Maintaining an Internet connection for the purpose of online learning and communication with the school is the responsibility of the parents. Parents must complete the provided Online Activity Log. The activity log is meant to be a valuable instrument for aiding in the success of your student. It is the responsibility of the parent to maintain the online activity log for each student, and this function allows the Leavenworth Virtual School support staff to plan and develop appropriate instruction and support methods based on the information provided by the log. Check the Leavenworth Virtual School website and e-mail correspondence on a regular basis. The majority of communication from the Virtual School will be through e-mail. This is the nature of our program. To be successful with our program, it is imperative that you have the access and aptitude to communicate through e-mail.

Enrollment in the Leavenworth Virtual School signifies one's willingness to comply with all mandatory attendance days for the current school year, particularly September 20th and 21st, 2008.

The facilitators will monitor student work and progress on a weekly basis through parent communication and checking the daily My Calvert review activities in order to ensure that educational goals are being met and to identify any areas of concern. Regular and consistent progress is necessary, as it is our first priority to see that all students are learning, growing, and succeeding in the home-based learning environment.

**Standardized Assessments:** Enrolled students will be required to participate in several mandatory assessments throughout the school year. The list below offers tentative dates and test names:

- All Grades 1st-12th **Quarterly Measure of Adequate Progress Tests (MAP)** in math and reading will be administered at the end of each academic quarter.
- Students in 3rd through 12th Grades are required to take the Kansas State Assessments in the spring of 2009.
- High school students are required to take all course final exams at a proctored site established by the Leavenworth Virtual School. Students should set their learning goals to correlate with the Leavenworth School District Calendar. First semester high school course finals should be taken during the third week of December, and the second semester finals will be given during the third week of May. Alternative dates for taking final exams can be scheduled through the Leavenworth Virtual School administration.

**Program Flexibility:** Enrolling in the Leavenworth Virtual School allows flexibility for parents and students in the pacing of the lessons. Students can work at their own pace as long as that pace involves the consistent and ongoing completion of course requirements. The facilitators will monitor progress weekly to ensure that students are on the right track to finish material according to the family's proscribed learning goals. Students are expected to complete enrolled courses during the current academic year, and students must demonstrate that progress is being made consistently throughout the year. Bi-weekly conference calls with the facilitator will assist the parents in meeting the educational goals to ensure adequate learning progress. Courses that are not completed within a current academic year will be reflected as an incomplete on the student's transcript. If adequate and consistent progress is not made, the student's participation in the school will be examined by the director.

### Field Trips And Other School Events

The Leavenworth Virtual School will sponsor optional field trips and events for students and families to attend. These activities will be educational in nature and work to enhance the curriculum and connect the school community. For most field trips, permission slips will need to be signed by parents and returned to the facilitator before students will be allowed to participate in the activity. For some field trips, a minimal cost to parents may be necessary to cover transportation and/or admission costs. Parents are responsible for any costs of attending a school-sponsored activity, such as transportation, entrance fees, meals, etc. Permission slips and fees will be due on a day designated by the facilitator. Students who do not turn in permission slips and/or fees will not be permitted to go on the field trip.

If the facilitator and director determine that a student's behavior may be dangerous to the student and/or others, the parent must accompany the student on the field trip or the student must remain at home. Inappropriate behavior at a school sponsored event may result in a student being excluded from future field trips and events, at the discretion of school staff.

***Parents will attend all selected field trips or school events with their child(ren).***

For our students in the surrounding Leavenworth, Kansas area, there will be weekly on-site meetings for students and parents to attend voluntarily. Each Friday, students are invited to attend a P.E. session, followed by an art or science exploration. While students are engaged in these socialization opportunities, parents will have the opportunity for training and assistance provided by the facilitators at the same location.

Credit for field trips is not offered in lieu of the regular curriculum; however, time spent at school sponsored events may be logged in the attendance area of the Online School.

### Frequently Asked Questions

1. What materials does Leavenworth Virtual School provide?

Students will be using Calvert Curriculum. Saxon Math can be substituted for Calvert Math. Students will be provided with all textbooks, workbooks, and manipulatives that are necessary for certain portions of the curriculum.

2. What subjects and grades are offered?

The Leavenworth Virtual School will offer Kindergarten through 12th Grade online classes. The curriculum will provide a full year of academic course work, complete with extension activities for extra enrichment and remediation for students who need extra help.

3. Can I still home school?

Although the Leavenworth Virtual School program is funded by the State, you are still schooling your children at home.

Parent involvement in this kind of program is fundamental. Without your input, creativity, and reinforcement, a virtual school program for elementary children would never be a success. Your planning and direction will be crucial to making this program work for your child.

4. How much does it cost?

The Leavenworth Virtual School Program is program funded by the State. There is only a \$45.00 enrollment fee associated with the program and the materials that students receive through these programs.

5. How will my child be graded?

The Leavenworth Virtual School Program is based on the mastery learning concept. Students will be expected to score 80% or better on assessments. Facilitators will work with students who do not score in this range in order to ensure that students understand key concepts and are learning the necessary material. Remediation may be provided by way of additional teaching materials to parents, or through tutoring sessions on site or at a site of the parents' choice.

6. Do I need a computer and an Internet connection for my child to enroll?

One computer per family is available for lease from the Virtual School for a \$100 deposit. It will be up to each family to provide the online connectivity for the children who take on-line classes.

7. Will my child have a teacher with whom to talk?

Yes! Children will be able to call, or e-mail the teacher (facilitator) on a regular basis. The facilitator will keep track of the weekly assessments that your child takes in each curricular area. Regular progress reports will be sent to the parents, and the facilitator will work with the child and the parents to make sure that the student is mastering each area of the curriculum.

8. How will the facilitators in the Leavenworth Virtual School know what grade level in which to place my child?

All children will start by taking pre-assessments so that they can be placed in the appropriate grade level materials. Students will be pre-assessed at the beginning of the school year.

9. What happens if my child is struggling with the work?

The Leavenworth Virtual School facilitator who has been assigned to your child will work with you. You may be given additional practice materials and manipulatives to use in working with your child or tutoring sessions may be set up on campus so that your child can receive specialized assistance.

10. Will my child be able to go through the materials more quickly if he/she is capable of doing more than one lesson daily?

Although this will probably not occur frequently, there may be children who move through the material at a more rapid pace. These children will then be tested and promoted to the next grade level.

11. What are the advantages of this online program?

There are many advantages!

- a. The Leavenworth Virtual School provides parents with a structured, sequential program that is aligned with State of Kansas and national standards for an annual book rental fee of \$45.00!
- b. The program allows students to work at their own pace, year-round.
- c. It ensures that all curricular areas are covered and that students receive both enrichment and remediation, as needed.
- d. The program provides a certified teacher (facilitator) and on-campus tutoring for those who need additional assistance.
- e. It is based on the needs of families who choose to school their children at home.
- f. Its students may participate in field trips and/or Friday Fun Days sponsored by the Leavenworth Virtual School!