



KELLOGGSVILLE VIRTUAL
ELEMENTARY SCHOOL
STUDENT/PARENT
HANDBOOK

2021-2022 Edition

Note:

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines may be incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated and in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed on 6/30/2021. If you have questions or would like more information about a specific issue, document, contact your school administrator, or access the document on the schools website: www.kvilleps.org by clicking on “About Us” and accessing the Board of Education page.



Kelloggsville Virtual School

242-52nd SE, MI 49548 Phone (616) 538-7460 Fax (616) 532-1597

Dear Students and Parents:

Welcome to the 2021/2022 school year at Kelloggsville's Virtual School! We are looking forward to a great year and hope you are as well. We expect the best from our students and staff at Kelloggsville and look forward to watching your child SOAR this year!

The Kelloggsville Virtual School combines the convenience and flexibility of online learning with the support of local, certified teachers. We provide a challenging academic curriculum and opportunities for your child to be engaged in learning. Once enrolled, your student will be considered a student of Kelloggsville Virtual School, otherwise known as KVS. **Outlined in this handbook are the expectations we have for our students while enrolled in this program. Virtual students are expected to adhere to the same school rules and expectations of a traditional student anytime that student is on campus and is subject to traditional school policies set forth by the Administration and the Kelloggsville Board of Education.** Students found in violation of any rules will be subject to disciplinary action.

Please review the policies and do not hesitate to contact the school with any questions you may have. Our staff has one goal, and that is to ensure the success of all of our students. We look forward to working with students and parents to reach that goal.

Beth A. Travis
Director of Kelloggsville Virtual School
Kelloggsville Public Schools
btravis@kvilleps.org

Kelloggsville Public Schools

Vision Statement

All students of Kelloggsville Public Schools will become productive citizens equipped with a global perspective and the skills to meet their full potential.

Mission Statement

Kelloggsville Public Schools will embrace and model a community that values diversity, learning, caring, and respect.

Belief Statement

All students and staff of Kelloggsville Public Schools will be:

- Valued, respected, and supported in achieving their maximum potential.
- Provided with a safe and secure learning environment.
- Held to high learning and behavior expectations.
- Guided in becoming self-directed, lifelong learners.

Collaboration, communication, and mutual respect between families and schools are critical to student success.

Kelloggsville Virtual School Handbook

This handbook contains Kelloggsville Virtual School rules and regulations. **Each student and their parent/guardian will receive a virtual copy and is responsible for its entire contents.** Failing to read this handbook and being familiar with its contents could result in conflicts that otherwise could have been avoided. If you have any questions, please discuss them with your principals, teachers, parent(s) or counselors.

Virtual students are expected to adhere to the same school rules and expectations of a traditional student anytime that student is on campus and is subject to traditional school policies set forth by the Administration and the Kelloggsville Board of Education.



NOTICE OF NONDISCRIMINATION

The Kelloggsville School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following people have been designated to handle inquiries regarding nondiscrimination policies:

**Director of Special Education &
Section 504 Coordinator**

Kim Stevens
977 - 44in St. SW
Wyoming, MI 49509
(616) 532-1585

Title IX Coordinator

Eric Alcorn
242 – 52nd St. SE
Kentwood, MI 49548
(616) 538-7460

Superintendent

Sam Wright
242 – 52nd St. SE
Kentwood, MI 49548
(616) 538-7460

***The principal or designee may alter or impose an exception to the policies in this handbook based on an extenuating circumstance. It is a requirement that school officials must ensure that this student handbook and all of its rules and policies are implemented consistently for all students.**

Program Requirements and Opportunities:



Requirements:

1. Each student will be assigned an “at home” learning coach by their parent/guardian to help them navigate through their curriculum at home.
2. KVS will assign each student a mentor that will help set up an academic pace for the week to complete all of the coursework. The “at home” learning coach and mentor will work together to ensure the student’s academic success. Regular communication is expected between the student, the “at home” learning coach, and the mentor throughout the week.
3. Throughout the semester teachers will create learning sessions daily. Each teacher will publish their schedule to students and parents/guardians at the beginning of each semester. Participation will be through a virtual sign in.

Opportunities:

Virtual Sessions:

It is recommended that students participate in a minimum of 3 virtual learning sessions a week and daily SOAR meetings. Students will participate in these learning sessions through google meets. Students must complete their daily recommended assignments in each class to remain in good attendance standing. Students should expect to spend 4-5 hours per day to complete work and communicate with their teacher, or mentor daily. Virtual Sessions will be available through the following opportunities:

1. **SOAR Meetings-** Held every morning at 8:00AM. for the purpose of: Check-in, announcements, general questions, and to prepare for the lessons of the day. At home learning coaches and students are highly encouraged to attend these meetings that will last approximately 30 minutes.
2. **Virtual Class-** Teachers will hold virtual opportunities several times a week for students to participate. Teachers will make their virtual schedules available to parents at the beginning of each semester. These morning and afternoon sessions will be held daily for the purpose of: introducing, modeling and re-teaching content.
3. **Office Hours-** Held every afternoon from 2:00PM-3:00PM for students or “At Home” Learning Coaches to enter a google meet and have questions answered or receive individualized help.

In- Person Academic Intervention Sessions:

An Academic Intervention Room is available at the Kelloggsville Early Childhood Learning Center with a staff person available to help students with their coursework. The purpose of this room is for students to complete small group work, take assessments, meet with counselors, and get academic interventions as needed. Parents/Guardians may sign their child up for available sessions at the beginning of each semester. The student will be expected to attend the sessions that they have been signed up for the entire semester unless approved by administration. It is recommended, but not required that each elementary student is signed up for two sessions a week. The following guidelines will be followed in regards to this room:

1. Students will enter and exit through the specific door and may attend during the session time that their parent or guardian has signed them up for. Session times are listed below.
2. Students may attend no more than one in person session a day unless otherwise agreed upon by administration.
3. Students that are not meeting their projected academic growth will be required to attend a specified number of sessions weekly until they improve.
4. Students will not be allowed in other parts of the school building, on the playground or in the cafeteria.
5. Students will not be permitted to remain on campus outside of the daily session hours posted.
6. Transportation may be provided for resident students.
7. Session Times:
1st session: 9:30AM - 11:15AM (**Monday through Friday**)
2nd session: 12:15PM - 2:00PM (**Monday through Thursday**)

Academic Help and Support:

If your student is struggling academically or socially they are able to receive extra help and intervention through attending in person academic intervention sessions (Friday afternoons are available for scheduled extra support). Mentors will be available to assist your students in these sessions. Counseling services will also be available as needed.

General Information

Announcements - Announcements concerning various school activities and opportunities will be available on KVS virtual office as well as given to students during SOAR meetings daily.

Anti-bullying/ Positive Behavior Supports - Bullying behavior is a form of mean behavior that is repeated and on purpose. We have a system in place in Kelloggsville to teach and encourage appropriate behaviors as well as give consequences for inappropriate behaviors. Parents receive a letter of explanation and rubric each year in order to review these supports.

The Kelloggsville Elementary Schools have adopted a school-wide system called **PBIS**. PBIS stands for *Positive Behavior Interventions and Support*. PBIS is a process for creating safer and more effective schools. It is a research based approach to enhancing the capacity of schools to educate all children by developing school-wide and classroom behavior support systems. The goal is to create a safe and productive learning environment where teachers can teach and all students can learn.

PBIS foundational principles state that:

- Student behavior can be changed
- Environments can be created to change behavior
- Changing environments require change in adult behavior
- Adult behavior must change in a consistent and systematic manner
- Systems of support are necessary for both students and adults

The staff and students will S.O.A.R.! These letters represent the words Safety, Ownership (of behavior), Achievement and Respect. Students will be taught that to live and learn as a community, these characteristics must be practiced regularly. During the first few weeks of school, students will be explicitly taught expected behaviors in all school settings. These behavior expectations have been agreed upon by the staff as an effective way to be proactive in managing behaviors. When needed, students will be re-taught these behavior expectations so they can be successful.

We are also going to make an effort to focus on acknowledging students when they make good choices through small incentives and regular school-wide celebrations.

Please take this opportunity to talk to your child about the expectations at school and the importance of continuing to demonstrate behaviors that S.O.A.R.! With your continued support and involvement, Kelloggsville Elementary Schools will remain a place where students can shine.

KVS does its best to reward all students that follow the school behavior, attendance, and academic expectations. The staff have adopted and continue to participate in the research-based program to promote PBIS for all students. Below are some of the ways that we reward our students for their good choices.

BEHAVIOR	ATTENDANCE	ACADEMICS
Positive Postcards	Positive Postcards	Positive Postcards
On Track Community Awards	On Track Community Awards	On Track Community Awards
SOAR Tickets	SOAR Tickets	SOAR Tickets
No discipline referrals	Perfect Attendance	NWEA Fall and Spring Rewards
End of the Year Picnic	End of the Year Picnic	End of the Year Picnic

*An end of the year picnic celebration will be offered to all students who demonstrate positive behavior, good attendance, and have completed their academic courses.

Appearance/Dress Code - When students are present on campus they are expected to follow the building's dress code as stated in this paragraph. Students are expected to dress in a manner that is **not disruptive to the educational environment**. Student dress is expected to be modest, and inappropriate clothing must be changed. Disciplinary action may also result. **The final decision concerning dress code violations rests with the administration.**

Athletics/Extra Curricular Activities - At this time KVS students are not eligible to participate in these activities. In the event the option is available, all KVS participants would be subject to the rules and regulations of the Athletic Code of Conduct and MHSAA guidelines.

Board Of Education Policies - Board of Education Policies are accessible online at: http://www.kvilleps.org/district_information This site contains links to each individual building, athletics, and the arts.

Bus Transportation - Bus transportation is provided for a selected number of students who qualify under school district policy. Students who use busses for travel to and from school and/or to off-campus events shall be governed by general district rules and regulations and by the rules for bus conduct. Violation of the rules may result in the suspension of bus riding privileges.

Bus Rules - We ask parents to instruct their children of the following rules in addition to those that they would receive from the bus driver.

1. Be on time and board the bus in an orderly manner.
2. Students must share seats, remain in them and face forward.
3. Keep voices quiet. No shouting, screaming, singing or whistling can be allowed.
4. No fighting, arguing, pushing, hitting or kicking.
5. Keep all parts of your body, and all objects inside the bus.
6. No profanity, smoking, spitting or throwing of objects.
7. Keep the aisle clear at all times. Band instruments and book bags are to be held on lap.
8. No food, candy or drinks should be consumed while on the bus.
9. Follow the driver's instructions for crossing after leaving the bus.
10. No harmful or illegal objects on the bus.
11. Do not litter, write on, or damage the bus in any way.
12. The emergency door is to be used for emergencies only.
13. All school rules apply on the bus.

Bus Consequences - Bus drivers and their aides will teach the students the behaviors expected on the bus. Students will be given the opportunity to improve inappropriate behaviors before disciplinary action is taken. However, for persistent misbehavior or misbehavior of a serious nature, students will receive bus conduct reports that will have consequences.

1st offense - The driver will inform the student that he or she is receiving a bus conduct report, If possible, the parent will be notified at the bus stop. The bus driver will give the bus conduct report to the building administrator and consequences will occur based on the discipline rubric for that school. Parents will be notified of the bus conduct report through U.S. mail or by phone call.

2nd offense - The driver will inform the student that he or she is receiving a bus conduct report. If possible, the parent will be notified at the bus stop. The bus driver will give the bus conduct report to the building administrator and consequences will occur based on the discipline rubric for that school. **Parents will be notified of the bus conduct report by phone call and will be informed that the next bus conduct report will result in a loss of bus privileges for five school days.**

3rd offense - The driver will inform the student that he or she is receiving a bus conduct report, If possible, the parent will be notified at the bus stop. The bus driver will give the bus conduct report to the building administrator. **Parents will be notified that the student will not be able to ride the bus for the next five school days.**

Additional bus conduct reports (beyond a 3rd) will result in a loss of bus privileges based on the discretion of the building principal and transportation director. For incidents of a serious nature, students may be removed from the bus immediately and on a permanent basis. Any concerns or problems with bussing can be addressed by contacting the Transportation Department. The phone number is 532-1574.

Child Study - Should the teacher or parent have an academic or other concern about a student, we may bring that student to the Child Study Team. This is a meeting of building professionals (such as a teacher, administrator, psychologist, speech & language pathologist, resource room teacher, previous teacher, social worker, occupational therapist) who work together to address the concerns and develop a plan to meet the needs of the child. This may or may not include testing for special education services.

Closed Campus - Kelloggsville Schools have closed campus for all students. Virtual students will only be allowed on campus during their Academic Intervention Sessions. Students must enter and exit through the assigned door. Students are expected to stay in the virtual school area when in the buildings. **Any student who refuses to comply with these expectations will be subject to disciplinary action.**

Conferences - Parent-teacher conferences will be held virtually in the fall and spring of each year. An email will be sent to parents/guardians to sign up for a virtual time to meet with their child's teachers. In addition, parents/guardians are encouraged to consult with teachers at any time during the year. Parents/guardians wishing to meet with a teacher at a time other than the scheduled parent-teacher conferences should email the teacher directly to schedule an appointment.

Counseling Services - Services of the school counselors are available to all students needing assistance in personal matters, testing services, mental health support, as well as help in other matters. Parents/Guardians are encouraged to make virtual appointments for their students through the KVS website or email the specific counselor to set up a time to meet while in the buildings during intervention sessions.

Count Day Policy - Each school year we have two State of Michigan mandated student count days. Virtual students are required to show up in virtual sessions for every class on that specific day. They don't have to stay long, but they **must** login to all of their courses and complete the assignment in **each class** for that day. In addition to showing up on count day, all virtual students **must** login 10 days after count day during an allotted time period. Count days are state regulated and failure to abide by the above guidelines could mean dismissal from the program. Count days are always the **first** Wednesday of October and the **second** Wednesday of February.

Discipline - All Kelloggsville Elementary Schools have adopted and follow a school wide discipline rubric. Violations of any school rules and guidelines may result in disciplinary action up to and including any of the following: verbal warning, written warning, student responsibility room, account suspension, physical suspension, restriction of privileges, or expulsion. Section 1310d, among other things, requires school officials to consider seven factors before suspending or expelling a student under sections 1310, 1311(1), 1311(2) or 1311a (except for students in possession of a firearm in a weapon free school zone). Those who violate the rules and guidelines, thus compromising the educational atmosphere, may receive discipline per the Continuum of Expectations located at the end of this document. All students have a right to due process during the discipline process. For the purpose of the Kelloggsville Virtual School the following terms are defined below:

1. **Student Responsibility Room** - Students will meet with their mentor or a counselor to complete a virtual meeting and participate together in a restorative justice process. Restorative Practice is an approach that proactively builds positive school communities while reducing discipline referrals, suspensions, and expulsions. According to research, Restorative Practices works to:
 - Encourage accountability and responsibility through personal reflection within a collaborative planning process.
 - Understand the harm and develop empathy for both the victim and the offender.

- Listen and respond to the needs of the person harmed and the person who harmed.
- Supports the healing process.
- Allows individuals to learn the impact of their actions and take responsibility.
- Creates a caring climate in schools.

2. **Account Suspension** - Is the separation of a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with administration. Students serving an "Account Suspension" may not attend or participate in any school activities on the day suspensions are served. Suspensions end at 12:00 midnight, on the last day of suspension. ONLINE LEARNING ACCOUNTS MAY BE DISABLED DURING THIS PERIOD.
3. **Physical Suspension** - Is the separation of a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with administration. Students serving a "Physical Suspension" may not attend or participate in any school activities on the day suspensions are served but may continue to complete work virtually. Suspensions end at 12:00 midnight, on the last day of the suspension.
4. **Expulsion** - Expulsion is the permanent separation of a student from school. The administration shall recommend cases for expulsion to the Board of Education for action. Expulsion Section 1310d, among other things, requires school officials to consider seven factors before suspending or expelling a student under sections 1310, 1311(1), 1311(2), OR 1311a (except for students in possession of a firearm in a weapon-free school zone).

Disobedience - If given a reasonable direction by a staff member, the student is expected to comply. School staff, not just teachers assigned to a student, may act "in loco parentis." The term **in loco parentis**, Latin for "in the place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent. Chronic disobedience can result in suspension.

Possession of a Firearm, Arson, and Criminal Sexual Conduct - In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as "a firearm, dagger, dart, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designated to inflict bodily harm, including but not limited to, air guns and explosive devices. A student shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault.

- **Criminal Acts**

Any student engaging in criminal acts or related to the school will be reported to law enforcement officials as well as disciplined by the school. Student should be aware that State law requires that school officials, teacher and appropriate law enforcement officials be notified when a student of the District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Search and Seizure - Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or returned over to the police. The school reserves the rights to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against policy.

Video Recordings - The Board of Education has installed video cameras on district property (Buses, Buildings, etc.) If a

student misbehaves and it is recorded, the recording may be used as evidence of the misbehavior. Recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

Drop off and Dismissal Policy (From the Academic Intervention Rooms)

Drop off:

- Our expectation is that an adult will bring their child to the specified door for the academic intervention room and stay with their child until the KVS staff open the door to accept the student. No student should be outside any earlier than 10 minutes before their session time.
- Students are not permitted to use the playground during school hours while waiting for their session to begin.
- Students and families will not be able to enter through the main offices during school hours.

Dismissal:

- Our expectation is that a student will take his/her normal method of going home unless we get a note or phone call from a parent indicating a change. We do not deviate based on what a child may tell us.
- Students will be dismissed at the specific Intervention Room door. This is done to insure a safe, supervised hand-off between teacher and the person picking up the child.
- All adults picking up a student are expected to walk to the door assigned to each classroom. There are no exceptions to this policy.
- We do not dismiss students through the office at the end of the session. Please make sure that you tell anyone picking up your child about our dismissal policy.
- We must have notification from you if your child is going to be picked up by anyone other than the approved adults on each registration form.
- You also must notify the office if an already approved adult will be picking up a child before the end of a session.
- Students in grades 3-5 enrolled in the virtual school may receive permission to walk home and/or accompany their younger sibling home with a handwritten note from their parent/guardian.
- Children are expected to be picked up at the designated pick up time. In the event a parent will be late due to some unforeseen circumstances, we expect the parent to notify the school as soon as possible. If the school receives no communication by 3:00 p.m. and all emergency contacts have been attempted without success, the school may call the police department and/or Child Protective Services to resolve the situation.

Electronics - Our policy is to keep cell phones, Ipods, game systems, etc. at home. If they are brought to school, they are to stay in backpacks and be turned "off" at all times. School issued chromebooks are allowed in the Academic Intervention Room as they may be used in group work. We take no responsibility for lost or stolen personal electronics. The school prohibits the use of any video device to take or transmit images. Any reasonable suspicion that a communication device has been used to violate District policies or administration guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

FERPA - The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records.

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
 - Parents should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes are inaccurate.
 - Parents may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent, the

School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment.

- Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - 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 School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. This includes a student's disciplinary record including any suspension or expulsion action against the student.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.
 - The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Food Service - Students are encouraged to use the school breakfast and lunch program. **All students enrolled at Kelloggsville Public Schools are entitled to a free breakfast and lunch. Virtual students may sign up weekly for their specified "grab and go" meals. All orders must be placed using the virtual lunch form located on our website each by Tuesday at 9 p.m. for the following week. Each student is allowed a maximum of 5 breakfasts and 5 lunches. All meals will be distributed through Kelloggsville High School's west parking lot on Monday's between 8am-11am.** Students or guardians must present their school I.D.'s to receive the meals. Replacement I.D.'s may be purchased for \$3.00 through the Academic Intervention Room located in each secondary building.

Health Services - Students who become ill once they have arrived at school, must let the in virtual supervisor or mentor know immediately. They are NOT to leave the building without permission. We will contact a parent/guardian to inform him/her of the illness. Arrangements will be made from there. ***It is illegal for the school to provide aspirin or other medication without proper authorization.*** When possible take all medications at home prior to coming in for academic intervention sessions. Accidents and injuries to students, no matter how slight, should be reported as soon as possible. Depending on the severity of the incident, parental notification will always be made in the event that medical attention needs to be obtained. If immediate care is needed, and parents/guardians cannot be reached, the school will make the necessary arrangements for the medical attention needed. This action will not transfer the financial responsibility for treatment from the parent to the school. ***Student accident insurance is made available at the beginning of each year.***

Hearing and Vision Screening - Kindergarten students are required to have hearing and vision testing done before starting school. Hearing and vision testing for other grade levels will be determined per State of Michigan/County funding. A KVS staff member will make contact with all families to arrange these screenings.

Immunizations - Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements to receive in person academic services. If a student does not have the necessary shots or waivers, the administration may remove the student or require compliance with a set deadline. Any student who does not comply can still receive virtual instruction but may not be allowed to attend in person. This is for the safety of all students according to State law.

Instructional Materials and Supplies - KVS will provide academic materials for all enrolled students. Students are responsible for the proper care and return of all books, supplies, and furnishings belonging to the school. Students will be expected to replace and/or repair all lost or damaged equipment, non consumable materials, supplies, and furnishings for which they are responsible.

Insurance - A health insurance plan is offered by the school district to parents at the beginning of the school year. This health insurance plan must be purchased when school starts. Forms are available in the school office.

Internet Services - Students enrolled in KVS will be given a school chromebook to use for educational purposes only. Every student will need access to internet services to be able to participate and complete their academics. If a family is in need of internet services, they may contact the Kent District Library to check out a hot spot. These are available on a first come - first serve basis and are subject to the rules and regulations of the Kent District Library.

Law Enforcement Officials - It is the policy of Kelloggsville Public Schools to maintain a cooperative relationship between the school administration and law enforcement agencies. Law enforcement officials will be summoned if their presence is needed to investigate criminal conduct or to help maintain a safe and orderly environment. Students are expected to cooperate with both law enforcement agencies and the administration.

Library Services - Kelloggsville Public Schools has a partnership with Kent District Libraries (KDL), Kent District Libraries, Kelloggsville Branch. It is located in the high school media center. The library is open to all students that attend Kelloggsville Public Schools in addition to the general public. All Kelloggsville students can obtain a library card regardless of residency. General public access is from 3:00PM to 6:00PM, Monday-Thursday. Please contact the branch at 616-784-2007 or <https://www.kdl.org/locations/kelloggsville>. The elementary school library is open to students during Academic Intervention sessions during general intervention times. A student must have permission from the academic intervention room supervisor to go to the library during school hours.

Lockers - Virtual Students will not be issued a locker.

Mentors - It is a requirement that every virtual student enrolled in a Michigan virtual school option be assigned a mentor. The administration and building counselors will be responsible for assigning mentors to all students to ensure all requirements are met.

Off-Campus Events - Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school officials.

Safety Procedures - Staff will go over all safety procedures at the beginning of the year during their expectation lessons. Technology, Fire, Severe Weather, Tornado Alerts, and Lockdowns safety procedure are all posted in the classroom.

School Attendance Information - Regular school attendance must be a priority for parents. Students that miss as few as 2 school days per month have a much greater chance of falling behind their peers. Most students who are below grade level never “catch up.” Attendance in an online program looks much different than a traditional school. For the purpose of virtual school, an attendance week’s definition is Wednesday until the following Tuesday of each week. Rather

than counting hours, attendance in KVS is measured by productivity. Over 180 school days, students must complete 100% of each assigned course. Therefore, students are expected to complete and demonstrate proficiency (60% or higher) as well as respond to and/or participate in weekly communication. **Students who do not meet these goals will be marked absent based on course completion data.**

Attendance at KVS for off-site students is measured in two ways:

1. Active logins which results in completed assignments daily.
2. Two-way communication with the mentor teacher and/or content teacher

A successful online student will need to log in daily to complete assignments in their classes. If your child is not going to be able to log into a class (for whatever reason ex. Doctor's appointments, illness, court, etc.) a parent must call the Attendance Line (532-7911) and record the reason your child is going to be absent or you may call or email virtual school office by 9:00 a.m. and give the reason for your child's absence. In the event you forget to call, a secretary will attempt to contact you. If the school does not know the reason for absence, then the attendance is marked as unexcused. At the end of the year a student is considered to have perfect attendance if they have no OU or OE codes attached to their name.

Attendance Codes

The definition of "absent" for a virtual student is a student that does not attend an academic session, virtual lesson, complete an assignment, or communicate with their mentor or teacher for the specified class.

Online Unexcused (OU) Absence - When a student is absent without a call or email from parent/guardian.

Online Excused (OE) Absence - When a parent/guardian calls the school to explain why the student is absent within 48 hours of the absence. Important Note: After 5 excused absences, a truancy referral may be made if the student has missed more than 10% of possible school days.

Online Verified (OV) Absence - When some type of document explains the absence. This would include a note from a medical provider like a doctor or dentist. This type of absence will not be counted towards an initial truancy referral to the Kent Intermediate School District.

Truancy Referral Process - Kelloggsville Public School believes that the school and parents should work together to address attendance issues. The parent will be notified by school personnel before a truancy referral is made to the Kent Intermediate School District. Attempts will be made to help parents resolve any issues that may be affecting a student's attendance at school. However, please see the following bullet points that define the truancy process:

- After a student has reached 6 online excused or online unexcused absences and the student has missed more than 10% of the possible school days, a truancy referral will be sent to the Kent Intermediate School District. The parent/guardian will be required to meet with school personnel to develop a plan to improve attendance in the future. Once the plan is created, school personnel will monitor attendance on a weekly basis and will have regular contact with parents to ensure the student's attendance pattern improves.
- If attendance continues to be an issue, a 2nd truancy referral will be made to the Kent ISD. This will result in a certified letter being sent to the home which will contain very specific information concerning attendance as well as a notice of pending legal action.
- If attendance continues to be an issue, a 3rd truancy referral will be made to the Kent ISD. In most cases, this will result in a referral to the prosecutor's office.

Extended absences may require a doctor's note. Absences due to family vacations are discouraged, however, if the student continues to participate virtually for the appropriate amount of scheduled time along with completing any

assignments on those days will continue to count as present. Days where work is not completed and/or the student does not attend virtual classes will be considered absent.

School Cancellation - If the traditional school setting is cancelled for any reason, announcements will be made on the local television and radio stations as early as possible. Virtual lessons can still be completed regardless of the district buildings being closed. In person academic help would not be available on the days of teacher professional development or school cancellations.

Staff - The school staff is here to help you with day-to-day matters. It is expected that you treat them with courtesy at all times. Students who demonstrate a disregard for school procedures or staff requests will be subject to disciplinary action. A refusal of a reasonable staff member request will result in discipline up to and including suspension.

Student Handbook - Every student will be emailed a student handbook and have it made available on the KVS website and the KPS website. It is the student's responsibility to review the entire handbook. Students who miss orientation or enroll after orientation will be given a questionnaire covering building/district policies within their first two weeks of enrollment.

Student IDs - An ID card is issued to each student on picture day at the beginning of the year. Students should carry their cards with them while attending in person academic intervention sessions and at school-sponsored events. School authorities have the right to ask students for their IDs. School IDs are required for taking assessments in person. Replacement ID's cost \$3.00

Testing Requirements

Testing - All tests must be taken on-site in the specified academic room at each assigned building, **unless other arrangements are agreed upon by the administration.**

Standardized Testing - Students are expected to give a good faith effort on all standardized tests administered by the school. If a student fails to give this effort or does not follow proper testing protocols, they may be subject to exclusion from school activities, including graduation. It is expected that all students will complete standardized testing in person at their assigned buildings. KVS will post the mandatory dates and times at the beginning of each school year. Exceptions to testing locations may be considered by administration. An example of a standardized test that KVS will use is NWEA.

State Tests and Incentives - All students must be present to take all state mandated tests. Virtual students will be able to complete these exams in the Academic intervention room assigned at Central Elementary. **Exceptions to testing locations may be considered by administration.** State tests include but are not limited to WIDA, Workeys, MSTEP, and MI ACCESS.

Visitors - All visitors need to report to the building office where they will be issued a visitor's badge. In most cases, visits need to be pre-arranged with administration.



Kelloggsville Virtual School

Student Technology Acceptable Use Policy

Educational Technology - Terms and Conditions

The administration or designated representatives will provide age-appropriate training for students who use Kelloggsville Public Schools educational technology. The training provided will be designed to promote Kelloggsville Public Schools commitment to:

- The standards and acceptable use of Internet services as set forth in the Kelloggsville Public Schools Internet Safety Policy;
- Student safety with regard to: safety on the Internet; appropriate behavior while on online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Acceptable Use - The use of educational technology must be in support of education and research and consistent with the educational objectives of Kelloggsville Public Schools. The use of Kelloggsville Schools educational technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The following prohibitions apply to all users:

1) Major Offenses:

No user shall:

- a) Access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like;
- b) Commit or attempt to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- c) Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment. Such actions will be reported to local law enforcement and child services as required by law.
- d) Use of Education Technology to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are also prohibited.
- e) Access, transmit, or retransmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another;
- f) Harass, intimidate, threaten, bully, or abuse any person or entity, by any means, including the use of vulgar, hateful, racially or ethnically offensive, sexually harassing, or otherwise objectionable content. Use of the educational technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as email, cell phone and pager text

messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." Cyberbullying includes, but is not limited to the following:

- 1) posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - 2) sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - 3) using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - 4) posting misleading or fake photographs of students on websites.
- g) Access, transmit, or retransmit material which violates state or federal law;
 - h) Use or possess "bootleg software" ("bootleg software" means any software which has been downloaded or is otherwise in the user's possession without the appropriate and lawful registration of the software including the payment of any fees owing to the owner of the software);
 - i) Attempt to log on to educational technology as a system administrator, or any access level other than granted
 - j) Vandalize networks, hardware or software through alterations, damage, denial of service, port scanning, or other means.
 - k) Use or possess any software used to illegally access computers, servers or networks, perform scanning of computers, servers or networks, or circumvent the Internet content filters. This includes, but is not limited to, any software or scripts commonly accepted as "hacking software."
 - l) Use or possess any device that provides wireless Internet access other than those devices provided by Kelloggsville Public Schools.
 - m) Use of another person's account/email address/password is prohibited. Students may not allow other users to utilize their account/email address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended;
 - n) Attempt to hide the origin of network communications through software or hardware anonymous or pseudonymous connections.
 - o) Attempt to subvert content filters designed to prevent access to undesirable content. (e.g. online proxies)

Consequences: Are clearly defined in the Kelloggsville Virtual Continuum of Expectations (Elementary Version) located at the end of this document.

2) Minor Offenses:

No user shall:

- a) Use encryption software from any access point from within the school district;
- b) Transmit credit card information or other personal information from an access point from within the school district;
- c) Download and/or install any programs including, but not limited to, games or instant messaging programs except for specific files essential to educational instruction.
- d) Download copyrighted files including, but not limited to, audio or video except for specific files essential to educational instruction.
- e) Post personal or private student information using District educational technology without consent.
- f) Use vulgarities or other inappropriate language.
- g) Accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher, administrator, or the Director of Technology. All such authorized communications must comply with these guidelines. Students may only use their

school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes

- h) Modify or remove the KPS asset tab, vendor asset tab, or the manufacturer serial number and model number tag.

Consequences: Are clearly defined in the Kelloggsville Virtual Continuum of Expectations (Elementary Version) located at the end of this document.

3) Chromebook Guidelines:

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided chromebook. In order to keep devices secure and damage free, please follow these additional guidelines.

- a) You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- b) While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- c) Do not eat or drink while using the chromebook or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- d) Keep your chromebook away from precarious locations like table edges, floors, seats or around pets.
- e) Do not stack objects on top of your chromebook; leave outside or use near water such as a pool.
- f) Devices should not be left in vehicles. Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- g) Do not store or transport papers or other objects between the screen and keyboard.

4) Computer Damages:

If a computer is damaged, the school must be notified immediately. If a student damages a chromebook due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by KPS up to the full cost of a replacement device. KPS reserves the right to charge the student and guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

- a) Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- b) Lending equipment to others other than one's parents/guardians.
- c) Using equipment in an unsafe manner or environment.
- d) Ignoring common sense guidelines delineated above.
- e) A student who does not have a chromebook due to it being damaged may be allowed to use a chromebook while attending the academic help room at school depending on availability and reason for loss. Students whose chromebook has been damaged due to negligence may not be allowed to take the loaner chromebook home for the remainder of the year or until such time that they demonstrate the ability to properly care for the device as determined by administration.
- f) If the device charger is damaged or lost, the student is responsible for the cost of replacing it.
- g) Access to a KPS provided chromebook and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the KPS technology agreements outlined in this document.

5) Theft or Loss of Equipment:

- a) Incidents of theft must be reported to the police by the parent/guardian and a copy of the police report must be given to the principal or the building administrator within 48 hours. Students who fail to do so are

responsible for the replacement cost of the device. Any theft occurring on school grounds must be reported immediately to a building administrator. The principal will then file a police report.

- b) If there is no evidence of theft, or if the chromebook has been lost due to a student's negligence, the student will be responsible for the chromebooks replacement cost.

6) Online Etiquette:

- a) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the district's education technology. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.;
- b) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the district's education technology;
- c) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher;
- d) Never agree to get together with someone you "meet" on-line without prior parent approval.
- e) Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.

7) Preservation of Resources and Priorities of Use:

Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the District's Ed-Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Director of Technology. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space.

The following hierarchy will prevail in governing access to the Ed-Tech:

- a) Class work, assigned and supervised by a staff member;
- b) Personal correspondence (email-checking, composing, and sending);
- c) Training (use of such programs as typing tutors, etc.);
- d) Personal discovery ("surfing the Internet");
- e) Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of administration.

Privacy in communication over the Internet and through the district's education technology is not guaranteed. To ensure compliance with these guidelines, the district reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the district's education technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the education technology. The district reserves the right to access and inspect any facet of the education technology, including, but not limited to, computers, chromebooks, tablets, personal communication devices, networks or Internet connections, online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the education technology constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the education technology and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents or legal guardians have the right to request to see the contents of their children's files, e-mails and records.

The Kelloggsville Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Kelloggsville Public School District will not be responsible for any damages you suffer. All communications and information accessible via the network should be assumed to be property of Kelloggsville Public Schools.

Use of any information obtained via the Internet is at your own risk. The Kelloggsville Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Kelloggsville Virtual School Continuum of Expectations (K-5)

Behavior	Level One	Level Two	Level Three	Level Four	Level Four +
<p><u>1A. Inappropriate Actions and Comments:</u> Name calling, insulting remarks, spreading rumors, rude gestures, mean notes, shunning, excessive arguing, or other behaviors that would hurt others' feelings.</p> <p><u>1B. Play Fighting:</u> Kicking, pushing, wrestling, shoving, throwing objects, or any other behavior that could unintentionally injure another student.</p> <p><u>1C. Other:</u> Inappropriate use of school equipment, cheating, or minor plagiarism, or inappropriate behavior .</p>	<p>-Warning given to student -Disc. Intervention Report</p>	<p>-Parent Notification -Mentor/Supervisor Intervention -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification -1 Virtual SRR Session -S.O.A.R Matrix Re-Teach by Mentor/Supervisor -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/Meeting -1 Virtual SRR Session -Counseling/Behavior Inter. Notification -Possible Behavior Contract -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/ Meeting -Virtual SRR Session -Counseling/Behavior Intervention Notification/Strategies -Behavior Agreement -Disc. Intervention Report</p>
<p><u>2A. Moderate Physical Contact:</u> Hitting, pushing, shoving, grabbing, tripping, slapping, poking, kicking, or any physical contact.</p> <p><u>2B. Moderate Intimidation and Harassment:</u> Threats of emotional or physical violence, intimidation, exclusion, directed profanity or other similar behaviors.</p> <p><u>2C. Moderate Issues of Stealing or Vandalism.</u></p>	<p>-Verbal Warning/ Classroom Interventions -Parent Notification -Disc. Intervention Report</p>	<p>-Written Warning/ Classroom Interventions -Parent Notification -1 Virtual SRR Session -S.O.A.R Matrix Re-Teach by Mentor/Supervisor -Disc. Intervention Report</p>	<p>-Administrator Referral/ Interventions -Parent Notification -1 Virtual SRR Session and/or Restorative Justice -Up to 1 Day Suspension (Account and/or Physical) -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/Meeting -Restorative Justice Referral -Up to 2 Days Suspension (Account and/or Physical) -Counseling/Behavior Inter. Notification -Possible Behavior Contract -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/ Meeting -Virtual SRR Session and/ or Restorative Justice -Up to 3 Days Suspension (Account and/or Physical) -Behavior Agreement -Disc. Intervention Report -Possible removal from program.</p>
<p><u>3A. Severe Physical Contact:</u> Physical fighting or behavior that may injure others.</p> <p><u>3B. Severe Intimidation and Harassment:</u> Racial, ethnic, sexual, religious, extortion, or other forms of severe harassment or intimidation (includes gossip/rumors of more serious nature).</p> <p><u>3C. Severe issues of Stealing or Vandalism.</u></p>	<p>-Administrator Referral -Parent Notification -1 Virtual SRR and/or Restorative Justice -Possible 1 Day Suspension (Account of Physical) -Possible Restitution -Disc. Intervention Report</p>	<p>-Administrator Referral/ Interventions -Parent Notification -1 Virtual SRR and/ or Restorative Justice -Up to 3 Day Suspension (Account and/or Physical) -Possible Restitution -Counseling Notification -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/Meeting -1 Virtual SRR and/ or Restorative Justice -Up to 5 Day Suspension (Account and/or Physical) -Possible Restitution -Counseling Notification -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/Meeting -Restorative Justice Referral -Up to 7 Days Suspension (Account and/or Physical) -Possible Restitution -Counseling Notification -Possible Behavior Contract -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/ Mtg. -Virtual SRR Session and/ or Restorative Justice -Up to 10 Days Suspension (Account and/or Physical) -Possible Restitution -Behavior Agreement -Possible removal from program. -Disc. Intervention Report</p>
<p><u>4. Severe Insubordination:</u> Blatant disregard of a reasonable request by an adult, leaving the classroom/building, blatant cheating or plagiarism, or repeated disruption of the classroom environment.</p>	<p>-Administrator Referral -Parent Notification -1 Virtual SRR and/or Restorative Justice -Possible 1 Day Suspension (Account of Physical) -Possible Restitution -Disc. Intervention Report</p>	<p>-Administrator Referral/ Interventions -Parent Notification -1 Virtual SRR and/ or Restorative Justice -Up to 2 Day Suspension (Account and/or Physical) -Possible Restitution -Counseling Notification -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/Meeting -1 Virtual SRR and/ or Restorative Justice -Up to 3 Day Suspension (Account and/or Physical) -Possible Restitution -Counseling Notification -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/Meeting -Restorative Justice Referral -Up to 5 Days Suspension (Account and/or Physical) -Possible Restitution -Counseling Notification -Possible Behavior Contract -Disc. Intervention Report</p>	<p>-Administrator Referral -Parent Notification/ Mtg. -Virtual SRR Session and/ or Restorative Justice -Up to 10 Days Suspension (Account and/or Physical) -Possible Restitution -Behavior Agreement -Possible removal from program. -Disc. Intervention Report</p>

***Disclaimer:** The behaviors listed above may pertain to a virtual or physical setting. Each behavior infraction will be investigated and a consequence will be determined to comply with the appropriate responses. *Discipline is the discretion of the Administration or their designee.

2021/2022



Kelloggsville Virtual School

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO ABIDE BY THE KVS Student Handbook and Student Technology Acceptable Use Policy

Each student will be required to sign this form to acknowledge that they have received their handbook and will be held accountable to the information within this document. Parents/Guardians are strongly recommended to review this document with their students regularly. This form must be completed prior to starting the students learning experience with Kelloggsville Virtual School. It is the student's responsibility to be familiar with the contents of this handbook.

By signing this form I acknowledge the following:

1. I have read this **handbook** and understand its contents.
2. I also understand and will abide by the **Internet/Network Acceptable Use Policy**.

Student Name (print)

Grade

Student Signature

Date

Parent Signature

Date