



Student and Parent Handbook

Greenbush Virtual Learning Centers

2018-19

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Welcome

Welcome Students, Parents, and Guardians:

We are so happy you have chosen to attend a Greenbush Virtual Learning Center (VLC). We are excited that you have made the decision to earn your high school diploma through this VLC program. As you will discover, Greenbush VLC puts the student at the center of every decision we make. We will help you achieve your goals, whatever they may be. You are being given the opportunity for an excellent education that is being delivered in a non-traditional format. We hope that you feel and experience our student focus through every interaction with our instructors and staff during your time with the VLC program.

This handbook has been created to provide students and their families with the tools and information they need to be successful at a VLC program. Please read through the information prior to starting your courses, and feel free to contact us if you have any questions. Please refer to the information at any time. We want this to be a one-stop resource for all of your VLC questions and needs.

Again, we want to personally welcome you to the Greenbush Virtual Learning Centers program. We look forward to serving your educational needs!

OUR MISSION

To provide all students with an opportunity to become high school graduates through a comprehensive online learning experience that prepares them for success in post-secondary education, career, and life and gain skills necessary to become contributing members of a technological and global oriented society.

OUR VISION

Greenbush Virtual Learning Centers will provide an affordable, flexible, and fun learning community for students throughout Kansas. The Virtual Learning Centers seek to provide a challenging and useful curriculum that meets the needs of a variety of students despite their ability, environment, and unique challenges of their circumstances. Greenbush Virtual Learning Centers focus on the needs of students employing professional teacher support to guide, assist, and motivate them using the best available instructional technologies.

OUR BELIEFS

- Learners of all ages, backgrounds, location, and environments should be afforded the opportunity to prepare for college and career success.
 - Students in non-traditional and alternative environments are best served by employing a curriculum that is rigorous and engaging supported by professional educators interacting with the student.
 - Students benefit from instruction that is self-paced and adapted to their unique learning styles and adaptable to their physical and social environments.
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Contact Information

VLC Program Phone Numbers:

Crawford County/Cornerstone: 620-235-0120

Eudora/Baldwin: 785-542-1278

Geary County: 620-238-9584

Iola-Crossroads: 620-365-4880

500 Reach: 913-287-1718

Kaw Valley (Bonner Springs, Piper) 620-238-4796

The Lakes: 620-238-4793

Quest: 913-288-3664

Social Media: The Greenbush VLC programs can be found on Facebook, Twitter, and the Greenbush VLC

webpage: www.bit.ly/GBVLC Your local VLC program can give you more information about their social media addresses.

Your teacher or administrator will give you their direct contact information when you enroll.

Technical Help Information

If you are having technical problems of any sort, Edgenuity (our curriculum software provider) provides a great resource to help solve many IT issues for our students. The Edgenuity Technical Support is available to help 24 hours a day, 7 days a week by phone at 877-202-0338

Are you having trouble logging in to Edgenuity? Forgot your username or password? Contact your VLC Site Coordinator or teacher to reset.

The Greenbush VLC Technical Support (for VLC laptop computer issues) is available through your teacher or administrator.

Do you have questions about Greenbush VLC?

If you have questions about VLC courses or programs please send an email to barb.gibson@greenbush.org

Roles and Responsibilities

Parent or Legal Guardian

For all students under the age of 18, parents/guardians play a key role in their student's success in any learning environment, but even more so at a VLC. In order to be kept informed of their student's progress, parents/guardians will need to be available for ongoing contact with their student's teachers, and will have the ability to choose a preferred method of contact (phone, e-mail, text). Additionally, parents/guardians should contact the student's teachers to keep them informed of vacations or extended absences.

Parents/guardians need to ensure that their student is making continuous academic progress weekly, which can be monitored through a parent/guardian portal account in Edgenuity. Lastly, parents/guardians are also responsible for monitoring student work to ensure compliance with the VLC Academic Responsibility Policy.

Student

The student's role at a VLC is to learn to the best of his or her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, staying engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times completing their own work and upholding the principles of the VLC Academic Responsibility Policy.

Site Coordinator/Teacher

The VLC Site Coordinator/Teacher is responsible for ensuring that students are provided with the support and assistance they need. They can assist students and parents/guardians with course selection and general academic guidance.

Teacher

The subject-specific teacher is the primary contact for students and parents/guardians with regard to subject-specific questions. These teachers are qualified to provide instructional interventional strategies as needed and to handle instructional questions. Teachers will proactively monitor each student's progress through Edgenuity and

through regular contact via phone, texting, email, and through Edgenuity itself. Teachers will provide feedback on the student's performance on an ongoing basis.

Communication Policy

Communication between student and teacher is vital to the academic success of the student. In order to facilitate communication, students and staff at a VLC will abide by the following policies.

Communication by Student

- Students will reply to course emails and other communication promptly
- Students will be in contact with VLC staff at least once a week
- Students will check course email at least every other day
- Students should not be afraid to ask questions – that is what the teachers are there for

All student communication will be monitored by VLC staff. All communication must remain school appropriate. Infractions will be handled as outlined in the VLC Discipline Policy.

Please remember to inform the VLC staff when a change is made to your address, phone numbers, and/or email addresses. You will want to inform VLC staff when enrolling your preference for communication (email, phone, text, and/or social media).

Communication by Teacher/Staff

Teachers and staff will respond to student requests for assistance no later than 24 hours after the request is made except on weekends and school breaks when assistance cannot be guaranteed.

Conferences and Goal Setting

Goal setting is an important part of achieving success in your educational life. VLC staff will meet with you regularly to assist you in planning your courses and setting realistic and challenging goals for completion of assignments. In addition to these meetings, VLC staff will contact each student (or parent if applicable) to arrange for a formal conference in September/October and in February of each school year. These meetings could be onsite at a VLC facility, by phone, or virtually. With the support of VLC staff, you will develop your own individual plan of study based on your long-term goals. Students issued a Greenbush laptop will be required to come on-site for regular maintenance reviews of the laptop.

Residency and Age

Students must be legal residents of the state of Kansas during their enrollment in a VLC program. All students must present documentation supporting their residence - for example a driver's license, utility bill, or other documentation. Students must be at least in the 6th grade to attend a VLC with a Middle School program and 9th grade to attend a VLC with a High School program. There is no maximum age limit for enrolling.

Students who are 18 or younger on September 20, 2018 must reside within the boundaries of a partner district of the VLC in which they wish to enroll. Adults 19 or older may enroll in any VLC program regardless of resident district as long as they are residents of Kansas.

Equal Educational Opportunities

Greenbush VLC is committed to a policy of educational and workplace equality. Greenbush VLC shall offer an educational program which attempts to meet the needs of all learners enrolled. Greenbush VLC shall admit students without regard to race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, or any other reason prohibited by law.

Academic Responsibility and Integrity

Flexible hours of attendance are permitted to accommodate your learning while meeting other obligations. It is important to remember that failing to consistently work on your classes means failing to progress. Success in obtaining your high school diploma is directly connected to how much time and effort you put into studying and completing assignments.

Underage Mandatory Attendance

For students under age 18 mandatory attendance is defined as accessing your classes a minimum of **25 hours per week and/or maintaining adequate academic progress**. If an underage student is not meeting the minimum requirements and is absent without a valid excuse, the VLC site program will follow the partnering district truancy policy in reporting the student's failure to attend. A week is defined as Sunday through the following Saturday.

Adult Attendance

There is no mandatory attendance for students 18 and older. It is strongly encouraged that adult students access their classes as often as possible in order to ensure academic success. Although there is no mandatory attendance, an adult student will still be required to show academic progress to remain a student in good standing.

Academic Progress Policy

All VLC students regardless of age will be expected to follow the Academic Progress Policy.

Inadequate academic progress is defined as being more than 10% behind your target percentage in a class. If a student shows inadequate academic progress, VLC staff will begin an intervention process by contacting the parent and/or student to discuss concerns and to brainstorm solutions. During this period the student is expected to complete assignments to put them back on track. If the student still shows inadequate academic progress following the initial intervention, the VLC staff will proceed with further interventions which may include referral for additional academic services, parent/student/teacher conferences, requirement of onsite attendance, reporting student for truancy, and revocation of virtual privileges.

Academic Integrity

All students, whether onsite or online, are expected to submit only work that they have completed themselves through their own original efforts. Cheating, copying, and plagiarism are all violations of "academic integrity".

Plagiarism is to use the ideas or words of another without crediting the source. **Plagiarism is presenting another person's ideas or writing as your own.** Examples of plagiarism are: Copying and pasting a whole sentence, paragraph, artwork, or paper into your own work; using someone's original ideas in your work without giving them credit; using information from another source and only changing a few words here and there or moving around sentences. If you keep most of the ideas and words the same you must give the original author credit. It may not seem like a big deal but plagiarism is considered cheating. You have the obligation to complete your own assignments by doing your own work to the best of your ability. Teachers will refuse assignments if they believe you have plagiarized.

Violations of the Academic Integrity policy can lead to warning letters sent to students and/or parents, suspension and expulsion from the VLC program.

Greenbush VLC will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). Greenbush VLC will annually provide notice of student rights at the beginning of each school year. A copy may be found in the Appendix of this handbook.

Student Records

All student records shall be treated as confidential and primarily for school use unless otherwise stipulated. Federal law requires that Greenbush VLC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your child's education records.

In situations where the parents of a student are divorced or separated, each parent, custodial and/or non-custodial, shall have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by Greenbush VLC personnel.

When a student attains 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

A copy of the Federal notices of rights may be found in the Appendix of this handbook.

Student Grievance/Complaints

Discrimination is conduct which deprives the victim of the opportunity to participate in educational programs and activities provided by a VLC on account of race, color, national origin, language spoken, sex, disability, marital status, age, religion or any other basis prohibited by law.

Harassment is conduct directed by a person or persons against another person on the basis of race, color, national origin, language spoken, sex, disability, marital status, age, religion or any other basis prohibited by law which is severe, pervasive, and objectively offensive to the point that the prohibited conduct substantially impairs the victim's participation in his/her educational program.

Greenbush VLC is committed to providing a positive and productive learning environment, free from discrimination, insult, intimidation, and harassment. Any student who believes that he or she has been subjected to discrimination or harassment should discuss it with the VLC site coordinator or teacher. Any VLC staff member who receives a complaint from a student shall have an obligation to report the complaint to the VLC Program Director. If the matter is not resolved to the satisfaction of the student, the student may initiate a formal complaint under the Southeast Kansas Education Service Center – Greenbush discrimination complaint procedure.

Complaints about VLC Rules

Any student may file a complaint with the site coordinator concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 school days following the application of the rule or regulation, and must specify the basis for the complaint. The site coordinator shall investigate the complaint and inform the student of the resolution within 10 school days after the complaint is filed. If the site coordinator is involved in the original complaint, the complaint shall be made to the VLC Program Director.

Student Safety

Greenbush VLC takes student safety and well-being very seriously, and believes that students should be able to learn in a safe and comfortable environment.

Bullying

Greenbush VLC prohibits bullying in any form, including electronic means, on or while using VLC property, or at a VLC sponsored activity. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Student Code of Conduct

Students shall assume their share of responsibility in maintaining an atmosphere conducive to effective learning. To ensure the safety and security of all student, Greenbush VLC has developed a Code of Conduct that all students must abide by. Violations of any provisions of this Code may result in disciplinary action up to and including suspension and/or expulsion.

Alcohol Use and/or Possession

The consumption and/or possession of any alcoholic beverage by students is prohibited in any VLC site or partner site or at any VLC sponsored activity. Any student found to be in possession of alcohol on VLC/partner grounds will be asked to leave immediately.

Drug-Free Schools

Maintaining drug-free schools is important in establishing an appropriate learning environment for students. The possession, use, sale, distribution, and/or being under the influences of illicit drugs, controlled substances and/or alcohol at a VLC/partner site or sponsored activity is prohibited. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to suspension and/or expulsion.

Tobacco and Electronic Cigarettes

Use of any tobacco product or nicotine delivery device (such as electronic cigarettes) is prohibited within a VLC. Students must follow local laws when using these products in regard to age and areas where they are allowed.

Weapons

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at a VLC/partner site or at a VLC sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the Executive Director of the Southeast Kansas Education Service Center – Greenbush may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the Executive Director or designee. Students violating this policy shall be reported to the appropriate law enforcement agencies and, if a juvenile, to the Secretary of DCF or the Secretary of KDOC as appropriate.

Civility Code

In order to maintain an orderly, respectful, and secure learning environment, it is essential that all students, parents/guardians, and teachers/staff maintain respectful interactions and adhere to the expected civil conduct. Greenbush VLC is dedicated to providing personalized learning solutions for all students, and the presence of a positive partnership between all students, parents/guardians, and teachers/staff is vital in this process. In an effort to ensure that we are all focused on student learning and helping students to reach their full potential, we ask that all parties conduct themselves in a respectful and orderly manner at all times.

- Treat everything and everyone with respect
- Do not use profanity or make threats toward VLC staff or students in any verbal or written communication

- Do not intentionally cause any physical/emotional harm toward another person or threaten to do so
- Do not intentionally damage or destroy any VLC property (both physical and electronic) or the property of any student or staff member
- Do not disrupt the VLC site so that all students may achieve success

Social Media Policy

The purpose of this social media policy is to help you to participate online in a respectful, relevant way that protects your reputation and the reputation of Greenbush, and respects the relationship between teachers and students.

For the purposes of this policy, social media includes but is not limited to social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr, and YouTube. It also includes blogs, comments on web sites, discussion forums and any other activity online in which a person connects or communicates with other users.

Greenbush reserves the right to monitor, and will monitor, use of Greenbush technology, computers, email, Facebook, and other social media and networking sites. This policy complements, but does not replace, any policies regarding the use of technology, computers, e-mail and the internet adopted from time to time by Greenbush.

We encourage responsible participation in social networking sites. We ask that you carefully consider the very public forum in which you are participating and expect you to act in a way that properly represents your reputation.

Express your ideas and opinions in a respectful manner. Avoid insulting others, including other students, staff, and parents. Do not use racial slurs, innuendos, obscenities or other inappropriate content. Avoid engaging in or commenting on rumors or unsupported information. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back. You shall comply with the following specific guidelines:

1. Use common sense when posting online. It remains good practice to never post anything that would embarrass yourself.
2. You are personally responsible for the content you publish online. "Content" includes personal comments, Links, photographs, audio or video, and content created by other users that you choose to share or re-post.
3. Be mindful that any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers.
4. You should also be mindful that once posted, a comment cannot be taken back. In most instances deleting content will not make it disappear. Deleted content can still show up in online searches or, with the click of a button, other users can take a screen shot, re-post, or share your content with others. Even if you share your content with a very limited number of people, nothing prohibits your contacts from sharing the information you post.
5. Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and reputation. All photographs should be posted with the assumption that they will end up in the public realm.

6. As a student of VLC, content that you post on VLC social media may not include provocative photographs, sexually explicit messages, content showing or promoting the consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing.
7. The lines between public and private/personal are blurred in the online world. You should ensure that content associated with you is consistent with your responsibilities as a student of VLC.
8. Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.
9. Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible.
10. At no time shall you claim to be speaking or issuing opinions on behalf of Greenbush. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Greenbush.
11. While Greenbush respects the rights of its students to exercise their rights, students should not make any derogatory statements about staff or students or other comments that would reflect badly on your reputation or the reputation of Greenbush. Notwithstanding the foregoing, you may make comments in the exercise of your rights. You are ultimately responsible for your comments and Greenbush recommends that you thoughtfully consider your rights and responsibilities prior to posting.
12. Do not post photos or videos that contain identifying information concerning any students without the prior written consent of the student or a parent or guardian of each student involved.
13. Respect the privacy and rights of both staff and students. Confidential student or staff information should not be posted online.
14. Do not use any Greenbush logo or image without the prior written permission of the Executive Director.
15. Do not create any social media account, blog or website intended to represent Greenbush without prior consent of the Greenbush Executive Director.

Grading and Final Exams

Grades in your classes will be indicated by your performance on the computerized assignments, quizzes and tests included in the curriculum software. Minimum mastery level is 60% (or higher based on district requirements) for quizzes and tests. The grading scale is:

90-100%	A
80-89%	B
70-79%	C
60-69%	D

Students will be required to follow the graduation requirements as determined by the partner district.

Final Exams

The classes will be set for each student so that a review will be required prior to the student completing the cumulative exam. When a student is ready for the cumulative exam they must contact a VLC site coordinator or teacher to arrange proctoring of the exam. The exam may be taken onsite at a VLC or partner site or may be arranged to be taken virtually by electronic means such as Skype or Google Hangout.

To have the exam proctored virtually, the student must have access to a webcam and microphone. The student must also abide by the following regulations:

- The student must be dressed in appropriate clothing at the time of the exam
- The student must be the only person within the scope of the webcam
- The student must exhibit appropriate behavior at all times during the exam
- The student may not have any electronic distractions nearby, such as a television, radio, or cell phone
- The student will be required to scan the room with the webcam prior to taking the exam

Discipline Policy

Site Coordinators shall be responsible for maintaining proper discipline at a Greenbush VLC and/or partner sites. In order to do this, each site may develop additional rules as may be deemed necessary for the safe and effective operation of the site. Students should keep in mind that some Greenbush VLC programs are housed in local school district facilities. Virtual students attending at these sites are subject to all policies and procedures established by the local school district. Violations of VLC and/or partner site rules and regulations as well as policies set forth in the Student Handbook may result in disciplinary action ranging from failing grade on an assignment and disabling of courses to suspension and/or expulsion.

Reasons for Suspension or Expulsion

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at a VLC/partner site/VLC sponsored activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a VLC staff member if the disobedience results in disorder, disruption or interference with school operations; and
- Possession of a weapon at a VLC or partner site or at a VLC sponsored event

Suspension/expulsion hearings shall be conducted by the Executive Director of Southeast Kansas Education Service Center- Greenbush, his/her designee, or by any other hearing officer appointed by the Greenbush Board.

State Assessments

Greenbush VLC partners with public school districts in the state of Kansas and therefore underage students are required to participate in the Kansas State assessments when appropriate. Arrangements will be made with the partnering district for students to participate in the proctored assessments. Adults are exempt from taking state assessments.

State Audit

To determine school funding, audits of mandatory student attendance are conducted from the beginning of the school year through early October. Students 18 and under on September 20, 2018 will be required to fulfill two 6 hour days accessing their courses. Students must attend at least one day (online or onsite) between July 1, 2018 and September 19, 2018 (including these days) and at least another day on or after September 20, 2018 but on or before October 4, 2018. Adults are exempt from the two day count requirement. All students are required to work with VLC staff to provide required documentation which includes a signed enrollment form and a signed graduation plan.

Counseling Services/Special Needs

In order for a student to be academically prepared and successful at a VLC, students may be given an Online Learner Assessment prior to initial enrollment to assist the student and VLC staff in providing appropriate supports for learner success. Students will also have access to counseling services from partnering districts if needed. Students with IEPs that are under the age of 21 will need to contact their local partnering district before enrolling. The student's IEP team will meet to determine if the VLC is an appropriate placement for the student.

Appendix A: Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that a School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your or your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include information from your or your child's education records in certain school publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs; and
- Other listings showing your or your child's involvement

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your or a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless you have advised the LEA that you do not want your or your student's information disclosed without your prior written consent.

If you do not want the District and/or this Virtual Learning Center to disclose any or all of the types of information designated below as directory information from your or your child's education records without your prior written consent, you must notify the District and/or this Virtual Learning Center by indicating your preference to opt out on the Student Enrollment Contract. This Virtual Learning Center has designated the following information as directory information:

Student's name
Telephone listing
Photograph
Date and place of birth
Dates of attendance
Grade level

Address
Electronic mail address
Degrees, honors, and awards received
Major field of study
The most recent educational agency or institution attended
Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes 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) or a person serving on the School Board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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 or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. This Virtual Learning Center will forward records upon request of the student and/or parent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or

the eligible student –

- (1) To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in FERPA are met.
- (2) To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- (3) To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Kansas Department of Education. Disclosures under this provision may be made, subject to the requirements of FERPA in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- (4) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- (5) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- (6) To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
- (7) To accrediting organizations to carry out their accrediting functions.
- (8) To parents of an eligible student if the student is a dependent for IRS tax purposes.
- (9) To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- (10) To appropriate officials in connection with a health or safety emergency.
- (11) To an agency caseworker or other representative of a Kansas or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- (12) To the Secretary of Agriculture or authorized representative of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.