HAVEN VIRTUAL ACADEMY

USD 312

Parent-Student Handbook

2022-23

HAVEN VIRTUAL ACADEMY
400 East 5th Street
P.O. Box C
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Haven Virtual Academy

Mrs. Penny Wilt, Virtual School Coordinator – pwilt@havenschools.com
Mrs. Megan Hett, Building Administrator, Haven District Office

Welcome to Haven Virtual Academy

Haven Virtual Academy is an accredited public school in the state of Kansas. We are part of the Haven School District, USD 312. Our virtual program provides a curriculum for kindergarten through twelfth grade from *Odysseyware* and *K-12*. In this handbook, you will find information intended to inform parents and students of policies and procedures for Haven Virtual Academy. Please contact Mrs. Wilt, Virtual School Coordinator, at 620.960.3745 if you have any questions concerning the policies, procedures, curriculum, or technology.

Enrollment Qualifications/Fees
Only students who reside in Kansas are eligible to attend Haven Virtual Academy. There is no fee to enroll, but families who choose to lease a school laptop are responsible for a $100 non-refundable computer lease fee for the school year. Kansas residents who enroll students in Haven Virtual Academy agree to participate in two specified count days where the dates and times their students work online will be verified as required by the state of Kansas for funding. Students who live outside the USD 312 District cannot be enrolled in any other school while attending Haven Virtual Academy. Students who reside within the USD 312 District may enroll in a combination of onsite and virtual classes through the middle school or high school and the virtual academy.

Adult Learning Program
Adult students who have not previously received a high school diploma and reside in Kansas are eligible to enroll in the diploma completion program at Haven Virtual Academy to complete the credits they need for a high school diploma. Enrollment in the adult learner program is open during both semesters.

Applications
To be considered for enrollment in Haven Virtual Academy, the parent or adult learner must submit a completed application and complete a phone conference with the Virtual School Coordinator.

Orientation
An orientation session will be provided at the beginning of the school year with each family. We will contact you to coordinate a date and time. Orientation for OW students will be completed over Skype and Zoom. A student Skype account will need to be set up beforehand. We can assist you with this if needed. K-2 parents and students will complete online video training.

Courses Offered
Odysseyware provides third through twelfth-grade offerings in Math, Language Arts, Social Science, Science, and middle school and high school electives. This program is primarily a web-based program where students complete the curriculum via the Internet.

K-12 curriculum, delivered through the *PEAK* platform, provides our kindergarten through second-grade courses. This program requires the parent to take on the role of a learning coach. When students move to the third grade, they use the Odysseyware curriculum to allow HVA teachers to be more involved with their learning program.

Supplemental Curriculum
Students cannot be enrolled in any other school or homeschool program while attending HVA, with the exception of students who reside within the USD 312 District. In-district students enrolled in our virtual school may also enroll in classes at our middle school or high school. After completing an initial conference with the Virtual School Coordinator to determine eligibility, the permission form to enroll in a combination of onsite and virtual credits may be obtained from the principal at either the middle school or high school or the virtual coordinator. The form must be completed and submitted by August 1 of the school year in which the student wishes to enroll in a combination schedule for final approval from the superintendent.

Tutoring
Meeting online with the teacher is available for all students upon request. Contact your child's teacher to schedule a time. These sessions are completed via the Internet resource Skype. You may also check with the Virtual School Coordinator to help set this up if you cannot reach the teacher.

Materials for Student Use
Haven Virtual Academy has available for lease Apple MacBook computers. Those students enrolled in the *Odysseyware* program may receive one computer per student. One computer will be loaned per two students in a family enrolled in the *K-12* elementary curriculum. The computers are the property of HVA and must be kept in good condition. Parents and students will sign an Internet Acceptable Use Agreement and be given information about said usage. Parents are responsible for payment for computers that are not returned or are lost, stolen, or damaged. The *K-12* program for our K-2 level also provides some materials for students. The materials will be shipped directly to families from *K-12/PEAK*. *Odysseyware* is completely web-based, and students will not receive any additional materials.

Students with Disabilities
Placement in the Haven Virtual Academy program will be determined by the IEP team. After applying to the virtual program, the IEP team will meet with the student with disabilities and their family to determine if the virtual environment is an appropriate placement for the student. If deemed appropriate, the IEP team will also identify the services, modifications, and accommodations the student should receive. All services will be provided virtually, as reasonably possible. Those services that cannot be provided virtually will be made available within the district that sponsors the virtual program.

Hearing and Vision Screenings
Pursuant to Education Statutes #72-5205 and #72-1205, vision tests will be provided once every two years, and hearing tests will be provided once every three years. Screenings will be held at the Haven Virtual Academy location in Haven. Participation in screenings is not mandatory.

Withdrawals
The parents of enrolled students wanting to withdraw from Haven Virtual Academy **must contact** the Virtual School Coordinator to withdraw from the program. Arrangements for the return of school equipment will be made at that time.

Students Moving out of State
Students moving out of the state of Kansas will need to contact the Virtual School Coordinator to withdraw from the program and make arrangements to return the school computer.

Calendar
Our school year will correspond with the USD 312 adopted school calendar. A calendar for HVA will be provided to you on our website with important dates and information. The Virtual School Coordinator will also provide a quarterly calendar on the school webpage with specific information and updates for virtual students/families.

Technology-Internet Service
All families/students enrolled in HVA will be responsible for providing their Internet service. If you have problems with your Internet connection, you should contact your service provider to resolve those issues. It is strongly recommended that you have high-speed Internet.

Problems with Computers
Please contact the Virtual School Coordinator to help resolve any problems that may arise with school computers. She will coordinate the appropriate technical assistance. If immediate repairs cannot be made to the student's computer, a temporary replacement computer may be made available until repairs can be completed.

District/State Assessments
All students enrolled in Haven Virtual Academy are required to take district/state assessments at their grade level. Schedules will be given to families with the dates, times, and locations the tests will be administered. Group sessions will be available in Hutchinson for area students. For those unable to make the trip, arrangements may be made to complete the assessments at a closer location. A trained test facilitator must proctor all state assessments.

Course Placement and Advancement
Students will be placed in an appropriate grade level based on information from parents, previous school, and possibly placement tests. Placement exams are available in Language Arts and Math when deemed necessary.

Student Progress
Students are required to make continual progress in the curriculum. The goal each month will be to complete approximately 12% of the yearly curriculum. To accomplish this, students are required to keep current on the due dates listed for each assignment in each course. Students should begin each week on target. Late work will be deducted at least a letter grade when submitted past the week it is due. Students using the *Odysseyware* curriculum will be required to complete all first-semester units/courses before Christmas break and all second-semester units/courses before the deadline at the end of the school year, as listed on the virtual calendar.

Parents of *K-12* elementary students can track progress by using the Progress Tab in their *K-12* account with the goal of completing 50% of the assigned lessons before Christmas break and the remainder of the lessons before the deadline, as listed on the virtual calendar. Students should work each school day and stay on target each week to avoid truancy issues.

Not meeting these requirements will produce the following actions:
1. First Month-We will send a letter via email and have a phone or Skype conference to discuss ways to reach the goals.
2. Second Month-We will send a letter via email, and a conference will be conducted to put a progress plan in place.
3. Third Month- If monthly progress is not met in three consecutive months, the student may be withdrawn from the program.

Note: After the first quarter, parents of students who are not on target for the semester will receive a letter via email from the school coordinator. A follow-up conference will be held where a daily schedule will be set up for the student to follow for the remainder of the semester.

Daily Schedule
Students should plan to work on their assignments each school day. To make adequate progress, *Odysseyware* and K-12 students must complete the assignments listed for each day in each subject they are enrolled in. If, for some reason (illness, doctor appointment, trip, etc.), a student cannot complete the assigned work on a particular school day, he should make up the missed assignments by the end of that same week or over the weekend. Students should begin each new week on schedule with the due dates.

Academic Progress
In both the *Odysseyware* and *K-12* curricula, students are encouraged to maintain at or above an 80% proficiency level for all assigned lessons. Students should do their best work the first time through the lesson. Students are also encouraged to adequately prepare before completing any quiz or test. Parents will be contacted if the teacher determines that a student is failing to make adequate academic progress. Parents are also encouraged to check their child's progress each day by logging on to the curriculum platform with their students to view scores and progress.

Grade Reports
Progress reports will be sent periodically. Semester grade reports, based on the material the student has covered and completed, will be emailed to families at the end of each semester.

Grading Scale-All *Odysseyware* students:

A 90-100%
B 80-89%
C 70-79%
D 60-69%
F below 60%
I Incomplete

Kindergarten through 2nd-grade students using the *K-12* curriculum will receive a report with the following designations:

S Satisfactory Completion of Lessons
N Needs Improvement on Completion of Lessons

Graduation Requirements
Graduation requirements: 24 units
Required courses: 16 ½ units

HVA USD 312 Required Courses:

English Language Arts	4 ½ units (4 units English, ½ unit Speech)
Math	3 units
Science	3 units
Social Science	3 units (1 unit U.S. History, 1 unit Government)
Fine Arts	1 unit (1 unit Career Management)
Physical Education	1 unit
Health	½ unit
Personal Financial Lit	½ unit

We will conduct a graduation reception for the virtual program when we have enough students who wish to attend the onsite function. The proposed date is listed on the HVA Virtual Calendar.

State Standards
You can access the state standards by visiting the Kansas State Department of Education website, https://www.ksde.org.

Communication
Communication is a key component to your student's success in our program at Haven Virtual Academy. Parents are encouraged to email or call the Virtual School Coordinator with questions or concerns. Your phone call will be returned no later than the next school day. Emails will be answered in the same time frame. *Parents are asked to notify the School Coordinator within five business days of any change in email, address, or telephone number to maintain an open line of communication.*

The quickest way for the Virtual School Coordinator to get information out to all families enrolled in Haven Virtual Academy is through email and the HVA website. Families are encouraged to check both regularly. You will find updates and reminders regularly posted online. Communication from teachers is usually completed via email. Monthly conference calls may be conducted between the Virtual School Coordinator and parents when needed. This will consist of reviewing work completed and addressing any issues that may have arisen.

Parent/Teacher Virtual Conferences will be arranged to discuss academic progress as needed. These conferences are a Kansas State Department of Education requirement.

In the event the Virtual School Coordinator is unavailable for over a 24-hour time period during the school week, questions and concerns may be directed to the Building Administrator.

Extreme extenuating circumstances such as critical health issues or family emergencies should be communicated to the Virtual School Coordinator by email as soon as reasonably possible.

Haven Virtual Academy Website Information
The HVA Website can be accessed at: https://virtualprogram.weebly.com.
Here you will find more information about our program, teacher contact information, monthly calendar, updates, etc. Our district website page can be accessed at:
https://www.havenschools.com/page/haven-virtual-academy.

Grievance Procedure
In an effort to provide high-quality, ongoing customer service, we want to take care of any concerns you may have in a timely manner. Therefore, please use the following procedure to address issues that are serious in nature.

1. In writing, please contact the Virtual School Coordinator, Mrs. Wilt (pwilt@havenschools.com), and address your concerns. You will receive a response within ten days.
2. If the Virtual School Coordinator does not resolve the issue, you can request in writing a meeting with the Coordinator and the Building Administrator. They will investigate the matter and respond within ten days.

Written grievances can be submitted by email.