I THINK.
I QUESTION.
I DESIGN.
I CREATE.
I STRUGGLE.
I COLLABORATE.
I TRY.
I SOLVE.
I INVENT.
I REFLECT.
I LEARN.

VENSPIRED.COM

GREENBUSH VIRTUAL ACADEMY

ADULT STUDENT HANDBOOK 2025-26

WELCOME STUDENTS
TO THE

GREENBUSH VIRTUAL ACADEMY

ADULT DIPLOMA COMPLETION (ADC) PROGRAM

We are so happy you have chosen to attend the Greenbush Virtual Academy (GVA). As you will discover, Greenbush 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 GVA program.

This handbook has been created to provide students with the tools and information they need to be successful in the GVA 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 your GVA questions and needs.

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

OUR MISSION

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

OUR VISION

Greenbush Virtual Academy will provide a flexible and engaging learning community for students throughout Kansas. Greenbush Virtual Academy seeks to provide a challenging and useful curriculum that meets the needs of a variety of students regardless of their abilities, environments, and unique challenges. Greenbush Virtual Academy focuses 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 utilizing a curriculum that is rigorous and engaging supported by professional educators interacting with the student.
- Students benefit from instruction that is adapted to their unique learning styles and needs.

ACADEMIC INTEGRITY

Taking online courses instead of courses in a traditional school is different in many ways. At GVA we want to stress the importance of **Academic Integrity**.

So what is **Academic Integrity**? **Academic Integrity** is the commitment to six very important values:
1. Honesty
2. Trust
3. Fairness
4. Respect
5. Responsibility
6. Courage

Honesty – Being truthful. As a GVA student, you should be honest with yourself and others. As GVA staff, we commit to being honest with you. How can you demonstrate honesty? Give credit to the owner of any work that

you may use in your assignments. **Cheating, copying or having someone else do your work is not being honest with yourself or honest with the GVA staff.**

Trust – Relying on someone or someone relying on you to be truthful. GVA staff need to be able to trust your work is yours. You promote trust by submitting work that is honest and yours. GVA staff promote trust by setting clear guidelines for assignments and evaluating your work fairly and timely.

Fairness – Fair treatment, not playing favorites. You have a right to expect fair treatment and you have a duty to treat others fairly. GVA staff show fairness by communicating expectations clearly, respond to dishonesty consistently, and uphold our academic integrity principles. Students show fairness by doing their own original work, acknowledging borrowed work, and respecting and following the academic integrity principles. You can demonstrate fairness by keeping an open mind and take responsibility for your own actions.

Respect – High or special regard. Respect for yourself means tackling challenges without compromising your own values. You show respect for yourself by taking an active role in your own education and performing to the best of your ability. GVA staff show respect by taking your ideas seriously, by helping you develop your ideas, providing honest feedback on your work, and valuing your ideas and your goals. You also show respect by identifying your sources when using someone else's work.

Responsibility – Being responsible, reliable, and trustworthy. Being responsible means standing up against wrongdoing, resisting negative peer pressure, and serving as a positive example. You can show responsibility by following through with tasks and expectations. GVA staff show responsibility by keeping their word and following GVA policies.

Courage – mental or moral strength to persevere and withstand difficulty. Courage is often thought of as lack of fear. In reality, courage is being able to act appropriately even though you have fear. GVA will help you develop courage by providing opportunities to make choices, learn from them, and grow. You show courage by holding yourself to high standards of **academic integrity** even when it involves risk. Be courageous – be willing to take risks and risk failure.

"Integrity is doing the right thing, even when no one is watching"
...
C.S. Lewis

Online Learning requires a level of responsibility from you that can help you be successful, which includes:
- Being prepared and ready to learn before you start your coursework
- Staying on track by completing your work every day
- Taking notes (handwritten or digital) as you work through your classes
- Asking for help when you have questions or misunderstandings
- Studying before you take quizzes or exams
- Tracking your progress and grades

What is Plagiarism or Cheating – Academic Dishonesty?

Plagiarism is copying or using ideas or words from another person or source – such as the internet or a printed source or using AI – and passing it off as your own. **Cheating** may include copying from another student, using unauthorized materials on a quiz or exam, or having another person complete a quiz or exam for you
Examples of Plagiarism or Cheating include, but are not limited to:
- Using an "answers" site like Brainly or Quizlet to get an answer
- Using ChatGPT or any other AI tool to do some or all of your work
- Using an answer another student wrote for you

- Using unauthorized materials and/or resources throughout your courses
- Copying work from another student, or from the web
- Using a technological/communication tool and/or resource during a test or final
- Having anyone else but you complete any part of your coursework for you
- Using online searches to find answers to your assessment questions
- Posting answers to assessment questions online
- And anything else that involves submitting words or ideas you did not create yourself and not giving credit to the original creator or author.

Using Userscripts, Browser Extensions or Bots

Userscripts, certain Browser Extensions, and Software Bots are software that run automated tasks on the internet, often to imitate human behavior. They have appeared in some Virtual education programs lately and used by students to cheat in the courses.

The Edgenuity system can detect that a student is using a script and the student will be logged out immediately from Edgenuity with an error message:

"Academic Integrity concern detected – you have been logged out of Edgenuity"

The student must uninstall the browser extension or script they are using in order to continue using Edgenuity.

GVA staff are able to check if a student has been logged out due to the use of unacceptable and unauthorized scripts, browser extensions or bots. With the notice given by Edgenuity as well as other information available to GVA staff, they will be able to determine if the student was using these programs in order to cheat in their courses.

We understand that with tools like Google search and ChatGPT, it's easy to find immediate answers to questions. We are here to help you understand the difference between using technology for help and support versus using the internet to cheat. **You are responsible for doing your own work – having someone else or AI complete any of your coursework for you is not acceptable.** Our official AI policy can be found in Appendix A of this handbook.

Academic Dishonesty Consequences

The staff of GVA are committed to helping you as a GVA student to understand the importance of **Academic Integrity**. Academic Dishonesty jeopardizes your success in GVA. What can happen if you participate in Academic Dishonesty?

1. Every time that a GVA staff member suspects Academic Dishonesty, the student will be notified directly by email, phone or text. A brief explanation of the situation will be provided.
2. The GVA staff member will communicate with the student to determine the extent to which the student failed to use Academic Integrity. The student will be able to respond to the GVA staff member of his/her viewpoint of the incident.

First Time it Occurs by the Student (verified):
1. The student will initially receive a 'zero' for the assignment, quiz, or exam.
2. A written description of the incident will be uploaded into the student's online file.
3. The student will be required to redo the same Lesson and/or Unit in Edgenuity including all assignments, quizzes, and tests.
4. The student's 'zero' grade will be updated to the grade received on the 2nd attempt provided the GVA staff member feels that the assignment, quiz, and/or test was completed by the student.

Second Time it Occurs by the Student (verified):
1. The student will initially receive a 'zero' for the assignment, quiz, test, or exam.
2. A written description of the incident will be uploaded into the student's online file.
3. The student will be required to redo the same lesson/unit and complete the Guided Notes found in Edgenuity and turn them in to the GVA staff member.
4. The GVA staff member will prepare 3-5 unique questions (DBA) around the content that was covered in the lesson impacted. The student will need to verbally respond with their answers in a Zoom meeting with the GVA staff member. This will be used to make sure whether or not the student understands the lesson.
5. The student's grade of 'zero' will be updated to the grade earned on the DBA less 25%.

Third Time It Occurs by the Student (verified):
1. The student will receive a 'zero' for the assignment, quiz, test or exam.
2. A written description of the incident will be uploaded into the student's online file.
3. The student will receive NO credit for work already completed and will be reenrolled in the course again from the beginning.
4. A teacher review will be required for all quizzes, tests, and exams prior to the student taking the assessment.
5. The student will need to meet with the GVA course teacher at least twice during a course unit to answer questions unique to that unit.

Fourth Time it Occurs by the Student (verified):
The student will be removed from GVA as a student and will not be able to re-enroll until the following school year.

GENERAL GVA INFORMATION

Contact Information

Adult Diploma Completion (ADC) Program Coordinators:

Christina Hagood	christina.hagood@greenbush.org	913-288-3664
Linda Prior	linda.prior@greenbush.org	620-238-9584

Website: The Greenbush Virtual Academy program can be found at the Greenbush GVA website: https://virtualacademy.greenbush.org The website will be your one-stop site for resources and log-in for student courses.

Greenbush Virtual Academy Administrative Office: 620-234-0731 (voice and text)
785-690-7081 (Lawrence office)
620-724-6281 (Girard office)

Technical Help Information

If you are having technical problems of any sort with Edgenuity (our curriculum software provider), Edgenuity 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. There is also a Help section with various topics to assist students.

Are you having trouble logging in to Edgenuity? Forgot your username or password? Having issues with a Greenbush provided laptop? Technical support is available through your ADC Program Coordinators.

Do you have general questions about Greenbush Virtual Academy?

If you have questions about GVA courses or program policies or procedures, please contact an ADC Program Coordinator.   You can also find the answers to many questions at GVA Help – https://gvahelp.com

Roles and Responsibilities

Student
The student's role at GVA is to learn to the best of his/her ability. Therefore, students should expect to take 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
- Respectful to all individuals in GVA —staff members and students
- At all times completing their own work and upholding the principles of the GVA Academic Integrity Policy.

Students need to keep in contact with the ADC Program Coordinators and will have the ability to choose a preferred method of contact (phone, e-mail, text). Students should contact a Program Coordinator to keep them informed of vacations or extended absences.

ADC Program Coordinator
The Program Coordinator is responsible for ensuring that students are   provided with the support and assistance they need. The Program Coordinator will assist students with course selection and general academic guidance. They are qualified to provide instructional learning strategies as needed and to handle instructional questions. They will proactively monitor each student's progress through Edgenuity and through regular contact via phone, texting, email, and Zoom. Program Coordinators will provide feedback on the student's performance on an ongoing basis.

Communication Policy

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

Communication by Student
- Students will reply to emails and other communication promptly.
- **Students will be in contact with GVA staff at least once a week**.
- Students will check email/messages at least every other day.
- Students should not be afraid to ask questions – that is what the program coordinator is there for.

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

Please remember to inform a Program Coordinator when a change is made to your address, phone numbers,

and/or email addresses. You will want to inform a Program Coordinator when enrolling your preference for communication (email, phone, text, and/or social media).

Communication by Program Coordinator
Your program coordinator 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. A Program Coordinator will meet with you regularly to assist you in planning your courses and setting realistic and challenging goals for completion of courses. Each student will work with a Program Coordinator to develop and/or continue to update their Individual Plan of Study/Graduation Plan based on their long-term goals. In addition, ADC Program Coordinators may contact each student to arrange for a formal conference if needed throughout the school year. These meetings could be virtually by Zoom or by phone.

Residency and Age

Students must be legal residents of the state of Kansas during their enrollment in the GVA program. Students must be 20 years of age or older on September 20, 2025 to enroll in the Adult Diploma Completion (ADC) program. There is no maximum age limit for enrolling. **All students must present documentation supporting their residency.**

Equal Educational Opportunities

Greenbush Virtual Academy is committed to a policy of educational and workplace equality. Greenbush Virtual Academy shall offer an educational program which attempts to meet the needs of all learners enrolled. Greenbush Virtual Academy 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.

Attendance Policy

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

There is no mandatory attendance for students in the ADC program. 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 (Please see Academic Progress policy below).

Academic Progress Policy

Academic Progress Policy
All ADC students will be expected to follow the Academic Progress Policy.

Adult students will be expected to complete at least one course (1/2 credit) each month and a minimum of five (5) credits (10 courses) per calendar year. When a student fails to meet academic progress expectations, a Program Coordinator will send the student a "behind" warning email. If the student does not respond and/or meet

expectations, the Program Coordinator will send a "disabled" warning. The Program Coordinator will try to contact the student during the warning process to schedule a conference to discuss concerns and brainstorm solutions to get the student back on track. If the student does not respond to the Program Coordinator or continues to not meet expectations, the Program Coordinator will disable the student's courses and send the student an "exit" warning. The student will have one week following the "exit" warning to respond or the student will be exited from the program. If an adult student is exited from the program due to inactivity, the student will **not be able to re-enroll for a minimum period of six months.**

Privacy/FERPA Policy

Greenbush Virtual Academy will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). Greenbush Virtual Academy 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 Virtual Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records.

Official student records are available through the referring partner district of the student and record request should be made to the partner district. GVA records are unofficial and for GVA use.

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 GVA on account of race, color, national origin, language spoken, gender, 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, gender, 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 Virtual Academy 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 their program coordinator. Any GVA staff member who receives a complaint from a student shall have an obligation to report the complaint to the Greenbush Director of Alternative Learning. 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 discrimination complaint procedure.

Complaints about GVA Rules
Any student may file a complaint with a program 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 program coordinator shall investigate the complaint and inform the student of the resolution within 10 school days after the complaint is filed. If the program coordinator is involved in the original complaint, the complaint shall be made to the Greenbush Director of Alternative Learning.

Student Safety

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

Suicide Awareness and Prevention
Greenbush GVA staff participate in annual suicide awareness and prevention programming during our annual inservice training. Students enrolled in the Greenbush Virtual Academy ADC program are notified that training materials under such programming are available upon request.

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 students, Greenbush Virtual Academy 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 dismissal from the program.

Alcohol Use and/or Possession
The consumption and/or possession of any alcoholic beverage by students is prohibited in any GVA site or partner site, during a GVA Zoom or online activity, or at any GVA sponsored activity. Any student found to be in possession of alcohol on GVA/partner grounds will be asked to leave immediately and if found to be in possession while online will be removed from the online setting.

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 GVA/partner site, while online during a GVA activity, 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 dismissal from the program.

Weapons
A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at a GVA/partner site, while online during a GVA activity, or at a GVA 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 dismissal from the ADC program and the student will not be allowed to re-enroll. Possession of a facsimile of a weapon may result in disciplinary action up to and including dismissal from the program. Students violating this policy shall be reported to the appropriate law enforcement agencies.

Civility Code
In order to maintain an orderly, respectful, and secure learning environment, it is essential that all students and teachers/staff maintain respectful interactions and adhere to the expected civil conduct. Greenbush Virtual Academy is dedicated to providing personalized learning solutions for all students, and the presence of a positive partnership between all students and teachers/staff is vital in this process. 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 GVA 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 GVA property (both physical and electronic) or the property of any student or staff member.
- Do not disrupt GVA virtual meetings so that all students may achieve success.
- If attending a GVA site located in a school district building, students are subject to district policies and procedures as well as GVA policies and procedures.

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, SnapChat, Instagram, 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 or its GVA Partner District.

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. As a student of GVA, content that you post on GVA 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.
2. 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.
3. Do not use any Greenbush logo or image without the prior written permission of the Executive Director.
4. Do not create any social media account, blog or website intended to represent Greenbush without prior consent of the Greenbush Executive Director.

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% 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 program coordinator to arrange virtual proctoring of the exam.

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.
- The student must have their webcam turned on during the duration of the exam – NO EXCEPTIONS – and must be in the frame of the webcam at all times.
- The student will indicate their first and last name on their Zoom account to be admitted.

Inappropriate behavior and/or not abiding by final exam regulations will result in the student being removed from the Zoom room and the incident will be reported in the student's files.

Discipline Policy

Virtual students attending Greenbush Virtual Academy shall be responsible for maintaining proper conduct at a GVA and/or partner site as well as at all times during virtual meetings. Students should keep in mind that some GVA programs are housed in local school district or partner facilities. Virtual students attending at these sites are subject to all policies and procedures established by the local agency. Violations of GVA 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 dismissal from the program.

Reasons for Dismissal from the Program
Students may be dismissed from the program 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 GVA/partner site/GVA sponsored activity which constitutes the commission of a misdemeanor.
- Disobedience of an order of a GVA staff member if the disobedience results in disorder, disruption, or interference with school operations.
- Possession of a weapon at a GVA or partner site, while online during virtual activities, or at a GVA

sponsored event.

Appendix A: Artificial Intelligence (AI) GVA Policy

1. General Statement on AI Use
Our virtual program recognizes the potential of artificial intelligence (AI) to enhance learning experiences, personalize education, and improve operational efficiency. AI technologies encompass machine learning algorithms, natural language processing, and automated decision-making systems.

2. Permissible Uses of AI
AI technologies are permitted for:
- Automated grading and feedback.
- Adaptive learning platforms that personalize instruction.
- Intelligent tutoring systems to support student learning.

3. Prohibited Uses of AI
AI use is prohibited for:
- Cheating, plagiarism, or unauthorized assistance in assignments.
- Misrepresentation or falsification of AI-generated content.
- Any activity that violates ethical standards, privacy, or fairness principles.

4. Actions for Unauthorized AI Use
Instances of unauthorized AI use will result in disciplinary actions, including but not limited to:
- Loss of credit for assignments or assessments.
- Counseling or educational interventions.
- Reporting to parents/guardians and school administration.

5. Expectations for Students
Students are expected to:
- Use AI tools responsibly and ethically.
- Properly cite AI-generated content and acknowledge sources.
- Engage in critical thinking and problem-solving beyond AI capabilities.

6. Training and Support
Training sessions and resources on AI ethics and best practices will be provided to students and staff members. Support channels are available for addressing AI-related questions and concerns.

8. Review and Updates
This AI policy will be reviewed annually and updated as needed to reflect advancements in AI technology, changes in educational practices, and feedback from stakeholders.

Appendix B: 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 Greenbush Virtual Academy 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 Greenbush Virtual Academy by indicating your preference to opt out on the Student Enrollment Contract and/or online Enrollment Forms. Greenbush Virtual Academy has designated the following information as directory information:

Student's name	**Address**
Telephone listing	**Email address**
Photograph	**Degrees, honors, and awards received**
Date and place of birth	**Dates of attendance**
Grade level	**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.

Appendix C: 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 district or Southeast Kansas Education Service Center 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 or 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. Greenbush Virtual Academy 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:

> Student Privacy Policy 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 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.

(2) 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 § 99.35, 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.

(3) 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.

(4) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a Kansas statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

(5) 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.

(6) To accrediting organizations to carry out their accrediting functions.

(7) To parents of an eligible student if the student is a dependent for IRS tax purposes.

(8) To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.

(9) To appropriate officials in connection with a health or safety emergency, subject to § 99.36.

(10) 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 Kansas or tribal law, for the care and protection of the student in foster care placement.

(11) 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.