



GREENBUSH
VIRTUAL
ACADEMY

STUDENT
AND
PARENT
HANDBOOK
2021-22

WELCOME STUDENTS, PARENTS, AND GUARDIANS
TO THE

GREENBUSH VIRTUAL ACADEMY

ELEMENTARY

Welcome	2
Greenbush Virtual Academy Mission, Vision and Beliefs	2
Contact Information	2
Technical Help Info	3
Roles and Responsibilities	3
Communication Policy	4
Conferences and Goal Setting	4
Residency and Age	4
Equal Educational Opportunities	4
Attendance Policy.....	5
Academic Responsibility and Integrity.....	5
Privacy/FERPA Policy	6
Student Records	6
Student Grievance/Complaints.....	6
Student Safety	7
Student Code of Conduct	7
Grading	9
Discipline Policy	9
State Assessments	9
State Audit.....	9
Counseling Services/Special Needs.....	10
Student Activities.....	10
Appendix A: Family Educational Rights and Privacy Act (FERPA) notices	10

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 and their families 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.
-

Contact Information

GVA Academic Coaches: Each GVA student will be assigned an Academic Coach who will work with the student to meet their academic goals.

Kirstin Blocker:	kirstin.blocker@greenbush.org	620-238-4803
Lisa Farmer:	lisa.farmer@greenbush.org	
Amanda Frost:	amanda.frost@greenbush.org	
Jina Kugler:	jina.kugler@greenbush.org	
Michelle Land:	michelle.land@greenbush.org	620-238-4796
Linda Prior:	linda.prior@greenbush.org	620-238-9584
Teri Wachter:	teri.wachter@greenbush.org	620-238-4793

GVA Elementary Teachers:

Kindergarten - 1st Grade:	Kara Lough	kara.lough@greenbush.org
2nd and 3rd Grade:	Alicia Cole	alicia.cole@greenbush.org
4th Grade:	Kelly Mulvihill	kelly.mulvihill@greenbush.org
5th Grade:	Olivia Durant	olivia.durant@greenbush.org

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: Barb Gibson, 785-690-7081, Ext 469

Technical Help Information

If you are having technical problems of any sort with Florida Virtual School (FLVS - our elementary curriculum software provider), please contact your student's teacher. Your teacher will be able to help if you forget your student's username or password as well.

The GVA Technical Support (for Greenbush laptop computer issues) is available through your Academic Coach.

Do you have general questions about Greenbush Virtual Academy?

If you have questions about GVA courses or program policies or procedures, please contact your Academic Coach.

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 GVA. 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 Academic Coach 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 and Academic Coach 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 an observer account in Florida Virtual School and/or regular email progress reports from your student's teacher. Lastly, parents/guardians are also responsible for monitoring student work to ensure compliance with the GVA Academic Integrity Policy.

Student

The student's role at GVA is to learn to the best of his/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 GVA Academic Integrity Policy.

Academic Coach and Teachers

The Academic Coach and Teachers are responsible for ensuring that students are provided with the support and assistance they need. The Academic Coach will assist students and parents/guardians with course selection and general academic guidance. Teachers are qualified to provide learning strategies as needed and to handle instructional questions. Teachers will proactively monitor each student's progress through Florida Virtual School and through regular contact via phone, texting, email, and through Zoom. Teachers and Academic Coaches will provide feedback on the student's performance on an ongoing basis.

Communication Policy

Communication between student, parent/guardian, teacher, and academic coach is vital to the academic success of the student. In order to facilitate communication, students, parents/guardians, and staff at GVA will abide by the following policies.

Communication by Student and Parent/Guardian

- Students and/or parents/guardians will reply to course emails and other communication promptly.
- Students and/or parents/guardians will be in contact with GVA staff in an ongoing manner.
- Students and/or parents/guardians will check FLVS communications at least every other day.
- Students should not be afraid to ask questions – that is what the teachers and academic coach are 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 your Academic Coach and Teacher when a change is made to your address, phone numbers, and/or email addresses. You will want to inform your Academic Coach when enrolling your preference for communication (email, phone, text, and/or social media).

Communication by Teacher/Academic Coach

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

Teachers will schedule a bi-weekly meeting by Zoom or phone with parents to discuss any concerns or questions parents may have regarding their student's academic progress and goals. Teachers will also have virtual open office hours available daily for student and/or parent meetings.

Conferences and Goal Setting

Goal setting is an important part of achieving success in your student's educational life. Your student's Academic Coach will meet with your student regularly to assist them in setting realistic and challenging goals for completion of courses. GVA Teachers and/or Academic Coaches will contact each student and parent/guardian to arrange for a formal conference in October and in February of each 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 as well as reside within the boundaries of a GVA partner district. 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 student's learning. It is important for your student to remember that failing to consistently work on their classes means failing to progress. Success in completing courses that leads to obtaining their goals is directly connected to how much time and effort they put into studying and completing assignments.

Underage Mandatory Attendance

For students under age 18 mandatory attendance is defined as accessing their 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 GVA 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.

Student Check-Ins with GVA Staff

Each GVA student will be notified of their Teacher's regularly scheduled Morning or Afternoon Meeting times upon enrollment. It is important that each GVA student regularly attend their Teacher's Meeting. The length of each session is approximately 10 – 15 minutes in duration and is a time for students to get to know their teacher and other students in their class. Morning/Afternoon Meetings are **not** mandatory but strongly encouraged. Each student will be contacted by their teacher outside of Morning/Afternoon Meeting and this contact could be by text, phone call, email, or other similar forms of communication. Students who attend their Morning/Afternoon Meetings and/or other scheduled tutoring and help session will earn reward points based on the GVA Reward Points system.

Required and Non-required Attendance

GVA students in grades Kindergarten through 5th grade are required to attend scheduled individual conferences and support sessions, individual and small group instructional support meetings (such as Tiered Intervention meetings), and scheduled Discussion Based Assessments (DBA). Students are **not** required to attend Morning/Afternoon grade level meetings and Live Lesson sessions. Live Lesson sessions will be recorded and available for students and parents to access online on-demand.

Academic Progress and Integrity Policies

Academic Progress Policy

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

Inadequate academic progress will be determined by the student's pace and grades in the FLVS curriculum. If a student shows inadequate academic progress, your teacher will begin an intervention process by contacting the parent/guardian and student to discuss concerns and to discuss 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 Teacher will consult with the GVA Elementary team to determine further steps which may include referral for additional academic services, parent/student/teacher conferences, requirement of regular online attendance, reporting student for truancy, and referral to return to a brick-and-mortar building.

Academic Integrity Policy

All students are expected to submit only work that they have completed themselves through their own original efforts. While parent/guardian support is very important for elementary virtual students, it is a GVA expectation that elementary students will submit only work done by the student themselves. Academic integrity is taken very seriously at Greenbush Virtual Academy. **Cheating, copying, and plagiarism are all violations of academic integrity and the honor code and are not acceptable.**

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 parents/guardians and dismissal from the GVA program.

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 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 Virtual Academy personnel.

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 and/or parent/guardian who believes that the student has been subjected to discrimination or harassment should discuss it with their academic coach or teacher. Any GVA staff member who receives a complaint from a student and/or parent/guardian shall have an obligation to report the complaint to the Greenbush Director of Learning Services. If the matter is not resolved to the satisfaction of the student and/or parent/guardian, the student and/or parent/guardian may initiate a formal complaint under the Southeast Kansas Education Service Center discrimination complaint procedure.

Complaints about GVA Rules

Any student or parent/guardian may file a complaint with their academic coach 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 academic coach shall investigate the complaint and inform the student and/or parent/guardian of the resolution within 10 school days after the complaint is filed. If the academic coach is involved in the original complaint, the complaint shall be made to the Greenbush Director of Alternative Learning Services.

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. Parents or legal guardians of students enrolled in the Greenbush Virtual Academy 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 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.

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 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 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 expulsion from school for a period of one calendar year, except the Executive Director of the Southeast Kansas Education Service Center 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 dismissal from the program. 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 Virtual Academy 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. 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.

1. Treat everything and everyone with respect.
2. Do not use profanity or make threats toward GVA staff or students in any verbal or written communication.
3. Do not intentionally cause any physical/emotional harm toward another person or threaten to do so.
4. Do not intentionally damage or destroy any GVA property (both physical and electronic) or the property of any student or staff member.
5. Do not disrupt GVA virtual meetings so that all students may achieve success.
6. 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 your student to participate online in a respectful, relevant way that protects their 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.

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

We ask that your student follow these expectations and rules:

1. Express their 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.
2. Avoid engaging in or commenting on rumors or unsupported information.
3. As a student of GVA, content that they 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.
4. At no time shall the student claim to be speaking or issuing opinions on behalf of Greenbush. In instances where there could be confusion, they must add a disclaimer stating that views and content are exclusively their own and not representative of Greenbush.
5. Do not use any Greenbush logo or image without the prior written permission of the Executive Director.
6. Do not create any social media account, blog or website intended to represent Greenbush without prior consent of the Greenbush Executive Director.

Grading

Grades in your student's classes will be indicated by their performance on the 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

Teachers will grade assignments and assessments and provide feedback to students no later than 48 hours after submission. Weekends and school breaks will not be included in the 48-hour timeframe.

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. Violations of GVA 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 or at a GVA sponsored event.

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

State Assessments

Greenbush Virtual Academy 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.

State Audit

To determine school funding, audits of mandatory student attendance are conducted from the beginning of the school year through early October. Students 19 and under on September 20, 2021 will be required to fulfill two 6 hour days accessing their courses. Students must attend at least one day online between August 9, 2021 and September 20, 2021 (including these days) and at least another day on or after September 21, 2021 but before October 4, 2021.

Counseling Services/Special Needs

In order for a student to be academically prepared and successful at Greenbush Virtual Academy, students and parents/guardians will submit a Student Intake form prior to initial enrollment to assist the academic coach in providing appropriate supports for learner success. Students will also have access to counseling services from partnering districts if needed. Parents/Guardians of students with IEPs will need to contact their local partnering district before enrolling. The student's IEP team will meet with the family to determine how to best provide SPED services during participation in the GVA.

Student Activities

Greenbush Virtual Academy will provide GVA students with the opportunity for age-appropriate staff led student activities during the 2021-22 school year. Activities available will be announced at a later date and will include GVA Student of the Month. Participation in the various student activities available is based upon successful work in a student's academic coursework. Along with an academic requirement, an attendance requirement helps ensure students continue towards their goals. Information regarding student activities and eligibility will be available during student enrollment or from your student's Academic Coach.

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 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
Telephone listing
Photograph
Date and place of birth
Grade level

Address
Email address
Degrees, honors, and awards received
Dates of attendance
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 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.