



GREENBUSH  
VIRTUAL  
ACADEMY

STUDENT  
AND  
PARENT  
HANDBOOK  
2023-24

WELCOME STUDENTS, PARENTS, AND GUARDIANS  
TO THE

GREENBUSH VIRTUAL ACADEMY

MIDDLE SCHOOL

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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!

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### **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.
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### **Contact Information**

**GVA Academic Advisors:** Each GVA student will be assigned an Academic Advisor who will work with the student to meet their academic goals.

<b>Kirstin Blocker:</b>	<a href="mailto:kirstin.blocker@greenbush.org">kirstin.blocker@greenbush.org</a>	620-238-4803
<b>Samantha Coonts:</b>	<a href="mailto:samantha.coonts@greenbush.org">samantha.coonts@greenbush.org</a>	
<b>Amanda Frost:</b>	<a href="mailto:amanda.frost@greenbush.org">amanda.frost@greenbush.org</a>	620-238-0045
<b>Jina Kugler:</b>	<a href="mailto:jina.kugler@greenbush.org">jina.kugler@greenbush.org</a>	620-238-1440
<b>David Smedley</b>	<a href="mailto:david.smedley@greenbush.org">david.smedley@greenbush.org</a>	620-644-9038
<b>Amanda Vail:</b>	<a href="mailto:amanda.vail@greenbush.org">amanda.vail@greenbush.org</a>	620-449-9624

**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:** 785-690-7081, Ext 453  
620-234-0731 (voice and text)

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## **Technical Help Information**

If you are having technical problems of any sort with Edgenuity (our middle school 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 and parents.

Are you having trouble logging in to Genius? Forgot your username or password? Having issues with a Greenbush provided laptop? Technical support is available through Diana Campbell ([diana.campbell@greenbush.org](mailto:diana.campbell@greenbush.org) or 620-234-0731 (text or voice).

### **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 Advisor.

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## **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 Advisor 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 Advisor 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 the Genius Student Information System. 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 Advisor and Teachers**

The Academic Advisor and Teachers are responsible for ensuring that students are provided with the support and assistance they need. The Academic Advisor 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 Edgenuity and through regular contact via phone, texting, email, Zoom, and through the Genius SIS. Teachers and Academic Advisors will provide feedback on the student's performance on an ongoing basis.

## Communication Policy

Communication between student, teacher and academic advisor 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 and Parent/Guardian

- Students and/or parent/guardian 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 and Genius SIS communications at least every other day.
- Students should not be afraid to ask questions – that is what the teachers and academic advisor 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 Advisor and Teachers when a change is made to your address, phone numbers, and/or email addresses. You will want to inform your Academic Advisor when enrolling your preference for communication (email, phone, text, and/or social media).

### Communication by Teacher/Academic Advisor

Teachers and Academic Advisors 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.

Teachers will schedule regular meetings 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.

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## Conferences and Goal Setting

Goal setting is an important part of achieving success in your educational life. Your Academic Advisor 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 their Academic Advisor to develop and/or continue to update their Individual Plan of Study (IPS) based on their long-term goals. In addition, GVA Teachers and/or Academic Advisors will contact each student (or parent if applicable) 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.

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## 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. Students may be requested to provide documentation supporting their residency.

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## 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 moving on to high school and obtaining your goals is directly connected to how much time and effort you put into studying and completing assignments.

### Underage Mandatory Attendance

For students under age 18 mandatory attendance is defined as accessing your classes a minimum of **25 hours per week and/or maintaining adequate academic progress**. If an underage student is not meeting the minimum requirements and is absent without a valid excuse, the 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. . If a student is not regularly attending and progressing in their academic courses, GVA may consult with the student's resident district and recommend that the student return to the student's home building.

### Student Check-Ins with Academic Advisor

Each GVA student will be notified of their Academic Advisor's contact information and regular Zoom meeting times upon enrollment. It is important that each GVA student regularly meet with their Academic Advisor at least every other week. The length of each session is determined by the needs of each individual student. Each student will be regularly contacted by their Academic Advisor and this contact could be by text, phone call, email, or other similar forms of communication. Each student's teachers will also contact the student by various means based on the individual needs of the student.

### Morning Meetings/Teacher Check-Ins

**6<sup>th</sup> grade students** will meet with their teacher for morning meetings three times a week. **7<sup>th</sup> grade students** will meet with their teacher for morning meetings two times a week. Both **6<sup>th</sup>** and **7<sup>th</sup>** grade students will also have access to live lessons and a weekly checklist of assignments. **8<sup>th</sup> grade students** will have regular check-ins with their teacher and access to tutoring sessions. Students are not required to attend morning grade level meetings and live lesson sessions, but it is highly encouraged to get the most out of the middle school experience. If you have concerns about your child's attendance at these live zoom sessions, please consult with your child's teacher.

## 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 is defined as being more than 10% behind your target percentage in a class. If a student shows inadequate academic progress, your Academic Advisor will begin an intervention process by contacting the parent and/or 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 Academic Advisor will proceed with the GVA Intervention Plan process which includes scheduling an intervention team meeting to discuss further interventions 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. Academic integrity is taken very seriously at Greenbush Virtual Academy. **Cheating, copying, and plagiarism are all violations of academic integrity 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 students and/or parents and dismissal from the GVA program.

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### **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.

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### **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.

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### **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 Academic Advisor 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 Alternative Learning. 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 may file a complaint with their academic Advisor 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 Advisor shall investigate the complaint and inform the student of the resolution within 10 school days after the complaint is filed. If the Academic Advisor is involved in the original complaint, the complaint shall be made to the Greenbush Director of Alternative Learning.

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### **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.

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### **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 a sponsored GVA 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 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.

- 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.
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### **Grading**

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

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.

**Middle School level courses** will not include final cumulative exams but may include other end of course assessments.

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### **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 and activities. 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.

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.

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### **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.

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## iReady Diagnostic Assessments

Each middle school student will be given the iReady Diagnostic Assessment three times (Fall, Winter, & Spring) during the school year. The data gathered from this important assessment provides the elementary staff with a snapshot of your child's learning progress. In addition, this data is used to determine the need for additional learning support for your child. If you have any questions about the assessments and/or learning supports, please consult with your student's teacher.

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## 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, 2023 will be required to fulfill at least two 6 hour days accessing their courses. Students must attend at least one day online between August 14, 2023 and September 19, 2023 (including these days) and at least another day on or after September 20, 2023 but **before** October 4, 2023. Established 'count' days will be determined in each count window and announced to the student and/or parent/guardian during GVA Welcome week and Orientation. Students are expected to be online accessing their courses on these two days unless they make other arrangements with their teacher.

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## Counseling Services/Special Needs

In order for a student to be academically prepared and successful at Greenbush Virtual Academy, students and parents should work with their Academic Advisor and teacher to assure the student has access to appropriate supports for learner success. Students will also have access to counseling services from partnering districts if needed. Parent/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.

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## Student Activities

Greenbush Virtual Academy will provide GVA students with the opportunity for age-appropriate staff led student activities during the 2023-24 school year. Activities available will be announced during the first month of school 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 completion of middle school as their goal. Information regarding student activities and eligibility will be available during student enrollment or from your student's Academic Advisor or teacher.

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### **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:

<b>Student’s name</b>	<b>Address</b>
<b>Telephone listing</b>	<b>Email address</b>
<b>Photograph</b>	<b>Degrees, honors, and awards received</b>
<b>Date and place of birth</b>	<b>Dates of attendance</b>
<b>Grade level</b>	<b>The most recent educational agency or institution attended</b>
	<b>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.</b>

### **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.