

# The Galena Virtual School

## Student Handbook 2024-2025

“A Guide to Virtual Learning”

Galena High School  
702 East 7th Street  
Galena, KS 66739  
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### **What is the Virtual School**

The Galena Virtual School is a program within USD 499 that provides a unique opportunity to earn school credit, virtually, through an online curriculum provider that meets or exceeds the Kansas Standards. It is approved and accredited by the Kansas State Department of Education. It offers opportunities for students in grades 9-12 and adults to earn school credit. All Galena Virtual School students that meet the requirements for graduation will receive a Galena High School Diploma. The Galena Virtual School is located at 702 East 7th Street, on the Galena High School Campus.

### **School Year**

The Galena Virtual School will follow the USD 499 School Calendar, which can be accessed on the school website: [www.usd499.org](http://www.usd499.org).

### **Office Hours**

The Galena Virtual School School is available for assistance when school is in session, from 7:40 AM- 3:30 PM, Monday-Friday. Program Facilitator, Stacey Harmon, can be contacted by telephone at 620-783-4499, ext. 1420. After hours, weekends and holidays, please email Mrs. Harmon at [stacey.harmon@galena499.org](mailto:stacey.harmon@galena499.org) for virtual school help or questions.

### **Mission Statement**

The mission of the Galena Virtual Academy is to provide a safe environment while preparing students for success.

### **Why Consider Virtual Learning**

Students may take online classes for a variety of reasons. For some students, it allows for more opportunities and flexibility to attain educational/career goals. Others may use it for credit recovery or as a viable homebound option. Virtual courses are available 24 hours a day, 7 days a week to accommodate different schedules and learning options.

### **What Does a Successful Virtual Learning Look Like**

Virtual school is not for everyone, therefore, it is important to determine whether or not a student is well equipped to be a virtual learner. Parents, guardians and students should understand that the demands of virtual school meet or exceed those of traditional courses. Students should plan to spend 5-6 hours each day on virtual courses. Here are some characteristics of successful online learners:

- Excellent time management skills

- Ability to maintain a schedule
- Effective electronic communication skills
- Strong independent student habits and note taking skills
- Self motivation
- Academic readiness
- A desire to acquire knowledge to fulfill educational and career goals
- Must be technologically proficient

### **Making the Decision**

Placement in the Galena Virtual School is a team decision consisting of the virtual school director, facilitator, counselor, high school administration, parents and the student. Placement is determined on a case by case basis.

PLEASE NOTE: Virtual students are not allowed to participate in co-curricular and extra curricular activities.

### **Best Practice and Advice for Parents**

- Set up a study space, with required technology.
- Review syllabus with your student.
- Define expectations for when and where your student will do coursework.
- Agree on incentives and consequences.
- Reinforce the importance and rigor of virtual courses. It's not an easy path.
- Monitor your student's progress and stay in constant contact with school staff.

### **General Information**

The Galena Virtual School operates under the USD 499 Galena Public School System. The policies and procedures in this handbook are subject to USD 499 Board of Education approval, and modifications may be made at any time. Students are expected to spend a significant amount of time each week engaged in schoolwork. Enrollment in the virtual/alternative program is contingent upon approval from the Galena High School Administration.

- There are two mandatory attendance days during the school year. Two scheduled count days in the fall (1 full day before September 19th AND 1 full day on or after September 20th, but before October 4th).
- High School Virtual Students are required to take state assessments.
- All high school virtual students are required to complete an Individual Plan of Study (IPS).
- There is a standard \$25 fee to be a virtual student.
- USD 499 will provide an iPad for all students. The use of such devices will be subject to regular fees and the appropriate use policy for technology. If the student is working from home, families are responsible to provide internet service.
- Virtual students will return their iPad at the end of school in May and have the option to check it out for the summer.
- Virtual students will not be included in graduating class rank.

- The Galena Virtual School is an extension of Galena High School and follows the Kansas Health and Immunization Guideline Requirements.
- Adequate student progress is expected and non-compliance can result in dismissal from the program and a return to in-person learning and truancy referral for high school students.
- The Galena Virtual School uses a web based computer based curriculum, Edgenuity, which is completely online and is designed to meet or exceed the Kansas Academic Standards.
- After acceptance into the virtual program, a high school student must complete a full semester. Transition between the virtual school and the traditional school will only occur at semester break, with administrator approval. In order for a student to transition back to the regular high school he/she must be mathematically able to graduate on time with their cohort.

### **Change of Information**

Parents and guardians of high school students and adult students are responsible for notifying the Galena Virtual School Staff of any changes to address, phone number or other information within 10 days.

### **Communication**

Communication between the school, family and the student is vital to success in the Galena Virtual School. Students must initiate contact with virtual school staff at least weekly by email, phone call or zoom meeting. Students are asked to check their email, at least weekly, as we use this format to communicate with students. Parents, guardians and students are encouraged to contact the school staff with questions and concerns. Parents and guardians should also familiarize themselves with the Edgenuity family portal, where they can track progress and time on task. Two formal conferences and one orientation are conducted with the parents/guardians/students each year. The orientation will be done upon enrollment and acceptance to the program. The other conferences will take place in October and March. You must notify school staff in the event of extended sickness or absence. In addition to phone calls, the Galena Virtual School Staff may use Facebook, Remind, Twitter, email, text messages or similar media for information and reminders. Please check sites on a regular basis.

### **Counseling Services**

Academic and personal counseling is available and will be provided as needed by a certified school counselor.

### **Library Services**

Virtual students will have access to books through various outlets. Students should visit with virtual school staff on how to access the library.

### **Pacing and Flexibility**

The Galena Virtual School provides a recommended schedule to help ensure students complete a minimum of 6 credits each academic school year. Consistent progress is expected and

required. It is essential that parents and guardians understand that when they enroll a student in the program, they agree to participate in the program as designed.

### **Attendance Policy**

Full time virtual students who are under the age of 19 and whose cohort has not graduated, are required to complete a minimum of 25 hours of coursework AND 50 activities per week. Adequate progress is required. It is recommended to complete at least one course per month and six credits per year.

The schedule for tutoring and exam monitoring is by appointment only. If cumulative exams for a course is required, the course must be proctored by virtual school staff.

The virtual week starts on Sunday and ends on Saturday at midnight. A continued lack of attendance and progress could result in a change of placement from the virtual school and/or truancy being filed.

If a student goes two consecutive weeks without meeting the attendance requirements, the school administration will contact the family to discuss truancy concerns and implement a plan of improvement. If attendance and progress does not improve, the students will be required to attend a 3 hour session on the high school campus daily, when school is in session (8:00 AM-11:00 AM or 12:00 PM- 3:00 PM). If there is a continued lack of effort to improve attendance and progress, a warning letter will be e-mailed to parents/guardians. The truancy procedure will NOT be initiated when extreme instances or legitimate excuses have been communicated to the administration (i.e. extended illnesses, internet connection issues, bereavement, vacations, etc.)

### **Summer School**

High School Students who are behind on credits will be assigned to summer school. Summer school is held for four weeks, during the month of June and begins at 8 AM and ends at 12 PM, Monday-Friday.

### **Food and Drinks**

The Galena Virtual School is a closed campus, which means that if students are on site, they are not allowed to leave for lunch and return to school. Virtual students are not considered part of the national school lunch program. If they choose to eat breakfast or lunch, they will be charged full price.

### **Curriculum**

The Galena Virtual School uses Edgenuity as its primary curriculum. The courses are completely computerized and each class consists of a series of quizzes, tests, exams, labs, assignments, journals and essays (one semester course = ½ credit). Since the Galena Virtual School is an alternative setting, students are allowed to gain knowledge at their own pace. Upon completion of a class, the credits earned are posted to the student's transcript and a new course is assigned. To stay on pace, for timely graduation, students should complete at least

three credits (six courses) per semester. Students may request to discuss credits with the counselor or administrator at any time.

### Grading System

Edgenuity uses an automated grading system with percentages based on a traditional scale. You must have 70% to pass Edgenuity quizzes, tests and exams and finish with an overall grade of 60% or higher to get credit for the class. You will have three chances to pass all quizzes, tests and exams. If you do not get a score of 70% or better, you will advance to the next section and Edgenuity automatically records the highest score.

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

### Graduation Requirements

Galena Virtual School Students need to accumulate 24 high school credits to graduate. With proper documentation, students who have been in state custody or foster care after the age of 14 need 21 credits to graduate. The State of Kansas requires a minimum of 21 credits for adults. The following units are required.

- Four (4) Units of English: English I, II and III plus Concurrent Credit English (Dual Credit) or English IV
- Three (3) Units of Social Science: World History, American History and Concurrent Credit Government (Dual Credit) or Government
- Three (3) Units of Science
- Three (3) Units of Math
- One (1) Unit of PE/Health
- One (1) Unit of Fine Arts
- One (1) Unit of Computer Science
- One (1) Unit of Vocation Arts
- 7 Elective Credits
- **Total Credits Required- 24**

Beginning with the Class Of 2028, the new Kansas High School Graduation Requirements are the following:

- 3.5 Units of English: English I, II, III and .5 of Concurrent Credit English (Dual Credit) or English IV
- .5 Unit of Communication Credit
- 3 Units of Social Science: World History, American History and Concurrent Credit Government (Dual Credit) or Government
- 3 Units of Science
- 3 Units of Math
- 1 Unit of Fine Arts

- 1 Unit of STEM Credit (may include computer science, advanced math, advanced science, advanced technology)
- 1 Unit of Computer Science
- .5 Unit of Health
- .5 Unit of Physical Education
- .5 Unit of Financial Literacy
- 6.5 Elective Credits
- **Total Credits Required- 24**

**Note: Virtual students must complete at least one course from the Galena Virtual School to be eligible to receive their diploma.**

### **Special Education**

If a special education student meets admission requirements for the virtual school, the IEP team will develop a temporary plan for the student. The team will determine the needs of the student, and discuss what modifications and accommodations are possible through the virtual program. If that virtual program is the best placement for the student, services will be provided by the USD 499 Special Education Cooperative.

### **Medication**

If it becomes necessary for a student to take any form of medication while on campus, proper forms must be completed. These include a signed note from a parent/guardian and a prescription from the doctor. These forms can be obtained through the high school nurse.

### **Telephone and Computer Use**

When on campus, phone calls for students should be handled during breaks, except for an emergency. If parents/guardians need to talk to you, the school phone number is 620-783-4499. Students are not permitted to use cell phones or other personal devices during instructional time without permission from school staff. School issued devices are to be used for education purposes only. Personal devices are not to be used for watching videos, playing games or accessing social media during instructional time. Taking pictures or videos is prohibited in locations that include, but not limited to, classrooms, locker rooms, rest rooms, and other locations once can expect privacy. If a phone is being used without permission, the phone will be taken away and put in safe keeping until dismissal. Please refer to the acceptable use policy.

### **Parking**

Students who drive to the Galena Virtual School must park in the designated student parking area and are not allowed to go to their vehicles during the school day, without permission.

### **Hands Off Policy**

While on campus, public displays of affection are not allowed at school. You will receive a warning for the first offense, continued warnings will result in disciplinary action.

### **Classroom Behavior**

A basic right of each student at the Galena Virtual School is the right to learn without interference due to the behavior of other students. Students who disrupt the learning process will not be tolerated. There are three basic rules for success: Do what's right. Do your best. Treat others with respect.

### **Dress Code**

Appropriate personal grooming is conducive to a desired learning environment. Any practice deemed distracting or disruptive will be dealt with on an individual basis. The final decision concerning questionable dresses will be made by the administration. Any student who is in violation of the dress code will be required to change clothes or return home until clothing is in compliance with school policy. The following are guidelines for the student to follow:

- Shoes are required when attending the school campus.
- Hats, caps, and other forms of headwear are not permitted in the building.
- Undergarments will not be exposed.
- Shirts are to be long enough that the midriff doesn't show.
- All sleeveless apparel must be tasteful.
- Students are not permitted to wear any items that through picture, word or inference, that depicts something not appropriate for school. Determination will be made by the administration.

### **Alcohol, Tobacco, Drug, Vape, Juul and Weapon Free School**

Student possession or use of products listed above, or similar will not be permitted in school buildings or as part of a school activity and students will be subject to school discipline policies.

The unlawful possession, use, or distribution of drugs and/or alcohol by students on school premises or as part of school activity is prohibited. The student will be subject to school discipline policies.

No weapons will be permitted on school grounds or at school sponsored functions. This includes guns, knives or other instruments, which could be used as a weapon. Each board of education in the state of Kansas shall adopt a written policy requiring the expulsion from school for a period of not less than one year for any pupil determined to be in possession of a weapon at school. Severe disciplinary action will result from violation of this policy.

### **Cheating and Plagiarism**

Students engaged in unethical academic practices (copying, cheating, turning in work that is not original, etc.) will face disciplinary action. As the parent/guardian, you are considered a learning coach, and a partner in this process. Please assist the student in maintaining academic integrity. The student must do his or her own work. Consequences will depend on the severity of the offense. At a minimum, the student will lose credit for the assignment and could potentially lose credit for the entire course.



