



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

8/29/19

AGENDA ITEM (ACTION ITEM):

Consider/Approve Changing the name from "Diversion Program" to the "KCSD Virtual Learning Center"(VLC) and expand learning programs offered to the KCSD students.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board

HISTORY/BACKGROUND:

The recommendation to rename and expand our Virtual Learning Center is a result of data review and changing dynamics of education. This expansion implements a systemic approach to the utilization of our VLC to meet the needs of students in three specific areas. Students placed through the student hearing process, students placed by principals in an alternative setting and students who apply for a virtual PBI program approved by the principal. Currently, we are primarily utilizing diversion for students placed through a student hearing. Schools are currently utilizing virtual learning for students. Additionally, we have students who "if accepted" can thrive in a virtual PBI setting. Examples may be students completing online learning in a home school setting, students dealing with a medical issue or student hardships. While we strongly believe that the very best learning occurs when students are engaged in classrooms with teachers it is important that we recognize our ability to provide multiple opportunities for learning for KCSD students.

FISCAL/BUDGETARY IMPACT:


\$13,500 for tutors, \$5,000 for technology for students, \$10,000 for k-5 learning platform, \$7,500 staff change: Total: \$36,000 Approximate

RECOMMENDATION:

Approval of Changing the name from "Diversion Program" to the "KCSD Virtual Learning Center"(VLC) and expand learning programs offered to the KCSD students.

CONTACT PERSON:

Henry Webb


Principal


District Administrator


Superintendent

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

Kenton County Virtual Learning Center

Kenton County School District (KCS D) will offer a Virtual Learning Center(VLC) as an opportunity for students who want to enroll in KCS D and are accepted to participate in a virtual learning environment. Participation at the VLC will allow students to receive the benefits of attending KCS D while taking online, rigorous classes.

Benefits:

- Opportunity to earn a Kenton County basic diploma or a diploma from their school of residence if the student meets the specific requirements of that school.
- Opportunity to utilize Kenton County services, such as tutoring and counseling
- Opportunity to participate in extracurricular activities at the school of residence

Eligible Students:

- All KCS D students
- Approved tuition & open enrollment students who reside outside of Kenton County School District

Application Process:

1 - At any time during the school year, a student can apply to participate in the VLC at their school of residence. This application process may include the following:

- Attendance records
- Behavior records
- State Assessments
- MAP/CERT scores
- Other academic performance data

Criteria for Acceptance into KCS D VLC may also include:

- The student has internet access.
- Sufficient evidence supporting the student will be successful at the Virtual Learning Center.

2- Within two weeks of receiving a completed application, the principal will review and approve/deny based on criteria.

3- If accepted, the student & parent will sign all necessary paperwork including the VL contracts and enroll the student in his/her school of residence.

4- VL supervisor & school of residence counselor will review student records and schedule the student into a full course load of appropriate courses.

Courses may be all on-line courses or a hybrid of online courses & courses at the school of residence or local college as long as the parent is able to provide transportation.

Application Process for a student with special needs:

- 1- ARC shall consider the criteria outlined above for participation in Virtual Learning and determine what the student with special needs' Least Restrictive Environment (LRE) is.
- 2- If the ARC determines that the student with special needs' LRE is the VLC, then the student may proceed by enrolling in the school of residence.

Program Expectations:

- While at the VLC, appropriate behavior is expected. A student who violates the Code of Conduct may be immediately withdrawn from the VLC and assigned to courses in the school of residence. (ie- violating academic integrity or behavior violations on school grounds.)
- If records indicate that the student is failing or not making acceptable progress, then the student must physically attend weekly tutoring sessions provided by KCS D.
- The student must participate in state testing during the designated time-frame at the school of residence.
- The parent and student must attend mandatory parent conferences each semester. The time and location will be communicated by the VL Supervisor.
- The parent and student must respond to communication in a timely manner (preferably one business day)
- The student must make acceptable academic progress in all courses ($\frac{1}{4}$ course completion with a passing grade per quarter) as monitored bi-weekly by the VL Supervisor with assistance from staff. The expectation of the completion rates will be adjusted for a student entering the VLC mid-term. If a student is not making sufficient academic progress:
 - 1- Student will be placed on probation for 9 weeks.
 - 2- Within the first week of probation, the parent and student will meet with VL Supervisor to create a Plan for Success contract for the student. This contract will outline how the student will attain acceptable academic standing.
 - 3- During the last week of probation, the parent, student and VL Supervisor will meet and the VL Supervisor will determine if the student is meeting the expectations for continuation in the VLC.
 - If student meets the expectations of the Plan for Success contract, then the student will be finished with probation.
 - If the student does not meet the expectations of the Plan for Success contract, then the student will be withdrawn from VLC and assigned to courses in the school of residence.

The student may only be placed on probation one time. If the student does not meet the expectations of the VLC, then the student will be assigned to courses in his/her school of residence.

Virtual Learning Center Placement

What do these three types of placements look like?

	Administrative Hearing Placement	School Alternative Placement	Virtual Learning
Why?	Level 4 discipline infraction	School leadership determines the student needs a more structured environment	Provide alternative learning pathway for students utilizing Performance Base Instruction concept.
Who Determines the Placement?	Administrative Hearing Officer	Principal recommends, VLC Team approves	Principal approves student admission to VLC.
Length of Time	Determined by Admin Hearing Officer	Based on student plan and progress toward identified goals	Continued enrollment based upon course curriculum progress/success.
How?	Intake meeting with parent and VLC supervisor -contract signed- development of individual learning plan based on offense	Meeting with parent, student, principal, and VLC supervisor-contract signed-development of individual learning plan	Approved student enrolls at his/her school of residence
Attendance	Everyday if possible	Determined by VLC Team	Only attend scheduled meetings and tutorings
Review Dates	Halfway point of determined length	Determined by VLC Team at Meeting	Every 9 weeks
Who schedules the student?	School assigns classes and schedules in IC and maintains contact through visits, school counseling sessions, and special ed case management	School assigns classes and schedules in IC and maintains contact through visits, school counseling sessions, and special ed case management	VLC & school assigns classes and schedules in IC. VLC maintains contact through communication as needed. Parent conferences each 9 weeks
Monitoring Progress	Clear goals to measure progress- students who are successful return to	Clear goals to measure progress- students who are successful return to school at midpoint	VLC tracks progress on a regular basis

	school at midpoint		
Length of Time in Program	Maximum of 18 weeks and then transition back to home school or into alternative placement	Length of time depends on success as determined by committee. Committee may choose: 1- If student showed success, then the student may return to high school or apply for VLC 2- If not successful, then the student returns to school of residence 3- If student is making progress but not met established goal, student may continue the VLC as needed	Student can remain in VL as long as s/he continues to meet the criteria. If student does not meet criteria: the student will be placed on probation for 9 weeks and meet with the VL Supervisor to create a Plan for Success. Student must meet the expectations of this plan within the 9 week timeframe or student may be withdrawn from the KCSD VLC.
Transportation	Provided by the district	Provided by the district to and from school	Provided by the parent
Documentation	<ul style="list-style-type: none"> • Admin Hearing documents • Student Contract • Virtual Learning Intake 	<ul style="list-style-type: none"> • Student Contract • Virtual Learning Intake • Plan of Success Contract (if appropriate) 	<ul style="list-style-type: none"> • Approved Application • Student contract • Virtual Learning Intake • Plan of Success Contract (if placed on probation)



Dear Parent/Guardian:

In an attempt to meet the needs of parents and students, the Kenton County Board of Education provides the opportunity for students to obtain their education through virtual learning. Parents may, within the necessary limits (as listed below), choose to apply for their child's acceptance at KCS D Virtual Learning Center (VLC). Guidelines and limitations:

- ☐ Student must have internet access.
- ☐ Parents must provide all needed transportation.
- ☐ Students shall meet and maintain the following requirements:
 1. Satisfactory academic progress and academic effort as determined by the VL Supervisor and principal.
 2. Behave in accordance with the Code of Expected Behavior and Conduct as determined by the VL Supervisor and principal.
- ☐ The parents/guardians are cooperative and supportive in their working relationship with the school.

If your child meets the guidelines above, then you may apply to VLC.

If you have any questions, please contact the Virtual Learning Supervisor at william.arnzen@kenton.kyschools.us.

Respectfully,

Henry Webb
Superintendent of Kenton County School District



Virtual Learning Center Application

Terms and Conditions of Application: Please read the entire form prior to completing and submitting it. Along with this application, parents must submit a copy of:

- ☐ child's report card/ official transcript
- ☐ attendance and discipline records
- ☐ assessment scores
 - if none are available, please contact your school of residence to schedule a testing appointment
- ☐ individual learning plans
- ☐ If applicable, Individual Education Plan (IEP) and 504 plans
- ☐ Other academic information

If approved, it is our expectation that parents/guardians regularly monitor student's academic performance and behavior to support maintaining satisfactory performance levels.

Date Application Filed: _____

Name of Parent/ Legal Guardian: _____

Relationship to Student: _____

Parent Cell Number: _____

Parent Cell Number: _____

Student's Full Name: _____

Date of Birth: _____ Grade for which application is made: _____

Address of residence: _____
Street City State Zip

School of residence: _____

School presently attending: _____

Please list, beginning with the most recent, in order the school(s) your child has attended in the past.

Name of School: _____ Year _____ Grade _____

Name of School: _____ Year _____ Grade _____



Name of School: _____ Year _____ Grade _____

Other information you wish to share: _____

We agree to abide by the terms and conditions of this application and we understand that false information may be grounds for denying this application or changing future status.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

If you are a Kenton County School District full-time employee and you are the legal parent/guardian of this student, please complete the following:

Employee Name: _____ School/Job Site: _____

Please return this completed form (2 pages) to the Principal at your child's school of residence.

This Area to be Completed by Kenton County School District Staff Only

Signature below indicates: (Circle one) **APPROVED** **DENIED**

Principal's Signature Showing Approval

Date of Review/ Signature

If denied, reason for denial: _____

Date Notification Sent to Parent: _____

Superintendent's/Designee's Signature

Date of Review/ Signature

The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to all students.

El Distrito Escolar del Condado de Kenton no discrimina en base a raza, color, origen nacional, sexo, discapacidad o edad, en sus programas o actividades y proporciona un acceso igualitario a los jóvenes.



Kenton County School District STUDENT CONTRACT

Student Name: _____ School of residence: _____

Due to the uniqueness of the online learning program, certain standards and behaviors are expected of students enrolled in the KCSD Virtual Learning Center (VLC).

Please read through the following agreements and initial in the space provided: As a student enrolled in Kenton County VLC, I am aware that:

Follow District Policies/Procedures

1. I will follow all state and district policies/ procedures. I understand that if I violate the Code of Conduct then I can be immediately removed from the VLC.
2. I will follow policies/procedures specific to the course(s) I am enrolled in as well as other rules as specified by the VL Supervisor.
3. I will attend mandatory state testing. If I fall behind and require tutoring sessions, then I must attend and fully participate.

Acceptable Use Policy

4. Appropriate use of the Internet is expected at all times. All terms outlined in the District's Student Acceptable Use Policy and Student Code of Conduct apply to this contract.
5. All course work and submission that I do may be retrieved and/or monitored by the school at any-time.
6. I must not inappropriately use information within the course and will only use for authorized purposes.
7. I will protect my username and password by not sharing my login information with others.
8. I will not attempt to bypass any security protocols.

Make Sufficient Academic Progress

9. I can create and maintain a study schedule without daily face-to-face interaction with a teacher.
10. I understand that the VL Supervisor holds the rights to log me off, give me additional activities, make me redo activities, and/or suspend my privileges if they deem it necessary.
11. I understand that I must complete the course by the end of the year or timeframe outlined by the VL Supervisor. Failure to do so will result in a failing grade. I will adhere to all other school timelines for completion of course requirements. The Kenton County School District's policies will take precedence in meeting program/course requirements.
12. I must attend along with my parent a parent conference with the VL Supervisor every 9 weeks. Failure to attend may result in removal from the program.

13. I need to plan and work ahead if family or personal activities will limit course activities at any given time.
14. Blank or incoherent submissions are not considered submitted assignments.
15. I understand that if I'm not making sufficient progress, then I will be placed on probation for 9 weeks and must meet with the VL Supervisor to create a Plan for Success. I must meet the expectations of this plan within the 9 weeks timeframe or I will be withdrawn from KCSD VLC.

Communication

16. I will respond to communication in a timely manner (1 business day)

Academic Honor Policy

17. _____ (please initial) I understand and agree that all work submitted must represent my original ideas or I will appropriately cite all sources. I understand that no one other than me can complete any portion of an assignment, activity, or exam or make revisions to an assignment, activity, or exam. Failure to do so can result in a failing grade.

Tech Support

My parent or I can email the VL Supervisor if we are having trouble with the learning program.

Student Acknowledgement & Understanding

Please initial the statements below and provide your signature/date.

_____ I have read, understand, and acknowledge all the expectations and the policies as set forth in this document.

_____ I agree to abide by the guidelines as stated.

Student

Date

Parent Acknowledgement & Understanding

Please initial the statements below and provide your signature/date.

_____ I have read, understand, and acknowledge all the expectations and the policies as set forth in this document.

_____ I agree to abide by the guidelines as stated.

Parent

Date

Virtual Learning Intake Summary

This document will be covered by the Virtual Learning Supervisor at the Intake Meeting.

On ____/____/____, _____ will begin this contract that will ensure his/her success
(Starting Date) (Name of Student)
in the Kenton County Virtual Learning Center.

Pre-Placement Criteria:

- ☐ Appropriate data is available and has been reviewed by the Principal and other stakeholders.
- ☐ Data supports that an appropriate continuum of services has been provided.
- ☐ If the student receives special education services, an ARC has determined placement of the student on Virtual Learning and the IEP has been adjusted to reflect the revised educational setting.
- ☐ The student has internet access.
- ☐ The Principal, parent(s), student, and other stakeholders are in agreement with the decision to enter into a Virtual Learning Agreement.

KCSD VLC uses courses offered through Virtual Learning platform with oversight and support from school personnel. Coursework is rigorous and aligned with Kentucky Academic Standards. Your schedule will be matched to the best of _____ ability based on the curriculum offered through our learning platform. (Student Name)

Courses in our learning platform will reflect a full schedule at _____.
(School of Residence Name)

The student agrees to the following requirements of the Virtual Learning Center:

1. The student must remain enrolled at _____ and will
(School Name)
adhere to the Student Code of Expected Behavior and Conduct.
2. The student will work toward one (1) of the following diplomas:
 - ☐ 22 credit Kenton County Basic Diploma (The student must be enrolled for 8 semesters of high school and application must be completed and signed by the student and parent/guardian.)
 - ☐ 28 credit _____ Diploma
(School Name)
3. Participation in progress review conferences at least once a quarter at the school or more frequently as determined by the Virtual Learning Supervisor.

Notes:

____ Student Initials

____ Parent Initials

Virtual Learning Intake Summary

The student agrees to the following Expectations of the Virtual Learning Center:

- Student will exhibit acceptable behavior at all times.
- Student must make acceptable academic progress in all courses (¼ course completion with a passing grade per quarter).
- If records indicate that the student is failing or not making acceptable progress, then the student must physically attend weekly tutoring sessions provided by KCSD.
- Student must attend parent conferences each semester.
- Student must participate in state testing during the designated time-frame at the school of residence.
- Communicate with the VL Supervisor any questions, concerns, status changes, quiz/test retakes, etc. to ensure congruence between the VL Supervisor, the student, and/or parent/guardian.
- Respond to phone or email communication from the school within 24 hours.

Phone Number: _____

Email: _____

Notes:

As the parent/guardian of a student in the Virtual Learning Center, I agree to:

- Partner with the school in the success of my child.
- Monitor my child's implementation of his/her daily schedule and progress toward goals. If my child fails to meet goals, then parent transports child to mandatory tutoring.
- Participate in progress review conferences at least once per semester at the school or more frequently if determined by the VL Supervisor.
- Transport child to state testing at my child's school of residence during the designated time-frame.
- Be available to the school so information about my child's progress can be shared and respond to messages within a reasonable amount of time (preferably one business day).

The best way to communicate with me about my child's progress is:

Phone (Please call this number): _____

Email: _____

Other: _____

The best time of day to reach me is: _____

Notes:

Virtual Learning Intake Summary

BI-WEEKLY CHECK-IN SCHEDULE

Frequency (Daily, Weekly, etc.)	Check-In Type (Email Progress Report, Phone, Scheduled Time at School, etc.)	Other

WHO TO CONTACT:

Virtual Learning School Supervisor

Name: Mr. William Arnzen

Phone Number: 859-322-4051

Email: william.arnzen@kenton.kyschools.us

Contact the Virtual Learning Supervisor for questions about the Virtual Learning platform and how it works, student academic support, troubleshooting, and questions about progress. Expect to receive a bi-weekly report, which reviews progress in classes.

Any other questions or concerns, contact:

Name: Karen Hendrix

Role: Director of District Programs

Phone Number: 859-308-2668

Email: karen.hendrix@kenton.kyschools.us

****Once the in-take summary is complete, make a copy for all parties and send a copy to the District VL designee.**

Virtual Learning Plan

Name: _____

I am taking part in this learning contract because the strategies listed will help me to earn the required passing grade with 25% completion in all scheduled courses. This contract is in effect for 9 weeks beginning _____ and ending _____.

I have chosen to complete the following actions in order to help me reach my goal:

Negotiable Items:

1. _____
2. _____
3. _____

I agree to do the following actions in order to help me reach my goal:

Non-negotiable Items:

1. _____
2. _____
3. _____

Student Signature & Date

Parent Signature & Date

VL Supervisor Signature & Date

Principal/ School Designee at the School of Residence & Date

Virtual Learning Plan SAMPLE

Name: Jane Doe

I am taking part in this learning contract because the strategies listed will help me to earn the required passing grade with 25% completion in all scheduled courses. This contract is in effect for 9 weeks beginning Nov 14, 2019 and ending Feb 14, 2020.

I have chosen to complete the following actions in order to help me reach my goal:

Negotiable Items:

1. Set aside two hours each day to work on Algebra 1.
2. Watch Kaplan videos on Algebra 1 for 20 minutes each day.
3. Attend a tutoring session with my neighbor each week.

I agree to do the following actions in order to help me reach my goal:

Non-negotiable Items:

1. Write notes for each lesson and ask questions if I do not understand the content.
2. Study my notes for 20 minutes before taking a quiz or test.
3. Complete at least 5 Algebra lessons each day.

Student Signature & Date

Parent Signature & Date

VL Supervisor Signature & Date

Principal at the School of Residence

Plan for Success Contract

Name: _____

Course: _____

I am taking part in this learning contract because the strategies listed here will help me to earn the required passing grade with _____ % completion in this course. This contract is in effect for 9 weeks beginning _____ and ending _____.

I have chosen to complete the following actions in order to help me reach my goal:

Negotiable Items:

1. _____
2. _____
3. _____

I agree to do the following actions in order to help me reach my goal:

Non-negotiable Items:

1. _____
2. _____
3. _____

Student Signature & Date

Parent Signature & Date

VL Supervisor Signature & Date

Plan for Success Contract SAMPLE

Name: Jane Doe

Course: Algebra 1

I am taking part in this learning contract because the strategies listed here will help me to earn the required passing grade with 50 % completion in this course. This contract is in effect for 9 weeks beginning Nov 14, 2019 and ending Feb 14, 2020.

I have chosen to complete the following actions in order to help me reach my goal:

Negotiable Items:

1. Set aside two hours each day to work on Algebra 1.
2. Watch Kaplan videos on Algebra 1 for 20 minutes each day.
3. Attend a tutoring session with my neighbor each week.

I agree to do the following actions in order to help me reach my goal:

Non-negotiable Items:

1. Write notes for each lesson and ask questions if I do not understand the content.
2. Study my notes for 20 minutes before taking a quiz or test.
3. Complete at least 5 Algebra lessons each day.

Student Signature & Date

Parent Signature & Date

VL Supervisor Signature & Date

Plan for Success Contract

Monitoring Checks and Final Status

Bi-Weekly Checks

VL Supervisor will circle the student's current status every two weeks.

1st check: on target not on target
comments:

2nd check: on target not on target
comments:

3rd check: on target not on target
comments:

4th check: on target not on target
comments:

5th check: on target not on target
comments:

6th check: on target not on target
comments:

Summative Status

VL Supervisor will determine the student's status at the end of the probation period.

_____ Student met expectations and may return to the KCSD VLC

_____ Student did not meet expectations and may not return to the
KCSD VLC

VL Supervisor Signature & Date