USD 320 Virtual School
Online Learning Lab

at the Wamego Technology Center

Kevin Brown, Director
Wamego High School
801 Lincoln
Room 204
Wamego, Kansas 66547
785-456-2214
brownk@usd320.com
www.wamegotechcenter.com

POLICY HANDBOOK

2024-25

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Welcome to the Wamego Online Learning Lab!

Welcome to a new, exciting opportunity to manage your own learning experience online. With your instruction and learning now primarily taking place through the use of today's technology and the internet, you can learn from anywhere.

Wamego Online is here to support and guide you along the way to help you succeed in reaching your goals and aspirations. If you need support or assistance, do not hesitate to ask. Good luck as you embark on this journey of learning!

Wamego Online Lab Mission Statement: to serve as a dynamic and ever-expanding resource for community education

Contact Information

Virtual School Director: **Kevin Brown**

Wamego Technology Center, Online Learning Lab
Room 204
Wamego High School
801 Lincoln
Wamego, KS 66547

Email: brownk@usd320.com
Phone: 785-456-2214
USD 320 website: **www.usd320.com**

Wamego Technology Center Online Lab webpage:
http://www.wamegotechcenter.com/online-learning-lab.php

Edgenuity Website: http://student.edgenuity.com

USD 320 Virtual School Building #3394

Communication

Students will receive emails, texts, and/or phone calls from the Virtual School Director to update them on their progress and encourage their best performance on coursework.

Wamego Tech Center social media:
Facebook: www.facebook.com/wamegotechcenter/
Twitter: @WamTechCenter

Expectations

Wamego Online Learning Lab provides a unique opportunity for learners to take responsibility for their own learning in an online school. The curriculum used by Wamego Online Learning Lab is a rigorous curriculum that is aligned with Kansas State Standards.

All learners that choose to participate in the Wamego Online Learning Lab are expected to be motivated to take charge of their own learning and work responsibly. In order for learners to achieve, Wamego Online Learning Lab has high expectations of its learners in the areas of attendance, academic honesty, internet use and behavior while on campus.

Attendance Requirements

Wamego Online Learning Lab expects all learners to be engaged online a minimum of 25 hours a week or to make their weekly goals as assigned by the Director. As learners work to develop a routine of working online, they will not only achieve more success, but also learn more content on their road to success. Wamego Online Learning Lab provides courses to meet academic standards of each content area.

Learner hours will be tracked by the Lab Director on a daily and weekly basis.

If a student has been inactive for one week, does not make their weekly goal, or has failed to contact the Director; the following protocol may be utilized:

1st step	Email Reminder
2nd step	Phone Call and conference with student
3rd step	Students who have not made their weekly progress goal for 3 consecutive weeks will have their edgenuity account deactivated. Their account will be reactivated once they meet with the virtual school director to discuss their progress and goals.

Cumulative exams will be taken in the Wamego Online Learning Lab room.

When learners arrive at campus, they are to enter and exit Wamego Online Learning Lab only through the exterior door. Learners are not to be wandering the hallways or on the campus of Wamego High School during the school day. If learners are found to be on the campus of Wamego High School, other than in the Wamego Online Learning Lab room, they may be removed from the school.

<u>State Reporting</u>

The Online Learning Lab has been integrated into the USD 320 district's reporting process and reports all data as part of state requirements.

Graduation Requirements

Mathematics	**3**	Required: Algebra I (1 credit) & Geometry (1 credit)
English	**4**	
Social Studies	**3**	Required: Am. Government (.5 credit) & US History (1 credit)
Science	**3**	Required: Life Science (1 credit) & Physical Science (1 credit)
Health / PE	**1**	
Fine Arts	**1**	
Electives	**6**	
TOTAL REQUIRED	**21**	

Life Sciences: Biology & Environmental Science
Physical Sciences: Earth & Space, Physics, Chemistry, & Physical Science

Note: A minimum of 1 credit hour must be taken by students seeking diploma completion.

Online Lab Attendee Fees

For those 20 and over:

$200 <u>per school year</u> payable before courses are started
$100 will be refunded if student completes 2 credits per semester

For those 19 and under:

Complete two <u>mandatory</u> 6.5 hour sessions in the fall for FREE enrollment

If student does not complete both sessions, he/she will pay $ $200 <u>per credit</u> or $100 per .5 credit to be paid at enrollment of course.

Students who have already enrolled, but fail to complete the two mandatory sessions will have their edgenuity accounts deactivated until fees are paid in full.

Fall Semester 2023 – *August 9th thru December 31st*

Spring Semester 2024 – *January 5th thru June 28th*

High School Credit Recovery Fees

USD 320 students: Flat fee of $100 dollars regardless of the number of credits, for enrollment during the months of June & July.

Out-of-District Students: ~~$150~~ $200 per .5 credit or $300 per course

Note: Students 17 or younger will be subject to administrator approval.

Staff

Contact phone number for Wamego High School: 785-456-2214

ADMINISTRATORS

Last	First	Area	Grade Level	Phone Extension	Email
Brown	Kevin	Leadership	Secondary	5204	brownk@usd320.com
Schrum	Julie	Leadership	Secondary	5010	schrumj@usd320.com

LICENSED RESOURCE TEACHERS

Last	First	Area	Grade Level	Phone Extension	Email
Kleiner	Kaden	Math	Secondary	5129	kleinerk@usd320.com
Aldridge	Beth	Language Arts	Secondary	5218	aldridgeb@usd320.com
Hornung	Shawn	Social Studies	Secondary	5307	hornungs@usd320.com
Behrens	Carl	Science	Secondary	5203	behrensc @usd320.com
Ayers	Julie	Health/PE	Secondary	5041	ayersj@usd320.com
Suther	Jeff	Business	Secondary	5114	sutherj@usd320.com
Merle	Hannah	Art	Secondary	5230	merleh@usd320.com

School Personnel:

Kevin Brown – Virtual School Director

Rob McKim - USD 320 Superintendent

Julie Schrum - Wamego High School Principal

Katey Stream - Wamego High School Counselor

USD 320 2024-2025 SCHOOL CALENDAR

Color Key: School in Session | No School – All Buildings Closed | Teacher PLC/Work Days – NO SCHOOL | Parent/Teacher Conf – NO SCHOOL | School in Session; Early Release Fridays

JULY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

District Office Open This Month
4 Independence Day
4 All District Buildings Closed

AUGUST 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S=13; T=18; P=4

2 New Teacher/Mentor Training
5-6 New Teacher/Mentor Training
7 Teacher Float/Work Day
8 Teacher PLC
9 Teacher PLC
12 Teacher PLC/Work Day
13 Teacher PLC K-5, 7-8, 10-12
13 Transition Day 6th & 9th
14 1st Day School 1-5, 7-8, 10-12
14 Kindergarten PT Conference
15 Kindergarten PT Conference
16 Kindergarten 1st Day of School
19 Pre-K 1st Day of School

SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S=19; T=20; P=1

2 Labor Day
2 All Schools/Offices Closed
No School PK-12
23 Teacher PLC Day
23 No School PK-12

OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S=20; T=23; P=1

10 End of 1st 9 Weeks
11 Teacher PLC/Work Day
11 No School PK-12
15 PT Conf PK-12 @ 4pm-8pm
16 PT Conf PK-12 @ 4pm-6pm
17 PT Conf PK-12 @ 11am-8pm
17 No School PK-12
18 Teacher Comp Day
18 No School PK-12
31 Halloween

NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S=15; T=16; P=1

11 Teacher PLC Day
11 No School PK-12
11 Veterans Day
25-29 Fall Break
No School PK-12
All Buildings/Offices Closed
28 Thanksgiving Day

DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S=14; T=15; P=1

19 End of 1st Semester
20 Teacher Work/Float Day
20 No School PK-12
23-31 Winter Break
No School PK-12
All Buildings/Offices Closed
25 Christmas Day

1 New Year's Day
1-2 Winter Break
No School PK-12
All Buildings/Offices Closed
3 Teacher PLC Day
3 No School PK-12
6 2nd Semester Begins
20 Teacher PLC Day
20 Martin Luther King Day
No School PK-12

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S=19; T=21; P=2

17 Presidents Day
17 Teacher PLC Day
17 No School PK-12

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

S=19; T=20; P=1

6 End of 3rd 9 Weeks
7 Teacher PLC/Work Day
7 No School PK-12
11 PT Conf PK-12 @ 4pm-8pm
12 PT Conf PK-12 @ 4pm-6pm
13 PT Conf PK-12 @ 11am-8pm
13 No School PK-12
14 Teacher Comp Day
14 No School PK-12
17-21 Spring Break
No School PK-12
All Buildings/Offices Closed

MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S=13; T=16; P=1

18 No School PK-12
All Buildings/Offices Closed
Inclement Weather Make-Up Day
21 No School PK-12
All Buildings/Offices Closed
Inclement Weather Make-Up Day

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S=20; T=20; P=0

11 Mother's Day
16 Seniors Last Day
17 WHS Graduation
19 WMS Recognition
20 Last Day of School
21 Teacher PLC Day
22 Teacher Work/Float
26 Memorial Day
All Buildings/Offices Closed

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S=14; T=16; P=2

District Office Open this Month
8 Father's Day
19 Juneteenth

Semester Totals
S1: S = 81; T = 92; P = 8
S2: S = 85; T = 95; P = 6

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Totals: S=166; T=185; P=14

Approved by the USD 320 Board of Education on: February 12, 2024

Contract Days = 185

Academic Operations

2024-25 Academic Calendar

August 5	Online Lab Open
August 8-9	Tech Center Closed / Staff Development Days
August 14	First Day of School USD 320
Sept 2	Labor Day, School Closed
Sept 23	Tech Center Closed / Staff Development Day
Oct 11	School Closed
Oct 15	PT Conf / 4-8 pm
Oct 16	PT Conf / 4-6 pm
Oct 17	Tech Center Closed / PT Conf 11-8 pm
Oct 18	School Closed
Nov 11	Tech Center Closed / Staff Development Day
Nov 25-29	Fall Break, School Closed
Dec 23-Jan 2	Winter Break, School Closed
Jan 3	Tech Center Closed / Staff Development Day
Jan 6	Tech Center Open – Beginning of 2nd semester
Jan 20	School Closed
Feb 17	Tech Center Closed / Staff Development Day
March 7	Tech Center Closed / Staff Development Day
March 11	PT Conf / 4-8 pm
March 12	PT Conf / 4-6 pm
March 13	Tech Center Closed / PT Conf 11-8 pm
March 14	School Closed
March 17-21	Spring Break, School Closed
April 18	School Closed
April 21	School Closed
May 20	Last Day of School USD 320
May 26	School Closed, Memorial Day

The designation "school closed or tech center closed" indicates that student services and administrative and instructional personnel will not be available to students.

Course Catalog

The Wamego Technology Center Online Learning Lab courses with associated credits are provided on page 18 of the Policy Handbook.

USD 320 utilizes Edgenuity for its online curriculum. The Edgenuity Student Guide is available on the Wamego Technology Center Online Learning Lab website.

Edgenuity Student Guide: Introduction to Courseware

Your Home Page

1. Here you see a list of all courses assigned to you, along with your current progress and course grade.

2. Click on the **title** of the course to explore the course map.

3. Or, click any blue **Next Activity** to begin working immediately in the course.
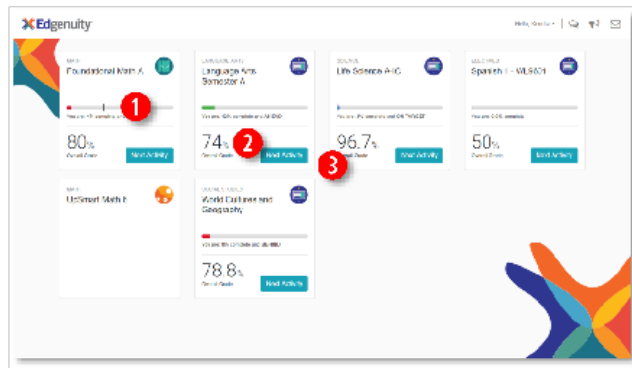
   ❶ A progress bar shows your current progress. It also displays target progress if a start and target date have been assigned to the course by your teacher. This progress bar is blue if you are on track, green if you are ahead, and red when you start to fall behind.

   ❷ The course tiles will also show you the current grade in each of your courses.

   ❸ The icons at the top of each tile indicate the type of Edgenuity program you are assigned:

   Courseware   MyPath   UpSmart

Your Course Map

1. From the **Home Page**, click the **title** of the course that you would like to work on.

2. Here you see the course map displaying all activities assigned to you. The map auto loads to the next activity in the course, and you can use the course outline located to the right to see what has been assigned.
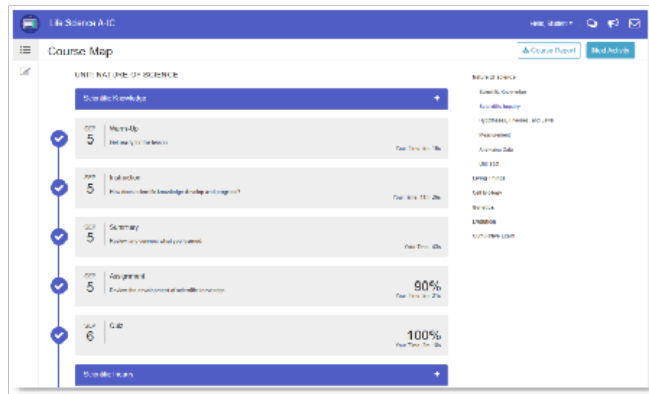
3. **Due dates** appear next to each activity if your teacher has set a target date. This helps you stay on track by completing your daily assignments.

4. Above the course outline is a downloadable **Course Report** that you can use as an assignment calendar and to track your progress and activity scores.

5. Click a **lesson title** in the blue bar to view the lesson objectives, standards, and transcripts.

KSDE Audit

Documents are compiled by the Virtual School Director for auditing purposes.

Academic Activity Log
Virtual Students
This log must be provided when off-line time is documented.
This form must be printed, signed & dated.

Virtual School or Program Name	Student Name	Date of Attendance

	Course Name	On-line Minutes	Off-line Minutes	Total Course Minutes	Notes
1					
2					
3					
4					
5					
6					
7					
8					
	Total Day Minutes	0	0	0	

Important Information

* For off-line minutes, documentation must be provided from the online platform showing the student was signed in to each course listed on this log at least once during count period (beginning of school year through October 3rd).

* Online minutes logged on this form must match data from online platform.

* This activity log must be signed by the student (or parent if the student is under 18 years of age).

* This form must be printed, signed & dated.

I certify that I am enrolled and participating in the courses listed above and that the number of minutes recorded above are true and accurate.

Student signature (or parent if student is under 18 years of age).	Date of signature

USD 320 Virtual School Graduation Requirements Audit Report

Student's Name: **Audit Date:**

<u>1st Semester</u>   <u>2nd Semester</u>

Math

_____   _____
_____   _____
_____   _____

Language Arts

_____   _____
_____   _____
_____   _____
_____   _____

Social Studies

_____   _____
_____

U.S. History

_____   _____

Government

_____

Science

_____   _____
_____   _____
_____   _____

P.E.

_____   _____

Fine Art

_____   _____

Elective

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

CREDITS REQUIRED	COURSES	CREDITS COMPLETED	CREDITS NEEDED
3	Math		
4	Lang Arts		
1.5	Social Studies		
1	U.S. History		
.5	Government		
3	Science		
1	P.E.		
1	Fine Art		
6	Electives		
21	TOTAL		

USD 320 Graduation Plan

Student Name: _____   **Date:_____**

CREDITS REQUIRED	COURSES	CREDITS COMPLETED	ENROLLED CREDITS	OTHER REMAINING CREDITS NEEDED
3	Math			
4	Lang Arts			
1.5	Social Studies			
1	U.S. History			
.5	Government			
3	Science			
1	P.E.			
1	Fine Art			
6	Electives			
21	TOTAL			

Classes Needed

Math					
Lang Arts					
Social Studies					
U.S. History					
Government					
Science					
P.E.					
Fine Art					
Electives					

Planned Graduation Date: _____

Block One
Completion Date: _____

Block Two
Completion Date: _____

Block Three
Completion Date: _____

Block Four
Completion Date: _____

Policies

Acceptable Use Policy for USD 320:
Inappropriate use of internet can result in dismissal from this school on the first offense.

Wamego USD 320 is working to provide access to information retrieval systems for all students, faculty, and staff. Information retrieval systems is a term which includes all existing technologies related to computers and the Internet as well as terms to be developed in the future related to this technology. Students must have permission from at least one of their parents or guardians to access these information retrieval systems at school.

The use of information retrieval systems is a privilege, not a right, and inappropriate use will result in the termination of those privileges and/or disciplinary action by school officials. A student's activities while using an information retrieval system in the school must be in support of education and research, and consistent with the curriculum outcomes of the Wamego school system. When using another organization's networks or computing services, students must comply with the rules appropriate to that network.

The following actions constitute unacceptable use of an information retrieval system whether that use is initiated from school or any other site:

- using impolite, abusive, or otherwise objectionable language in either public or private messages
- using an information retrieval system for non-school related activities
- using an information retrieval system illegally in ways that violate federal, state, or local laws or statutes
- placing unlawful information
- sending messages likely to result in the loss of the recipient's work
- sending chain letters or pyramid schemes to lists or individuals
- using for commercial purposes
- using for political lobbying
- altering any file that does not belong to the user
- sending or receiving copyrighted materials without permission
- knowingly giving one's password to others
- using another's password
- sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- circumventing security measures on school or remote computers or networks
- attempting to gain access to another's resources, programs, or data
- vandalizing or any malicious attempt to harm or destroy data of another user which includes the uploading and creation of computer viruses
- falsifying one's identity to others
- giving your name, address, password, or personal information (use only your system ID)
- downloading or installing any commercial software, shareware, or freeware unless directed to do so by school personnel
- subscribing to List-serves, UseNet news, and discussion groups unless allowed by school personnel

Three levels of punishment may be enforced by the administration. While the levels might be implemented in order, the administration reserves the right to implement an appropriate level determined by the facts and severity of the violation. Levels are as follows:

Level 1: Warning
Student would lose access to the information retrieval system until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations
A student, who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct, may be removed from any information retrieval system privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense

Student could be expelled from school if he/she engages in conduct on an information retrieval system that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

Age Limit:
19 and under students must have completed at least 11 credits or have administrator approval to enroll in the Wamego Technology Center.

Alcohol:
Use of alcohol is not allowed on the school grounds and is grounds for dismissal from the school.

Attendance:
Students are encouraged to be actively engaged in online work for a minimum of 25 hours a week, or complete their weekly goal as assigned by the virtual school director in accordance with their graduation plan.

Students who are not meeting their weekly goals will be required to meet with the virtual school coordinator. If they fail to meet with the coordinator, their edgenuity account will be shut down until that meeting takes place.

Behavior:
Any behavior that distracts other learners or is offensive in any way will not be tolerated.
Vulgar language will not be tolerated, and students will be asked to leave.
Two warnings will be issued followed by dismissal from the school.

Cell Phone Use:
Cell phones are permitted in the classroom if placed on "silent."
Attendee phone calls are permitted outside only.
Learners may listen to music through headphones if not distracting to the group.

Cheating:
Academic cheating can exist in many forms and is considered a serious offense. If learners copy work from another person, share answers with other learners, use answer sheet on tests, or do not complete the online lessons themselves, it may be grounds for dismissal from the school.

Contract:
Virtual school students will sign a contract indicating that he/she will abide by all rules or be dismissed from the school. Students must also show consistent progress towards their graduation plan or may not be allowed to re-enroll in the virtual school the following semester.

Discipline Procedure:
Behavior problems are defined as any failure to comply with any request given by the Online Learning Lab teacher. Behavior problems are further defined as any behavior that demonstrates lack of good

judgment on the student's part or otherwise impedes the learning process or interferes with the safe and orderly environment intended for the school.

Two warnings will be issued followed by dismissal from the school.

Dismissal from Online Learning Lab:
If learners violates the terms of his/her signed contract, it is grounds for dismissal from the school. Reapplication may be made at the next WHS semester term.

Dress Code:
Appropriateness of dress will be determined by and enforced by the administration on an individual basis. Learners will be asked to change inappropriate dress before returning to class.

Drug Free Policy:
Learners shall not unlawfully manufacture, sell, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school district property. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials.

Tobacco Products:
Use of tobacco products is not allowed on the school grounds and is grounds for dismissal from the school.

Equipment:
Learners are responsible for general care of any computers or other technology items used in the Online Learning Lab. The student is responsible for costs incurred from mistreatment of equipment. Students are required to have their own device to complete their responsibilities and requirements within the virtual school.

Fire Drill:
When the fire signal is heard, learners are to pass quickly and quietly from the building according to the instructions posted in the room. Once outside, move away from the edge of the building.

Tornado Drill:
All learners are to pass quickly and quietly to the designated area of the building.

Food/Drink Policy:
Food and drink are acceptable at the workstations if drinks are kept in a sealed container with lid. Warnings will be issued as needed.

Graduation Requirements:
Learners completing all required courses with a passing grade will receive a diploma from USD 320; however, he /she will not be included in the official graduation ceremony in May.

Hours:

Monday:	8:00 am - noon
Tuesday:	8:00 am - 9:30 am
	11:30 am - 1:30 pm
Wednesday:	8:00 am - noon
Thursday:	8:00 am - 9:30 am
Friday:	8:00 am - 9:30 am
	11:00 am - 1:30 pm

Learners are allowed to come and go at their convenience within the times above.

Illness:
If you are sick and have over a 99.6 fever, please stay home.

Location:
Room 104, Wamego High School
Online Learning Lab learners are only permitted in the lab and the first floor restrooms of the north wing of WHS. Learners are NOT to enter any other classrooms or hallways.
Two warnings will be issued followed by dismissal from the school.

Mission Statement:
The Online Learning Lab will provide a positive educational atmosphere along with the tools, resources, and encouragement needed for learners to be successful in obtaining their high school diplomas.

Parking:
Parking spots are available in the large student lot northwest of WHS. Be aware that your vehicle may be subject to a drug dog search for drugs or weapons.

Reporting Crimes to Law Enforcement:
Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property… and/or has been found in possession of a weapon at school; or in possession of a controlled substance or illegal drug; or to have engaged in behavior at school, on school property…which resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Restroom Use:
Restrooms are located on the first floor immediately at the bottom of the staircase.
No other restrooms in WHS are to be utilized.

Scheduling:
Learners will schedule their time on a weekly basis with the teacher as needed.

School Closings:

The Online Learning Lab will be closed on all school holidays and breaks.
See District calendar at www.usd320.com
In the event of school closing, information will be broadcast on local radio and television stations, as well as the School Messenger phone and email contact system.
If the Lab needs to close on short-notice, email and a text will be sent to learners.

Searches of Property:
Searches of property shall be conducted in accordance with the rules approved by the board. WHS principal is authorized to search property if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness. If a student refuses to comply with the principal's request to search their person or property in their possession, the principal will follow the policy as described in the USD 320 Policy manual, section JCABB-R-2.

Sexual Harassment:
Any form of sexual harassment shall not be tolerated.

Weapons Policy:
A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon.

WHS Activities:
A student who is enrolled in the Online Learning Lab will not be eligible for participation in Wamego High School activities or sporting events.

WHS Office Use: Access to the WHS Office is prohibited.

Admission and Entrance

Wamego Online Learning Lab is a school of choice. Any person may apply for admittance to the Online Learning Lab; however, USD administration makes the final decision on enrollment applications based on the potential for success in our school. There are rules and guidelines that must be adhered to in order to achieve success with this school.

Every learner must complete the following in order to be considered for acceptance into Wamego Online Learning Lab:

<u>Application Materials</u> – have you submitted each of these?

✓ Completed Home Language Survey and Enrollment Form

✓ Completed Student Success Survey and Acceptable Use form

✓ All TRANSCRIPTS from previous learning institutions
   The Lab Director can assist you with requesting these from your previous schools.

✓ All applicable payments due per semester <u>before</u> a course can be started

USD 320 EDGENUITY COURSES

	MY CHOICES		CREDITS	CREDITS REQUIRED	COURSE LEVEL
		MATH		3	
		Pre-Algebra	1		9th
		Algebra I	1		9th
		Geometry	1		10th
		Financial Math	1		10th
		Algebra II	1		11th
		LANGUAGE ARTS		4	
		Language Arts 9	1		9th
		Language Arts 10	1		10th
		Language Arts 11	1		11th
		Language Arts 12	1		12th

USD 320, Wamego Schools
HOME LANGUAGE SURVEY

TO BE COMPLETED BY PARENT OR GUARDIAN. The state of Kansas **requires** that the following information be completed for each student that enrolls in Kansas public schools. **If any language other than English is indicated, your child will be assessed to identify if English for Speakers of Other Languages (ESOL) services are needed**. *This survey shall be kept in each student's permanent record folder. The information on this form will not be released without your written approval.*

Note: This survey does NOT need to be completed if the child has attended USD 320 schools in the previous year(s). Only complete this survey if this is the first year the child will attend a USD 320 school.

Name of Child: Age: Male   Female

Online Learning Lab

Wamego High School
801 Lincoln Street
Wamego, Kansas 66547
Office: 785-456-2214
Email: brownk@usd320.com

A division of the
Wamego Technology Center

STUDENT INFO:

PLEASE print neatly!

FIRST NAME	LAST NAME	MI	MAIDEN NAME	Male	Female	Gender Diverse
_____	_____	____	_____	___	___	___

ADDRESS _____   **CITY** _____   **STATE** _____   **ZIP** _____

Student Success Survey

The Online Learning Lab requires your participation a minimum of 25 hours per week.
I can commit the following number of hours per week to my education:
_____hours at Wamego Technology Center   _____ hours at home online

All students face challenges. Please check those items that may present a challenge for you:

- ☐ Work schedule
- ☐ Lack of support/encouragement from family

- ☐ Lack of support/encouragement from friends
- ☐ Poor computer skills/knowledge
- ☐ Difficulty in reading
- ☐ Difficulty in writing/English skills
- ☐ Difficulty in math
- ☐ Asking for help
- ☐ Staying self-motivated
- ☐ Following rules
- ☐ Short attention span

Please share your top reason for wanting to earn a high school diploma:

_____

Acceptable Use Policy Acknowledgement

I acknowledge that I have read, and agree to abide by, the USD 320 Wamego School District Acceptable Use Policy. I acknowledge that the District may review and/or monitor the electronic (e-mail) files or messages sent or received using the District's computer equipment or networks. I have no expectation of privacy. I accept full responsibility and liability for the results of my actions related to instructional technology/equipment, software, and electronic access to the Internet. I further accept that inappropriate behavior will lead to disciplinary action.

Promotional Photo Policy

Photos/video may be taken of students participating in educational activities and used for marketing and promotional purposes of the Wamego Technology Center.

___ I grant permission for myself to be included in photos and video for these purposes.

___I do NOT want myself included in photos/video.

Post-Graduation plans: What are your plans after graduation?

___ 2-year college   ___4-year college   ___Technical School Name of School (if known): _____

___Working   Name of Employer (if known): _____

Agreement to Participate in the Online Learning Lab

I agree to abide by all the rules and policies outlined in the Online Learning Lab Policy Handbook.

I understand that I can be dismissed from the school until the next WHS semester before I can reapply.

Print Name: _____

Signature: _____   **Date: __ /__ /____**

Parent/Guardian must also sign if the student is under 18 _____