



# Insight<sup>®</sup>

SCHOOL OF KANSAS

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**POWERED BY STRIDE K12**

Authorized by

Spring Hill Unified School District #230

# Adult Student Handbook

## 2024-2025

**Insight School of Kansas, 2024**

**All Rights Reserved**

*Policies and procedures listed in this handbook may be changed without prior notice at the discretion of Insight School of Kansas, hereinafter referred to as Insight in this handbook. Any alterations to this document will be communicated to affected parties by mail and/or e-mail.*

*Spring Hill Unified School District retains full governance authority to oversee Insight's operation of the school.*

*This handbook was approved by the Spring Hill Board of Education on 05/13/2024.*

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## Welcome to Insight School of Kansas' Adult High School

Dear Insight students:

Welcome to the 2024-2025 school year! We are so happy to have you here with us - you are in for a fantastic year as part of the Insight family!

Insight, which is authorized by Spring Hill Unified School District #230, exists to meet the diverse needs of all individuals in a learner-centered environment. We believe that the use of effective technology and successful teaching strategies will result in student success. Our goal is to see all our students achieve their goal and earn a true high school diploma!

Our mission at Insight is to transform learning for all students by ensuring student success through inspired, compassionate teaching. Our online instructional model will leverage research-based, 21st century learning skills in order to set the standard for education while empowering responsible, innovative leaders. When engaged in as it is designed, our program is among the best options for educating students and getting them graduated. Here at Insight, we #LearnEveryday!

Our highly qualified faculty members, all Kansas state-licensed, are eager and excited to share their vast knowledge and experience throughout the upcoming school year. Our teachers work hard to prepare an enriching course of study designed to educate and stimulate a passion for learning. If you have any questions or concerns throughout the school year, please contact our office and we will ensure the appropriate member of our administrative team assists you. Our school contact information is as follows:

Insight School of Kansas  
101 E South Street  
Spring Hill, KS 66083  
ks.insightschools.net  
Phone: (913) 592-4600  
Fax (Main Office): (913) 592-4646

As always, feel free to share with us your ideas on ways to improve our school and make this school year the best experience for all involved.

Best regards,  
Cassandra Barton, Head of School, Insight and KSVA

## Introduction

The Insight Adult Student Handbook, 2024-2025, is intended to guide students in the operations of the school. Policies contained herein have been approved by Spring Hill Unified School District #230.

Insight adult program operates statewide under the authorization and oversight of the Spring Hill Unified School District #230 ("SHUSD"). Insight and KSVAs are accredited by the Kansas State Department of Education ("KSDE") as more fully described in the accreditation section of this handbook.

While this handbook will cover a variety of areas, this handbook is not meant to be an "all-encompassing document." Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies can be found at [https://www.usd230.org/about\\_us/board\\_of\\_education/policies](https://www.usd230.org/about_us/board_of_education/policies). Policies and procedures are subject to change and USD 230 will endeavor to try to provide timely notice of all changes.

## The Mission of Insight

Ensuring student success through inspired, compassionate teaching

## The Vision of Insight

Set the standard for education while empowering responsible, innovative leaders.

## The Goal of Insight

EVERY student enrolled in a K12 powered school shall achieve at least one year's academic growth each school year.

## Admission

### Program Scope

Insight is primarily a full-time, online, diploma-granting public high school serving students in grades 9- 12. Full-time status is defined as students enrolled in 3 or more courses each quarter. All students will be classified under public school status.

Currently, Insight is available to students who qualify for public school funding and meet admission criteria. Should the Spring Hill Unified School District Board of Education determine to make available enrollment to students not qualified for public school funding, Insight will provide a tuition schedule to the Kansas State Department of Education (KSDE).

### Non-Discrimination Policy

Insight, under the governance of SHUSD, complies with all applicable federal and state rules and regulations and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, disability or veteran status. A copy of our Title IX Grievance Procedures is included in the appendix. Inquiries regarding compliance procedures may be directed to our Title IX Coordinator:

Elicia Harrison  
Family Resource Coordinator  
101 E South Street Spring Hill KS 66083  
913.592.4600, extension 3022  
[eharrison@k12.com](mailto:eharrison@k12.com)

## Residency Requirement

Insight is a publicly funded school. Currently, students who are, or will be, residing in the state of Kansas for the 2024-2025 academic year and are/will be past their 4th year of high school are eligible to attend.

Students must provide at least one of the following documents during the enrollment process in order to demonstrate residency; however, students who are unable to demonstrate a fixed residence will not be denied admission:

- Copy of a utility bill with a home address within the state
- Copy of a housing agreement with a home address within the state
- Other documents as accepted by Insight on a case-by-case basis

## McKinney-Vento Act and Foster Care

The McKinney-Vento Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster Learning Coaches or relatives other than their legal guardians.

Insight/KSVA can offer school supplies to qualifying homeless youth. Determinations of qualifying students are made on a case-by-case basis.

Insight Adult students may review the Insight/KSVA Admission of Homeless Children and Youth policy or dispute the McKinney Vento Determination made by calling the school's Social Worker/Family Resource Coordinator, Elicia Harrison, at 913.592.4600, ext. 3022.

## Age Restrictions

There is no maximum age restriction for attending Insight.

## Completion of 8th Grade

Students must have completed 8th grade in a public or private school setting or demonstrate mastery of 8th grade content through standardized testing and/or portfolio of completed work. Entering freshmen must provide any and all documentation necessary to establish successful fulfillment of this requirement.

Insight recognizes the following standardized tests as evidence of 8th grade completion.

- CAT - California Achievement Test 8
- ITBS - Iowa Test of Basic Skills
- SRA Achievement Battery
- Stanford Achievement Test Battery
- Comprehensive Test of Basic Skills
- Metropolitan Achievement Battery

Students who are unable to submit an official transcript or portfolio of work as evidence of 8th grade completion are encouraged to investigate local testing centers in order to take a standardized test that will satisfy the burden of proof.

## Criminal Background

Insight complies with applicable state regulations regarding student privacy. For the safety of all students, Insight reserves the right to ask students whether they have been convicted of a crime and the nature of the offenses. If the Insight Executive Director or designee deems that admitting the student would pose a significant risk to the



health and safety of the other students, the Executive Director may deny the student admission to the school.

## Transfer Credits

Students may transfer credits from any accredited institution.

Students wishing to transfer credits based on homeschool work or portfolios or course work completed at a non-accredited institution may petition Insight to have credits accepted. Insight reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences.

Graduation requirements for students who transfer into Insight after completing at least one semester of course work at an accredited institution will be amended on a case-by-case basis. Insight graduation requirements will be pro-rated as necessary to reflect student's progress toward graduation at past schools. Transfer students must provide or authorize the transfer of transcripts for all previous high school work prior to their first day of course work.

Factors to be considered in the evaluation of student's progress toward graduation will include:

- The number and type of credits earned at previous school(s)
- The number of credits possible in a given semester
- The definition of credit at previous school
- A transcript analysis and course matching conducted by Insight
- The number of semesters left until graduation.

Students must comply with the state-mandated minimum graduation requirements.

## Enrollment Process and Enrollment Application

The online Enrollment Application may be accessed on the Insight website. The Enrollment Application collects student information, as well as background demographic and marketing information. The Insight website provides additional instruction to applicants.

Insight will collect and evaluate all Enrollment Applications and determine approval/denial based on residency requirements. Insight will maintain contact with those applicants who apply after the enrollment deadline and before the start of the current enrollment period to establish continued interest.

Enrollment Applications are date/time stamped and processed in the order in which the forms are received. Students who have completed the initial application process can expect to hear from Insight within one month and usually within (5) business days.

## Registration/Course Selection

A counselor will schedule each student in the courses which meet the student's progress and graduation requirements. Students are provided detailed course information as well as several tools to help them establish graduation plans. Registration and course selection is conducted online. Support staff will contact every student to discuss the graduation plan and course selections. All courses are approved by the school administration.

## Student Orientation

Students will be provided with an opportunity for an online orientation that will enable them to become familiar with all aspects of the Insight online learning environment.

## Appeals Process

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes that ISKS/KSVA, or any of the schools' staff, instructors, and/or administrators have inadequately applied the principles

and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and/or Section 504 of the Rehabilitation Act of 1973 (disability) may make a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the complaint is encouraged and should be attempted with the Executive Director or Principal.

If an informal acceptable solution cannot be attained, the student shall reduce the complaint to writing and formal Title IX and Section 504 grievance procedures shall commence. The complainant may file her/his complaint directly with the Office for Civil Rights, United States Department of Education, and/or use the internal grievance process set forth as follows:

Step 1. An alleged formal discrimination grievance complaint should first be made following Insight and KVA Title IX Grievance Procedure (can be located at the end of this handbook).

Step 2. If not resolved at Step 1, the decision may be appealed to the District's Title IX Coordinator within five (5) school days from the date of the Step 1 decision:

Spring Hill Unified School #230  
Title IX Compliance Officer  
17640 W 199th St.  
Spring Hill, KS 66083

Step 3. If not resolved at Step 2, the decision may be appealed to the District's Superintendent, who functions as the final mediator at the local level, within five (5) school days from the date of the Step 2 decision.

Step 4. If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights/Kansas City Office/ U.S. Department of Education, 8930 Ward Parkway – Suite 2037, Kansas City, MO 64114

## Instruction and Curriculum

### Staff Qualifications

Teachers at Insight must meet the following minimum qualifications:

- Hold at least a Bachelor's Degree
- Hold a current Kansas state teaching license (or in process of obtaining a reciprocal license)

Insight shall abide by all applicable Kansas State Department of Education Teacher Education and Licensure requirements as outlined in the most current Licensed Personnel Guide.

Insight and SHUSD shall maintain licensure and personnel records in the format specified by Kansas State Department of Education (KSDE). This documentation can be provided to the KSDE upon request or can be made available for examination upon 24-hour request.

### Course Assignments

Teachers are assigned to teach courses for which they hold current Kansas licensure and proper endorsements.

### Highly Qualified Teachers

Insight utilizes highly qualified teachers for all core academic positions, including English, Math, Science, Social Studies, designated World Languages, and Arts.

Highly qualified teachers hold at least a bachelor’s degree in the subject(s) they teach, and a full teaching license in the State of Kansas with endorsements required for the subjects they teach.

## Alignment to State Standards

Insight core academic courses are aligned to Kansas Career and College Ready Standards where required by state law. Standard mappings are documented by Insight Schools and necessary course content is developed by curriculum teams under the direction of Insight Schools.

## Academic Operations

### 2024-2025 Academic Calendar

Aug 21, 2024	First day of school for NEW students
Aug 22, 2024	First day of school for RETURNING students
Sep 2, 2024	Labor Day, School Closed
Oct 17, 2024	End of Quarter 1
Oct 18, 2024	Teacher PD date (no live sessions for students)
Nov 27-29, 2024	Fall Break, School Closed
Dec 17, 2024	End of Quarter 2
Dec 18, 2024 – Jan 2, 2025	Winter Break, School Closed
Jan 6, 2025	First day of Quarter 3
Jan 20, 2025	MLK Day, School Closed
Feb 17, 2025	President’s Day, School Closed
Mar 13, 2025	End Q3 (no live sessions for students)
Mar 14, 2025	Teacher PD date (no live sessions for students)
Mar 17-21, 2025	Spring Break, School Closed
Mar 24, 2025	First day of Quarter 4
May 15, 2025	End of Quarter 4
May 17, 2025	High School Graduation

The designation “School Closed” indicates that student services and administrative and instructional personnel will not be available to students. However, students will still have access to their courses (with the exception of Winter Break as we will be between semesters). Technical support will be available to students 24x7.

## Course Approval

The Academic Counselor, Principal or Executive Director are authorized to grant approval for courses requiring administrative approval as a prerequisite for enrollment.

## Add/Drop Period

Students may add or drop courses during the first seven (7) calendar days of the quarter. Students may withdraw from a course within the first fourteen (14) calendar days from the start of a quarter without a “W” appearing on their transcript.

## Course Load

Students may take between three (3) and five (5) 0.5 credits through Insight each academic quarter. Students cannot take more than three (3) 0.5 credits or less than two (2) 0.5 credits during the semester without the consent of the Insight Principal.

## Course Fees

Insight is a publicly funded, tuition-free, online high school. Courses and related materials are provided for full-time students who are residents of Kansas at no charge, with the exception of technical course fees as noted in the course catalog.

## Low-Enrolling Courses

Some elective courses are dependent upon enrollment. Students are encouraged to register early to secure their place in the course, or to ensure that the course carries. Students will be informed during the registration process if they need to select an alternate course; they will automatically be enrolled in the alternate course if their original course choice is not ultimately offered.

## Credit for Courses

Credit for coursework completed at Insight can be earned in two ways: percentage/letter grade; or credit/no credit.

Unless a course is specifically designated as a credit/no credit course, credit is assigned by percentage/letter grade. To earn percentage/letter grade credit for a course at Insight, students must earn at least 60% of the total points possible in the course. Any course-specific departures from this policy are clearly stated in the course syllabus and supersede this policy.

Students with extenuating circumstances may petition the Principal to receive credit/no credit for an academic course.

## Post-Secondary Credit

Students who complete courses designed as “Post-Secondary Credit” through Insight can earn credit at participating colleges and universities. Students are responsible for any tuition/fees associated with college credits.

In general, the requirements for transferring course credit from a college/university include providing official documentation from the college or university including the course title, the number of course credits, and the student’s final grade in the course. In most cases, a one-semester college-level course equals one high school credit.

## School Operations

### Registration Process

Information about the Insight registration process and timeline is available on the Insight website at [insightks.k12.com](http://insightks.k12.com) or by calling the Insight Registrar.

### Change of Student Information

Students are required to inform the main office of changes in address, telephone number, emergency contact(s), or any other important directory information within two (2) school days of the change. New valid POR must be received by Registrar prior to updating student’s address in the system.

### Communication

Consistent and cooperative communication provides a vital link between Insight staff and students. As a public-school program, we are mandated to deliver instruction to our students via fully licensed teachers. In order to do this, staff and students must work together as a team by maintaining positive and open lines of communication.

Staff work directly with students through telecommunication and Email to provide instruction and develop positive relationships.

Conference calls provide a personal venue between staff and students to discuss each student's academic progress and success. Students are expected to inform their registrar of any changes to contact information. Staff may contact Emergency Contacts on file for a student if not able to successfully reach the student and/or Learning Coach via phone or email.

### Communication: Non-Compliance Procedure

Insight has the responsibility as a public-school program to ensure that its students are learning. A student will be considered to be non-compliant with the school's communication policy when a staff member is unable to reach him/her during a two-week period of time. This includes unsuccessful attempts by the staff to interact with the student via conference calls, e-mail, and/or communication delivered to the home address. After such time, course access may be suspended, and a letter will be sent notifying the student of the non-compliance and asking for a response by a specified date and time to communicate intent. If the student refuses the letter or fails to contact the school by the specified date and time, withdrawal procedures may begin.

Use of profanity, insulting, or inappropriate language will not be tolerated. If unacceptable language is used by a Learning Coach or student during a phone conversation or Newrow session, the staff member will immediately end the communication. Such conduct by a student or Learning Coach may lead to the withdrawal of the student from Insight.

### Voluntary Withdrawal

To voluntarily withdraw from Insight, students should notify the school administration in writing as far in advance of the withdrawal as possible. An exit interview must be completed before a student is withdrawn. All requests for transfer of student records will be initiated by the school in which the student will be enrolled. However, student records may not be transferred until all Insight materials have been returned to Insight.

### Involuntary Withdrawal

- Students may be withdrawn involuntarily from Insight under the following circumstances:
- Students who do not log in within the first two weeks of school will be considered a "no start" and may be withdrawn from Insight without written notice.
- Students who do not show adequate progress in their coursework and fail to make arrangements with Insight to engage in the learning process after receiving a letter requesting such arrangement may be withdrawn from Insight.
- Students who do not pass (earn credit by finishing with a 60% or better) in at least half of their courses in a quarter will be withdrawn from Insight.

### Materials Return

To return materials, students will be contacted by the K12 Reclamations Dept. for instructions. K12 will issue a UPS or FedEx shipping label for all items to be returned. These items are not to be returned to the local school. The student is responsible for packaging supplies for returning the hardware and/or materials.

### Progress Checks

Students can review their current grades at any time through their learning management system.

### Report Cards

Report cards will be generated and mailed following the end of each semester as noted on the school Calendar or as requested by the student.

## Transcripts

Transcripts requested by students will be forwarded to colleges, educational institutions and/or employers to which students are applying. Transcript requests must be submitted to the Insight Registrar.

## Student Privacy

SHUSD, in compliance with Federal Laws 93-308 and 93-568, presents these facts for the information of parent(s) and/or guardian(s) and students.

1. Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Information regarding students 14 years of age or older with HIV/AIDS or a sexually transmitted disease may be released by the student only.
2. Appointments may be made at the Principal's office to view cumulative records of grades, and/or achievement test scores.
3. SHUSD and Insight, in compliance with the Family Educational Rights and Privacy Act (FERPA), have adopted a policy regarding student education records and the release of student information. This policy is set forth in the FERPA section of this handbook.

## Disclosure of Personally Identifiable Information

Student, Parent(s)/guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student's educational records made public may file a written objection with the Insight Principal regarding the public release of such information within ten (10) calendar days following notice of these rights to students.

## Grading and Testing

### Grading Policy

Grading policies are in compliance with applicable state and school guidelines. Grading information and other course-specific information are provided online within each course.

### Grade Scale/Grade Point Value

The following grade scale will be used to determine letter grades:

<b>GRADE SCALE</b>			
Percentage	Letter Grade	Grade Point Value	AP Grade Point Value For internal use only (Class Rank)
90-100%	A	4.0	5.0
80-89%	B	3.0	4.0
70-79%	C	2.0	3.0
60-69%	D	1.0	2.0
0-59%	F	0.0	0.0

### Grade Point Average

The grade point average for Insight students is calculated as follows:

1. Each student's grade point average is the sum of the point values of all the grades received for all of the courses attempted divided by the sum of the credits for all courses attempted.
2. The grade point value is calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
3. The minimal passing mark is D (1.0).

4. Pass/Fail and Credit/No Credit marks may be used as agreed upon by the instructor and school administrator. These non-numbered marks will be clearly identified and excluded from the calculation of grade point average.
5. Marks for Incompletes (“I”) will be calculated as a 0.0 until the grade is replaced by a letter grade.
6. Courses marked as Withdrawals (“W”) will not be included in GPA calculations.

## Withdrawing from a Course

Students are permitted to drop a course up to fourteen (14) calendar days at the beginning of the quarter. Any withdraws after that will require administrative approval.

## Appeals Process

Students wishing to appeal a final grade in a course must follow the appeals process within 30 days, including:

- Submit a written request for a detailed copy of the student’s grade book from the course instructor.
- Identify in writing any assignments that he/she would like re-evaluated.
- Explain in writing why the student believes the grade on each of the identified assignments should be revised.
- Submit identifications and explanations to the course instructor.

## Course Retake for Grade Replacement

Students who have received a low or poor grade that is not consistent with the student’s ability and ambitions in a core subject may replace up to four (4) semester grades during high school. Students may earn this replacement credit through the following programs:

- Retake the course at Insight.
- Retake the course with an accredited and approved provider.
- Retake the course at a college campus.

In these individual cases, the counselor will specify the exact course which satisfies the requirements.

The grade being replaced will be changed to “NC” on the transcript and the new grade will be entered if that grade is higher than the previous grade received in the course.

The student for any/all grade replacement course(s) must receive prior written approval by the school counselor and administrator or credit will not be considered for grade replacement.

**Approval will not be granted retroactively.**

## Graduation

### General Requirements

To earn a diploma through Insight, incoming students must meet the following diploma requirements, which have been approved by the SHUSD Board of Education and meet Kansas state diploma requirements.

Students must earn 21.0 – 24.0 credits to graduate. Specific credit requirements are listed below:

Class of 2025, 2026, and 2027:

<b>Insight Graduation Requirements</b>		
<b>Subject</b>	<b>KSDE Minimum Requirements</b>	<b>SHUSD Requirements</b>
English	4.0	4.0
Math	3.0	3.0
Science	3.0	3.0
Social Studies*	3.0	3.0
Physical Education	1.0	1.0
Visual and Performing Arts	1.0	1.0
Business - Personal Finance	0.5	0.5
Electives	5.5	8.5
Minimum # of units of credit to graduate	<b>21.0</b>	<b>24.0</b>

Class of 2028 and beyond:

<b>Insight Graduation Requirements</b>		
<b>Subject</b>	<b>KSDE Minimum Requirements</b>	<b>SHUSD Requirements</b>
English	3.5	3.5
Math	3.0	3.0
Science	3.0	3.0
Social Studies	3.0	3.0
Physical Education (.5 PE and .5 Health)	1.0	1.0
Visual and Performing Arts	1.0	1.0
Communications	.5	.5
Business - Personal Finance	0.5	0.5
STEM Course	1.0	1.0
Electives	4.5	7.5
Minimum # of units of credit to graduate	<b>21.0</b>	<b>24.0</b>



## Incoming Students

To earn a diploma through Insight, all students must meet all Kansas state diploma requirements for their designated graduation year published at the time the student begins course work at Insight.

Graduation requirements for students who transfer into Insight after completing at least one semester of course work at an accredited institution will be amended on a case-by-case basis. District graduation requirements, including the required credits, will be pro-rated as necessary to reflect student's progress toward graduation at past schools. Transfer students must provide or authorize the transfer of transcripts for all previous high school work prior to their first day of course work.

Factors to be considered in the evaluation of student's progress toward graduation will include:

- The number and type of credits earned at previous school(s);
- The number of credits possible in a given semester;
- The definition of credit at previous school
- A transcript analysis and course matching conducted by Insight;
- The number of semesters left until graduation;

Students must comply with the state-mandated minimum graduation requirements.

## Transfer Credits

Insight reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences.

## Diploma Authorization

Students who graduate from Insight with 21 or 24 credits will earn a diploma from Insight School of Kansas authorized by the Spring Hill Unified School District #230. Students who graduate from Insight with 21-23.5 credits will earn a diploma from Insight School of Kansas that satisfies the graduation requirements of the Kansas State Board of Education.

## Conduct and Discipline

### Student Code of Conduct (Overview)

SHUSD/Insight recognizes and strives to meet the individual needs of each student through programs which promote the development of self-esteem, cooperation and vision. This expanded view of school will result in well-educated, productive and socially responsible citizens. To this end, we believe the school should reflect the desired and expectations held by our community for our children, and that the school must provide an environment that ensures the safety and well-being of students. For this reason, it is important that the school has clear expectations and guidelines for students.

### Use of Language and Images

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, listserv, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd or otherwise inappropriate websites.

Images in the New Online High School:

- Students and learning coaches may post a picture of himself or herself or avatar image as long as they are appropriate for the school setting. The image must be a head shot of only of the student or learning coach. No objects may be visible in the picture.

- Should anyone's picture or avatar be questionable, staff will send a referral to administration, who will investigate and remove the picture/avatar if deemed necessary by administration.
- School administration retains the right to remove profile pictures without advance notice or permission of the user.

## Dress Code

Appropriate attire shall be worn at all school activities.

## Personal Respect

Insight administrators, instructors and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

## Defiance

Students should follow the requests of school staff; failure to do so is defiance toward school personnel or rules. Defiance is defined as defying instructions of school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking school rules. Acts of defiance may result in disciplinary action.

## Harassment, Intimidation, and Bullying

No one should be subjected to harassment, intimidation or bullying at school for any reason. Therefore, it is the policy of SHUSD that all students will deal with all persons in ways which convey respect and dignity. Harassment, intimidation or bullying in the form of name-calling, taunting, gestures, unwelcomed conduct, jokes, pictures, slurs, ridicules, or sexual harassment are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for disciplinary action.

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures or teasing
- Pressure for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering or pinching
- Attempts to kiss or fondle
- Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

Insight has a zero-tolerance policy towards intimidation, harassment, bullying, fighting, and racial and/or sexual harassment as such actions are considered violent acts against others. These behaviors cannot be tolerated, and the natural consequence is to be barred from interactions with others.

A warning letter will be sent to the student for the first harassment, bullying, or intimidation offense requiring the student to communicate with the teacher or Principal. Subsequent offenses may lead to suspension in accordance with the school discipline policy.

Insight will promptly and thoroughly investigate reports of harassment, intimidation and bullying, whether of a physical or of a nonphysical form. If it is determined that either has occurred, Insight will act appropriately within the discipline codes of SHUSD and will take reasonable action to end such behavior.

## Academic Honesty

Insight has a zero-tolerance policy for academic dishonesty. Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment without the opportunity to complete an additional assignment to make up lost points.

The following procedure governs identification and discipline for instances of academic dishonesty:

- First offense: The teacher will meet with the student and alert the principal. The student will not receive credit for the plagiarized assignment. In addition, he or she will be required to review the plagiarism recorded lesson and complete the plagiarism worksheet. When the student has complied, he or she will be allowed to complete the assignment for a possible 50% of the original points.
- Second offense: The student will attend a conference with the high school principal. The student will not be allowed to rewrite the assignment.
- Third offense: Involuntary withdraw from the Insight Adult program.

In cases of repeated academic dishonesty, additional disciplinary action may be taken, including suspension or expulsion from the school as provided for herein.

## AI Policy

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted for the following activities:

- Brainstorming and refining your ideas.
- Fine tuning your research questions.
- Finding information on your topic.
- Drafting an outline to organize your thoughts.
- Checking grammar and style.

The use of generative AI tools is not permitted for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Live Session Platform chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment, Utilizing the tool to re-write entire paragraphs,
- Writing entire sentences, paragraphs, or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within school policies on academic honesty.

When in doubt about permitted usage, please ask for clarification with your teacher(s).

## Academic Freedom/Student Rights

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

- No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration or a physical, mental or sensory handicap.
- All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble (see Freedom of Assembly) and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and

to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.

- All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures.
- All students shall have the right to be free from unlawful interference in their pursuit of an education while in custody of a common school district.
- No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.
- The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Kansas or the rights retained by the people.

## Technology Requirements

For 2024-2025 adult students must provide and have available during the entire time of enrollment the following:

- 1) A laptop or desktop computer with adequate capability to work on-line. Specific questions about computer requirements may be addressed to school personnel.
- 2) A high speed, satellite or broadband internet connection.

Any prospective student who cannot provide these items may contact the school to discuss possible options.

## Discipline - Process

The most effective discipline is taught and dealt with before problems arise. It is a learning process that should be Instructor directed. This being said, when applicable, internal interventions will be utilized prior to the referral process.

If a warning is ignored and the behavior continues, the student will be referred to the Principal. The Instructor will e-mail the Principal a referral which states the nature of the problem.

Within one school day of receipt of the referral, the student will communicate with the Principal to review the incident and develop a plan to return to the class, which will include communication with and a response from the parent.

The Principal will contact the student by the preferred method of contact (phone or e-mail) to review concerns relating to the disciplinary incident.

The student will miss the virtual classroom session from which he/she was excluded and is responsible for viewing the recording. If necessary, he/she may be blocked from participating in further live sessions, the discussion board and/or the course itself.

Instructors will not re-admit a student to the online classroom until they communicate with the Principal.

If the student doesn't follow through with the agreed-upon plan, he/she will be referred to the Principal again.

With each additional referral, the student will be assigned a consequence or disciplinary step to be determined based on the student's behavior.

Additional referrals may result in continued suspension from school, and the need for a conference between the student and Principal to develop a plan for return to class.

It should be noted that there are instances where this process may be altered. Behaviors such as violence toward others, bullying, harassment, intimidation, disrespect toward instructors, non-compliance, and other behaviors

that a staff member deems as disruptive to an orderly learning environment, may result in an automatic referral to the Principal.

## Discipline - Appeal Process

A student has a right to appeal disciplinary action. If an appeal is desired, a letter must be received by the school office within ten (10) school business days (Monday through Friday, 8 a.m. to 4 p.m.) with an official request for an appeal hearing.

## Readmission

A student who has been long-term suspended or expelled from Insight and wishes to be considered for entrance or readmission to Insight must appeal to the Executive Director.

## Record Keeping

### Records to be maintained

Insight will maintain and store the following records:

- Student Information Forms/Demographics
- Student Transcripts

### Records Storage

Records will be stored in accordance with state standards and SHUSD policies.

## Attendance Tracking

Insight recognizes that many of our students have work and family responsibilities that make “traditional” school attendance difficult to comply with, and that is why they choose to attend our school. However, attendance must be tracked for State and Federal reporting. Within the State of Kansas, the following measures are tracked:

- Instructional Hours
- Attendance
- Kansas Individual Data on Students (KIDS)

## Instructional Hours

Insight will implement a school calendar which provides students with the state required instructional hours per year. All courses have been and will be audited to ensure they meet this criteria and evidence of that audit will be recorded. Audit records are maintained by Insight.

School assemblies, student orientations, testing, and other instructionally related activities directly involving students may be included in the required instructional hours.

## Student Absences/Illnesses

If a student is going to miss three or more consecutive school days, administration must be notified by the student via the Attendance line at 913.592.4600, ext. 2000. If the absence is due to illness or injury, a doctor’s note will be requested.

## Student Absences/Technology Issues

If a student misses school due to technology issues, it is not excused. While we understand technology has glitches from time to time, students need to have a back-up plan in place that will allow them to school despite technology issues. Students and learning coaches can work with their counselor to develop a back-up plan.

## Student Satisfaction Surveys

As part of our continual school improvement process, Insight will develop, distribute, and collect satisfaction surveys from students about their experience with various aspects of their school experience, which may include:

- Enrollment Process
- Course registration process
- Orientation process
- Material distribution and return
- Technology
- Student Portal
- Courses

Data collected in surveys will be considered the property of Insight. Results shall be reviewed at least annually during Insight Operations meetings.

## Student Activities

### Informal Events

Students and families are encouraged to coordinate and participate in informal social events.

### School Event Conduct

Insight students are encouraged to participate in formal and informal school events. Students must abide by the Student Code of Conduct when attending these events. Students/Families are responsible for transportation to/from the event.

### Graduation Ceremonies & Exercises

Insight graduation exercises will be held in Spring Hill, Kansas. In order to participate in the ceremony, students must have met all credit and state graduation requirements prior to the graduation ceremony. In addition, students currently under suspension may or may not be allowed to participate. Family and friends of graduates are welcome to attend commencement and graduation exercises.

### Transportation

Insight students/families are responsible for transportation to/from formal and informal events.

## Materials and Technology

### Acceptable Use Policy

In enrolling with Insight, students must accept the responsibility of using any course materials, and the system supplied by Insight in a responsible and appropriate manner by signing an Acceptable Use Agreement, a legally binding contract, as part of the online enrollment process.

This Acceptable Use Agreement contains certain promises of students concerning the use of course materials and other systems that Insight may provide access to that enable a student's online education (e.g., learning management system (LMS), student information system (SIS) and internal e-mail, ("Systems"). The Systems and course materials (collectively, "Insight Property") are intended to provide a means for educational activities only.

The laws of the State of Kansas govern the Acceptable Use Agreement. The rights of use stated in the Acceptable Use Agreement are not transferable to another party.

For a copy of the complete Acceptable Use Agreement, please contact Insight at 913.592.4600.

## Distribution of Textbooks, Materials & Technology

Insight will provide textbooks, software, and required materials for all core academic courses required for graduation. Most textbooks will be an online version accessible through the LMS. Hardback textbooks will only be provided in the event the course does not contain an online version, the student utilizes a dial-up internet connection, or the student is on an IEP with a Section 504 Plan. Students/families are responsible for expenses associated with software or materials for selected non-core courses such as technology courses.

## Return of Textbooks & Materials

Textbooks and other course materials must be returned within 14 calendar days following the last day of the semester during which the materials are used, or from withdrawal, whichever occurs first. Students/families will be assessed a replacement fee for any and all materials that are not returned by that time. The fee will be removed upon return of the materials.

## Student Support Operations

### Student Inquiries

Students are encouraged to ask questions! The following guidelines define the process and appropriate contacts for common student questions.

For course questions, students should submit their questions via email or by phone to their course teacher as soon as possible.

For general questions regarding credits, planned graduation date, etc., students should submit their questions via email or phone to their counselor.

### Response Time

Insight has a policy of responding to student inquiries within one (1) school day. Weekends and/or holidays are not included.

### Technical Support

Students can access technical support related to hardware and/or courses 24x7x363. Access information is available at [help.k12.com](http://help.k12.com), or by calling 1-866-K12-HELP (866-512-2273).

### Academic Support

Students and/or learning coaches should contact their course teacher for questions related to course content. Contact with the teacher should take place via email, phone or during the teacher's office hours.

For questions about timelines, processes, or technical requirements of assignments, students should refer to their course home pages.

### Academic Counseling/Guidance Support

Students should contact their Academic Counselor via email or phone for academic counseling or guidance.

## Counselor

A dedicated Counselor works with Insight students to foster success in the online learning environment.

## Admissions/Registration Support

Students should contact their Enrollment Counselors for admissions and/or course registration support via e-mail or phone. Students may also call Insight offices at 1-913-592-4600 during regular business hours.

## Agreement for Use of Instructional Property

Responsible Party is the parent or legal guardian of the student who is enrolling.

Insight/KSVA has made arrangements with K12 Inc. and/or its affiliates (“K12”) to permit each student to use certain computer equipment, software, and related instructional books and materials (“Instructional Property”) to facilitate the student’s education while enrolled at the school.

Responsible Party hereby agrees to the following:

1. **Use of Instructional Property** – The school and K12 shall permit the Student and the Responsible Party to use the Instructional Property listed below in the Instructional Property Schedule. The school and K12 reserve the right to add, change, substitute, and/or delete individual items on the Instructional Property Schedule from time to time.
  - Instructional Property Schedule (only applicable if you qualify for and receive any equipment)
    - **Hardware:**
      - Laptop computer
      - Desktop computer
      - Monitor
      - Printer
    - **Software:**
      - Office software suite
      - Antivirus software
      - Filtering software
      - Other software, as provided
2. **Term** – Responsible Adult’s and Student’s rights to use and possess the Instructional Property expire upon the student’s termination of enrollment. Notwithstanding the foregoing, the school and K12 reserve the right to terminate any right to use and possession immediately if either has reason to believe that any term or condition of this Agreement is being violated. Responsible Party shall return all of the Instructional Property as instructed within five (5) days of the termination date in the same condition as delivered, normal wear and tear excepted.
3. **Ownership** – At no time shall legal title to or ownership of any of the Instructional Property best in the Responsible Party or Student, who shall only have the rights to temporary use and possession as provided herein.



4. **Condition of Instructional Property** - Responsible Party understands by receiving this document and remaining enrolled with the school after reviewing this document, he/she agrees to abide by the Agreement for Use of Instructional Property and Instructional Property will be returned upon student withdraw from the school in satisfactory operating condition upon receipt.
5. **Responsibility for Instructional Property** - Responsible Party must maintain the Instructional Property at the Responsible Party's residence set forth as the shipping address in the enrollment form unless Responsible Party provides thirty (30) days' written notice and the new address to the school. Responsible Party shall be solely liable for any loss or damage to the Instructional Property until it is received back by K12 and shall take all reasonable precautions to protect it. Responsible Party agrees to inform the school of any loss or damage to the Instructional Property from any cause whatsoever within three (3) days of the loss or occurrence of damage. The school and/or K12 will provide the Responsible Party with a loss report form that will include provisions for the Responsible Party to pay for the lost or damaged Instructional Property and, upon receipt, will allow the school to ship or have shipped replacement Instructional Property.
6. **Maintenance and Repair (only applicable if you qualify for and receive any equipment)** - Responsible Party is responsible for maintenance and repair of the Instructional Property while in his or her possession and will follow all instructions for Instructional Property requiring repairs as directed by K12 Technical Support and the Warranty Agreement with the Original Equipment Manufacturer. Responsible Party is solely responsible for upgrading to new software versions when publicly available, obtaining and installing antivirus file updates, and overall maintenance of each software application provided.
7. Use of Instructional Property (Section (v) is only applicable for those receiving equipment). Responsible Party agrees that: (i) Instructional Property may be used solely for the education of the Student while enrolled at the school and not for the benefit of any other person or for any other purpose, (ii) all Instructional Property shall be used in accordance with the school policies and rules and K12's and the manufacturer's instructions, (iii) each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application, (iv) all usage of the Instructional Property shall be subject to the school policies and rules regarding Network/Internet use and protocol, (v) Responsible Party is solely responsible for ensuring that the software settings, default configurations, and administrative privileges are maintained at the original specified settings that the Instructional Property had upon delivery and will be liable for any resulting damage to the Instructional Property, any files, and/or other software applications if these default settings are changed or modified without explicit authorization from K12 Technical Support, and (vi) Responsible Party is solely responsible for keeping User IDs and passwords confidential to prevent unauthorized usage and understands that passwords should be changed on a monthly basis.
8. **General Indemnity** - Responsible Party agrees to indemnify, defend, and hold harmless the school, K12, and any sponsoring School District or Authority, their respective employees, officers, directors, agents, assignees, and all affiliated companies and/or entities ("Indemnified

Parties") from and against any and all claims, actions, suits, proceedings, costs, expenses (including, without limitation, court costs and attorney fees), damages, obligations, judgments, orders, penalties, fines, injuries, liabilities, and losses arising directly or indirectly out of or in connection with any matter covered by this Agreement, other than those caused by the school or K12.

9. **DISCLAIMER OF WARRANTIES** - NO INDEMNIFIED PARTY MAKES ANY WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, OR FITNESS FOR USE OF ANY OF THE INSTRUCTIONAL PROPERTY. IN NO EVENT SHALL ANY INDEMNIFIED PARTY BE LIABLE FOR ANY ACTUAL, INCIDENTAL, DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT, OR THE EXISTENCE, FURNISHING, FUNCTIONING, USAGE, OR MAINTENANCE OF ANY INSTRUCTIONAL PROPERTY PROVIDED UNDER THIS AGREEMENT.
  
10. **Insurance** - Responsible Party agrees to maintain at his or her expense adequate insurance to cover damage to the Instructional Property by fire, theft, flood, explosion, accident, act of God, or other cause to the full replacement value of the Instructional Property and agrees that he or she will be financially liable for it regardless of the availability of insurance proceeds.
  
11. **Miscellaneous** - Responsible Party represents that he or she has the power to bind all of Student's parents or legal guardians, all of whom shall be bound by these terms. Responsible Party cannot amend this Agreement unless accepted in writing by an authorized representative of the school. This Agreement shall constitute the entire agreement between the parties with regard to the Instructional Property and any prior understanding or representation of any kind shall not be binding on either party, except to the extent incorporated herein. The waiver of any right under this Agreement by either party shall not be construed as a waiver of the same right at a future time or a waiver of any other right under this Agreement. This Agreement shall be construed and enforced in accordance with the laws of the state of the school.

## FERPA Policy

### Family Educational Rights and Privacy Act (FERPA)

#### Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Kansas Virtual Academy and Insight School of Kansas, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Kansas Virtual Academy and Insight School of Kansas may disclose appropriately designated "directory information" without written consent, unless you have advised Kansas Virtual Academy and Insight School of Kansas to the contrary in accordance with Kansas Virtual Academy and Insight School of Kansas procedures. The primary purpose of directory information is to allow Kansas Virtual Academy and Insight School of Kansas to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 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 parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you **do not** want Kansas Virtual Academy and Insight School of Kansas to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify your registrar at Kansas Virtual Academy and Insight School of Kansas in writing by the first day of the school year (see registrar contact information in the appendix). Kansas Virtual Academy and Insight School of Kansas has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth

- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, 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.

## TITLE IX GRIEVANCE PROCEDURES

Insight School of KS (ISKS) and KS Virtual Academy (KSVA) are committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title VII and Title IX, and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. Insight School of KS (ISKS) and KS Virtual Academy (KSVA) reserve the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

### **INFORMATION AND ASSISTANCE**

#### **Definition of Sex Discrimination and Sexual Harassment (for Students):**

- Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.
- Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

#### **Definition of Sex Discrimination and Sexual Harassment (for Employees):**

- Sex discrimination occurs when a person who is qualified for a position at issue is subjected to an adverse employment action because of his or her sex.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of employment; 2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or 3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the school's policies and reporting procedures from any of the following:

#### **Title IX Coordinator:**

Elicia Harrison  
Family Resource Coordinator  
101 E South Street, Spring Hill KS 66083  
913.592.4600, extension 3022  
[eharrison@k12.com](mailto:eharrison@k12.com)

### **GRIEVANCE PROCEDURE**

Any student, parent/guardian, current or prospective employee or other individual within the school community who believes he/she has experienced and/or observed sex discrimination or sexual harassment (“grievant”) should promptly report the matter to the school’s Title IX Coordinator. A Title IX grievant is requested to complete a complaint form. (Attached here) Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

The grievance procedures will be as follows:

1. It is the express policy of Insight School of KS (ISKS) and KS Virtual Academy to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Timely reporting of complaints facilitates the investigation and resolution of such complaints. A form for such purpose can be found on our website and will also be provided to grievant. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student’s behalf.
2. At the time the complaint is filed, the grievant shall be given a copy of these grievance procedures. It is the responsibility of the Title IX Coordinator or designee to explain these procedures and answer any questions anyone has. In addition, if the grievant is a minor student, the Title IX Coordinator should consider whether a child abuse report should be completed in accordance with Insight School of KS (ISKS) and KS Virtual Academy’s policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX Coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX Coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX Coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation.
5. If after an investigation, the Title IX Coordinator or designee determines that there is reasonable cause to believe that sex discrimination or sexual harassment has occurred, the school shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX Coordinator or designee shall also provide and or arrange for confidential counseling or training where appropriate. In addition, the Title IX Coordinator or designee shall seek an informal agreement between the parties which is consistent with Insight School of KS and KS Virtual Academy’s Title IX principles and goals.
6. If no agreement satisfactory to the parties can be reached within twenty (20) working days from receipt of the complaint, the Title IX Coordinator or designee shall make a report to the Superintendent of the partner district within thirty (30) working days from receipt of the complaint.
7. The Superintendent shall review the case and make its recommendations to the Executive Director and Title IX Coordinator within fifteen (15) working days after receiving the grievance.
8. The Title IX Coordinator and/or Executive Director will relay the Superintendent’s recommendations and take action as needed.
9. The Title IX Coordinator shall make provisions to maintain all records of complaints and their disposition.

10. Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and Insight School of KS (ISKS) and KS Virtual Academy (KSVA) will take actions necessary to prevent such retaliation.

**DISSEMINATION OF INFORMATION**

Insight School of KS (ISKS) and KS Virtual Academy (KSVA) shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, and sources of referral of applicants for admission and employment, that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.



## ISKS/KSVA TITLE IX COMPLAINT FORM

**PURPOSE:** The purpose of this Title IX grievance form is to gather the essential basic facts of the alleged actions in order that, prompt and equitable resolutions of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX of the Education Amendments of 1972 ("Title IX") can be resolved as expediently and appropriately as possible.

This form **only applies** to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

**INSTRUCTIONS:** Individuals alleging Title IX discrimination and requesting review are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination:

**KSVA/Insight Title IX Coordinators (students and employees): Elicia Harrison, 913.592.4600, ext. 3022, eharrison@k12.com, 101 E South Street, Spring Hill KS 66083**

**1. Name of Complainant:** \_\_\_\_\_

**Contact information:** \_\_\_\_\_

\_\_\_\_\_  
Home Address City/State/Zip Home Phone

**Student Grade:** \_\_\_\_\_

**Employee School Office Location:** \_\_\_\_\_

**2. Nature of Grievance:** Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. When did the actions described above occur?**

\_\_\_\_\_  
\_\_\_\_\_

**4. Are there any witnesses to this matter? (Please circle) Yes No**

If yes, please identify the witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**5. Did you discuss this matter with any of the witnesses identified in Item 4?**

(Please circle) **Yes No**

**If yes, please identify: Person to whom you have spoken: \_\_\_\_\_ Date:**

**Method of communication:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Have you spoken to any administrator(s) or other District employee(s) about this matter? (Please circle) Yes No**

**If yes, please identify: Person to whom you have spoken: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Method of communication:**

\_\_\_\_\_  
\_\_\_\_\_

**7. Please describe the result of the discussion(s) identified in Item 6:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.**

*I certify that the foregoing information is true and correct.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

## McKinney Vento Dispute Form

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison, as an alternative to completing this form.

Date submitted:

Student(s):

Person completing form:

Relationship to student(s):

I may be contacted at (phone or email):

I wish to appeal the enrollment decision made by:

School:

Please note you should be provided with:

- A written explanation of the school's decision
- Contact information for the local homeless education liaison
- The enrollment dispute process for Kansas Public Schools

The school provided me with a copy of this form when submitted: \_\_\_\_\_ (initial here)

**Optional:** You may include a written explanation to support your appeal in this space or provide your explanation verbally:

Office Staff Contact List

**PHONE NUMBER FOR ALL SCHOOL STAFF: 913.592.4600**

**ATTENDANCE LINE NUMBER: 913.592.4600, ext. 2000**

*All Staff Extensions can be found here:*

<https://www.smores.com/1kj37>

**OFFICE FAX NUMBER: 913.592.4646 or [ksfax@insightks.org](mailto:ksfax@insightks.org)**