

The USD 508 eAcademy Handbook 2026-27

A Guide to Virtual Learning

Baxter Springs High School
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Phone: 620-856-3366

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*Guidance from KSDE, KASB, KDHE, USD 508 School board, or any other authorized organization will take precedence over the guidelines of the eAcademy handbook

What is the eAcademy?

The eAcademy is a program within USD 508 that provides a unique opportunity to earn school credit, through an online curriculum provider that meets or exceeds the Kansas standards. It is approved and accredited by the Kansas State Department of Education, and serves students in grades 6-12 and adults. All eAcademy students that meet the requirements for graduation will receive a Baxter Springs High School diploma. The eAcademy is located at 100 N. Military in Baxter Springs, on the hs/ms campus, behind the main building and directly south of the football field.

Virtual School Year

The USD 508 eAcademy will follow the USD 508 school calendar which can be accessed on the school website www.usd508.org. The brick and mortar school operates on 4 day week, however the virtual school attendance is required Monday-Friday, including inclement weather days.

Office Hours

The eAcademy staff is available for assistance when school is in session from 7:55-3:40, Monday-Friday. Mr. Roberts can be contacted by Edgenuity email or the Remind App until 10pm 7 days a week. School email is robera@usd508.org

Mission Statement

The mission of the 508 eAcademy is to prepare the students of today, to be the leaders of tomorrow through an alternative pathway to graduation.

Why consider Virtual learning

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

What Does a Successful Virtual Learner Look Like?

Virtual school is not for everyone, therefore, it is important to determine whether or not a student is well equipped to be a virtual learner. Parents and students should understand that the demands of virtual school meet or exceed those of traditional courses. Students should plan to spend 4-5 hours each day on virtual courses. Here are some characteristics of successful online learners.

- Excellent time management skills.
- Ability to maintain a schedule.
- Effective electronic communication skills.
- Strong independent study habits and note taking skills.
- Self motivation.

- Academic readiness.
- A desire to acquire knowledge to fulfill educational and career goals.
- Must be technologically prepared.

Making the Decision

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

PLEASE NOTE: Virtual students are allowed to participate in selected extra curricular activities provided they have turned in a signed drug policy form which allows for random drug tests, and remain in good standing with the eAcademy.

Best Practice & Advice for parents

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

General Information

The 508 eAcademy operates under USD 508, Baxter Springs Public School System. The policies and procedures in this handbook are subject to USD 508 Board of Education approval, and modifications may be made at any time.

Students are considered full time students, expected to spend a significant amount of time each week engaged in schoolwork. Enrollment in the virtual program is contingent upon approval from the Baxter Springs High School administration.

- Students must fulfill the count day requirement by completing , one 6.5 hour day on or before September 19th AND one 6.5 hour day on or after September 20th, but before October 4th.
- Virtual students are required to take all state assessments.
- All Juniors are required to take the Work Keys assessment offered at the high school (usually in the fall).
- All virtual students are required to complete an Individual Plan of Study (IPS).
- Students are required to take a reading/dyslexia screener 3 times per year.
- USD 508 will provide an ipad for all eAcademy high school students. The use of such devices will be subject to regular fees (\$25 for the year) and the appropriate use policy for technology. If the student is working from home, families are responsible to provide internet service

- There is an option to purchase an older iPad for \$50, if interested contact Mr. Roberts.
- Virtual students will return their rented iPad at the end of school in May for summer maintenance and updates.
- The 508 eAcademy is an extension of Baxter Springs High School and follows the Kansas health and immunization guideline requirements.
- Adequate student progress is expected and non-compliance can result in dismissal from the program and a return to in-person learning or truancy referral.
- The eAcademy uses a blended curriculum but is primarily powered by Imagine Edgenuity, which is completely online and is designed to meet or exceed Kansas Academic Standards.
- After acceptance into the virtual program the student must complete a full semester. Transitions between the virtual academy and the traditional school will only occur at semester break, with administrators approval. In order for a student to transition back to the regular high school he/she must be mathematically able to graduate on time with their cohort.
- The 508 eAcademy does not accept out of state students. Proof of Kansas residency documentation must be presented prior to enrollment.
- Virtual students must have permission to be on the high school campus.

Change of Information

Parents are responsible for notifying the 508 eAcademy staff of any changes to address, phone number or other information within 10 days.

Communication

Communication between the school, the family and the student is vital to success in the eAcademy. Students must initiate at least weekly contact with virtual school staff. Parents are encouraged to contact the school staff with questions and concerns. It is KSDE policy that a phone call, emails and texts are answered within 24 hours. Parents and guardians should also familiarize themselves with the Edgenuity family portal, where they can track progress and time on task. Two formal conferences and one orientation are conducted with the parents/guardians/students each year. The orientation will be done upon enrollment and acceptance to the program. The other conferences take place in October and March.

You must notify school staff in the event of extended sickness or absence.

In addition to phone calls, the eAcademy may facebook, email, the Remind App or similar media for information and reminders. Please check sites on a regular basis.

Counseling Services

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

Library Services

Virtual students will have access to books through various outlets. Visit with eAcademy staff for information on how to access the libraries.

Pacing & Flexibility

Imagine Edgenuity provides a pacing guide to help students complete classes on time. Virtual students must complete a minimum of 6 credits each academic school year. Consistent progress is expected and required. It is essential that parents & guardians understand that when they enroll a student in the program, they agree to participate in the program as designed.

Attendance Policy

Full time virtual students who are under the age of 19 and whose cohort has not graduated, are required to complete a minimum of 25 hours of course work AND 50 activities per week. Adequate progress is required.

The schedule for tutoring and exam monitoring is by appointment only. Cumulative exams for each course must be proctored by virtual school staff.

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

If a student goes one consecutive week without meeting the attendance requirements, the school administration will contact the family to discuss truancy concerns and implement a plan of improvement. If attendance and progress does not improve, student will be required to attend daily in-person sessions until student is caught up. If there is a continued lack of effort to improve attendance and progress, a letter will be mailed to parents/guardians and truancy papers will be filed with the county attorney, and change of placement from the virtual setting is imminent.

The truancy procedure will NOT be initiated when extreme instances or legitimate excuses have been communicated to the administration (i.e. extended illnesses, internet connection issues, bereavement, vacations etc.)

If a student is removed from the virtual or alternative program due to lack of progress or poor attendance they will attend their designated USD 508 school, or be enrolled in the alternative program.

Summer School

Students who are behind on credits will be assigned to summer school. Students are required to attend a minimum of 4 hours per day when summer school is in session.

Nutrition Services

Virtual students are not considered part of the national school lunch program. If they choose to eat breakfast or lunch, they will be charged full adult price.

Curriculum

The 508 eAcademy uses Edgenuity as its primary curriculum. The courses are completely computerized and each class consists of a series of quizzes, tests, exams, labs, assignments, journals and essays (one semester = ½ credit). Since the 508 eAcademy is an alternative setting, students are allowed to gain knowledge at their own pace. Upon completion of a class, the credits earned are posted to the student's transcript and new courses are assigned. To stay on pace, for timely graduation, students should complete at least 3 credits per semester. Students may request to discuss credits with the counselor or administrator at any time.

Grading System

Edgenuity uses an automated grading system with percentages based on a traditional scale. You must have 70% to pass Edgenuity quizzes, tests and exams and finish with an overall class grade of 60% to get credit for the class. You will have 5 chances to pass quizzes, tests & exams. If you do not get a score of 70% or better, you will advance to the next section and Edgenuity automatically records the highest score.

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

Graduation Requirements

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

- 4 units of English
- 3 units of social science
- 3 units of science
- 3 units of math
- 1 unit of speech & communication
- 1 unit of PE/Health
- 1 unit of computer technology
- 1 unit of fine arts
- .5 units of Personal Finance
- 6.5 units of electives (3.5 for adults)

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Special Education

If a special education student meets admission requirements for virtual school, the IEP team will develop a temporary plan for the student. The team will determine the needs of the student, and discuss what modifications and accommodations are possible through the virtual program. If the virtual program is the best placement for the student, services will be provided by USD 637 special education cooperative.

Medication

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

Telephone and Computer Use

When on campus, phone calls for students should be handled during breaks. If parents need to talk to you, the school phone number is 620-856-3366 (Art Roberts 417-439-5086). Students are not permitted to use cell phones or other personal devices during the school day. School issued devices are to be used for educational purposes only. Taking pictures or videos is prohibited in locations that include, but not limited to, classrooms, locker rooms, rest rooms, and other locations one can expect privacy.

Parking

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

Hands off Policy

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

Classroom Behavior

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

Dress Code

Appropriate personal grooming and hygiene is conducive to a desired learning environment. Any practice deemed distracting or disruptive will be dealt with on an individual basis. The final decision concerning questionable dress will be made by the

administration. Any student who is in violation of the dress code will be required to change clothes or return home until clothing is in compliance with school policy. The following are guidelines for the student to follow. A necessities closet is available to assist with clothing or hygiene needs.

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

- **Alcohol, Tobacco, Drug, Vape, Juul & Weapon Free School**

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

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

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

Cheating & Plagiarism

Students engaged in unethical academic practices (copying, cheating, turning in work that is not original etc.) will face disciplinary action. As the parent/guardian, you are considered a learning coach, and a partner in this process. Please assist the student in maintaining academic integrity. The student must do his or her own work.

Consequences will depend on the severity of the offense. At a minimum the student will lose credit for the assignment, and could potentially lose credit for the entire course.

Students will be instructed on the proper use of AI (artificial intelligence)