

Rocket Online Schools KS (ROCS)

Student Handbook

2023-2024

info@rocs.org
316-800-5995



in partnership with



Welcoming ALL Kansas Students!

Our Mission

Our mission is to provide a flexible and individualized education to a diverse range of students. Allowing students to work at their own pace to maximize the benefits of a world-class education.

Our Vision

By providing a flexible education with a highly valuable curriculum, our students will have the educational foundation necessary to pursue their dreams.

About Rocket Online Schools

ROCS is a fully accredited, free online public school offering students in grades K-12 the flexibility to learn from anywhere, at any time, with a curriculum exceeding state and national standards. Through a combination of licensed teachers, award-winning curriculum, distinctive electives, free technology tools and creative community experiences, ROCS offers an online solution for families seeking an individualized approach to their children's education.

This Handbook is provided to inform parents/guardians and students of general policies, procedures, and guidelines for **Rocket Online Schools (ROCS)**. If you have specific questions, please contact your advisor.



Rocket Online School KS (ROCS) at Jefferson West – USD 340



2023-2024 CALENDAR

1-4 Staff Development
 7-9 Staff Development
 10 1st Flexible Start Day
 14 2nd Flexible Start Day
 21 3rd Flexible Start Day
 28 4th Flexible Start Day

AUGUST 2023						
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		

FEBRUARY 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	

19 No School

4 No School
 5 Last Flexible Start Day

SEPTEMBER 2023						
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

MARCH 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						

11-15 No School
 29 No School

22-27 No School

OCTOBER 2023						
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				

APRIL 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				

1 No School

20 Last Day 1st Semester
 21-29 No School

NOVEMBER 2023						
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		

MAY 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	

15 Last Day for Students
 16-17 Staff Development

1-2 No School
 3 1st Day of 2nd Semester
 15 No School

DECEMBER 2023						
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						

JUNE 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						

18 - 20 Staff Development

JANUARY 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			

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			

First & Last Day for Students in Red Text

ROCS offers students a flexible start window!

Staff Development

Staff Work Day

School Closed

Flexible Start Option

Flexible Start

Students can choose to start their year on one of the following dates which will be your **first mandated 6 hour day in Acellus**:

- Thursday, August 10th
- Monday, August 14th
- Monday, August 21st
- Monday, August 28th
- Tuesday September 5th

ALL students' second mandated 6 hour day in Acellus is Thursday, September 21st.

You and your parents/guardians will attend one of the following virtual student orientations:

- **Wednesday, August 2nd, 2023**
 - 8:00 AM
 - 12:00 PM
 - 7:00 PM
- **Thursday, August 3rd, 2023**
 - 8:00 AM
 - 12:00 PM
 - 7:00 PM

Asynchronous Learning

Asynchronous classes run on a more relaxed schedule, with students accessing class materials during different hours and from different locations. Students have the flexibility to learn from anywhere at any time.

Download the ROCS app.



ROCS Parent/Guardian - Student - School Contract 2023 - 2024

Each student should be supported to reach their potential for intellectual, emotional, and physical growth. To achieve this, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.

This contract is an academic agreement between Rocket Online Schools (ROCS) ,

_____, and _____.
(parent/guardian(s)) (student)

WHAT IS EXPECTED FROM THE STUDENT:

Student Responsibility

- Work hard and accept responsibility for your own learning.
- Communicate with parents and advisors within 24 hours with any necessary information.
- Retain an accurate schedule of commitments (i.e. classes, work, study, meals, exercise, etc).
- Ask for help from instructors as needed.
- Maintain a good standing and continual progress in all classes. EFFORT = SUCCESS.
- Progressing through grade levels or earning a high school diploma.

School Requirements

- Be actively engaged in the state requirements for social emotional learning, individual plans of study, state assessments/state practice exams, and any other requirements as your advisor deems necessary.
- Communicate with your advisor at least once a week either by email, phone call, or live meeting as expected from your advisor (this is mandatory by the state of Kansas).
- Attend and complete all classes for their full duration.
- **The first day of school (your chosen flexible start date) and Wednesday, September 21st are the two days in which the student MUST log 6 or more hours of online time.**
- Attend State Assessments in the spring, if applicable to your grade level.

WHAT IS EXPECTED FROM THE PARENT(S):


- Meet the child’s need for “on site” support in supervision, basic content related questions, emotional support, and overall progress of content. For students in lower grades, the parent plays an active role to guide student learning. As students move into the upper and middle grades, ideally, they take on more responsibility for their own learning.
- Provide a place with accessible internet for your child.
- Create a quiet and productive work environment for student success.
- Help design a learning schedule and uphold academic expectations for the student.
- Contact your child’s advisor for an expected absence of 3 or more days. Students should, whenever possible, work ahead before a planned absence. With the flexibility of online learning, there are student absences that cannot be foreseen. Communicate with advisors in all circumstances in which students may have difficulty in making progress in their classes.
- Communicate with your child’s advisor or teachers via email, phone call, or text. Respond to teacher email or phone call within 24 hours.
- Arrange transportation to and from necessary state assessments.
- Actively monitor your child’s grades and progress using the parent portal in Acellus.

We have read and agree to the above statements.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Communication is KEY

- To stay current on ROCS information, bookmark our [rocs.org](https://www.rocs.org) website, utilize our  app, and connect with our social media pages:

<https://www.facebook.com/ROCS.org/>

<https://twitter.com/ROCSVirtual>

<https://www.instagram.com/rocketschools/>

- Download the Rocket Online School app.



Don't miss any updates from Rocket Online School!

1. Search '**Rocket Online School**' in your phone's app store and download the app
2. Select '**ALLOW**' when prompted on initial download to ensure you receive notifications
3. Open the app, and navigate to the bottom menu then tap '**SETTINGS**'
4. Ensure your settings are turned on and your organization is selected



- Parent Portal - each parent should be signed up for the Acellus Parent Portal to actively monitor their child's progress, performance, and effort. Please contact your child's advisor to confirm you are set up.

Attendance Requirements

- Mandatory 6 hour days....**

Each student is required to complete two 6 hour days of school work in Acellus. **Your first day of the school year and September 21st will be your two required days.** If you do not put in a 6 hour work day in Acellus, then a Parent/Guardian must electronically sign an Academic Activity Log to verify 6 hours of online (Acellus) and offline learning time. This must be done every day until you have a 6 hour day in Acellus. **Students/Parents must comply with this requirement to be eligible for educational services provided by ROCS.**

- Regular and consistent attendance is expected to promote individual student progression through courses.
- Contact your child's advisor for an expected absence of 3 or more days. Students should, whenever possible, work ahead before a planned absence. With the flexibility of online learning, there are student

absences that cannot be foreseen. Communicate with advisors in all circumstances in which students may have difficulty in making progress in their classes.

- Families will work weekly with their advisors to create and obtain their individualized academic goals.
- Parents/Guardians are responsible for monitoring and ensuring that progress is maintained.
- Advisors will communicate with the student and parent/guardian whenever there is an attendance concern. If attendance does not improve, a **Truancy Warning Letter** will be sent to the parents/guardians. If attendance still does not improve and a student's unexcused absences meet mandatory reporting requirements, **Truancy** will be filed with the county attorney (of the home county where the student resides) and parent/guardian notification will be mailed.
- An unexcused absence occurs when a student is not active and does not communicate the reason for the absence.
- **Excessive Absences** - In the case where a student has excessive absences, the executive director may require parents or guardians to submit a doctor's verification of student illness.

Report Cards and Progress Reports

Report cards will be available through PowerSchool and in Acellus. Advisors will communicate each week with students on their progress and also teach expected student responsibility of closely monitoring their own grades.

Change of Address or Phone Number

In order to handle emergencies, maintain communication, and keep our records current, please notify your advisor of address or telephone number changes, including emergency numbers, as soon as they occur.

Computer Usage

Students shall have no expectation of privacy when using a **ROCS** computer. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any email or computer application or information in **ROCS'** computer systems is subject to monitoring by the staff and/or administration. **Rocket Online School (ROCS)** retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other rules relating to computer use are subject to disciplinary action.

Discipline

Rocket Online Schools (ROCS) teachers handle most discipline. When it is necessary for the administration to become involved, consequences will be determined by the executive director.

At all levels, **ROCS'** staff will exercise the option to implement a behavioral contract or make a Student Intervention Team (SIT) referral.

Students of **Rocket Online School KS (ROCS)** will be expected to follow school rules, demonstrate respect and courtesy to others, and behave appropriately at all times.

Staff/administration of **Rocket Online School KS (ROCS)** will provide a positive learning environment that focuses on each individual student's unique strengths and areas of need. Appropriate consequences will be applied for misconduct.

Bullying

Bullying is prohibited in any form in a virtual environment or at a school-sponsored activity or event. Students, staff and/or parents who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students, staff and/or parents who violate the bullying prohibition shall be reported to local law enforcement. Students, staff or parents are to report any incident of bullying immediately to your advisor and the executive director.

Health Curriculum

The safety and health of our students is a top priority at **Rocket Online School KS (ROCS)**. During this school year, your child will be studying appropriate health and safety topics. All curriculum can be reviewed by visiting acellus.com. Parents should contact your advisor with additional questions regarding the health & safety curriculum.

Legal Restrictions

If a child has legal information pertaining to parental rights, a copy of the most recent court documents must be shared with the virtual school coordinator. Restrictions in the court documents will be followed accordingly.

Special Education Programs & Services

Rocket Online School KS (ROCS) is committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services.

Rocket Online School KS (ROCS) provides a comprehensive special education program, which adheres to the Federal Regulations, included within the Individuals with Disabilities Education Act (IDEA) and the Kansas requirements contained within Article 12 of the Kansas Administrative Regulations. The need for these services is determined with parents of **Rocket Online School KS (ROCS)** students, and the executive director or his/her designee who supervises those services. If you believe your child may be in need of special education services, you may initiate a referral by contacting the virtual school coordinator.

For further information about referrals for special education services, contact your advisor or the executive director. For a publication entitled "Parental Rights in Special Education," contact the executive director.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by **Rocket Online School KS (ROCS)**. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempt. Records will be available within 45 days of the day the school receives a request for access. Requests to inspect records are to be made at the school of attendance.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited expectations. Disclosure of information from your educational records to other persons will occur only if:

- a) the school has your prior written consent for disclosure;
- a) the information is considered “directory information” and you have not objected to the release of such information; or
- b) disclosure without your prior consent is permitted by law. Including:
 - i. The school may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 - ii. The school may disclose, without your consent, education records to officials of another district in which a student seeks to enroll or intends to enroll.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that **Rocket Online School KS (ROCS)** has failed to comply with FERPA’s requirements. The address of this office is 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
5. The right to obtain a copy of **Rocket Online School KS (ROCS)** policies for complying with FERPA. A copy may be obtained from the executive director.

Directory Information

For purposes of the Family Educational Rights and Privacy Act, USD 340 designates the following information contained in educational records as directory information, which may be disclosed for any purpose without your prior consent. This information would not generally be considered harmful or an invasion of privacy if disclosed.

The following information is considered directory information: name, address, telephone number, electronic mail address, photograph (including video and the internet), date and place of birth, major field of study, dates of attendance, grade level enrollment status (e.g. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and class designation. In addition, the district and/or any of its employees or agents may use the student’s likeness, or voice, or all to be recorded and exhibited as still photographs, transparencies, motion pictures, television, videotape recordings or other similar media, including internet applications.

The custodian of records shall make student recruiting information (name, address and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent.

You have a right to refuse to permit the designation of any or all of the above information as directory information, video and still photograph information, or student recruiting information. If you refuse, please notify your advisor in writing. If a written refusal is not received, **Rocket Online School KS (ROCS)** assumes you have no objection to the release of the directory information or recruiting information designated.

Civil Rights Notification for **Rocket Online School KS (ROCS)** does not discriminate on the basis of race, color, national origin, sex, age, religion or handicap/disability as to treatment of students in programs and as to employment. Persons having inquiries concerning the school’s compliance with Title VI, Title IX, Section 504, Americans with Disability Act, and the Age Discrimination Act may contact the school’s ADA and Section 504 coordinator, Executive Director, at info@rocs.org or (316) 800-5995. Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S.

Children's Internet Protection Act

ROCS.org plans to comply with the Children's Internet Protection Act (CIPA) is as follows: **Rocket Online School KS (ROCS)** shall obtain a commercially available Internet filtering program designed to block access to pornography and other obscene information on all district computers with access to the Internet. The school may monitor Internet use to determine compliance with this policy. All students and employees using any school computer shall comply with the school's Acceptable Use Policy for Internet and Computer Access. ROCS.org is providing access for students and staff to the world-wide-web. **Rocket Online School KS (ROCS)** is committed to providing student safety on the Internet, and will take all available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other inappropriate sites. On a global network, it is difficult to control all materials; therefore, **Rocket Online School KS (ROCS)** will not condone antisocial behavior at any time. All staff members are responsible to educate students about appropriate online behavior and safety, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior. Copies of this policy and acceptable use policy shall be available upon request. The executive director shall ensure compliance with CIPA and direct staff to monitor computer system use as needed.