



**Greenbush Virtual Partnership/USD 377  
Memorandum of Understanding  
2019-20 School Year**

**INTRODUCTION**

This document is a binding memorandum of understanding between Atchison County USD 377, hereafter USD and the Southeast Kansas Education Service Center (Greenbush). The intention of this memorandum is to develop the framework for establishing and maintaining a management structure and delivery model for providing a virtual education program for resident students of the USD.

**POINTS OF UNDERSTANDING**

1. *Greenbush will administer and be operationally responsible for providing a virtual program during the 2019-20 school year.*
  - 1.1. Individual high school, middle school and elementary courses will be provided by Greenbush to the USD students via on-line technology.
  - 1.2. Students will be officially enrolled in the individual USD courses as delineated in their individual graduation plan.
  - 1.3. Greenbush will enroll all participants and maintain student records as required by KSDE, and provide the records to USD on a regularly scheduled basis.
  - 1.4. Greenbush will bill the USD for each individual student enrolled, at the time of enrollment.
    - 1.4.1. Greenbush will collect a \$3,500 fee for each student, grades 6-12, enrolled in six or more virtual classes, regardless of enrollment date. Greenbush will charge \$275.00 per semester course for students enrolled in less than six courses during the school year.
    - 1.4.2 Greenbush will collect a \$3,500 fee for each student, grades K-5, enrolled in virtual classes, regardless of enrollment date.
    - 1.4.3. USD may substitute a newly enrolled student for a currently enrolled student as long as the currently enrolled student has not logged on to a virtual class.
  - 1.5. USD will retain all local, state and federal income generated by the student's enrollment in this program.
2. *Primary Greenbush Responsibilities*
  - 2.1. Greenbush will employ, assign, train and supervise appropriately licensed instructional staff as required by KSDE.
  - 2.2. Greenbush will make available a wide range of virtual coursework that is aligned with the Kansas College and Career Ready Standards and or other recognized standards.
  - 2.3. Greenbush will assure that all program staff meet each staff related requirement set forth in the KSDE Virtual Program Requirements.
  - 2.4. Greenbush will provide student attendance and grade reports to USD on a timely basis as required by USD.
  - 2.5. Greenbush will act as the primary contact with KSDE on matters related to the Greenbush Virtual Partnership.
    - 2.5.1. Greenbush will complete all reports for the annual virtual program progress monitoring process, as long as the USD can provide Greenbush with a signed virtual assurance form.
  - 2.6. Greenbush will supply each full time student with a laptop and will support all maintenance of each laptop.
3. *Primary USD Responsibilities*
  - 3.1. USD will assign a primary and backup administrative contact to work with the Greenbush Program Administrator of this program.
  - 3.2. USD will determine the eligibility requirements for this program and will screen and enroll resident students based on those requirements.
  - 3.3. USD will provide an individual Graduation Plan for each resident student enrolled in this program.
  - 3.4. USD will be responsible for the collection of all audit related documents for individual students and their parents/guardians.



3.5. USD will provide proctored state assessment and final assessment sites for each student enrolled in this program.

3.6. USD will award credit and update transcripts on a semester basis for each virtual course completed by each student as reported to the USD by Greenbush.

3.7. USD will provide counseling services and other support services including SPED, ESOL, Migrant, or homeless for qualifying students enrolled in this program.

3.8. USD will enter all Greenbush virtual instructors and administrators in their annual Licensed Personnel Report, and the Educator Data Collection System (EDCS) based on data provided by Greenbush.

3.9 USD will be responsible for the mapping of all virtual courses in the Kansas Course Code Management System (KCCMS) based on data provided by Greenbush.

3.10 USD will be responsible for submitting Student Course Records in the KIDS system for any adult credit completions as provided by Greenbush.

3.11. USD will address any student attendance/performance issues with individual USD students based on data provided by Greenbush.

4. *Joint Greenbush/USD Responsibilities*

4.1. USD Contact and Greenbush Virtual Administration will be jointly responsible for a student/parent orientation at the beginning of each school year.

4.2. Greenbush will support USD and provide marketing materials for USD to use to promote and support virtual enrollment/retention.

5. Greenbush, in conjunction with USD members will operate an Advisory Committee to guide the continued growth of the Greenbush Virtual Partnership.

The parties whose signatures appear below agree to this memorandum of understanding in principle. It is recognized by all parties that the terms of this agreement are binding, and may be reviewed annually at the time of budget approval.

\_\_\_\_\_  
Southeast Kansas Education  
Service Center-Greenbush

\_\_\_\_\_  
Date

\_\_\_\_\_  
Atchison County USD 377

\_\_\_\_\_  
Date