



# **VOLUNTEER STATE VIRTUAL ACADEMY**

POWERED BY K12



VOLUNTEER STATE VIRTUAL ACADEMY-LEWIS COUNTY SCHOOLS

Contents

WELCOME & INTRODUCTION ..... 5

VOLUNTEER STATE VIRTUAL ACADEMY ADMINISTRATION ..... 5

CHANGES TO THIS NOTICE ..... 7

INSTRUCTIONAL MODEL..... 7

NEW STUDENT ORIENTATION AND REQUIREMENTS FOR FULL ENROLLMENT..... 7

VSVA COURSEWORK AND CURRICULUM ..... 7

LEARNING COACH ROLE ..... 8

ATTENDANCE POLICY ..... 8

HOLIDAYS..... 9

ABSENCES & MISSED TIME ..... 9

    Excused Absences ..... 9

    Unexcused Absences ..... 10

TRUANCY ..... 10

NON-COMPLIANCE: ATTENDANCE, PROGRESS, AND CONFERENCE EXPECTATIONS .. 11

ELIGIBILITY AND PARTICIPATION REQUIREMENTS ..... 11

STUDENT WORK SAMPLES/SEMESTER TESTS ..... 11

RESPONSE TO INTERVENTION AND INSTRUCTION (RTI<sup>2</sup>) ..... 11

SPECIAL EDUCATION SERVICES ..... 12

504 SERVICES ..... 13

FOSTER CARE SERVICES..... 13

MIGRANT SERVICES ..... 15

CLASS CONNECT SESSIONS ..... 17

GRADING ..... 18

    Kindergarten-2..... 18

    3-5..... 18

    6-8..... 18

GRADING SCALE ..... 19

PROMOTION AND RETENTION K-8 ..... 19

    PROMOTION AND RETENTION OF THIRD-GRADE STUDENTS ..... 19

GRADE REPORT PERIODS/FREQUENCY ..... 20

HONOR ROLL ..... 20

GRADUATING WITH HONORS ..... 20

GRADUATING WITH STATE DISTINCTION ..... 21

TENNESSEE TRI-STAR SCHOLARS ..... 21

COMMUNITY SERVICE HOURS..... 21

GRADUATION ACTIVITIES..... 21

IN-PERSON TESTING.....	21
STATE TESTING.....	22
VSVA DIAGNOSTIC TESTING.....	22
ACADEMIC INTEGRITY.....	22
PLAGIARISM.....	23
CONSEQUENCES OF PLAGIARISM.....	23
STUDENT ENROLLMENT.....	23
ENROLLMENT NOTES.....	24
OUT OF DISTRICT STUDENTS.....	25
TN IMMUNIZATION REQUIREMENTS.....	25
CHILDREN WITH MEDICAL OR RELIGIOUS EXEMPTION TO REQUIREMENTS.....	26
DUAL ENROLLMENT.....	26
MCKINNEY VENTO HOMELESS EDUCATION ACT & Volunteer State Virtual Academy HOMELESS STUDENT SERVICES.....	26
COMPUTER & INTERNET REQUIREMENTS.....	27
VSVA PROVIDED COMPUTERS & INTERNET SERVICE PROVIDED (ISP) REIMBURSEMENT.....	27
COMPUTER USE POLICY.....	27
WEBCAM & MICROPHONE USAGE.....	28
STUDENT INFORMATION CHANGES.....	28
CYBERBULLYING/BULLYING POLICY.....	28
CONFIDENTIALITY & DATA PRIVACY.....	29
PHOTOGRAPHY, TESTIMONIAL, AND INTERVIEW RELEASE.....	30
CONSTITUTIONALLY PROTECTED PRAYER.....	30
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	30
IMMUNIZATIONS.....	32
HEALTH SCREENING.....	32
OBJECTIONAL MATERIALS POLICY.....	32
PARENT/STUDENT/TEACHER COMMUNICATION.....	32
STUDENT DISCIPLINE.....	33
PARENT/TEACHER CONFERENCES.....	33
PARENT INVOLVEMENT.....	33
TRANSLATED MATERIALS.....	33
PROBLEM RESOLUTION.....	34
TITLE IX CONTACT & PROCESS.....	34
TITLE 1.....	35
REPORT CARDS.....	35

SCHOOL PROPERTY .....	35
MISSING MATERIALS.....	35
LOST OR DAMAGED MATERIALS .....	35
CONSUMABLE MATERIALS VS. RETURNABLE MATERIALS .....	35
INTER-AGENCY COOPERATION & COMMUNITY INVOLVEMENT .....	36
STUDENT RECORDS .....	36
CHILD FIND.....	36
CHILD WELFARE AND ATTENDANCE SUPERVISOR/FAMILIES IN NEED OF SERVICES ..	36
STUDENT EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES.....	37
STUDENT EXTRACURRICULAR AND CO-CURRICULAR DISCIPLINE POLICY .....	37
OUTINGS .....	37
HEALTH & SAFETY.....	38
ACCESS TO MEDICATIONS FOR ONSITE EVENTS .....	38
RESTRAINT AND SECLUSION.....	39
STUDENT RIGHTS AND RESPONSIBILITIES.....	39
CODE OF CONDUCT.....	40
DRIVER'S LICENSE REVOCATION.....	40
PROHIBITED CONDUCT .....	40
DRESS CODE .....	40
INAPPROPRIATE PHYSICAL CONTACT .....	41
DRUG AND/OR ALCOHOL USE .....	41
TOBACCO/SMOKING POLICY .....	41
DEFINITIONS .....	42
ENFORCEMENT FOR STUDENTS.....	42
ENFORCEMENT FOR STAFF AND VISITORS.....	42
OPPORTUNITIES FOR CESSATION.....	42
PREVENTION EDUCATION.....	43
PROCEDURES FOR IMPLEMENTATION.....	43
FIREARMS AND WEAPONS.....	43
OTHER WEAPONS VIOLATIONS .....	44
PROHIBITING THE AIDING AND ABETTING OF SEXUAL ABUSE.....	44
PURPOSE.....	44
POLICY STATEMENT.....	44
SCHOOL MASTER PLAN FOR DISCIPLINE.....	45
POSITIVE BEHAVIOR SUPPORT .....	45
VSVA STUDENT DISCIPLINE/EXPULSION POLICY & PROCEDURES .....	45

SPECIAL EDUCATION DISCIPLINE PROCEDURES .....	45
SPECIAL EDUCATION STUDENT SERVICES .....	46
CHANGE IN PLACEMENT BECAUSE OF DISCIPLINARY REMOVALS.....	47
SAFE SCHOOL PLANNING .....	47
WITHDRAWAL/REMOVAL FROM VSVA .....	47
INTELLECTUALLY GIFTED .....	48
INTELLECTUALLY GIFTED GOAL .....	48
GIFTED AND TALENTED MISSION STATEMENT .....	48
DEFINITIONS.....	48
IDENTIFICATION PROCESS.....	48
PROGRESS MONITORING .....	49
ADVANCED LEARNER OPTIONS.....	49
SERVICES FOR INTELLECTUALLY GIFTED STUDENTS K-12 .....	49
APPENDIX A – VSVA ACKNOWLEDGEMENT OF EXPECTATIONS AND SCHOOL POLICIES .....	50
APPENDIX B – NEWROW .....	54
APPENDIX C – POINT OF CONTACT LIST .....	55

## **WELCOME & INTRODUCTION**

Welcome to Volunteer State Virtual Academy (VSVA). VSVA is a public school in the Lewis County School District. It is available to Tennessee students in grades K-12. Volunteer State Virtual Academy blends innovative instructional technology with a traditional curriculum for students across Tennessee. Our unique learning model has many benefits including a rigorous and comprehensive research-based curriculum, instruction by Tennessee-certified teachers, and a program that prepares students to meet their educational, college, and career goals. This challenging and engaging curriculum was developed by renowned learning experts, teachers, and instructional designers. VSVA encourages the extraordinary in our students and prepares them to contribute significantly, responsibly, and respectfully in a global society.

We welcome highly motivated students with diverse interests and talents. Here you will find learning delivered by nurturing teachers and marked by joy, energy, curiosity, and enthusiasm. VSVA offers opportunities that are virtually limitless, and I hope you will join us on our journey toward excellence.

The Parent-Student Handbook is a comprehensive guide to VSVA policies and procedures. Please read it carefully. You can refer to it throughout the school year as needed. Our dedicated staff looks forward to working with your family during the upcoming school year. Please contact the VSVA office at any time if you have any questions or concerns.

Sincerely,

Stacy Smith  
Executive Director, VSVA

## **VOLUNTEER STATE VIRTUAL ACADEMY ADMINISTRATION**

Stacy Smith, Executive Director  
ssmith9@k12.com

Stephanie Jeffrey, K-8 Academic Administrator  
sjeffrey@k12.com

Heather Cordle, 9-12 Academic Administrator  
stnelson@k12.com

Amanda Winn, Special Program Academic Administrator

awinn@k12.com

Heidi Sullivan, Operations Manager  
hsullivan@k12.com

Anne Antuna, Assistant Operations Manger  
aallen@k12.com

VSVA Administrative Office

1924 Dutch Valley Dr.

Suite 1

Knoxville, TN 37918

P: (931) 342-1112 F: (865) 992-1211

Lewis County Public Schools:

206 S Court St

Hohenwald, TN 38462

(931) 796-3264

## CHANGES TO THIS NOTICE

This Student Handbook is intended to inform students and parents of VSVA policies pertaining directly to students. This is not an inclusive list of all policies. The current Lewis County Board of Education Policies, in their entirety, are posted on the system's website. We reserve the right to revise this document and the policies herein.

## INSTRUCTIONAL MODEL

Volunteer State Virtual Academy's instructional model will rely on:

- Rigorous Tennessee academic standards and expectations
- Highly qualified educators providing synchronous and asynchronous instructional support
- Student-to-student and student-to-teacher interaction using a variety of learning technologies
- K-12 traditional grading scale and grade reporting
- Opportunities for student leadership and participating in school-sponsored activities, both virtually and face-to-face

In this educational model, teaching and learning include the accessibility of teachers during regular school hours, 7:30 am-4:00 pm CST. In addition, teachers may be contacted via email, telephone, texting, and Class Connect sessions. Students participate in school from 8:00-3:00 CST. Students will be assessed frequently to determine academic progress and achievement. Satisfactory performance is based on student participation in live classes, online discussions, submitted writings, projects, portfolios, quizzes, unit tests, semester exams, final exams, and mandatory state assessments. Students and parents must frequently view grades and attendance in Skyward.

## NEW STUDENT ORIENTATION AND REQUIREMENTS FOR FULL ENROLLMENT

After a student has been approved for enrollment with VSVA, a recorded new parent & student orientation session will be emailed to the LC (Learning Coach) to complete with their student. The student must also complete the Introduction to Online Learning course located in the student's online school account. The course is designed to familiarize students and Learning Coaches with the Online School platform and other tools required to succeed in our school.

Students and Learning Coaches must attend their live class sessions on their first two days to be fully enrolled at VSVA. Failure to meet the live class attendance requirements will result in the student's withdrawal from VSVA. If a student is withdrawn for non-compliance with the class attendance requirements, they will have to contact the enrollment department to re-enroll.

## VSVA COURSEWORK AND CURRICULUM

Grade level curriculum is determined based on the TN State Standards. Each teacher will pace the curriculum appropriately, and live Class Connect sessions, and the online school will support the curriculum. **Attendance to live Class Connect sessions is a requirement of schooling with Volunteer State Virtual Academy.**

Students will be required to attend multiple live Class Connect sessions daily. The number of



Class Connect sessions a student must attend will vary. Special Education/ELL/RTI students will have additional required sessions to remediate skills and/or support-related service sessions.

Your student's weekly plan will be available via their online platform (OLS/D2L). Students in grades K-5 will access a weekly checklist that will provide academic expectations for said week. Students are required to follow the plan outlined by teachers.

## LEARNING COACH ROLE

The Learning Coach is responsible for being actively involved in all schoolwork-related activities. They will monitor, assist, and motivate the student daily to ensure academic progress and adherence to school policies. **All students must have a present learning coach.**

The expectations of a Learning Coach also include ensuring that students log into the online school, adhere to school attendance hours, attend required live Class Connect sessions, attend required live therapies as dictated by the student's individualized learning plan, regular monitoring of the grade book, communicate regularly with the teachers, and assuring assignment completion for students in 6<sup>th</sup>-12<sup>th</sup> grade. In addition, the learning coach must notify the homeroom teacher if contact information changes during the school year. **Learning coaches must be 18 years or older.**

Refer to the *Acknowledgement of Expectations and School Policies* document completed during enrollment for more details about the requirements and responsibilities of the learning coach. **(See Appendix A: VSVA Acknowledgement of Expectations and School Policies)**

## ATTENDANCE POLICY

The faculty and staff of VSVA passionately believe that good attendance is essential to academic and workplace success. The correlation between attendance and grades is so strong that every effort must be made to maintain good attendance. State attendance requirements also affect grade-level promotion opportunities, and failure to comply with attendance policy will be subject to Tennessee truancy attendance laws. Students are expected to abide by the VSVA attendance policy beginning with their first day of enrollment. Attendance and progress are prorated for students enrolling with VSVA after the official first day of school.

The Tennessee Department of Education requires all public schools to record a minimum of 180 days of attendance with an average of 6.5 hours of instruction each day per TN code 49-6-3004. In addition, students are required by the state of Tennessee to attend a minimum of 32.5 hours of school per week. VSVA has a responsibility to enforce Tennessee's compulsory education laws.

Attendance applies to VSVA students through regular logging in and participation in the educational activities of VSVA's Online School (OLS) and Online Middle School and High School (D2L). Educational activities are live, synchronous (Class Connect sessions), and asynchronous (subject lessons, discussion boards, and other educational platforms). VSVA is required to keep an accurate record of daily attendance. This attendance is reported regularly to the state department. However, the ultimate responsibility for compliance with this law belongs to the learning coach or parents, ensuring your student attends class and turns in all asynchronous work.

Teachers will record attendance on PowerSchool no more than 24 hours after the previous day. Attendance for each class will be a combination of live connect sessions and asynchronous work assigned and monitored by the teacher. To count as attended in a live Class Connect session, students are expected to be in class until the teacher dismisses them. The burden of proof will be derived from attendance reports from live sessions and reports from K12 showing time spent on courses. Although makeup work will be counted for credit toward the grade, this will not count for making up absences. All absences will be reported per state guidelines and recorded in PowerSchool per LCPS policy.

Students will be counted absent if they are logged in under an account other than their student account. It is the responsibility of the student and the learning coach to ensure that students are logging in under the correct account to be counted present for classes.

***Attendance to Class Connect sessions and asynchronous work are the only two areas VSVA will check for attendance.***

A student can view the recording for missed classes until midnight of the day of the missed course. **Recordings are not meant to replace regular attendance at live sessions; this privilege may be revoked if an Academic Administrator deems it appropriate.** If special arrangements need to be made, requests should be made as far in advance as possible but no later than seven business days before the student's absence. At any time, VSVA may request pertinent documentation that supports the student's need to miss daily class time.

## **HOLIDAYS**

VSVA follows the Lewis County Public Schools calendar. Therefore, holidays requested for religious observation will be the only exception to this rule. Prior approval from your Academic Administrator is required.

## **ABSENCES & MISSED TIME**

Attending live Class Connect sessions is a crucial piece to student success. Students will accumulate an unexcused absence when not in attendance for a required Class Connect session for the class duration. The teacher of record may assign asynchronous lessons in place of a live Class Connect session. Learning Coaches must communicate directly with teachers concerning missed Class Connect sessions.

### **Excused Absences**

Learning Coaches or Legal Guardians must inform their student's subject area or homeroom teacher if an absence needs to be excused and submit doctors' excuses or parent letters to the proper [VSVA Excused Absence Form](#). Attendance personnel will review submitted excused absences and update Skyward accordingly. *Teachers do not have the authority to remove or excuse absences.*

***Failure to follow this step will result in the student receiving an unexcused absence and possibly result in the student being found truant.***

Absences will only be excused if:

- A doctor's note **for the student** is submitted.
- A parent note is used.

- Only two parent notes are allowed per quarter of enrollment.
- Death in the immediate family
  - Three days unless otherwise approved by the Academic Administrator
- Religious observance with prior approval from the Academic Administrator
- The circumstance creates an emergency over which the student has no control and is approved by the Academic Administrator
- Technology issues
  - **The parent must provide a K12 tech ticket number.**

To avoid potential truancy, if your child has any chronic illness or situations that will require extended absences, please communicate with your child's teachers and administration to prevent misinterpretation of truancy.

### **Unexcused Absences**

Family vacations taken during the school year or any days missed for reasons other than the above mentioned circumstances are unexcused absences.

### **TRUANCY**

Tennessee state law requires that students meet the equivalent of 180 days of instruction and 6.5 hours per day per academic year. VSVA is committed to complying with all state attendance laws. Additionally, if a student is found to be truant, VSVA is required to report this truancy to the juvenile court through the school district in which the student resides. This process may include a juvenile petition depending on your county of residence.

Responsibility for compliance with the Tennessee Department of Education attendance statutes and regulations requires VSVA to keep an accurate record of daily attendance. To be considered in good standing regarding attendance, a student must show appropriate attendance per the VSVA attendance guidelines. In addition, you must strictly adhere to the VSVA attendance policy outlined above.

The responsibility of attendance compliance belongs to the parents. Students are in violation of the attendance policies, as stated above when there are more than three days of unexcused absences and will be treated as truant. An unexcused absence is given when a student does not attend a required live Class Connect session and/or does not complete the asynchronous work assigned by the teacher of record for that subject. A note to excuse an absence must be submitted to the [VSVA Excused Absence Form](#) within one week of the student's absence. If this is not completed within one week and after three days of unexcused absences, a VSVA Truancy Officer will send you a letter explaining that your student's attendance reflects missing days and Progressive Truancy Intervention Plan (PTIP) has been initiated.

If a student has an Individualized Education Plan (IEP) and becomes truant, a manifestation hearing notice will be delivered, and a meeting scheduled in Zoom or a Class Connect session will be held.

If attendance is not improved and your student accumulates five days of unexcused absences, a PTIP Tier Two assessment meeting will be held. If your student continues to accrue unexcused absences, then a meeting with an LEA representative and the Truancy Officer will be held.

Ultimately, VSVA's goal is to provide all the necessary tools and guidance for families to be successful.

## **NON-COMPLIANCE: ATTENDANCE, PROGRESS, AND CONFERENCE**

### **EXPECTATIONS**

It is the expectation that parents and students will:

- Respond to teacher/administrator phone calls and/or email.
- Participate in a scheduled parent, student, and teacher conference.
- Attend Class Connect sessions as scheduled by teachers.
- Be on camera during Class Connect sessions with teachers.
- Participate in state-mandated assessments.
- Attend required virtual or in-person related service therapies as dictated by the student's individualized learning plan.
- Maintain integrity in attendance documentation for excused absences
- Parents will ensure that their Learning Coach account passwords are not shared with students.

If a student/parent continues to be non-compliant with attendance, progression, or conference expectations, an exit/withdrawal meeting will be held with the Executive Director and/or Academic Administrator to begin withdrawal procedures. A formal IEP or 504 meeting can also be called at any time to discuss non-compliance. **In addition, any staff, teacher, or administrator may call for a home visit at any time. If there is any concern for educational neglect, VSVA must do a DCS referral per TCA § 37-1-402.**

### **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

- Attendance
- Grades/Credits, and
- Technology survey

### **STUDENT WORK SAMPLES/SEMESTER TESTS**

VSVA teachers will require different forms of work samples that help create a complete picture of the students' academics. Requirements for work samples will differ in grade bands and content subjects. **Students and Learning Coaches are instructed to read all email communication from the homeroom and content teachers to secure specific information concerning expectations.** In addition, teachers may require hard copies of writing samples, handwritten semester tests, or portfolio submissions.

### **RESPONSE TO INTERVENTION AND INSTRUCTION (RTI<sup>2</sup>)**

RTI<sup>2</sup> (Response to Intervention) at VSVA is a state-mandated program designed to improve student growth in reading and math by providing students with a multi-tiered approach to learning outside the regular classroom setting. The goal of this program across our state is to emphasize intervening with students at the first sign of struggle to avoid continual academic

difficulties.

There are three tiers of instruction involved in the RTI model (see figure below from the Tennessee Department of Education RTI<sup>2</sup> handbook). Tier 1 is the foundation. Strong core instruction in Tier 1 takes place in the general education classroom. ALL students are in Tier 1. Teachers provide high-quality, standards-based instruction in a whole group setting and additional small group instruction to students.

Tier 2 of RTI is provided for some students to offer extra help. These students are identified as being "at-risk" by a Universal Screener given to all students and by data collected in the classroom. In grades K-12, data is reviewed, and students in Tier 2 are invited to support class sessions up to five times a week per content area for 30 minutes to focus on skills that students may be missing or deficient in. **These sessions are mandatory, just like regular Class Connect sessions, as this is a state mandate.** The sessions are comprised of small groups of students held by general education teachers. The RTI program is tailored to the individual needs of students, and the growth of students is continually monitored to ensure that the students' needs are being met.

If a student does not show expected growth after Tier 1 and Tier 2 interventions, Tier 3 becomes an option. Tier 3 is an even more intensive time of instruction to offer specific interventions aimed at helping students grow. Tier 3 students receive intervention up to five times a week per content area for 40 minutes to an hour in the form of a small group, push-in instruction, and time in a research-based program. **These interventions are mandatory as this is a state mandate and are implemented by VSVA/Interventionists.**

Tier 2 and 3 interventions are determined based on the results of the Universal Screening assessment (AIMS or I Ready) for grades K-12 and other forms of data and observation from the general education and RTI teachers.

## **SPECIAL EDUCATION SERVICES**

VSVA is responsible for identifying children who have special needs. In addition, VSVA teachers are responsible for reaching out to special education staff if they suspect a student may have special learning needs.

In addition to information gathered through Rtl<sup>2</sup> (academic intervention), other forms of evaluation may be needed to determine if a student is eligible for special education services. If any VSVA staff member or parent feels a student might benefit from or be eligible for an individualized education plan (IEP), those referrals are made through the Student Support Team (S-Team) process. Further, a conference can be held with special education staff, the general education staff, the general education teacher, the school psychologist, and/or parent/guardian to determine if an evaluation is needed to address educational impact. A parent may refuse an evaluation or special education services at any time. A parent must submit their refusal of an evaluation of services in writing. Also, parent consent is required for an evaluation and a vision/hearing screening to be completed on any student.

VSVA is also responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). VSVA is committed to providing an appropriate education for all students, regardless of ability. VSVA's Academic Administrator of Special Program will ensure compliance with all state and federal guidelines.

## 504 SERVICES

Section 504 is a federal civil rights law that protects a qualified student with a disability regardless of whether the student needs special education. The determination of 504 eligibility rests with the 504 team to discuss if significant life activities, such as (but not limited to): performing manual tasks, hearing, seeing, speaking, sleeping, concentrating, thinking, communicating, etc., are affected. Students are referred when a suspected disability appears, major health problems arise, a disability is determined ineligible under IDEA but challenges impact learning, or other difficulties cannot be explained. If any VSVA staff member or parent feels a student might benefit from or be eligible for a 504, those referrals are made through the Student Support Team (S-Team) process.

## FOSTER CARE SERVICES

### Foster Care Identification Operational Guidelines and Procedures

*VSVA Foster POC: Amanda Winn, Academic Administrator for Special Programs, [awinn@k12.com](mailto:awinn@k12.com)*

#### Foster Policy Guidelines

VSVA will identify, support, and accurately report all students who are students supported in Tennessee Foster Care. The goal of identifying students in Foster Care is to ensure educational stability and appropriate support. Program guidance ensures that students in Foster Care receive support in remaining at their school of origin, as appropriate, are provided with immediate enrollment and timely records transfer, as well as support for any required transportation needs.

#### Example Procedures

##### Identification

TNVA administration and teachers intentionally seek out students who may be a child or youth in Foster Care by regularly monitoring the identifiers and data sources outlined in the table below. Students in Foster Care qualify for immediate enrollment. Enrollment processes mirror McKinney Vento provisions for qualifying individuals.

Identification		Monitoring and Tracking	
Identifier	Data source	Frequency	Job Role
<b>Marked Status</b>	Omnibus Report, Child Find Report, TV Action	Daily during enrollment Weekly during school year	Registrar, Special Programs Leader/Foster Care POC
<b>Enrollment Questions</b>	Child Find Report	Weekly	Registrar, Foster Care POC
<b>Received CUM Files</b>	Documents from previous schools	Individually, as received	Registrar

<b>Enrollment Team Notice</b>	Email escalation	Daily	Operations Manager, Foster Care POC
<b>Teacher referral</b>	On-boarding information Daily interactions Teacher email	As received	Special Programs Leader/ Foster Care POC
<b>Family/Student Onboarding Survey</b>	Survey or Form	Daily during enrollment Weekly during school year	Operations Manager, Foster Care POC
<b>Parent Referral</b>	Email	Individually, as received	Referral Recipient, Foster Care POC

Students and records found in this way are escalated to the TNVA Foster Care Point of Contact. Escalations should occur within 24 hours under any one of the following circumstances:

<b>Foster Care</b>		
<b>Identifier</b>	<b>Escalate if:</b>	<b>Where to look:</b>
<b>Marked Status</b>	Foster Care status is marked in Total View	Omnibus Report, Child Find Report, TV Action
<b>Enrollment Questions</b>	Answer 'yes' for 'Is your student in Foster Care'	Child Find Report
<b>Received CUM Files</b>	CUM file contains documentation of previous Foster Care program identification	New student CUM file
<b>Family/Student Onboarding Survey</b>	Family notifies of Foster Care status.	Onboarding survey results
<b>Parent Referral</b>	Escalate to the Special Programs Leader or Foster Care POC	Email or notes
<b>Teacher Referral</b>	Escalate to the Special Programs Leader or Foster Care POC	Email or notes

### **Communication and Tracking**

*(Use this section to list operational tasks pertaining to notification and communication of supports to teachers and instructional staff. If school is a district program, outline procedures for obtaining access to Foster Care files and systems in cases where those files are maintained by the district.)*

1. Registrar escalates any situations listed above to the Foster Care POC within 24 hours of receiving notice.
2. Foster Care POC contacts the family to determine Foster Care status.

3. In the case that a student qualifies:
  - a. Foster Care status is marked in Total View on the Special Programs tab.
  - b. Contact is made with Local Child Welfare Agency to ensure collaborative support.
  - c. Foster Care POC ensures appropriate supports and resources are provided to the student and family
  - d. Student may be designated as Free Lunch eligible and marked “Income Not Required” for their annual Family Income Form (FIF)
4. In the case that a student does NOT qualify or information is incorrect:
  - a. The investigation and outcome are documented in the student file in the form of a TotalView note and/or other internal investigation tracker.
  - b. School may use “Cleared Child Find” phrase in TV Special Programs tab notes area to acknowledge the investigation is complete.
5. Foster Care POC continues to support and monitor students as required by state and federal law. When a student is no longer served in Foster Care:
  - a. Foster Care status is removed in Total View on the Special Programs tab.
  - b. Any relevant paperwork history is filed in the student CUM file.

## **MIGRANT SERVICES**

# **Migrant Education Program (MEP) Identification Operational Guidelines and Procedures**

*VSVA Migrant POC: Amanda Winn, Academic Administrator for Special Programs, [awinn@k12.com](mailto:awinn@k12.com)*

### **Migrant Policy Guidelines**

VSVA will identify, support, and accurately report all students who qualify for the Tennessee Migrant Education Program. The goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate. Program guidance ensures that migratory children who move among the districts/states are not penalized in any manner by disparities among states in curriculum, graduation requirements, or state academic content and student academic achievement standards. One critical component to ensuring educational continuity is the timely records exchange.

### **Example Procedures**

#### **Identification**

VSVA administration and teachers intentionally seek out students who may qualify for Migrant Education Program services by regularly monitoring the identifiers and data sources outlined in the table below. Migrant students may qualify for immediate enrollment under McKinney Vento policies if they are experiencing homelessness. Enrollment processes include McKinney Vento provisions for qualifying individuals.



Identification		Monitoring and Tracking	
Identifier	Data source	Frequency	Job Role
Marked Status	Omnibus Report, Child Find Report, TV Action	Daily during enrollment Weekly during school year	Registrar, Migrant POC
Enrollment Questions	Child Find Report	Weekly	Registrar, Migrant POC
Received CUM Files	Documents from previous schools	Individually, as received	Registrar
Enrollment Team Notice	Email escalation	Daily	Operations Manager, Migrant POC
Teacher referral	On-boarding information Daily interactions Teacher email	As received	Migrant POC
Family/Student Onboarding Survey	Google Form/Survey	Daily during enrollment Weekly during school year	Operations Manager, Migrant POC
Parent Referral	Email	Individually, as received	Referral Recipient, Migrant POC

Students and records found in this way are escalated to the VSVA Migrant Education Point of Contact. Escalations should occur within 24 hours under any one of the following circumstances:

Migrant Education Program		
Identifier	Escalate if:	Where to look:
Marked Status	Migrant status is marked in Total View	Omnibus Report, Child Find Report, TV Action
Enrollment Questions	Answer 'yes' for 'If you have moved within three (3) years, was the move made for the purpose of seeking or obtaining agricultural, poultry, or fishing related employment?' or other Migrant identifiers	Child Find Report, Migrant Work Survey TVE
Received CUM Files	CUM file contains documentation of previous MEP program identification	New student CUM file
State or National Records Exchange Information System	Student has history of being reported as MEP.	State MEP System or MSIX (electronic exchange amongst states)
Family/Student Onboarding Survey	Family notifies of qualifying move or occupational history that may qualify for MEP.	Onboarding survey results, TVE

<b>Parent Referral</b>	Escalate to the Operations Manager or Migrant POC	Email or notes
<b>Teacher Referral</b>	Escalate to the Operations Manager or Migrant POC	Email or notes

**Communication and Tracking**

*(Use this section to list operational tasks pertaining to notification and communication of supports to teachers and instructional staff. If school is a district program, outline procedures for obtaining access to MEP files and systems in cases where those files are maintained by the district.)*

1. Registrar escalates any situations listed above to the Migrant POC within 24 hours of receiving notice.
2. Migrant POC contacts the family to determine state-eligibility for MEP.
3. In the case that a student qualifies:
  - a. Migrant status is marked in Total View on the Special Programs tab, along with any other relevant Special Programs, such as McKinney Vento.
  - b. Migrant status is reported to relevant agencies and systems (MSIX) for accurate reporting
  - c. Migrant POC ensures appropriate supports and resources are provided to the student and family
  - d. Student may be designated as Free Lunch eligible and marked “Income Not Required” for their annual Family Income Form (FIF)
4. In the case that a student does NOT qualify:
  - a. The investigation and outcome are documented in the student file in the form of a TotalView note and/or other internal investigation tracker.
  - b. School may use “Cleared Child Find” phrase in TV Special Programs tab notes area to acknowledge the investigation is complete.
5. Migrant POC continues to support and monitor students as required by state and federal law.
 

When a student no longer qualifies for MEP:

  - a. Migrant status is removed in Total View on the Special Programs tab.
  - b. Migrant status is reported to relevant agencies and systems (MSIX) for accurate reporting
  - c. Any paperwork history is filed in the student CUM file.

**CLASS CONNECT SESSIONS**

Class Connect sessions are daily, live, required meetings where students will attend classes with their content area teachers throughout the school year. Information covered in Class Connect sessions is critical to the overall education of VSVA students. Due to the importance of

the information covered and teacher support provided, attendance at these sessions is mandatory. During Class Connect sessions; students are expected to be on camera with a working microphone. Class Connect participation counts towards each student's daily attendance, and absences for live sessions will negatively impact a student's daily attendance, which is tracked in PowerSchool. Attendance to Class Connect sessions will be closely monitored by the student's teacher of record and reviewed by the office staff through OLS reports generated by the learning management system. Students must be logged in on a computer. Smartphones and tablets will work in a situation if students are having issues with their computers but will not support VSVA platforms long-term.

For tips & more information on Newrow, the system in which Class Connect sessions are held, please see **APPENDIX B – NEWROW**.

## **GRADING**

### **Kindergarten-2**

Kindergarten students will receive a standards-based student detailed report every nine weeks communicating student progress on grade level standards.

### **3-5**

VSVA teachers use PowerSchool to record all items that make up a student's final grade. Teachers will enter and update grades into PowerSchool in a timely manner. Components of students' final grades include but are not limited to, assessments, classwork, and online school lesson completion. All make-up and late work must be submitted no later than seven days after the due date to receive a grade. PowerSchool is the official grade book for grades 3-5. If a parent wishes to have a printed version of academic and attendance information, printable report cards are issued via PowerSchool four times during the school year after the end of each grading quarter. In addition, progress reports are sent mid-way through the quarter, and mandatory parent/teacher conferences are arranged if academic struggles are observed. Elementary school parents and students will have access to a grade book in the online school; however, this grade book may not accurately reflect the student's grades.

### **6-8**

VSVA teachers use PowerSchool to record all items that make up a student's final grade. PowerSchool is the platform that will be used to record all progress reports, report cards, and attendance. However, the most up-to-date grades will be available in the online learning system, D2L. Teachers will transfer grades into PowerSchool weekly. Components of students' final grades will reflect all assignments in the D2L learning management system and TCAP percentage scores. If a parent wishes to have a printed version of academic and attendance information, printable report cards are issued via PowerSchool four times during the school year after the end of each grading quarter. These can be found in the student portfolio.

### **9-12**

VSVA teachers use PowerSchool to record all items that make up a student's final grade. PowerSchool is the platform that will be used to record all progress reports, report cards, and attendance. However, the most up-to-date grades will be available in the online learning system, D2L. Teachers will transfer grades into PowerSchool weekly. Components of students' final grades will reflect all assignments in the D2L learning management system and EOC (End of Course) percentage scores. If a parent wishes to have a printed version of academic and attendance information, printable report cards are issued via PowerSchool four times during the

school year after the end of each grading quarter. These can be found in the student portfolio. Credit will be awarded on student transcripts at the end of each semester.

## **GRADING SCALE**

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

## **PROMOTION AND RETENTION K-8**

If a student's best interest is retention, then the process below will be followed.

Per the Tennessee State Board of Education policy, retention shall be considered only when it is in the student's best interest.

An email will be sent out during the 2<sup>nd</sup> semester to families as a reminder of what will be considered as teachers and administrators discuss possible retentions:

- Light's Retention Scale
- Attendance
- Report Card Grades
- Assessments: i Ready Scores/EWS (Math and ELA (English Language Arts) Proficiency) and State Assessment History

If a student is considered for retention, your homeroom teacher will reach out to you in March to discuss this possibility and create a plan to increase the likelihood of promotion. A final retention and/or promotion decision will be made before your End of Year conference in May. PARENT GUIDE TO RETENTION

## **PROMOTION AND RETENTION OF THIRD-GRADE STUDENTS**

Beginning with the 2022-2023 school year, a student in the third grade shall not be promoted to the next grade level unless the student is determined to be proficient in English language arts (ELA) based on the student's achieving a performance level rating of "on track" or "mastered" on the ELA portion of the student's most recent Tennessee comprehensive assessment program (TCAP) test.

Students who do not achieve a performance level rating of "on track" or "mastered" on the ELA portion of the TCAP have several options to be promoted to the next grade level. The Pathways to 4<sup>th</sup> Grade image below outlines the options that students and families may take.

# PATHWAYS TO 4TH GRADE

The following students are exempt from 3rd grade retention:



English learners with <2 years ELA instruction



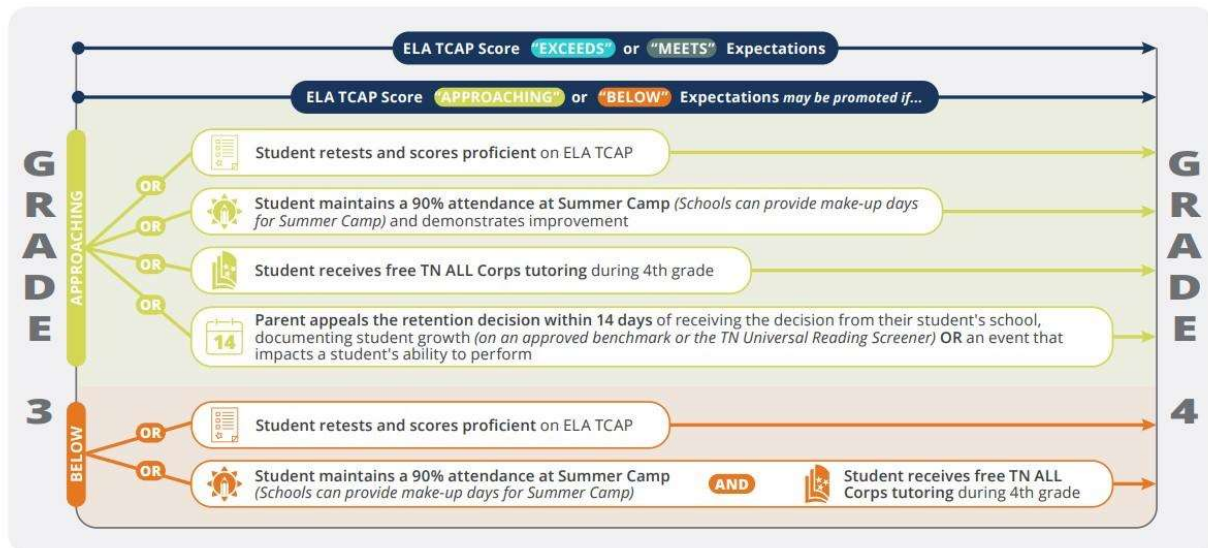
Previously retained in grades K-3



Disability that impacts reading



Suspected disability that impacts reading



Students and families can visit [this page](#) for more information on Tenn. Code § 49-6-3115 and the retention law.

## GRADE REPORT PERIODS/FREQUENCY

Progress reports and report cards are issued through PowerSchool. In addition, the Academic Calendar contains the dates progress reports and report cards are issued.

Progress Reports will be issued to students at the midway point of each 9-week quarter.

Report Cards will be issued at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters.

## HONOR ROLL

Students maintaining a B or higher in all courses are eligible for Honor Roll each quarter. Honor Roll students will be recognized in the monthly school-wide awards and will receive a digital honor roll certificate.

## GRADUATING WITH HONORS

As outlined by the Tennessee State Board of Education High School Transition Policy Rule 2.103, students who score at or above all of the subject area readiness benchmarks on the ACT (or equivalent score on the SAT) will graduate with honors.

## GRADUATING WITH STATE DISTINCTION

Students will be recognized as graduating with State Distinction by attaining a B average and completing at least one of the following:

1. Earn a nationally recognized industry certification
2. Participate in a Tennessee Governor's School
3. Participate in a Tennessee All State musical organization
4. Be selected as a National Merit Finalist or Semi-finalist
5. Attain a score of 31 or higher composite score on the ACT
6. Attain a score of 3 or higher on at least two advanced placement exams
7. Earn 12 or more semester hours of transcribed post-secondary credit

## TENNESSEE TRI-STAR SCHOLARS

To qualify as a Tri-Star Scholar, the student must earn a composite score of 19 or higher on the ACT, or an equivalent score on the SAT, and earn a capstone industry certification. Students who achieve this accomplishment will be recognized during their graduation ceremony.

## COMMUNITY SERVICE HOURS

Students who voluntarily complete at least ten (10) hours of community service each semester and attend a public high school shall be recognized at their graduation ceremony. Students will be responsible for scheduling and logging their community service hours and will submit this log to their counselor for verification in the spring of their senior year.

## GRADUATION ACTIVITIES

VSVA will host in-person commencement exercises for graduating seniors. Graduation apparel shall be determined by the administration of the Volunteer State Virtual Academy. Graduation activities are a privilege, not a requirement. Ceremony participation will be based on student behavior, attendance, and satisfactory completion of graduation requirements.

## IN-PERSON TESTING

Even though daily instruction is completed from home, there will be multiple times during the school year that students will be required to report in person for testing. All testing sessions are **mandatory**. If a student fails to report for in-person diagnostic or state testing with a documentable, medically approved excuse, they will be violating the VSVA attendance policy and the out of district eligibility policy. VSVA follows state recommendations and is held to state expectations as a Tennessee public school.

VSVA always attempts to find test sites within 90 miles of each student's home address. However, families may have to travel considerably more depending on where they live. Factors such as grade levels being tested, the total number of VSVA students enrolled for that current school year, and the overall location of all VSVA students can alter how many testing venues are offered and where these venues are located. Therefore, test sites offered from year-to-year, or even test to test may vary. **It is the family's responsibility to provide transportation to each assigned testing event.** The number of consecutive days that a student will need to report for testing varies depending on the type of testing being administered. During some state

testing sessions, students may be required to report for five or more consecutive days.

## STATE TESTING

Tennessee's Department of Education requires VSVA students to participate in state-mandated academic assessments. These testing assessments will occur at locations across the state, as established by VSVA. Families will be assigned to the testing facility closest to their physical address. **Parents are responsible for transportation and any other costs associated with travel for state testing events.**

Failure to participate in these assessments can result in your child being considered non-compliant with VSVA's attendance policy, out of district eligibility policy, could impact final grades in tested subjects, and **will impact future enrollment.**

It is required that students participate in the following in-person tests (specific testing dates TBD):

- TCAP Assessment: ELA, Math, Social Studies, & Science
- TCAP Alt and ACCESS for ELL: Only select students will be tested
- TCAP EOC – English I & II, Algebra I, Geometry, Algebra II, Biology, US History
- ACT – Spring of 11<sup>th</sup> grade and fall of 12<sup>th</sup> grade

*Please note that additional assessments may be required in ANY grade level as determined by the Tennessee Department of Education. If there are any additions or updates to the testing schedule, parents will be notified as soon as possible by school email.*

## VSVA DIAGNOSTIC TESTING

In addition to reporting for in-person state testing, VSVA will administer diagnostic testing three times during the school year. Newly enrolled students will also be required to attend diagnostic testing. This is subject to change based on state law and Lewis County school board requirements. All testing dates, times, and locations will be provided in advance.

Due to the nature of the virtual education setting and the security surrounding the testing process, absences will be critically examined during this testing period. Excused absences will be determined by the grade level Academic Administrator based on appropriate and adequate documentation, as outlined in VSVA's attendance policy. Students who do not participate in the required state testing will be counted absent. Missing all or part of state testing will result in a student being truant and ineligible for re-enrollment; thus, the state-required truancy laws will have to be followed.

## ACADEMIC INTEGRITY

Assessments such as quizzes and tests are a critical part of any academic program. Although they offer essential information about a student's progress toward mastery, this information is helpful only when accurate. Moreover, it can be accurate only if the assessment represents the work of the student **alone**.

Unless otherwise instructed by the teacher or by a specific assessment, students are expected to honor the following principles while taking assessments:

- The student will take assessments independently
- Students are required to have a working microphone and a webcam and will use them

- during all assessments
- Students/LCs will not copy or redistribute any part of an assessment in any way – electronically, verbally, or on paper
  - Students will treat the assessment as a single-browser – meaning that during the assessment, you may not log in a second time to your course, open another tab, or view any course or related materials on another browser or another computer
  - Answers will represent only the student's work, free of outside assistance. The student will not plagiarize in any way
  - Students will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment

Unless the teacher gives instructions to the contrary, students are expected to follow these principles while taking assessments and completing all assignments. Only by honoring these principles can both academic and personal integrity be assured.

## **PLAGIARISM**

All student work should be completely free of plagiarism. The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your original work. Plagiarism is copying another person's work without providing a direct reference to the author, original print material, or website. Put simply, always give credit where credit is due. Be sure to ask your teacher if you have questions regarding citing sources. Web tools that check for student plagiarism are used regularly.

Specific examples of plagiarism that will not be tolerated are:

- Copying, paraphrasing, or summarizing another person's work without citing that source
- Using material, including photographs, from the internet or any source and representing as your own, even if you have changed some of the words
- Having someone else write the assignment or rephrase any portion of that assignment
- Directly copying or rephrasing student aids (ex. Cliff Notes), critical sources, or reference materials in part or whole without acknowledging those sources
- Use of AI (Artificial Intelligence) or similar programs to complete assignments or produce work

## **CONSEQUENCES OF PLAGIARISM**

First offense – The student and parent will attend a conference with the teacher. The student will not receive credit for the plagiarized assignment. However, the student will be allowed to complete the assignment for a possible 50% of the original points.

Second offense – The student and parent will attend a conference with the school administration. In addition, the student will not receive credit for the plagiarized assignment and will not be allowed to rewrite the assignment.

Third offense – Expulsion

## **STUDENT ENROLLMENT**

As a state of Tennessee public school, all public-school eligible students (regardless of sex, race, color, national origin, or disability) grades K-12 are eligible for enrollment in VSVA.



Student enrollment is completed through the K12 enrollment portal, and families are guided through the enrollment process by the K12 enrollment department. Questions on a student's enrollment status should be directed to the enrollment department at 1-855-629-4773.

Students wishing to enroll with VSVA must complete a questionnaire that provides the school with valuable information about the student. The information is gathered per Lewis County School District requirements.

In addition, the family must submit specific documentation for the student to enroll with VSVA. Required enrollment documents are as follows:

- Proof of age – Birth Certificate; a religious, hospital, or physician's certificate showing date of birth; an entry in a family bible; an adoption record; an affidavit from a parent; or previously verified school records
- Guardianship documentation – If guardians are not listed on the birth certification, legal documentation evidencing guardianship is required
- Proof of residency – Students must be residents of TN and provide proof of residence.
- Attendance records – Transcripts, report cards, progress reports, and attendance records are acceptable if they show both excused and unexcused absences
- Current immunization record – A properly executed TN State Immunization Exception form can fulfill this requirement as well
- Occupational Survey Form
- Military Survey Form
- Enrollment Verification Form
- Health Screening Opt-in/out Form

If applicable, the following documents may be requested:

- IEP Documents
- 504 Plan
- Gifted & Talented Eligibility Documentation
- Psychology Evaluation
- Previous year's state testing scores
- Proof of Internet
- Expulsion/Disciplinary Documentation
  - o If a student has been expelled from their previous school or is currently serving an out-of-school suspension

## **ENROLLMENT NOTES**

- VSVA requests that a student's social security number be provided before enrolling so that the student can easily be tracked in the state's student enrollment system (EIS (Education Information System)). However, submitting a social security card or number is not required for enrollment into the Volunteer State Virtual Academy. VSVA will not deny a student if they (or their parent or guardian) choose not to provide a social security number. Disclosure of a social security number is voluntary.
- Students enrolling in kindergarten must be five (5) years old on or by August 15<sup>th</sup>, 2023
- Kindergarten is a requirement
- Students are required to submit their most current report card and attendance record from their previous school, and it must be up to date
- Federal immigration documents or documentation identifying citizenship are not required to enroll with Volunteer State Virtual Academy

## OUT OF DISTRICT STUDENTS

Students residing outside of the boundaries of Lewis County school district may attend VSVA after obtaining the approval of the Executive Director and going through the application process.

This requires submitting the following documents for approval:

- Student's most recent report card/progress report
- Attendance record
- Discipline record
- Documentation from current school administration stating student is currently in good standing

Documentation, including all listed above should be submitted for annual review to approve/deny for each new school year. **Yearly renewal of enrollment may be rejected if the student has shown to be non-compliant with attendance, state testing, and/or fails to show academic progress in this environment.**

## High School Enrollment Information

- To be enrolled as a freshman, a student must have successfully completed 8<sup>th</sup> grade.
- To be enrolled as a sophomore, a student must have earned 5 credits.
- To be enrolled as a junior, a student must have earned 10 credits.
- To be enrolled as a senior, a student must have earned 16 credits.
- To graduate from high school, a student must have earned at least 22 credits and fulfilled the following graduation requirements:
- **Math:** 4 credits, including Algebra I, II, Geometry and a fourth higher level math course (Students must be enrolled in a mathematics course each school year.)
- **English:** 4 credits
- **Science:** 3 credits, including Biology, Chemistry or Physics, and a third lab course
- **Social Studies:** 3 credits, including U.S. History and Geography, World History and Geography, U.S. Government and Civics, and Economics
- **Physical Education and Wellness:** 1.5 credits
- **Personal Finance:** 0.5 credits (Three years of JROTC may be substituted for one-half unit of Personal Finance if the JROTC instructor attends the Personal Finance training.)
- **Foreign Language:** 2 credits (May be waived by the local school district for students, under certain circumstances, to expand and enhance the elective focus)
- **Fine Arts:** 1 credit (may be waived by the local school district for students, under certain circumstances, to expand and enhance the elective focus)
- **Elective Focus:** 3 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP), or International Baccalaureate (IB)

## TN IMMUNIZATION REQUIREMENTS

Children enrolling in kindergarten:

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTap, or D.T. if appropriate)
- Poliomyelitis (IPV or OPV) – final dose on or after the 4<sup>th</sup> birthday
- Measles, Mumps, Rubella – 2 doses of each, usually given together as MMR
- Varicella – 2 doses or a credible history of the disease
- Hepatitis A – a total of 2 doses, spaced at least 6-18 months apart
- All children entering 7<sup>th</sup> grade (including currently enrolled students)
- Tetanus-diphtheria-pertussis booster (Tdap) - evidence of one Tdap dose given any time

- before 7th-grade entry is required regardless of Td history
- Varicella – 2 doses or a credible history of the disease
- Update to 7th-grade chickenpox (Varicella Immunization Requirements)

### **CHILDREN WITH MEDICAL OR RELIGIOUS EXEMPTION TO REQUIREMENTS**

Medical Exemptions: Physicians (MD or D.O.) or Public Health Nurses are authorized to indicate specific vaccines medically exempted (because of risk of harm) on the certificate. Other vaccines remain required. The medical reason for exemption does not need to be provided.

Religious Exemption: This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, it must be noted by the healthcare provider on the immunization certificate. In that case, the provider should check the box in section 1a. that the parent has sought a religious exemption to explain why immunization information is absent or incomplete.

### **DUAL ENROLLMENT**

VSVA is a full-time, public-school program, and upon acceptance, students may not be enrolled in any other full- or part-time public school and/or home school program.

### **MCKINNEY VENTO HOMELESS EDUCATION ACT & Volunteer State Virtual**

#### **Academy HOMELESS STUDENT SERVICES**

The McKinney-Vento Education for Homeless Children and Youth program is designed to address the problems that homeless children and youth face in enrolling, attending, and succeeding in school. Under this program, state educational agencies must ensure that each homeless child and youth has access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the education and other services they need to meet the same challenging state student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts must review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - o Sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)
  - o Living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate alternative accommodations
  - o Abandoned in hospitals
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodating for human beings;
- Children or youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children and youth who qualify as homeless because they are living in the circumstances described above

During the enrollment process, families are asked a series of questions to help determine if a potential student may qualify as homeless. Qualifying students will be asked to complete the McKinney-Vento Eligibility Questionnaire. This information will be forwarded to the Student Resource Coordinator, who will submit the information to the Union County Homeless Liaison for approval. Once a student is determined to be eligible under the McKinney-Vento Act, the Volunteer State Virtual Academy SRC (Student Resource Coordinator) will work with the family to ensure that McKinney-Vento eligible students receive needed tools, equipment, and support.

Any family in a homeless situation is also encouraged to communicate with their homeroom teacher or administrator to discuss available support options.

## **COMPUTER & INTERNET REQUIREMENTS**

Each family must have a computer system that meets the minimum specifications necessary to access the K<sup>12</sup> Online School (OLS) and K12 Online Middle School. **Students must have a working microphone and webcam to participate in Class Connect sessions.** Families must also have internet access to enroll in the school. The responsible adult who is designated Learning Coach should have at least basic computer skills. The use of the computer is an essential part of the program, but in the early grades, it is primarily the Learning Coach who interacts with the computer. While the Online School (OLS) learning platforms are user-friendly, basic computer skills are needed.

The technical specifications required can be found [here](#).

## **VSVA PROVIDED COMPUTERS & INTERNET SERVICE PROVIDED (ISP)**

### **REIMBURSEMENT**

Based first on financial need and then on request, VSVA will send family loaner computers. Based on financial need, a family may be eligible for reimbursement for a portion of Internet Service Provider (ISP) fees. All requests for loaned computers or ISP reimbursement can be made with your homeroom teacher.

**Please Note:** Sign-ups for ISP reimbursement for the fall semester must be requested by December 1<sup>st</sup>. and sign-ups for ISP reimbursement for the spring semester of school must be requested by May 1<sup>st</sup>. Checks will be mailed to families by the end of the following respective months. VSVA will reimburse \$9.95 per full month of enrollment for a family.

If either of the services mentioned above are not requested, they will not be provided.

### **COMPUTER USE POLICY**

Access to the internet via computer equipment and resource networks provided to qualifying students due to enrolment in VSVA is intended to serve and pursue educational goals and purposes. Therefore, communications and internet access should be conducted responsibly and professionally, reflecting the school's commitment to honest, ethical, and non-discriminatory practice.

The following is prohibited:

- Any computer use that violates federal, state, or local law or regulation

- Knowingly or recklessly interfering with the standard operating of computers, peripherals, or networks
- The use of VSVA internet-related systems to access, transmit, store, display, or request inappropriate materials
- Any use that is deemed to adversely affect VSVA or its students
- If a student or family abuses or destroys any part of the computer or peripherals, they may be held responsible for payment to fix or replace the unit

VSVA will provide 1 replacement laptop per school year due to damages. After a family reaches the maximum 2 devices per school year, VSVA will not provide any additional devices, and the family is responsible for providing a device that meets the school's technical requirements.

## **WEBCAM & MICROPHONE USAGE**

Due to the nature of our school, our students and teachers utilize webcams and microphones as educational tools. So that we can maintain an environment that is conducive to learning, please help to ensure that anything within your student's workspace is appropriate for this educational environment. Please ensure that your student, your student's webcam, and your student's background are appropriate and school ready. All communication between learning coaches and teachers should take place outside of structured class time.

## **STUDENT INFORMATION CHANGES**

**Parents must notify their teacher immediately of any change in pertinent information** (ex., name, phone number, Learning Coach email address, mailing/physical/shipping address, emergency contact, court order designating a change in guardianships, etc.) This information is part of your child's educational record and must be kept current. The legal guardian must keep their phone number up to date in the Online School (OLS).

***Please Note: To be eligible for enrollment with VSVA, students must reside within the state of TN; therefore, proof of residency is required for changes in student address.***

VSVA can request updated proof of residency at any time during enrollment.

## **CYBERBULLYING/BULLYING POLICY**

Every VSVA student has the right to an educational environment free from intimidation, harassment, harm, or threat by another student.

Bullying and/or cyberbullying is prohibited during school, via school equipment, at school-sponsored events, or by any electronic act that disrupts the orderly operation of the school or educational environment, whether the electronic act originated on school property or with school equipment.

"Bullying" is the intentional and repetitive harassment, intimidation, humiliation, ridicule, defamation, threat, or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a school employee or student or damage to the school employee's or student's property
- Substantial interference with a student's education or with a school employee's role in

education

- A hostile education environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act
- Substantial disruption of the orderly operation of the school or education environment

"Electronic act" means, without limitation, a communication or image transmitted through an electronic device, including without limitation, a telephone, wireless phone, or other wireless communication devices, computer, or pager.

"Harassment" means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily substantial interference with the other's performance in the school environment.

"Substantial Disruption" means, without limitations, that any one or more of the following occurs because of bullying:

- Necessary cessation of instruction or educational activities
- The inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment
- Severe or repetitive disciplinary measures are needed in the classroom during educational activities
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment

School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy, shall report the incident to any member of the VSVA Administration immediately. In addition, students who engage in bullying during school, on school property, during and/or while in route to or from any school function in connection to or with any school-sponsored activity or event, or by any electronic act that results in the disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion.

The person or persons who file a complaint will not be subject to any retaliation or reprisal in any form.

## **CONFIDENTIALITY & DATA PRIVACY**

Every effort is used to maintain the confidentiality of students attending the VSVA and in accordance with the Lewis County Board of Education Use of Student Records policy found [here](#). Parents must give permission and/or opt out before a student's name or image can be displayed in a public manner. Before confidential student information is transferred over the internet, it is password protected or encrypted and can only be decrypted by another party employed or assigned by VSVA. The Volunteer State Virtual Academy is committed to safeguarding the confidentiality of personally identifiable data regarding students with disabilities. Student files are accessible only to school officials. Parents and students should be careful not to share their K<sup>12</sup> Online School (OLS) username and password with unauthorized individuals. In any case, where a parent or teacher believes the security of the OLS has been compromised, the parent should use the tools provided in the OLS to change their username and password.

## **PHOTOGRAPHY, TESTIMONIAL, AND INTERVIEW RELEASE**

VSVA highlights information about our school by posting student and learning coach pictures, audio/video recordings, testimonials, and interviews on the website and social media platforms. We do not identify a student by listing their full name in these postings unless given consent by the legal guardian.

In addition, VSVA may provide material to news media outlets about our school. Any access to students for this purpose will be monitored by VSVA staff.

If you **DO NOT** wish to have your student's photo, audio/video recordings, testimony, or interview released for VSVA use, please email [vsvaadmin@volunteerstateva.org](mailto:vsvaadmin@volunteerstateva.org) with a statement.

## **CONSTITUTIONALLY PROTECTED PRAYER**

The VSVA administration is committed to ensuring that no policies are in place which prevents or otherwise denies participation in constitutionally protected prayer in public school as outlined in the guidance for Section 9524 of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind (NCLB).

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) grants parents and students over 18 years of age ("eligible students") certain rights regarding the student's education records. These rights are:

1. The right to inspect and review the student's educational record within 45 days of the day the school receives a request for access. To request an inspection and review, parents or eligible students should submit a written request to the VSVA administrative office that identifies the record(s) they wish to inspect.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask VSVA to amend a record they believe is inaccurate. They should write VSVA administration, clearly identify the part of the record they want to be changed and specify why it is inaccurate. If VSVA decides not to amend the record as requested by the parent or eligible student, then VSVA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA allows disclosure without consent.

One exception, which permits VSVA to disclose information without consent, is when VSVA discloses information to school officials with legitimate educational interests. A school official is a person employed or contracted to provide services to or designated by the contractor to provide services to VSVA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Lewis County Schools; a person or company with whom VSVA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance

committee, or assassinating another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibility.

Upon request, the school discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.

3. The right to file a complaint with the US Department of Education concerning alleged failures by VSVA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave., S.W.  
Washington D.C. 20202-4605
4. FERPA requires that VSVA, with certain exceptions, obtain a parent's or eligible student's written consent before the disclose of personally identifiable information from a child's educational records. However, VSVA may disclose "directory information" without written consent unless you, the parent or eligible student, have advised VSVA in writing that you do not want all or part of the directory information disclosed. The method for objecting to the disclosure of directory information is specified below. The primary purpose of directory information is to allow VSVA to include the following information from education records in certain school publications or disclose it to certain parties. Examples can include:
  - a. Shipment of school materials to and from a student's home
  - b. Entry of student enrollment information into a computer database for use by school officials
  - c. Honor roll or other recognition lists
  - d. School yearbook

Directory information, which is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations

without a parent's prior written consent. In addition, federal laws require the school to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents or eligible students have advised the school in writing that they do not want their student's information disclosed without prior written consent.

The school has designated that information self-reported to the K12 online directory may be provided without prior written consent. Changes to the K12 online directory can be updated regularly.

VSVA has designated the following information as directory information:

- Name
- Address
- Telephone Number
- Email Address
- Photo
- Honor Roll Status
- Grade Level Activities and Clubs
- Enrollment Status/Dates of Attendance
- Awards



If there are certain items the school has chosen to designate as directory information that you do not want to be disclosed from your child's education records without your prior written consent, please send a School Email identifying the information you do not wish to be disclosed, your student's name, and any edits to the VSVA office within the first ten days of enrollment.

## **IMMUNIZATIONS**

Parents must submit copies of the child's immunization records before being admitted to VSVA. Records will be reviewed upon submission. Parents will be notified of the required immunizations missing or omitted. Parents wishing to receive an exemption from the state immunization requirements due to religious beliefs must submit a waiver request.

## **HEALTH SCREENING**

Tennessee state law requires all students in grades K, 2, 4, 6, and 8 receive vision and hearing screenings.

Every student in the previously mentioned grades will be screened unless parents/guardians refuse by signing and returning a form that will be sent out before screening. The parent must sign the form electronically to decline permission to screen.

VSVA will hold health screenings at designated sites in the spring of each school year. Dates and locations will be communicated to families in advance. The screenings will be scheduled, and students will be served in order of arrival.

## **OBJECTIONAL MATERIALS POLICY**

If a parent finds certain lessons, books, or materials to be objectionable, they should contact their VSVA teacher and utilize the feedback option in the OLS. The teacher will work with the parent to find alternative lessons to meet the lesson objectives. The assessment for the lesson in the Online School (OLS) must be completed to show that the objectives have been met.

## **PARENT/STUDENT/TEACHER COMMUNICATION**

VSVA teachers are responsible for monitoring and validating student attendance, curricular progress, and educational growth. School staff may speak with students without parental permission. **The teacher is the first point of contact for all issues regarding the school.** Learning Coaches may also contact the VSVA administrative office at any time to be directed to the appropriate person.

Email and telephone are the primary sources of contact between the VSVA teacher and the parents; therefore, parents must check their email and voicemail daily and keep phone and email address records current. Communication is vital to the success of all students with VSVA. Learning Coaches should promptly reply to school emails or voicemails received from VSVA or K<sup>12</sup>. All incoming calls for VSVA teachers will go to voicemail during class times. Please allow up to 24 hours for your student's teacher to return your voicemail or email.

All communication between VSVA administration, VSVA teachers, the parents/instructional coach, students, and other parties related to VSVA must be conducted with appropriate professionalism. Demeaning or profane language and derogatory remarks/innuendos are not acceptable. This includes communications during conferences, communication in an email, and

communication posted to any school-community board. **Learning Coach privileges will be revoked if this code of conduct is violated.**

As all VSVA phone numbers, Class Connect links, email, and email addresses are registered with the school offices in compliance with state regulations concerning the communication of official school business, these and ONLY these contacts are permitted for communication between VSVA staff and parents and students of VSVA.

## **STUDENT DISCIPLINE**

VSVA follows the Lewis County Board of Education's policies and procedures, which can be found [here](#).

## **PARENT/TEACHER CONFERENCES**

Parents are required to participate in scheduled conferences. These conferences will address student progress, attendance, and teacher/parent concerns. The date and time of the conference will be arranged during school hours. VSVA teachers will conference with both parents and students. Conferences will be scheduled as a Class Connect session. Teachers, parents, and students are expected to be on camera during conferences.

If a face-to-face conference is deemed appropriate, the teacher will meet with the parent and student at a public place such as a public library or a local community center. Parents must keep all scheduled conferences or provide a 24-hour cancellation notice. If a parent cancels a conference, the conference will be rescheduled. Academic Administrators will be notified if a conference is missed without a cancellation notice, and a note will be added to the student's file. Failure to participate in the conference may result in the implementation of the non-compliance procedure.

## **PARENT INVOLVEMENT**

VSVA encourages all parents to become involved in school activities sponsored in their geographical area to help develop a stronger school community. Many opportunities for involvement are provided through VSVA-sponsored events such as parent training, student outings, and meet and greet sessions.

## **TRANSLATED MATERIALS**

As part of VSVA's aim to provide a quality education to all Tennessee public school students and to meet the obligations under the Title VI of the Civil Rights Act of 1964 (Title IV), we strive to provide documents and communication in a manner that parents can understand whenever possible. Parents can request essential documents and/or parent/teacher communication be in a parent's native language when accessible. Parent/Teacher conferences and essential documents are available for translation when requested.

Essential documents include the student handbook, class schedules, registration forms, discipline notices, and school event information. VSVA will work with a contracted translator to provide translations upon request. The Academic Administrator for Special Programs, Amanda Winn, can be directly contacted with any questions ([awinn@k12.com](mailto:awinn@k12.com)). Parents can also use <http://translate.google.com/> for daily emails or instructions from teachers. Family members may be used as translators for parent/teacher conferences and communications as a last resort

apart from Individual Education Plan meetings.

## **PROBLEM RESOLUTION**

VSVA is committed to achieving student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people promptly.

Follow these procedures for general information or for assistance in resolving a problem:

- Step 1: All concerns and issues should first be directed to the point of contact (POC) per the POC contact list found in **APPENDIX C – POINT OF CONTACT LIST**
- Step 2: If the concern is not resolved at this level, please contact your child's homeroom teacher
- Step 3: If you still have questions or concerns, please email your child's Academic Administrator

## **TITLE IX CONTACT & PROCESS**

VSVA is 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 IX and ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. VSVA reserves the authority to address sex discrimination and sexual harassment. VSVA reserves the authority to address sex discrimination and sexual harassment whenever becoming aware of their potential existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below. VSVA reserves the authority to address sex discrimination and sexual harassment even if the same, similar, or related circumstances are also being addressed under another policy, whether of VSVA or another entity. Furthermore, VSVA reserves the right to pursue sexual misconduct violations that fall outside the scope of Title IX based on VSVA's judgment that the alleged actions are contrary to any part of its code of conduct.

Sex discrimination or sexual harassment means conduct of a sexual nature that meets any of the following:

- Sex discrimination occurs when a person, because of their sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance
- Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
  - A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
  - Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
  - Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Sexual harassment can be verbal, nonverbal, or physical.

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

**Title IX Coordinator:**

Heidi Sullivan  
Operations Manager, Volunteer State Virtual Academy  
(865) 992-9026  
1926 Dutch Valley Dr. Ste. 1, Knoxville, TN 37918

## **TITLE 1**

VSVA does not exercise the right to access and use Title 1 Federal Funding

## **REPORT CARDS**

Students in K-2 will receive a standards-based report card every nine weeks communicating student progress on grade level standards. Students in grades 3 – 12 will receive a report card every nine weeks communicating an average of their grades in all subjects.

All students' grades can be viewed in PowerSchool at any time. Teachers will update the PowerSchool grade book weekly. All attendance information will be housed in PowerSchool. Parents are encouraged to access PowerSchool daily to view student grades and attendance.

## **SCHOOL PROPERTY**

VSVA provides materials, books, and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property. All property and equipment must be returned in good working condition upon withdrawal from the program. All printed materials are copyrighted, and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and will be used solely by the student while enrolled in the VSVA program.

## **MISSING MATERIALS**

VSVA provides students with complete sets of materials for each subject. Families are provided with a packing list for each subject, and it is the responsibility of the legal guardian/learning coach to check the packing list against the items shipped. If items are missing, the legal guardian/learning coach is responsible for notifying K12 Inc. within two weeks of receiving the materials so that a missing materials report can be submitted. Missing materials reported mid-year may be considered lost materials and could result in charges to the family for replacement.

## **LOST OR DAMAGED MATERIALS**

Lost or damaged materials should be reported to K12 Customer Care as soon as possible. The legal guardian/learning coach is responsible for the cost of replacing lost or damaged materials. In the case of damage to a K12-provided computer, the price of computer damage may be up to \$1,200. Please treat all K12-provided materials with the utmost care.

## **CONSUMABLE MATERIALS VS. RETURNABLE MATERIALS**

At the beginning of the school year, legal guardians/learning coaches will be provided with a list of returnable items. All items on the returnable list cannot be written in and must be returned. K12 Inc. will arrange for the pick-up of these materials at the end of the school year. The learning coach/legal guardian will be responsible for the replacement cost of items on the list

that are not returned. Consumable materials are not required to be returned.

*PLEASE NOTE: When a student withdraws before the end of the school year, all items, regardless of condition, must be returned. This includes student and teacher printed pages. The reclamation process may specify exceptions for liquids and certain consumable items.*

## **INTER-AGENCY COOPERATION & COMMUNITY INVOLVEMENT**

VSVA shall seek to improve communication, coordination, and collaboration between schools and agencies serving children; shall foster cooperation regarding the sharing of data about children and youth with family-involved agencies serving children; and shall work in cooperation with other schools/districts/communities/regional planning boards to facilitate the successful re-entry and transition of youth formerly in state custody into their diverse school/community settings to encourage the continuation of education and their access to other needed services to prevent recidivism.

VSVA is committed to parental involvement and family strengthening. Effective approaches to involving families more fully as partners in the student's learning process require the participation and coordination of numerous state and local, public, and private agencies.

## **STUDENT RECORDS**

VSVA shall transfer student education records upon written request of any authorized person. The transfer of such records, whether by mail or otherwise, shall occur no later than ten business days from the receipt of the written request. If the student has been expelled, the transferred records shall include the date of the expulsion and the reason(s) for which the student was expelled.

No student's education record may be withheld due to a lack of payment of any fine, debt, or other outstanding obligation.

## **CHILD FIND**

VSVA is responsible for locating and identifying children suspected of having a disability. Parents and Learning Coaches can refer their students if they suspect the child has a disability. VSVA teachers and staff are also responsible for referring a student they suspect may have a disability. Parents should call the Special Programs department in the VSVA office at 931-796-4595 for additional information or assistance with referring a student to English Language Learners, McKinney Vento, Section 504 Services, or Special Education.

## **CHILD WELFARE AND ATTENDANCE SUPERVISOR/FAMILIES IN NEED OF SERVICES**

All staff at VSVA must cooperate fully with the supervisors of child welfare and attendance. VSVA shall make such information available to supervisors of child welfare and attendance to help them promote regular attendance and school adjustment of these children.

VSVA shall cooperate fully with the state departments of social services, labor, mental health facilities, hospitals, and other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such

investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

## **STUDENT EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

VSVA will provide student participation opportunities designed to meet the students' academic, recreational, and social interests. Activities may include virtual clubs, service projects, and scholastic activities such as spelling bees or science fairs. An adult sponsor, approved by the school administrator, will supervise each school-related club/organization.

Students are encouraged to participate in organizations endorsed by the school, which are formed to share common interests or are an integral part of the educational program of VSVA. All student organizations will operate according to approved guidelines and procedures and will not discriminate based on race, sex, religion, disability, or national origin.

## **STUDENT EXTRACURRICULAR AND CO-CURRICULAR DISCIPLINE POLICY**

- Sponsors are responsible for maintaining discipline among student participants in VSVA clubs and activities they sponsor, including enforcing the student conduct code outlined in this Handbook and additional approved rules relevant to the club and/or activity.
- Sponsors must provide student participants with a written student conduct code that identifies offenses that may result in the student being excluded from further participation in the activity, whether temporarily or for the remainder of the school year. The school administration must approve the written code of conduct, and a copy will be maintained at the VSVA office. The student's parent/guardian will be given a copy of the code of conduct, and the sponsor will maintain a signed parent/guardian form.
- When a sponsor is considering excluding a student from participation, whether temporarily or for the remainder of the school year, the sponsor should:
  - Conduct a parent conference attended by the sponsor, the administration team, and the parent to discuss alleged offenses.
  - If the conference team decides to exclude the student from participation, the team should notify the student's parent/guardian in writing. This written notice will include the offense for which they are being excluded and the term of the exclusion.
  - The parent/guardian of a student may appeal the exclusion from participation to the School Administrator with a written request. If the exclusion is upheld by the School Administrator, the parent/guardian may appeal the decision.

## **OUTINGS**

VSVA will sponsor outings for students and families regularly that enhance the K<sup>12</sup> curriculum/learning activities. Outings are an opportunity to meet other school participants, have conversations, share practices that work, and academic enrichment. Virtual outings will also be offered in place of or in addition to face-to-face outings.

Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

VSVA parents and students must conduct themselves appropriately at all optional student outings. Parents/guardians are responsible for supervising their children and must attend

outings with their students.

Any person who is a registered sex offender shall not attend any VSVA outings or VSVA-sponsored events.

## **HEALTH & SAFETY**

VSVA staff will follow the Lewis County Board of Education policy found here when an accident occurs during an extracurricular event sponsored by the school or in the school building. All accidents must be reported to the person in charge and the school office immediately. If it is necessary to call an ambulance in case of injury or sickness, paramedics will decide if the student should be taken to the hospital, and the parent or guardian will be responsible for the cost.

## **ACCESS TO MEDICATIONS FOR ONSITE EVENTS**

If under exceptional circumstances, a child is required to take non-prescription or prescription medication during a school event, only the parent, legal guardian, or designated Learning Coach will assist in administering the medication.

If under exceptional circumstances, a child is required to take non-prescription or prescription medication during school and the parent/guardian cannot be at the school event to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.

Written instructions signed by the parent/guardian will be required and will include:

- Child's name
- Name of medication
- Name of physician
- Time to be self-administered
- Dosage and directions for self-administration (non-prescription medicines must have a label and directions)
- Possible side effects, if known
- Termination date for self-administration of the medication

The medication must be delivered to the principal/designee in person by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e., students 15 with asthma).

The principal/designee will:

- Inform appropriate school personnel of the medication to be self-administered;
- Keep written instructions from parent/guardian in the student's record
- Keep an accurate record of the self-administration of the medication
- Keep all medication in a locked cabinet except medication retained by student per physician's order
- Return unused prescriptions to the parent/guardian only
- Ensure that all guidelines developed by the Department of Health and Department of Education are followed

## **RESTRAINT AND SECLUSION**

VSVA's first responsibility is to ensure that our school fosters a safe and healthy learning environment for all our students, teachers, and staff. To support our school in fulfilling this responsibility, a restraint and seclusion policy exists. Restraint or seclusion will only be used when a student is attending an in-person school event, academic or social, and a child's behavior poses an imminent danger of serious physical harm to self or others. Furthermore, restraint and seclusion will be avoided to the greatest extent possible without endangering the safety of students and staff. All behavioral interventions must be consistent with the child's rights to be treated with dignity and to be free from abuse, as well as follow the student's IEP. The goal of such a policy is to help ensure that all VSVA-provided learning environments are safe for all children and adults.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Every student has the right to:

- A system of public education that meets the needs of the individual student by providing a free and appropriate public education.
- Reasonable and timely notice of all rules, regulations, policies, and penalties to which they may be subject.
- Due process.
- Protection of person and property by the school. Video surveillance may be in use in school-sanctioned event buildings.
- Freedom of expression, both written and spoken, of personal opinions, so long as it does not interfere with or disrupt the educational process. The use of obscenities or personal attacks is prohibited. Written expressions must be signed by the authors. Libelous, obscene, racially, ethnically, and religiously demeaning types of materials and personal attacks are prohibited.
- Participate in school activities without being subject to discrimination.
- Consult with teachers, counselors, administrators, and other school personnel.
- Suggest rules or changes in rules.
- Respect from other students and school personnel.
- Be free of abuse and the threat of abuse.

Every student has a responsibility to:

- Take advantage of every opportunity to further their education.
- Adhere to all rules and regulations established by the Lewis County Board of Education and/or the school administration.
- Exercise courtesy and reason.
- Accept just consequences.
- Refrain from making false accusations for any reason, including those that are petty or vicious.
- Be accountable for their own behavior.
- Show consideration for the rights and property of others.
- Refrain from behaving in any manner that infringes on the rights of others.
- Make suggestions positively and reasonably.
- Maintain regular attendance and punctuality.
- Display neatness, cleanliness, and appropriateness of personal dress and hygiene.



## CODE OF CONDUCT

The following are the behaviors always expected of all students. **STUDENTS SHOULD** always do what is right and:

- **ATTEND** school regularly
- **BE PREPARED** for each class
- **UNDERSTAND** and **FOLLOW** school policies.
- **RESPECT** the worth and dignity of everyone.
- **RESPECT** the rights and responsibilities of faculty members as they perform their duties.
- **RESPECT** the rights of fellow students.
- **RESPECT** the rights and responsibilities of other school personnel.
- **BE PROMPT** in arriving at their assigned classes or events.
- **OBSERVE** a code of conduct for all citizens using proper language, etiquette, and appearance.
- **INVOLVE** themselves in the total school program and utilize all the school has to offer in the way of curriculum.
- **DEVOTE** all their energy towards realizing their potential.

## DRIVER'S LICENSE REVOCATION

More than ten (10) consecutive or fifteen (15) total reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age. To qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

## PROHIBITED CONDUCT

The following is a list of behaviors not permitted by VSVA:

- Disregard or disrespect for directions given by teachers or administrators.
- Disruption and/or interference with the regular and orderly conduct of the school and school-sponsored activities.
- Use of profanity, vulgar language, or obscene materials.
- Engaging in insults, verbal abuse such as name-calling, ethnic or racial slurs, or using derogatory statements to other students, school personnel, or other individuals
- Bullying behaviors intended to harass, intimidate, ridicule, humiliate or instill fear in another individual.

Since VSVA is a public school, we cannot accept any student currently serving a suspension.

## DRESS CODE

VSVA always expects students and Learning Coaches to dress neatly and appropriately for school-sponsored outings, events, and during live Class Connect sessions. Our students are asked to be on camera daily and are expected to be in an appropriate learning environment and appropriately dressed. VSVA respects students' rights to express themselves in the way they dress. All students who attend VSVA are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate learning participation and the health and safety of students and adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

1. Clothing must cover areas from one armpit across to the other armpit.

2. Tops must have shoulder straps three fingers wide or wider.
3. See-through, mesh garments, or garments with holes must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code (see #1.)
4. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, alcohol, tobacco, marijuana, or other controlled substances.
5. Clothing may not depict or imply pornography, nudity, sexual acts, vulgar, discriminatory, or obscene language or images of any of the preceding.
6. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
7. Undergarments should not be visible.

Students and Learning Coaches who neglect to adhere to the dress code of VSVA are subject to disciplinary action, up to and including suspension, expulsion, and/or revocation of LC privileges.

## **INAPPROPRIATE PHYSICAL CONTACT**

VSVA limits physical contact between students to holding hands. Any student who does not follow this rule will be subject to disciplinary action.

## **DRUG AND/OR ALCOHOL USE**

VSVA maintains a zero-tolerance of drug and alcohol abuse. Students found possessing, distributing, selling, or abusing drugs and/or alcohol while on school grounds, including the instructional area, school-sponsored outings, and activities, will be subject to disciplinary action up to and including expulsion. Law enforcement officials will be notified.

## **TOBACCO/SMOKING POLICY**

VSVA recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. We believe that the use of tobacco products on school grounds, in school buildings and facilities, on school property, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and visitors. VSVA employees and visitors serve as role models for students. VSVA has an obligation to promote positive role models in schools and promote a healthy learning/working environment free from unwanted smoke and tobacco use for the students, employees, and visitors on and off the school campus.

Tobacco use is prohibited:

- in any building, facility, or vehicle owned, leased, rented, or chartered by VSVA;
- on any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by Lewis County Public Schools; or
- at any school-sponsored or school-related event on-campus or off-campus.
- In addition, school employees, school volunteers, contractors, or other persons performing services on behalf of VSVA also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.

Further, no student shall be permitted to possess a tobacco product while in any school building, on school grounds or property, at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

## DEFINITIONS

For the purposes of this policy, the following definitions have the following meanings:

- **“Electronic Smoking Device”** means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or any other product name or descriptor.
- **“Smoke or Smoking”** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device, which creates an aerosol or vapor in any manner or any form.
- **“Tobacco Product”** means: (a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; (b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah; (c) “tobacco product” includes any component, part, or accessory of a tobacco product.
- **“Tobacco use”** means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

## ENFORCEMENT FOR STUDENTS

Consequences for students found engaging in prohibited behavior will be provided according to the Student Code of Conduct. Students who violate the school tobacco use policy will be referred to the school counselor or other health or counseling services for all offenses for health information, counseling, and referral. Parents/guardians will be notified of all violations and actions taken by the school.

## ENFORCEMENT FOR STAFF AND VISITORS

The consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include a verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property. Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

## OPPORTUNITIES FOR CESSATION

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and referral to support

systems, programs, and services to encourage them to abstain from the use of tobacco products.

## **PREVENTION EDUCATION**

The administration will consult with appropriate health organizations to identify and provide tobacco use prevention programs that follow the guidance from the Centers for Disease Control and Prevention. Such programs should provide opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean, and inviting school environment. The administration should not use programs sponsored by a tobacco company.

## **PROCEDURES FOR IMPLEMENTATION**

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around the school campus. An enforcement protocol, which identifies consequences for students, staff, and visitors who violate the policy, will be created, and communicated to all students, staff, and parents.

## **FIREARMS AND WEAPONS**

Carrying, bringing, using, or possessing any firearm or weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. A student found to have carried, brought, used, or possessed a firearm in violation of this policy shall be expelled for at least one calendar year. The school may, however, determine, based on the facts of a particular case, that exceptional circumstances exist, and another disciplinary action or term of expulsion is appropriate. Any student who brings a firearm on school grounds or to VSVA-sponsored events shall be referred to the criminal justice and juvenile justice systems.

For the purposes of this policy, a “firearm” is defined as: any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas to include but not limited to bomb, grenade, rocket having a propellant charge of more than one quarter ounces, missile having an explosive or incendiary charge more than one quarter ounce, mine, or device similar to any of the devices described in this section: any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile at the action of any explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter; any combination of parts that either designed or intended for use in converting any device into any destructive device may readily be assembled; stun weapon or taser; pistol, revolver, or other weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, razor, slingshot, spring stick, metal knocks, blackjack; any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, nun chukka, nunchaku, shuriken, or fighting chain; any disc, of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or any weapon of like kind as those enumerated in this definition.

## **OTHER WEAPONS VIOLATIONS**

A student who is found to have carried, brought, used, or possessed a weapon in violation of this policy shall be subject to appropriate disciplinary action. The term “weapons,” as utilized in this policy, shall include, but not be limited to rifles, pocketknives, household knives, toy guns, look-alike guns, facsimiles of destructive devices, or other dangerous articles, firecrackers, sparklers, ice picks, or any other object which may be used of intimidate, threaten, or harm others.

## **PROHIBITING THE AIDING AND ABETTING OF SEXUAL ABUSE**

Under section 8546 of the ESSA(20 U. S. C. § 7926), every state, state educational agency (SEA), and/or local educational agency (LEA) that receives ESSA funds must have in place laws, regulations, or policies that prohibit the SEA, LEA, or school, as well as any school employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or school, or the individual acting on behalf of the SEA, LEA, or school, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. The SEA, LEA, school, or an individual acting on behalf of one of those entities would not be prohibited from following routine procedures regarding the transmission of administrative or personnel files but would be prohibited from doing more than that to help the employee obtain new employment.

### **PURPOSE**

To inform all employees of the Volunteer State Virtual Academy of the requirement to Prohibit the Aiding and Abetting of Sexual Abuse through the provision of recommendations for a new job for an individual who engaged in sexual misconduct with a student or minor in violation of the law.

### **POLICY STATEMENT**

A school employee, contractor, or agent of the school is prohibited from assisting another school employee, contractor, or agent in obtaining a new job if the individual knows or has probable cause to believe that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law. Such assistance would include, but not be limited to, the provision of references.

“Assisting” does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act Sec. 8038 (20 U. S. C. 7926).

These exceptions are:

- (1)(A) the matter has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct;
- (B) the matter has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX of the Education Amendments of 1972 (20 U. S. C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and
- (2)(A) the matter has been officially closed, or the prosecutor or police with jurisdiction over the alleged misconduct have investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;

(B) the school employee, contractor, or agent has been charged with and acquitted or otherwise exonerated of the alleged misconduct; or (C) the case or investigation remains open, and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

If you have questions about this policy or your responsibilities under it, please contact the Executive Director.

## **SCHOOL MASTER PLAN FOR DISCIPLINE**

### **POSITIVE BEHAVIOR SUPPORT**

VSVA adopts the following clearly defined behavioral expectations in these ten basic rules.

1. Respect others. Following school rules is just one way of demonstrating respect
2. Demonstrate positive behavior in your speech and attitude
3. No cheating
4. Actively participate in classroom discussion
5. No cyberbullying/bullying
6. Arrive to Class Connect Sessions on time and remain in the session until dismissed
7. Ensure that all the technology needed for class is ready, i.e. microphone, webcam, headset/speakers
8. Use whiteboard tools/chat appropriately
9. Turn all assignments in by the due date
10. Make up any missed classes/assignments

Each teacher at VSVA shall develop lesson plans and teach expectations across each school setting by providing direct instruction on expected behaviors at the beginning of the school year and reinforced throughout the year for all students.

### **VSVA STUDENT DISCIPLINE/EXPULSION POLICY & PROCEDURES**

As a public school within the Union County school system, VSVA follows all Lewis County Board of Education policies and procedures. If there is a disciplinary concern, staff should report the concern to their direct supervisor to research & determine if further action is needed. If further action is required, the VSVA administration will follow LCBOE policies & procedures. LCBOE disciplinary policies & procedures can be found [here](#).

### **SPECIAL EDUCATION DISCIPLINE PROCEDURES**

This section refers to students with disabilities as determined under the provisions of the federal Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and associated Tennessee laws and regulations. All procedural safeguards afforded students without disabilities by law must be extended to students with disabilities and their parents. In addition, discipline procedures for students with disabilities must follow Tennessee's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941, et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart A – Regulations for Students with Disabilities (Section 530 et seq.).

For exclusion of more than ten consecutive days, or when a pattern of exclusions has occurred, or upon the fourth exclusion (suspension):

The student's Special Education teacher must notify the parent of a student with an

Individualized Education Program (IEP) Team meeting. A Discipline, IEP Team meeting must be held to determine if the behavior is a manifestation of the student's disability via a manifestation determination review (MDR).

The IEP Team meeting must be appropriately constituted with, at a minimum, the following individuals: Officially Designated Representative of VSVA (ODR) – usually the executive director or assistant principal; the student's Special Education teacher; at least one of the student's Regular Education teachers; one or both parents of the student; the student, if applicable; and an individual who can interpret the instructional implications of the student's evaluation results (e.g., special education teacher, regular education teacher, or ODR). Other individuals with knowledge or special expertise regarding the student (e.g., related service personnel) may be included at the school system or parents' discretion.

Note: If the parent does not attend the scheduled MDR meeting, the school will reschedule the meeting within three (3) school days. If the parent chooses not to attend or participate by phone in the rescheduled MDR/IEP team meeting, the school personnel shall meet without the parent. Parents must be provided with ten-day notice of all MDR/IEP Team meetings.

If the IEP Team determines that the behavior which is the subject of the MDR is a manifestation of the student's disability, the student will not be suspended nor expelled. If the behavior is not a manifestation of the student's disability, the student is subject to the disciplinary consequences of a student without disabilities; however, the student shall continue to receive a free appropriate public education (FAPE).

School personnel may order a change in the placement of a student with a disability to an appropriate interim alternative educational setting (IAES) for not more than 45 school days if the student: (1) carries a weapon to or possesses a weapon on school premises, or to or at a school function under the jurisdiction of VSVA or the Tennessee Department of Education (LDE); (2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while on school premises, or at a school function under the jurisdiction of VSVA or the LDE; OR (3) has inflicted serious bodily injury upon another person while on school premises, or at a school function under the jurisdiction of VSVA or the LDE. "Serious bodily injury," "controlled substance," and "weapon" shall have the definitions provided under federal law. An Independent Hearing Officer (IHO) appointed by the LDE may order a change in the placement of a student with a disability to an appropriate IAES for not more than 45 school days. For the IAES placement to occur, the IHO shall conduct an expedited due process hearing where the IHO receives evidence from VSVA and the parent. The IHO must have determined that, based on that evidence, maintaining the current placement of the student is substantially likely to result in injury to the student or others. Emergency removal is used only when the student exhibits behavior deemed by school officials to pose a substantial danger to themselves or others. In no case can this removal last longer than nine (9) consecutive school days. During this removal period, school officials will initiate an IEP team meeting. School officials will also invoke an expedited due process hearing or the courts if the school officials believe that maintaining the student in the current placement would be substantially likely to result in injury to the student or others.

## **SPECIAL EDUCATION STUDENT SERVICES**

A student is considered exceptional if they have been identified as having an exceptionality under Tennessee's Bulletin 1508–Pupil Appraisal Handbook (Title 28, Part CI). Exceptionalities include disabilities and the Intellectually Gifted. Any individual whom the school system has

identified as a student with a disability before the behavior that precipitated the disciplinary action occurred, may assert the protections under IDEA and Bulletin 1706, Part A. Such protections do not apply to students who are exceptional, only as Intellectually Gifted.

## **CHANGE IN PLACEMENT BECAUSE OF DISCIPLINARY REMOVALS**

For a student with a disability, a “change in placement” occurs in:

- a.) A disciplinary removal is for more than ten (10) consecutive school days; OR
- b.) The student has been subjective to a series of removals that constitute a pattern because:
  - i. The series of removals total more than ten (10) school days in a school year;
  - ii. the student’s behavior is substantially similar to the student’s behavior in previous incidents that resulted in a series of removals; and
  - iii. the proximity of the removals to one another.

## **SAFE SCHOOL PLANNING**

VSVA has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free. This plan includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the unlawful use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs. This plan establishes security procedures for VSVA; establishes prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; establishes a crisis management plan for responding to violent or traumatic incidents on school grounds; and establishes a Code of Student Conduct for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

## **WITHDRAWAL/REMOVAL FROM VSVA**

A student may be removed from VSVA or denied future enrollment in VSVA based on disciplinary issues, attendance issues, or poor academic performance.

Students may be removed from the VSVA program due to disciplinary action or failure to comply with VSVA policies.

Before a student is removed based on poor academic performance, the following interventions must occur:

- Notification of parent/guardian; and
- One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance

Parents who withdraw their students from VSVA must communicate their intentions to their assigned teacher before withdrawing from VSVA. When a family withdraws from VSVA for whatever reason, it is the parent’s responsibility to report to their local school district to enroll and/or declare their intentions to participate in traditional home school, enroll in private, or another public school. The student will not officially be withdrawn until a request for records is received in the VSVA office from the newly attending school and/or verification of enrollment



has been confirmed by the newly attending school.

Upon withdrawal, VSVA supplied equipment and materials must be returned in a timely manner. Each student will be sent pre-paid shipping labels to help expedite the return shipments.

## **INTELLECTUALLY GIFTED**

### **INTELLECTUALLY GIFTED GOAL**

VSVA is dedicated to supporting students that qualify as intellectually gifted by identifying students' individual areas of strengths and needs and creating an Individualized Education Plan to meet the student's academic, social, and emotional needs.

### **GIFTED AND TALENTED MISSION STATEMENT**

VSVA recognizes that students who possess exceptional gifts and talents should be granted the direction, time, encouragement, and resources to maximize their potential, whether it be in academics, creativity, art, music, drama, or leadership.

Therefore, it is the mission of VSVA to develop individual talents, both educationally and emotionally, through a qualitatively differentiated curriculum in a safe environment.

### **DEFINITIONS**

"Intellectually Gifted" means a child whose intellectual abilities, creativity, and potential for achievement are so outstanding that the child's needs exceed differentiated general education programming, adversely affects educational performance, and requires specifically designed instruction or support services. Children from all populations (e.g., all cultural, racial, and ethnic groups, English Learners, all economic strata, twice-exceptional, etc.) can be found to possess these abilities. Children identified as intellectually gifted are exempted from the discipline procedures at 34 C.F.R. §300.530-537. Children with a dual diagnosis that includes intellectually gifted must be considered as children with a disability and may not be exempted from the discipline procedures at 34 C.F.R. §300.530-537.

- [TN State Standards for Intellectually Gifted Evaluation & Eligibility](#)
- [Intellectually Gifted State Evaluation Guidance](#)
- [Intellectually Gifted Scoring Grid](#)

### **IDENTIFICATION PROCESS**

If a student enrolling in VSVA was previously identified as Intellectually Gifted and has a current IEP, VSVA will follow the IEP as written unless it does not support the allowable schedule at VSVA. At that time, an amendment IEP meeting will be scheduled to determine the appropriate services for the student.

VSVA will screen teacher/parent referrals based on a Gifted screener checklist that includes data on the student's:

- Aptitude and Achievement (State and District Assessments – using the identification guidelines of scores in the 95th%ile or higher)
- Performance (i.e., student work, portfolio, class observation)
- Behavior
- Parent feedback
- Teacher feedback

## **PROGRESS MONITORING**

- State testing
- AimsWeb Scores
- Weekly mastery checks
- Work samples
- Curriculum work
- Other state or district assessments

## **ADVANCED LEARNER OPTIONS**

VSVA will offer differentiated class connect sessions from General Education teachers to students demonstrating advanced learner qualities so that advanced learners can be challenged academically and creatively in their regular classes. VSVA's goals for advanced learners are that:

- Students will demonstrate academic growth by utilizing higher-level thinking skills and expanded learning in content areas
- Students will demonstrate growth in their social/emotional skills through communication skills, both oral and written.

## **SERVICES FOR INTELLECTUALLY GIFTED STUDENTS K-12**

- Monthly Consultations with a gifted-certified teacher
- Small groups with a gifted-certified teacher
- "Lunch Bunch" small groups with a gifted-certified teacher for socialization opportunities with other gifted students

## **APPENDIX A – VSVA ACKNOWLEDGEMENT OF EXPECTATIONS AND SCHOOL POLICIES**

### **Full-Time Enrollment**

Volunteer State Virtual Academy (VSVA) is a full-time program of the Lewis County School District. Upon acceptance, students may not be enrolled in any other full or part-time public school, public charter school, private school, or any other school while attending Tennessee Virtual.

Students must meet all program requirements to maintain enrollment

### **Orientation**

After a student has been approved for enrollment with VSVA, a recorded new parent & student orientation session will be emailed to the LC (Learning Coach) to complete with their student. The student must also complete the Introduction to Online Learning course in their online school account. The course is designed to familiarize students and Learning Coaches with the Online School platform and other tools required to succeed in our school. Students must attend all class sessions on their first two days to be fully enrolled at VSVA. Failure to meet the requirements above will result in the student's withdrawal from VSVA. If a student is withdrawn for non-compliance with the requirements above, they will have to contact the enrollment department to re-enroll.

### **Attendance**

As required by the state of TN, all public-school students must complete 6.5 hours of attendance each school day to meet mandatory attendance requirements. Teachers will report daily attendance to Class Connect sessions for all main content areas in PowerSchool. VSVA will also add attendance for asynchronous work once students turn in the assignment on time. Students will be required to attend multiple live Class Connect sessions daily.

The number of Class Connect sessions a student must attend will vary. Special Education students will also have required Related Services sessions to participate in addition to course Class Connect sessions.

If a student is absent, they can view the recorded session by midnight of the same day. Attendance to Class Connect sessions and asynchronous work are the only two areas teachers will check for attendance. For K-12, Learning Coaches must log PE attendance hours each week. VSVA will follow state and district absence and the truancy policy with non-compliant families.

### **Coursework**

Grade level curriculum is paced by the teacher, and live Class Connect sessions are supported by the online school. Students will be assigned course work within the online curriculum, in live Class Connect sessions, and additional assignments aligning to TN state standards.

### **Teacher Support**

Families are expected to maintain communication with the school and teachers regularly. The OLS email is the primary means of communication with our school and with teachers. It is essential for Learning Coaches, Legal Guardians, and students to check email daily because it is the primary means of communicating with teachers and school staff. Phone conferences and/or live meetings via class connect will be initiated by the teacher as needed, and all parties will be expected to have access to all curriculum materials and a computer for these conferences. Face-to-face meetings will be required as needed.

## **Physical Activity Requirements**

### **K-5**

Students in Kindergarten through 5th grades will receive synchronous and asynchronous physical education instruction by a Tennessee state-certified physical education teacher. Students in Kindergarten through 5th grade must log 130 minutes of physical activity per week. The learning coach is responsible for logging that activity weekly into the student OLS account.

### **6-8**

Students in grades 6th-8th must log 90 minutes of physical activity per week. It is the responsibility of the learning coach to log that activity weekly into the student D2L account.

### **9-12**

**Physical Education and Wellness:** 1.5 credits are required for graduation.

## **Health Screenings (Kindergarten, 2nd, 4th, 6th, and 8th grade)**

Each year the Tennessee Department of Education requires local school systems to screen students in specific grades. In compliance with state regulations, VSVA will conduct the required health screening annually.

## **Testing**

VSVA students must participate in all state-mandated assessments according to their grade level and course enrollment. State testing is completed in person, and the family is responsible for providing transportation to the location. Specific testing dates, times, and locations will be provided in advance. Regular assessments at the school level are also required. In addition, students will complete diagnostic screening three times a year. All testing is required as part of continued enrollment at VSVA, as teachers will use the data to guide the individual learning plans for students. Please note that if a student fails to participate, it may result in the student being found truant.

All students must attend mandatory state testing at a location within approximately 90 miles of their home.

## **Family Contact Information**

A working phone number, email address, and current physical, mailing, and shipping addresses must be provided throughout the school year. Families must notify the teacher or school office of any change in contact information. Proof of residence is required to change the address to verify residency in the state of Tennessee

## **Computer**

All students must have a computer, with a working microphone & webcam, dedicated to schooling. Based on financial need, VSVA may loan a computer to an enrolling family. The income guidelines used to make this determination are the same ones set forth by the federal government for determining eligibility in the National School Lunch Program for free or reduced-price lunches. VSVA will offer one laptop per 2 students in a family.

VSVA will provide 1 replacement laptop per school year due to damages. After a family reaches the maximum 2 devices per school year, VSVA will not provide any additional devices, and the family is responsible for providing a device that meets the school's technical requirements.

Families that are using their own computers are responsible for ensuring their personal computer meets the required specifications for our Online School Platform, and they have a working microphone. Please check the specifications by visiting the website below:

## K12 Technical Requirements

### **High-Speed Internet**

High-Speed Internet access is required for enrollment for all students. It must be active by the first day of school and must be maintained for the duration of enrollment. Families may request an internet stipend if the eligibility requirements for the National School Lunch Program are met; the student completes the school year in good standing and remains actively enrolled. The amount is \$9.95 per full month of enrollment per family. Partial months are not included, and enrollment is not automatic. Enrollment information is available from the VSVA teacher or the VSVA Administrative office.

### **Withdrawing from Current School**

Students must remain enrolled in their current school or homeschool program until the student's official start with VSVA. Withdrawing from the student's current school is the responsibility of the Legal Guardian. However, VSVA office staff will attempt to contact the student's previous school to have the student withdrawn upon confirmation of attendance.

### **VSVA - Parent/Learning Coach**

*By signing the Signature Page found at the end of this form, parents confirm that they understand and agree to the contents of this page:*

- I understand and agree that VSVA is a full-time public-school program and that my student may not be enrolled in any other full-time public, private or charter school while enrolled in VSVA.
- I accept the responsibility to supervise my student in using the K12 curriculum. I understand that I am expected to learn about the curriculum and the Online School.
- I agree to ensure that my student meets the state mandatory attendance requirements outlined in the handbook. I understand I will schedule at least six (6.5) hours per day to accomplish this task.
- I understand that there are guidelines and policies regarding daily lesson completion and recording of scheduled Online School lessons.
- I understand my student will complete coursework in the online school and coursework assigned by teachers.
- I understand that Health Screenings are required and that my student, if enrolled during the specified year, will participate in the required screening on the dates and assigned location I am provided.
- I understand enrollment includes full participation in all state-mandated testing on the required dates and at the assigned location. It is my responsibility to provide transportation for all required testing.
- I agree to contact the school with address changes as soon as possible so I will continue receiving regular communications, materials from VSVA, and the appropriate state systems that reflect current address.
- I understand that if my phone number, address, email, or emergency contacts change, I must inform the VSVA teacher in a timely manner. If I move, I must provide new proof of residency to verify that I am still living in the state of Tennessee.
- I understand and agree that it is my responsibility to secure an internet service provider. I understand I must maintain internet access to stay enrolled.
- **I understand that failure to comply with VSVA policies and procedures regarding attendance, state testing participation, and adequate academic progress will**

**result in the rejection of my student's enrollment the following school year**

Legal Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## APPENDIX B – NEWROW

Newrow is a rich collaborative environment for online meetings. Teachers will use this tool throughout the year with students and parents. This will provide real-time, remote one-on-one, small group, or large group teaching or training.

***While students are engaged in live web conferencing sessions, such as with Newrow, the VSVA Student Code of Conduct is in effect. Abusive language, profanity, harassment, racial, religious, or ethnic slurs, cheating, disruptive behavior, unauthorized access, false information, or threats constitute a violation of the student code and are subject to disciplinary action, including suspension and expulsion.***

To get the maximum benefit from Newrow, all users will need working speakers and a working microphone. Newrow can be accessed with dial-up or high-speed Internet access.

Tips for Participating

### **Tips for Participating in a Newrow Session Preparation**

- Find a comfortable place with no distractions.
- Use the Google Chrome browser when accessing Newrow.
- Make sure your speakers and microphone are working correctly.

### **In Session**

- Students and parents should access classes through the OLS/D2L.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Remember to raise your hand when you have a question or comment when using your microphone.
- Use Direct Messaging to send messages to other participants and the moderator during the session.
- Remember that running other applications on your computer (such as an Internet browser) can slow your connection to Newrow.
- If you are experiencing issues with Newrow, refresh your browser.

[Student guide to Newrow](#)

## APPENDIX C – POINT OF CONTACT LIST

Do you need help and have not started school yet?	
Problem	Point of Contact/Resolution
How to Enroll	Call 855-629-4773
OLS Login/Access	The following link will give you instructions on how to set up the OLS or you can contact customer support at 866-512-2273 <a href="https://www.help.k12.com/s/article/OLS-Account-Learning-Coach-Account-Set-Up">https://www.help.k12.com/s/article/OLS-Account-Learning-Coach-Account-Set-Up</a>
How to submit enrollment documents	Documents can be submitted through the following methods: Upload: via the parent portal (preferred method) Fax: 865-381-0419 If you have any trouble, please call 855-629-4779
Questions about the K12 program	Call 855-629-4773
Specific Application Status	Call 855-629-4779
Setting up a student OLS account	The following link will give you instructions on how to set up the OLS, or you can contact customer support at 866-512-2273 <a href="#">Setting Up Student OLS</a>
Technical difficulties with the parent portal	Call 855-629-4773
Technical difficulties with the parent training	Call 855-629-4779
Internet Connectivity	Internet Service Provider
Suggestions and Comments regarding curriculum/OLS	OLS Feedback in your Online School
PDF Links	Call Customer Support at 866-512-2273
Do you have questions about courses, academics, or attendance?	
Problem	Point of Contact/Resolution
Academic Intervention	Teacher
Attendance Submitted Incorrectly	Teacher
Course Change/Addition	Teacher
Course Content - Comments and Minor Errors	OLS Feedback in your Online School
Curriculum and Lessons	Teacher
Grades and school grading dates	Teacher
Missing/Incorrect Course	Teacher
Navigation (How to)	Call Customer Support 866-512-2273
Error Messages	Call Customer Support 866-512-2273
PDF Links	Call Customer Support 866-512-2273
Suggestions and Comments regarding curriculum/OLS	OLS Feedback in your Online School



<b>Do you have questions about an upcoming school event?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
State Testing	Administrative Office <a href="tel:9313421112">(931) 342-1112</a>
Other School Events	Heidi Sullivan: hsullivan@k12.com
Health Screening	Administrative Office <a href="tel:9313421112">(931) 342-1112</a>
<b>Do you need help with materials?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
Need return labels and missing/damaged materials	Fill out the form at <a href="http://webform.k12.com/">http://webform.k12.com/</a> . If this does not work, contact customer care at 866-512-2273
Materials shipment status	You can check your materials shipment status by going to My Info in the OLS. If you are not sure how to find My info in the OLS, go to <a href="https://www.help.k12.com/s/article/Track-Shipping-Status-Materials-Computer-Equipment">https://www.help.k12.com/s/article/Track-Shipping-Status-Materials-Computer-Equipment</a>
<b>Do you have questions about a special program or service?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
Gifted and Talented	Heather Dorey: hdorey@k12.com
English Language Learner	Paige Pirmann: ppirmann@k12.com
504 Plan	Heidi Sullivan hsullivan@k12.com
Special Education Program Manager	Amanda Winn: awinn@k12.com
McKinney-Vento Act/Foster Care Liaison	Amanda Winn: awinn@k12.com
<b>Are you looking for assistance with one of our systems or have a technical issue?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
Class Connect or Newrow Technical Issues	The following link will help you troubleshoot common Class Connect errors, or you can contact customer support at 866-512-2273 <a href="https://www.help.k12.com/s/article/Newrow-Class-Connect-Support-Corner">https://www.help.k12.com/s/article/Newrow-Class-Connect-Support-Corner</a>
Technical difficulties with the parent portal	Call 855-629-4773
Technical difficulties with the parent training	Call 855-629-4779
Internet Connectivity	Internet Service Provider
Suggestions and Comments regarding curriculum/OLS	OLS Feedback in your Online School
PDF Links	Call Customer Support 866-512-2273
Navigation (How to)	Call Customer Support 866-512-2273
Error Messages	Call Customer Support 866-512-2273

PowerSchool	Kathy Webb 931-796-3264
AIMS	Teacher
Address changes	Send a valid proof of residency to your homeroom teacher
<b>Are you looking for assistance with one of our systems or have a technical issue?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
Email, phone number changes	You can update your email or phone number by going to My Info in the OLS. Send a valid proof of residency to your homeroom teacher
Requests for Student Records	If you are not sure how to find My info in the OLS go to <a href="https://www.help.k12.com/s/article/How-to-Update-Your-Email-Address-and-Phone-Number">https://www.help.k12.com/s/article/How-to-Update-Your-Email-Address-and-Phone-Number</a>
Proof of Enrollment	Fax a request to 865.992.1211 or email <a href="mailto:vsvafax@volunteerstateva.org">vsvafax@volunteerstateva.org</a>
Transcripts	Fax a request to 865.992.1211 or email <a href="mailto:vsvafax@volunteerstateva.org">vsvafax@volunteerstateva.org</a> or email <a href="mailto:records@volunteerstateva.org">records@volunteerstateva.org</a>
<b>Do you need help with something else?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
Title IX	Heidi Sullivan: <a href="mailto:hsullivan@k12.com">hsullivan@k12.com</a>
Bullying	Teacher
FERPA	Heidi Sullivan: <a href="mailto:hsullivan@k12.com">hsullivan@k12.com</a>
McKinney-Vento Act/Foster Care Liaison	Amanda Winn: <a href="mailto:awinn@k12.com">awinn@k12.com</a>
Teacher or Classroom Concerns	Grade Band Academic Administrator (Principal) K-8 Stephanie Jeffrey: <a href="mailto:sjeffrey@k12.com">sjeffrey@k12.com</a> 9-12 Heather Cordle: <a href="mailto:hscordle@k12.com">hscordle@k12.com</a>
Objectional School materials	Teacher
Withdrawal	Teacher