

# Welcome

Wednesday, June 26, 2024 6:53 AM



**TENNESSEE**  
**VIRTUAL ACADEMY**  
UNION COUNTY SCHOOLS  
POWERED BY K12

## WELCOME & INTRODUCTION

Welcome to Tennessee Virtual (TN Virtual/TNVJHS). TN Virtual is a public school in the Union County School District. It is available to Tennessee students in grades K-9. TN Virtual 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. Tennessee Virtual School is designated as a Title I school for the 2024-2025 school year. The Parent-Student Handbook is a comprehensive guide to TN Virtual 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 TN Virtual office at any time if you have any questions or concerns.

Sincerely,  
Tennessee Virtual Administration

# Change Notice

Wednesday, June 26, 2024 7:00 AM

## CHANGES TO THIS NOTICE

This Student Handbook is intended to inform students and parents of some TN Virtual policies pertaining directly to students. This is not an inclusive list of all policies. The current Union 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.

# Mission and Vision

Wednesday, June 26, 2024 6:54 AM



**TENNESSEE**  
**VIRTUAL ACADEMY**  
UNION COUNTY SCHOOLS  
POWERED BY K12

## **TN VIRTUAL'S MISSION**

TN Virtual is committed to cultivating an environment through virtual learning in which all students can succeed regardless of their circumstances. We inspire students to strive for excellence daily. We promote positive school culture, and we model lifelong learning for all students.

## **VISION**

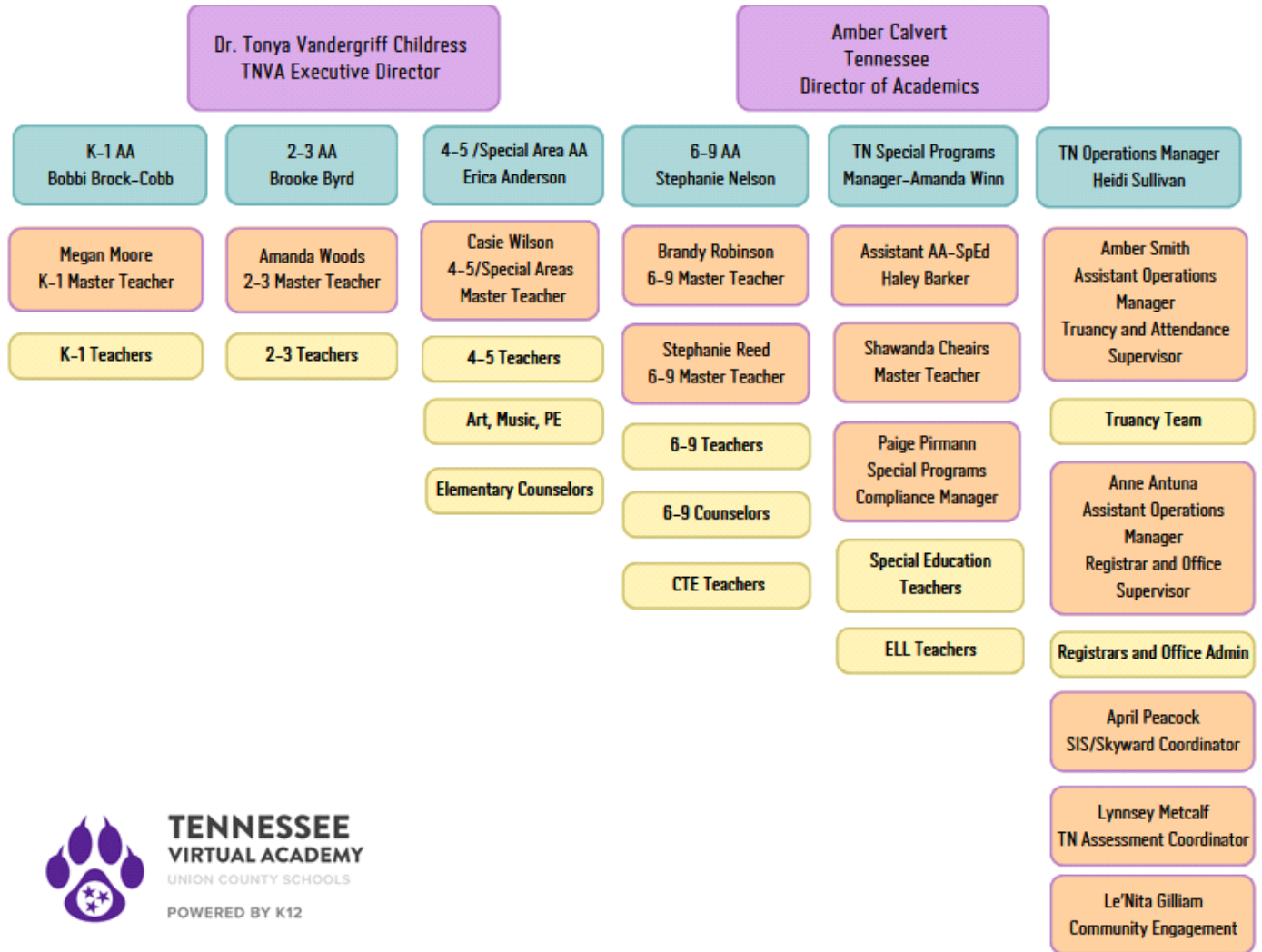
Cultivating a legacy of successful, life-long learners

## **THEME**

Growth Mindset for All

# TNVA Organization Chart

Wednesday, June 26, 2024 6:56 AM



# Address and Phone Numbers

Wednesday, June 26, 2024 6:59 AM

TN Virtual Administrative Office  
1924 Dutch Valley Dr. Suite 1 Knoxville, TN 37918  
P: (865) 992-9026 F: (865) 992-1211

Union County Public Schools:  
PO Box 10 Maynardville, TN 37807  
(865)992-5466

Tennessee Virtual School is designated as a Title I school for the 2024-2025 school year. If you have any questions or want more information about this, please contact:

Ronnie L. Mincey, Ed. D.  
Supervisor of Federal Programs  
865-992-5466 ext. 2008  
minceyr@ucps.org

# TNVA Instructional Model

Wednesday, June 26, 2024 7:03 AM

## INSTRUCTIONAL MODEL

Tennessee 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-9 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, 8 am-4:00 pm EST. In addition, teachers may be contacted via email, telephone, texting, and Class Connect sessions. Students participate in school from 8:30-3:30 EST. 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.

# TNVA School Calendar

Wednesday, June 26, 2024 6:53 AM



## Union County Public Schools 2024-25 School Calendar

*August 1 (Thursday) – Election Day- Administrative Day (1)-No Students (Teacher Workday)*  
*August 2 - (Friday) - In-service Day (1)-No Students*  
*August 5 (Monday) – Professional Development Day (1)-No students*  
*August 6 (Tuesday)-In-service Day (2)–No Students*  
*August 7 (Wednesday)-First Day of School*  
*August 9 (Friday)-Administrative Day (2)-No Students*  
*September 2 (Monday) -Labor Day- Holiday for Students and Teachers*  
*September 27 (Friday) Outing Day*  
*October 7-11 (Monday-Friday)-Fall Break for Students and Teachers*  
*November 5 (Tuesday) – Election Day- In-service Day (3)-No students*  
*November 27-29 (Wednesday-Friday) – Thanksgiving Break*  
*December 6 (Friday) Outing Day*  
*December 20 (Friday) -Last Day before Christmas Break- ½ Day for Students and Teachers*  
*December 23 (Monday) - January 3 (Friday) - Winter Break*  
*January 6 (Monday)-Administrative Day (3)-No Students*  
*January 20 (Monday) – Martin Luther King Day- Holiday for Students and Teachers*  
*February 17 (Monday) - Presidents Day- Holiday for Students and Teachers*  
*March 7 (Friday) Outing Day*  
*March 17-21 (Monday-Friday) -Spring Break*  
*April 18 (Friday) - Good Friday- Holiday for Students only*  
*May 22 (Thursday) - Outing Day and Last ½ day for students*  
*May 23 (Friday) -Administrative Day (4)-No Students*

\*Two weeks in April/May will be reserved for state testing dependent on dates given by the TN Dept. Of Education. All 3rd-9th grade students are required to attend face-to-face testing to maintain enrollment eligibility.

**\*Participation in state testing is mandated (not optional) by the TN Dept. of Education.**

# New Student Orientation and Requirements for Full Enrollment

Wednesday, June 26, 2024 6:53 AM

After a student has been approved for enrollment with TN Virtual, a Strong Start parent & student orientation Smore 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 TN Virtual. Failure to meet the live class attendance requirements will result in the student's withdrawal from TN Virtual. If a student is withdrawn for non-compliance with the class attendance requirements, they will have to contact the enrollment department to re-enroll.

**\*Students should remain enrolled in their current school until their start date with TNVA**

**\*\*Records will be requested from your child's previous school ONLY after they have meet the orientation requirement for full enrollment. Records Requests are sent to schools on Mondays.**



# STUDENT ENROLLMENT

Wednesday, June 26, 2024 4:36 PM

As a state of Tennessee public school, all public-school eligible students (regardless of sex, race, color, national origin, or disability) grades K-9 are eligible for enrollment in Tennessee Virtual.

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 TN Virtual must complete a questionnaire that provides the school with valuable information about the student. The information is gathered per Union County School district requirements.

In addition, the family is required to submit specific required documentation for the student to enroll with TN Virtual. 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
- Two proofs of residency – Students must be residents of TN and provide two proofs of residence.
- Attendance records – Transcripts, report cards, progress reports, and attendance records are acceptable as long as 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
- Out of District Policy Form

\*If a student has been expelled from their previous school or is currently serving an out-of-school suspension

# ENROLLMENT NOTES

Wednesday, June 26, 2024 4:38 PM

- Students enrolling in kindergarten must be five (5) years old on or by August 15th, 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 TN Virtual

# OUT OF DISTRICT STUDENTS

Wednesday, June 26, 2024 4:39 PM

Students residing outside of the boundaries of Union County school district may attend TN Virtual 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.

# TN IMMUNIZATION REQUIREMENTS

Wednesday, June 26, 2024 4:39 PM

## **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 4th 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 7th 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

## **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

Wednesday, June 26, 2024 4:40 PM

TN Virtual 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.

# TN VIRTUAL COURSEWORK AND CURRICULUM

Wednesday, June 26, 2024 7:08 AM

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 TN Virtual.

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 8 | Page 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-1 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

Wednesday, June 26, 2024 1:05 PM

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 K-9th 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: TN Virtual Acknowledgement of Expectations and School Policies)



# ATTENDANCE POLICY

Wednesday, June 26, 2024 1:05 PM

The faculty and staff of TN Virtual firmly 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 given 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 TN Virtual attendance policy beginning with their first day of enrollment. Attendance and progress are prorated for students enrolling with TN Virtual 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. TN Virtual has a responsibility to enforce Tennessee's compulsory education laws.

Attendance applies to TN Virtual students in the form of regular logging in and participation in the educational activities of TN Virtual's Online School (OLS) and TN Virtual's Online Middle School (D2L). Educational activities are live, synchronous (Class Connect sessions), and asynchronous (subject lessons, discussion boards, and other educational platforms). TN Virtual 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 Skyward 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. 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 towards the grade, this will not count for making up absences. All absences will be reported per state guidelines and recorded in Skyward per UCPS 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 TN Virtual 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 to 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 enough in advance as possible, but no later than seven business days before the student's absence. At any time, TN Virtual may request pertinent documentation that supports the student's need to miss daily class time.

# Holidays

Wednesday, June 26, 2024 1:06 PM

TN Virtual follows the Union 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

Wednesday, June 26, 2024 1:07 PM

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 TN Virtual 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

\*It is the responsibility of the student/LC to use a back-up plan in the event of technology/internet issues. You can use a hotspot, borrow from a family member, go to a local library or somewhere with free wifi, use a cell phone, etc. If you regain access to the internet, you can watch the recordings and complete work before midnight to still earn attendance.

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 circumstances included above are unexcused absences.

# Truancy

Wednesday, June 26, 2024 1:08 PM

Tennessee state law requires that students meet the equivalent of 180 days of instruction and 6.5 hours per day per academic year. TN Virtual is committed to complying with all state attendance laws. Additionally, if a student is found to be truant, TN Virtual 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 TN Virtual to keep an accurate record of daily attendance. To be considered in good standing regarding attendance, a student must show appropriate attendance per the TN Virtual attendance guidelines. In addition, you must strictly adhere to the TN Virtual 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 TN Virtual 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 TN Virtual 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, TN Virtual's goal is to provide all the necessary tools and guidance for families to be successful.

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

Wednesday, June 26, 2024 1:18 PM

Parents or students may be deemed non-compliant with TN Virtual Academy's compliance policies if:

- There is a failure to respond to teacher/administrator phone calls and/or email
- There is a failure to participate in a scheduled parent, student, and teacher conference
- There is a failure to attend Class Connect sessions as scheduled by teachers
- There is a failure from the student and the Learning Coach or Legal Guardian to attend a meeting set with the Academic Administrator
- There is a failure to be on camera during Class Connect sessions with teachers
- There is a failure to participate in state-mandated assessments
- There is a failure to attend required virtual or in-person related service therapies as dictated by the student's individualized learning plan
- Attendance and/or progress is falsified
- Students(s) are provided with access to the learning coach's adult's online school username and password

If a student/parent continues to be in non-compliance with attendance, progression, or conference expectations, an exit/withdraw 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, TN Virtual 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; and
- Technology survey.



# CLASS CONNECT SESSIONS

Wednesday, June 26, 2024 1:58 PM

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 TN Virtual students. Due to the importance of information covered and teacher support provided, attendance of 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 Skyward. 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 TN Virtual platforms long-term.

For tips & more information on Engageli, the system in which Class Connect sessions are held, see Appendix B.

# STUDENT WORK SAMPLES/SEMESTER TESTS

Wednesday, June 26, 2024 1:31 PM

TN Virtual 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.

# GRADING

Wednesday, June 26, 2024 1:58 PM

## **Kindergarten**

Kindergarten students are assessed 1:1 by their homeroom teacher on grade-level standards and skills using the ESGI testing platform. Kindergarten students receive pass/fail grades in Skyward for activity period, P.E., Art, and Music. Every nine weeks, parents can assess an ESGI student detail report in Skyward to communicate a student's progress on grade-level standards and skills.

## **1-5**

TN Virtual teachers use Skyward to record all items that make up a student's final grade. Teachers will enter and update grades into Skyward 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. Skyward is the official grade book for 1-5. If a parent wishes to have a printed version of academic and attendance information, printable report cards are issued via Skyward 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 seen. 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.

## **6-9**

TN Virtual teachers use Skyward to record all items that make up a student's final grade. Skyward 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 Skyward bi-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 Skyward four times during the school year after the end of each grading quarter. These can be found in the student portfolio in Skyward.

## **GRADING SCALE**

A 100-90%

B 89-80%

C 79-70%

D 69-60%

F 59-0%

# SPECIAL EDUCATION SERVICES

Wednesday, June 26, 2024 1:34 PM

TN Virtual is responsible for identifying children who have special needs. In addition, TN Virtual 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 RtI2 (academic intervention), other forms of evaluation may be needed to determine if a student is eligible for special education services. If any TN Virtual 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.

Documents required before the completion of an initial evaluation may include:

1. Vision screening (within the last calendar year)
2. Hearing Screening (within the last calendar year)
3. Medical documentation
4. Copies of any outside evaluations/therapies/etc.

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

\*Parents can contact their student's homeroom teacher and/or grade-level principal with any S-Team requests.

# 504 SERVICES

Wednesday, June 26, 2024 1:35 PM

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.

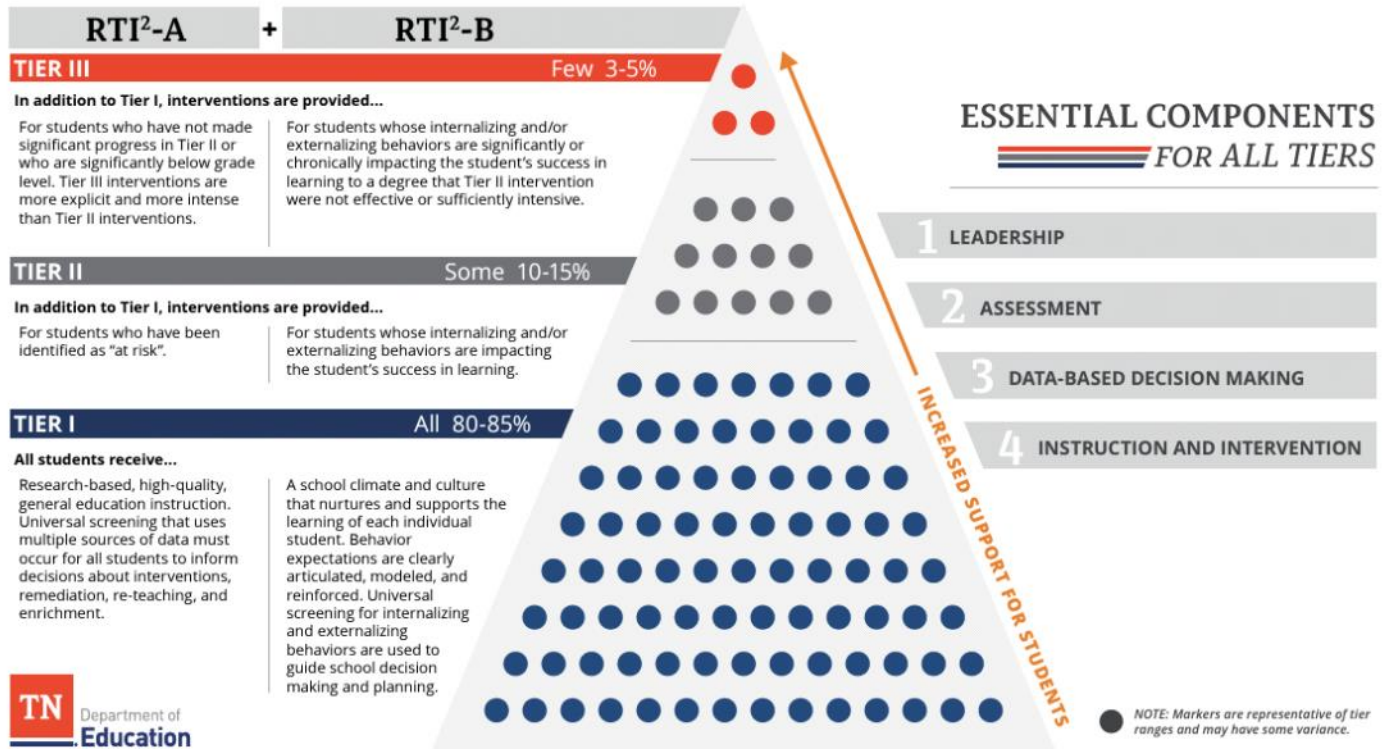
Students are referred when a suspected disability appears, major health problems arise, a disability is determined ineligible under IDEA but challenges impact learning, or other difficulties cannot be explained. If any TN Virtual staff member or parent feels a student might benefit from or be eligible for a 504, those referrals are made through the Student Support Team (S-Team) process.

\*Parents can contact their student's homeroom teacher and/or grade-level principal with any S-Team requests.

# RESPONSE TO INTERVENTION AND INSTRUCTION (RTI2)

Wednesday, June 26, 2024 1:31 PM

RTI2 (Response to Intervention) at Tennessee Virtual 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 RTI2 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-9, 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 made 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 TN Virtual/Interventionists.

Tier 2 and 3 interventions are determined based on the results of the Universal Screening assessment (AIMS or NWEA) for grades K-9 and other forms of data and observation from the general education and RTI teachers.

RTI Coordinator: Kristen Cooper [kricoper@k12.com](mailto:kricoper@k12.com)



# CHILD FIND

Thursday, June 27, 2024 8:51 AM

TN Virtual 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. TN Virtual teachers and staff are also responsible for referring a student they suspect may have a disability.

Parents can contact their homeroom teacher and/or grade-level principal with any requests regarding special programs. Any documentation can be faxed to 865-992-1211 or emailed to [eerecords@tnva.org](mailto:eerecords@tnva.org).

# Accessing Skyward

Thursday, June 27, 2024 7:33 PM



Union County  
Union County Schools

[Skyward Info and Resources](#)

# FOSTER CARE SERVICES

Wednesday, June 26, 2024 1:38 PM

The Every Student Succeeds Act (ESSA) contains key protections for students in foster care that are designed to promote school stability, student success, and collaboration between local education agencies (LEAs) and child welfare agencies.

## Definitions

**“Foster Care”** is defined as 24-hour substitute care for children placed away from their parents or guardians for whom the child welfare agency has placement and care responsibility.

**“School of origin”** is the school in which a child is enrolled at the time of placement in foster care. If a child’s foster care placement changes, the school of origin would then be considered the school in which the child was enrolled at the time of the placement change.

## Point of Contact

Upon a student coming into custody or upon a student changing placement while in custody, the DCS Child and Family Team (CFT) will discuss if it is in the best interest of the student to remain in the school of origin. If the team believes that the student should remain in the school of origin, the DCS Point of Contact (the Education Specialist) will notify the Point of Contact for school system to arrange a Best Interest Determination Meeting. This is part of the collaborative process of ESSA and must take place. A description of the process is provided below. NOTE: Only the Education Specialist should contact the school system regarding keeping students in the school of origin. The county school system is not expected to communicate with foster parents, parents, family service workers, etc. at the onset of this process.

## Best Interest Determination Process

The DCS Education Specialist will notify the point of contact of the LEA if there is a student who DCS would like to keep in the school of origin, but who will no longer be living in that school’s zone. At that point the school system and DCS can schedule a best interest determination team meeting within 5 school days that includes:

- 1.The DCS point of contact (DCS POC);
- 2.The LEA point of contact (LEA POC);

- 3.The educational decision maker for the child or youth; DCS will contact the birthparent)
- 4.The school principal of designee; and
- 5.Any other key partners for decision making.

At this meeting, the Best Interest Determination Form will be completed.

If the team decides it is in the best interest of the student to remain in the school of origin, then the student will be allowed to remain. Transportation to the school of origin should then be discussed by the team.

If the team decides it is not in the best interest of the student to remain in the school of origin, DCS will enroll the student in the new school. If this school is in the same LEA as the school of origin, the child will be enrolled immediately.

If you have questions about SSO or Foster Students contact Amanda Winn, Academic Administrator for Special Programs.

# PROMOTION AND RETENTION

Wednesday, June 26, 2024 2:19 PM

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 2nd 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: AIMS Web Scores/EWS (Math and ELA 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**

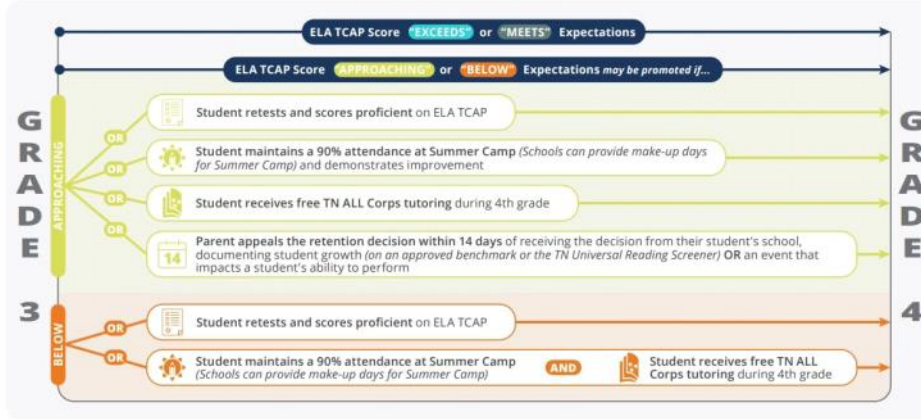
Beginning with the 2022-2023 school year, a student in the third grade shall not be promoted to the next grade level unless the student is determined to be proficient in English language arts (ELA) based on the student's achieving a performance level rating of "on track" or "mastered" on the ELA portion 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 4th 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.

# SUMMER SCHOOL

Wednesday, June 26, 2024 3:56 PM

TN Virtual participates in the Tennessee Department of Education Summer Programming, including summer learning camp and summer learning loss bridge camp. Both camps are part of the learning loss remediation and student acceleration program, providing educational services to students outside of the regular school day. Summer learning camp is designed to remediate student learning loss and support student academic needs using an educational approach to learning that uses science, technology, reading, engineering, the arts, and mathematics (STREAM) as access points for guiding student inquiry, dialogue, and critical thinking. The summer bridge camp runs concurrently with summer learning camp and is designed to support student academic needs and remediate student learning loss.

**Summer learning loss bridge camp is required for those 4th grade students who chose it as their pathway to 4th grade but is offered to other students if additional spots are available.**

If your student signs up for summer learning, it is a 4-week commitment and attendance is reported to the state. More information will be sent to families in the spring regarding available spots and sign-up information. Summer school participants are required to comply with all state mandated assessments in person or online.

# TUTORING

Wednesday, June 26, 2024 3:56 PM

TN Virtual participates in the Tennessee Department of Education TN ALL Corps Tutoring program. This high-dosage, low-ratio tutoring creates high-impact learning experiences, focuses on re-teaching missed or unlearned content, and connects missed learning to grade-level content. Tutoring is offered before or after your child's normal class schedule, two days a week. Tutoring is required for those 4th grade students who chose it as their pathway to 4th grade but is offered to other students if additional spots are available. If your student signs up for a tutoring, it is a year-long commitment and attendance is reported to the state. More information will be sent to families in the fall regarding available spots and sign-up information.



# GRADE REPORT PERIODS/FREQUENCY

Wednesday, June 26, 2024 4:10 PM

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

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

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

# HONOR ROLL

Wednesday, June 26, 2024 4:10 PM

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 Roar Awards and will receive a digital honor roll certificate.

# IN-PERSON TESTING

Wednesday, June 26, 2024 4:11 PM

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 TN Virtual attendance policy and the out of district eligibility policy. TN Virtual follows state recommendations and is held to state expectations as a Tennessee, public school.

TN Virtual 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 TN Virtual students enrolled for that current school year, and the overall location of all TN Virtual 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.

# TN VIRTUAL DIAGNOSTIC TESTING

Wednesday, June 26, 2024 4:12 PM

In addition to reporting for in-person state testing, TN Virtual 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 Union County school board requirements. All testing dates, times, and locations will be provided in advance.

Due to the nature of the virtual setting and 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 TN Virtual's attendance policy. Students who do not participate in 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.

Special accommodations, such as read-aloud services, do not apply to any diagnostic testing/universal screeners. The purpose of these assessments is to identify students' instructional levels without the use of additional support.

# STATE TESTING

Wednesday, June 26, 2024 4:11 PM

Tennessee's Department of Education requires TN Virtual students to participate in state-mandated academic assessments. These testing assessments will occur at locations across the state, as established by TN Virtual. 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 TN Virtual's attendance policy, out of district eligibility policy, could impact final grades in tested subjects, and will impact future enrollment.**

Failure to attend state testing will result in a minimum of 5 days of unexcused absence. Doctor and parent notes will not be accepted as there are extensive make up options available.

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

-TCAP Assessment: ELA, Math, Social Studies, & Science

-EOC Algebra 1/English 1

-TCAP Alt and ACCESS for ELL: Only select students will be tested

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.

# ACADEMIC INTEGRITY

Wednesday, June 26, 2024 4:12 PM

Assessments and daily assignments 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 and authentically the students'.

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, which they will use 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 or use AI 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 or specific directions are given to inform students of exceptions. They 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

Wednesday, June 26, 2024 4:13 PM

All student work should be completely free of plagiarism/AI use. 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 or similar programs to complete assignments or produce work

# CONSEQUENCES OF PLAGIARISM

Wednesday, June 26, 2024 4:13 PM

**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



# Use of AI Tools

Friday, June 28, 2024 4:46 PM

To best support learning and curricula mastery, students should complete all graded assignments without any use of generative artificial intelligence (AI). Students should refrain from using AI tools to generate any content (text, video, audio, images, code, etc.) for an assignment or classroom exercise. Passing off any AI generated content as your own (e.g., cutting and pasting content into written assignments, or paraphrasing AI content) constitutes a violation of TN Virtual's Plagiarism Policy. All plagiarism consequences apply to the submission of AI generated assignments.

# SERVICES

Wednesday, June 26, 2024 4:40 PM

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:
- Sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate alternative accommodations
- 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 accommodations 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 TN Virtual 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 email the TN Virtual Student Resource Coordinator at [legilliam@tnva.org](mailto:legilliam@tnva.org) to discuss available support options.

# COMPUTER & INTERNET REQUIREMENTS

Wednesday, June 26, 2024 4:41 PM

Each family must have a computer system that meets the minimum specifications necessary to access the K12 Online School (OLS) and K12 Online Middle School. Students are required to have a working microphone and webcam to participate in Class Connect sessions. Families must also have internet access to participate in the school. The responsible adult that is named as 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](#).

TN VIRTUAL PROVIDED COMPUTERS & INTERNET SERVICE PROVIDED (ISP)

# REIMBURSEMENT

Wednesday, June 26, 2024 4:42 PM

Based first on financial need and then on request, TN Virtual 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 Notes:** Sign-ups for ISP reimbursement for the fall semester must be requested by December 1st, and sign-ups for ISP reimbursement for the spring semester of school must be requested by May 1st. Checks will be mailed to families by the end of the following respective months. TN Virtual 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

Wednesday, June 26, 2024 4:42 PM

Access to the internet via computer equipment and resource networks provided to qualifying students due to enrolment in TN Virtual 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 TNA internet-related systems to access, transmit, store, display, or request inappropriate materials
- Any use that is deemed to adversely affect TN Virtual 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

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

# WEBCAM & MICROPHONE USAGE

Wednesday, June 26, 2024 4:43 PM

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

Wednesday, June 26, 2024 4:52 PM

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 TN Virtual, students must reside within the state of TN; therefore, proof of residency is required for changes in student address.

TN Virtual can request an updated proof of residency at any time during enrollment.



# CYBERBULLYING/BULLYING POLICY

Wednesday, June 26, 2024 5:06 PM

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

Bullying and/or cyber-bullying 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 election 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 as a result 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 TN Virtual 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

Wednesday, June 26, 2024 5:07 PM

Every effort is used to maintain the confidentiality of students attending the Tennessee Virtual and in accordance with the Union 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 TN Virtual. The Tennessee Virtual 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 K12 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

Wednesday, June 26, 2024 5:08 PM

Tennessee Virtual showcases 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, TN Virtual may provide material to news media outlets about our school. Any access to students for this purpose will be monitored by TN Virtual staff.

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

# CONSTITUTIONALLY PROTECTED PRAYER

Wednesday, June 26, 2024 5:08 PM

The TN Virtual 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)

Wednesday, June 26, 2024 5:08 PM

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 TN Virtual 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 TN Virtual to amend a record they believe is inaccurate. They should write TN Virtual administration, clearly identify the part of the record they want to be changed and specify why it is inaccurate. If TN Virtual decides not to amend the record as requested by the parent or eligible student, then TN Virtual 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 TN Virtual to disclose information without consent, is when TN Virtual 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 TN Virtual 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 Directors of Union County Schools; a person or company with whom TN Virtual 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 TN Virtual 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 TN Virtual, 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, TN Virtual may disclose "directory information "without written consent, unless you, the parent or eligible student, have advised TN Virtual 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 TN Virtual 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.

TN Virtual 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 TN Virtual office within the first ten days of enrollment.



# HEALTH & SAFETY

Thursday, June 27, 2024 8:55 AM

If an accident occurs during a TN Virtual extracurricular event, the staff must follow the Union County Board of Education policy by reporting the accident and following proper safety procedures. Accidents must be reported to the site administration or site coordinator, as well as the school office, immediately. If it is necessary to call an ambulance for any reason during the event, 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

In the event in which a child requires a non-prescription or prescription medication during school hours or school events and the parent/guardian cannot be at the school event to administer the medication, only the principal/designee will assist in the student 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

All non-prescription and prescription medications 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

# IMMUNIZATIONS

Thursday, June 27, 2024 8:33 AM

Parents must submit copies of the child's immunization records before being admitted to TN Virtual. Records will be reviewed upon submission. Parents will be notified of the required immunizations that are 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

Thursday, June 27, 2024 8:34 AM

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.

TN Virtual 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.

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# OBJECTIONAL MATERIALS POLICY

Thursday, June 27, 2024 8:35 AM

If a parent finds certain lessons, books, or materials objectionable, they should contact their TN Virtual teacher, who will immediately contact their administrator. The teacher and administrator 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

Thursday, June 27, 2024 8:35 AM

TN Virtual 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 TN Virtual administrative office at any time to be directed to the appropriate person.

Email and telephone are the primary sources of contact between the TN Virtual 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 TN Virtual. Learning Coaches should promptly reply to school emails or voicemails received from TN Virtual or K12. All incoming calls for TN Virtual 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 TN Virtual administration, TN Virtual teachers, the parents/instructional coach, students, and other parties directly related to TN Virtual 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 TN Virtual 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 TN Virtual staff and parents and students of TN Virtual.

## **COMMUNICATION PROTOCOL**

Classroom academic instructional time is sacred.

Even if the learning coach is sitting next to their child and they witness something they feel is inappropriate, The learning coach may **NEVER** interrupt the classroom, including breakout rooms, to engage with the child's teacher.

(This does not apply to immediate health and safety concerns.)

The appropriate protocol for communicating with a student's teacher is as follows:

- Please include your child's name and student ID in ALL correspondence. We have many students with duplicate names and want to provide accurate support.
- If you feel that your child has been treated/spoken to improperly in a classroom by the teacher or by another student, your child needs to leave the room.
- You will need to email your child's AA or principal to relay the facts.
- Please make every effort to remain calm and leave out derogatory remarks, names, allegations, and threats.
- The AA/Principal will review the recording and remediate the situation.
- If you have questions concerning grades, assignments, and other education-related issues, the protocol is to email those questions to the teacher(s) and give them 24-48 hours to respond.
- If your questions or concerns are not addressed within that timeframe, please resend the message and CC your Academic Advisor or principal. Remind them that you sent the message a couple of days ago and did not receive a response.
- If you are concerned about a lack of professionalism with a teacher, email the AA/Principal and simply state the facts as you recall them. Provide the date/time of the issue(s) and any other related information.

- Please make every effort to remain calm and leave out derogatory remarks, names, allegations, and threats.
- I will review the recording and remediate the situation.
- If you feel that your concern has not been resolved by your AA/Principal and you would like to contact their supervisor, please CC [tchildress@k12.com](mailto:tchildress@k12.com). This will provide her with all the pertinent information that has been shared prior and will allow her to remediate appropriately.
- Do not contact or go in person to the office for grievances. They are there to provide operations support. They do not have an active role in academics or academic support.
- Teachers are not expected to respond to text messages from their personal phone numbers.
- Teachers are not expected/required to respond to correspondence received outside of school hours.  
(Monday-Friday 8:00 AM-4:00 PM Eastern/7:00 AM-3:00 Central)

While we understand that we can all be very passionate about our student's education, using the appropriate channels and times for contact helps to ensure that the limited time that teachers have in live classes with students is preserved for academic growth.



# STUDENT DISCIPLINE

Thursday, June 27, 2024 8:36 AM

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

# POSITIVE BEHAVIOR SUPPORT

Thursday, June 27, 2024 10:14 AM

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

1. Respect Others
2. Conduct yourself with positive behavior
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 technology needed for class is ready, ie. 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
11. No affiliation with gangs or attire referencing gang membership.

Each teacher at TN Virtual 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.

# TN VIRTUAL STUDENT DISCIPLINE/EXPULSION POLICY & PROCEDURES

Thursday, June 27, 2024 10:15 AM

As a public school within the Union County school system, TN Virtual follows all Union 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 TN Virtual administration will follow UCBOE policies & procedures. UCBOE disciplinary policies & procedures can be found [here](#).

# SPECIAL EDUCATION DISCIPLINE PROCEDURES

Thursday, June 27, 2024 10:15 AM

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). Disciplinary action will be determined based on the team's decision at the meeting.

The IEP Team meeting must be appropriately constituted with, at a minimum, the following individuals: Officially Designated Representative of the Tennessee Virtual (ODR) – usually the principal 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:**

All invitations for Manifestation Meetings will be sent out at least 24 hours in advance. Parents may decline the proposed date but must provide an alternate time and date in writing. 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.

If the IEP Team determines that the behavior that 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 TN Virtual 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 TN Virtual 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 TN Virtual 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 TN Virtual 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

Thursday, June 27, 2024 10:16 AM

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.

# RESTRAINT AND SECLUSION

Thursday, June 27, 2024 9:16 AM

TN Virtual'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 this policy is to help ensure that all TN Virtual learning environments are safe for all children and adults.

# TRANSLATED MATERIALS

Thursday, June 27, 2024 8:38 AM

As part of TN Virtual'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, but are not limited to, the student handbook, class schedules, registration forms, discipline notices, and school event information. TN Virtual 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).

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

Thursday, June 27, 2024 8:45 AM

TN Virtual is committed to achieving student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner.

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 home room teacher
- Step 3: If you still have questions or concerns, please email your child's Academic Administrator

# TITLE IX CONTACT & PROCESS

Thursday, June 27, 2024 8:46 AM

TN Virtual 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. TN Virtual reserves the authority to address sex discrimination and sexual harassment. TN Virtual 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. TN Virtual 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 TN Virtual or another entity. Furthermore, TN Virtual reserves the right to pursue sexual misconduct violations that fall outside the scope of Title IX based on TN Virtual'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:

- O A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or

- O 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

- O 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

Interim Operations Manager, TN Virtual

(865)992-9026

1926 Dutch Valley Dr. Ste. 1, Knoxville, TN 37918

# TITLE 1

Thursday, June 27, 2024 8:48 AM

TN Virtual does not exercise the right to access and use Title 1 Federal Funding.

# REPORT CARDS

Thursday, June 27, 2024 8:48 AM

Students in kindergarten will receive an ESGI student detailed report card nine weeks communicating student progress on grade level standards.

Students in grades 1 – 9 will receive a report card every nine weeks communicating an average of their grades in all core subjects.

All students' grades can be viewed in Skyward at any time.

Teachers will update the Skyward grade book weekly.

All attendance information will be housed in Skyward.

Parents are encouraged to access Skyward daily to view student grades and attendance.

# SCHOOL PROPERTY

Thursday, June 27, 2024 8:48 AM

TN Virtual 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 TN Virtual program.

# MISSING MATERIALS

Thursday, June 27, 2024 8:48 AM

TN Virtual 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

Thursday, June 27, 2024 8:49 AM

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

Thursday, June 27, 2024 8:49 AM

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

Thursday, June 27, 2024 8:50 AM

TN Virtual 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.

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

# STUDENT RECORDS

Thursday, June 27, 2024 8:50 AM

Tennessee Virtual shall provide for the transfer of 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 education record of any student may be withheld as the result of a lack of payment of any fine, debt, or other outstanding obligation.

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

Thursday, June 27, 2024 8:52 AM

All staff at TN Virtual must cooperate fully with the supervisors of child welfare and attendance. TN Virtual shall make such information available to supervisors of child welfare and attendance to assist them in promoting the regular attendance and school adjustment of these children.

TN Virtual 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

Thursday, June 27, 2024 8:53 AM

TN Virtual will provide student participation opportunities designed to meet the students' academic, recreational, and social interests. Activities may include, but will not be limited to, 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 the Tennessee Virtual. 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

Thursday, June 27, 2024 8:53 AM

Sponsors are responsible for maintaining discipline among student participants in TN Virtual 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 TN Virtual 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

Thursday, June 27, 2024 8:54 AM

TN Virtual 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. TN Virtual parents and students must conduct themselves appropriately at all optional student outings. Parents /guardians are responsible for the supervision of their children at all times and must attend outings with their students.

TN Virtual outings are REQUIRED for attendance purposes. Students will need to attend the planned calendar event in-person or virtually to be counted present for the day.

***\*Any person who is a registered sex offender shall not attend any TN Virtual outings or TN Virtual-sponsored events.***

# STUDENT RIGHTS AND RESPONSIBILITIES

Thursday, June 27, 2024 9:16 AM

## **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 to the fullest extent possible 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, and 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 Union County Board of Education and/or the school administration.
- Exercise courtesy and reason at all times.
- 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 in a positive, reasonable manner.



- Maintain regular attendance and punctuality.
- Display neatness, cleanliness, and appropriateness of personal dress and hygiene.

# CODE OF CONDUCT

Thursday, June 27, 2024 9:17 AM

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, such as custodians, clerical staff, food service, and transportation employees.
- 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.

# PROHIBITED CONDUCT

Thursday, June 27, 2024 9:18 AM

The following is a list of behaviors not permitted by the Tennessee Virtual:

- Disregard or disrespect for directions of 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 abuses 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 TN Virtual is a public school, we cannot accept any student that is currently serving a suspension.

# DRESS CODE

Thursday, June 27, 2024 9:18 AM

TN Virtual always expects students and Learning Coaches to dress neatly and appropriately on school-sponsored outings, events, and during live Class Connect sessions. Our students are asked to be on camera daily. Therefore, students are expected to be in an appropriate learning environment and appropriately dressed. The two criteria for determining appropriateness are safety and decency. Student dress that distracts others from the education process is unacceptable.

## **Examples of inappropriate dress include, but are not limited to:**

- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, national origin, disability, or gang membership.
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments.
- Any clothing that is excessively tight, is excessively short, is of transparent material or see-through material, or that is ripped, torn, or has suggestive signs or symbols.
- Any clothing through which underwear or any type of undergarment may be seen.
- Clothing that does not cover backs or clothing which permits viewing of cleavage, tank tops with open sides, and muscle/tank shirts.
- Spikes, dog chains/chokers, ball-bearing chains, wallet chains, or other jewelry that increases the risk of accidents.

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

# INAPPROPRIATE PHYSICAL CONTACT

Thursday, June 27, 2024 9:19 AM

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

# TOBACCO/SMOKING POLICY

Thursday, June 27, 2024 9:20 AM

TN Virtual 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. TN Virtual employees and visitors serve as role models for students. TN Virtual 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.

No student, staff member, or school visitor is permitted to use any tobacco product at any time, including non-school hours (24/7).

## *Tobacco use is strictly prohibited:*

- in any building, facility, or vehicle owned, leased, rented, or chartered by TennesseeVirtual School;
- on any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by Union 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 Tennessee Virtual 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

Thursday, June 27, 2024 9:21 AM

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

Thursday, June 27, 2024 9:31 AM

In accordance with the Student Code of Conduct, any student engaging in prohibited behavior will face consequences. 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

Thursday, June 27, 2024 9:32 AM

Employees that are in violation of the tobacco use policy will be subject to consequences in accordance with personnel policies that include, but are not limited to the following: verbal warning, written reprimand, or termination. Visitors will be asked to refrain from tobacco usage on school property or to leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if one should refuse to leave the school property. Any fees or admission will be forfeited by the person violating school policy.

# OPPORTUNITIES FOR CESSATION

Thursday, June 27, 2024 9:35 AM

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

Thursday, June 27, 2024 9:35 AM

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

Thursday, June 27, 2024 9:36 AM

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.

# DRIVER'S LICENSE REVOCATION

Thursday, June 27, 2024 9:18 AM

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.

# PROHIBITING THE AIDING AND ABETTING OF SEXUAL ABUSE

Thursday, June 27, 2024 9:57 AM

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

Thursday, June 27, 2024 9:57 AM

To inform all employees of the Tennessee Virtual of the requirement to Prohibiting 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

Thursday, June 27, 2024 9:57 AM

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 (20U. S. C. 1681 et seq.) and the regulations implementing such title under part 106 of title34, 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 regarding this policy or your responsibilities under it, please reach out to the Executive Director.



# PARENT/TEACHER CONFERENCES

Thursday, June 27, 2024 8:37 AM

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. TN Virtual 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

Thursday, June 27, 2024 8:38 AM

TN Virtual 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 TN Virtual-sponsored events such as parent training, student outings, and meet and greet sessions.

# SAFE SCHOOL PLANNING

Thursday, June 27, 2024 10:17 AM

TN Virtual 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 TN Virtual; 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 TN VIRTUAL

Thursday, June 27, 2024 10:17 AM

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

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

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

- Notification of parent/guardian; and
- Implement a plan for student academic enhancement

Parents who decide to withdraw their students from TN Virtual are required to communicate their intentions to their assigned teacher before the withdrawal from TN Virtual. When a family withdraws from Tennessee Virtual 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 or enroll in private or another public school. The student will not officially be withdrawn until a request for records is received in the TN Virtual office from the newly attending school and/or verification of enrollment has been confirmed by the newly attending school.

Upon withdrawal, TN Virtual 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.

# Non-District Eligibility Policy

Thursday, June 27, 2024 7:20 PM

## **Out-of-District Enrollment Policy**

Students who do not reside in Union County may be deemed ineligible for continued enrollment if they fail to meet the following criteria:

1. **Attendance:** Regular and consistent attendance is required.
2. **TCAP Testing:** Participation in the Tennessee Comprehensive Assessment Program (TCAP) testing is mandatory.
3. **Academic Progress:** Students must demonstrate adequate academic progress in all core subjects.

Failure to meet and/or maintain these requirements may result in ineligibility for enrollment the Tennessee Virtual Academy.

# INTELLECTUALLY GIFTED GOAL

Thursday, June 27, 2024 10:18 AM

TN Virtual 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

Thursday, June 27, 2024 10:18 AM

TN Virtual 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 TN Virtual to develop individual talents, both educationally and emotionally, through a qualitatively differentiated curriculum in a safe environment.

# DEFINITIONS

Thursday, June 27, 2024 10:18 AM

“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 34C.F.R. § 300.530-537.

- TN State Standards for Intellectually Gifted Evaluation & Eligibility
- Intellectually Gifted State Evaluation Guidance
- Intellectually Gifted Scoring Grid



# IDENTIFICATION PROCESS

Thursday, June 27, 2024 10:19 AM

If a student enrolling in TN Virtual was previously identified as Intellectually Gifted and has a current IEP, TN Virtual will follow the IEP as written and provide comparable services. Within 30 days of enrollment in the State platform, a transfer IEP meeting will be scheduled to determine the appropriate services, supports, and goals for the student.

TN Virtual will screen teacher/parent referrals based on a Gifted screener checklist that includes data on the student:

- 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

Thursday, June 27, 2024 10:19 AM

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

# ADVANCED LEARNER OPTIONS

Thursday, June 27, 2024 10:19 AM

TN Virtual 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.

## **TN Virtual'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.

# EXAMPLES OF SERVICES FOR INTELLECTUALLY GIFTED STUDENTS K-9

Thursday, June 27, 2024 10:20 AM

- 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

# TN Virtual - Parent/Learning Coach

Thursday, June 27, 2024 10:28 AM

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 TN Virtual 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 TN Virtual.
- 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 that I will schedule a minimum of 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 course work 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 TN Virtual, and the appropriate state systems that reflect current address.
- I understand that if my phone number, address, email, or emergency contacts change that I must inform the TN Virtual teacher in a timely manner. If I move, I must provide anew 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 TN Virtual 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: \_\_\_\_\_

# Grade Appeal Process

Thursday, June 27, 2024 10:37 AM

Administration does not determine grades for a student. This authority lies solely with the teacher of record. If students and learning coaches are dissatisfied with a grade they have received in a course, on an assignment or assessment, they are expected to appeal those decisions directly to the teacher of record. If a final decision cannot be mutually agreed upon by both the teacher and the student or learning coach, the student and learning coach may make the appropriate administrator aware of any perceived wrong in the grading process.

# Full-Time Enrollment

Thursday, June 27, 2024 10:21 AM

Tennessee Virtual (TN Virtual) is a full-time program of the Union 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

Thursday, June 27, 2024 10:21 AM

After a student has been approved for enrollment with TN Virtual, a recorded new parent & student orientation session will be emailed to the LC (Learning Coach) to complete with their student. The student must also attend all scheduled live orientation sessions and 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 must attend all class sessions on their first two days to be fully enrolled at TN Virtual. Failure to meet the requirements above will result in the student's withdrawal from TN Virtual. If a student is withdrawn for non-compliance with the requirements above, they will have to contact the enrollment department to re-enroll.

# Attendance

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 for required Class Connect sessions in Skyward. TN Virtual will also enter attendance for required asynchronous work when the work is used as a substitute for a regularly scheduled live session that has been canceled. Students will be required to attend multiple live Class Connect sessions daily.

The number of Class Connect sessions a student must attend will vary depending on multiple factors, including grade level and student's individual needs. Special Education students will also have required Related Services sessions to participate in addition to course Class Connect sessions.

Students in good standing who are absent have the option to view the recorded session by midnight of the same day to receive attendance credit. Attendance to Class Connect sessions and asynchronous work are the only two areas teachers will check for attendance.

\*\*\*For 6-8, Learning Coaches must log PE attendance hours each week. TN Virtual will follow state and district absence and truancy policies with non-compliant families.

# Coursework

Thursday, June 27, 2024 10:22 AM

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, as well as additional assignments that align to TN state standards.

# Teacher Support

Thursday, June 27, 2024 10:23 AM

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 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

Thursday, June 27, 2024 10:23 AM

## **K-5**

K-5 Students in Kindergarten through 5th grades will receive a combination of synchronous and asynchronous physical education instruction by a Tennessee state-certified physical education teacher.

## **6-8**

Students in grades 6th through 8th must record 90 minutes of physical activity per week. The learning coach is responsible for logging that activity weekly in the student's D2L account. PE minutes will equate to a Pass/Fail grade in Skyward at the end of each quarter.

## **9**

9th Grade Students - Students will receive instruction in Physical Education and Health and Wellness by a certified educator. To align with the Tennessee Department of Education, this is a graduation requirement for all high school students; it is a credit course.

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

Thursday, June 27, 2024 10:24 AM

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

# Testing

Thursday, June 27, 2024 10:24 AM

TN Virtual 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 TN Virtual, 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 will be required to attend mandatory state testing at a location within 90 miles of their home.

Health and Emergency Form Operations - TNVA Health & Emergency Form.pdf

# Family Contact Information

Thursday, June 27, 2024 10:27 AM

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

Thursday, June 27, 2024 10:27 AM

All students must have a computer, with a working microphone & webcam, dedicated for schooling. Based on financial need, TN Virtual 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. TN Virtual will offer one laptop per 2 students in a family. TN Virtual will provide 1 replacement laptop per school year due to damages. After a family reaches the maximum 2 devices per school year, TN Virtual will not provide any additional devices and the family is responsible for providing a device that meets the technical requirements of the school. 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

Thursday, June 27, 2024 10:27 AM

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 TN Virtual teacher or the TN Virtual Administrative office.

# Withdrawing from Current School

Thursday, June 27, 2024 10:27 AM

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

# Engageli

Thursday, June 27, 2024 10:30 AM

Engageli 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 Engageli, the Tennessee Virtual 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 Engageli, all users will need working speakers and a working microphone. Engageli can be accessed with dial-up or high-speed Internet access.

## **Tips for Participating in a Engageli:**

- Find a comfortable place with no distractions.
- Use the Google Chrome browser when accessing Engageli.
- 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 Engageli.
- If you are experiencing issues with Engageli, refresh your browser.

### Student guide to Engageli

# Engageli Learner Getting Started

Friday, June 28, 2024 4:59 PM



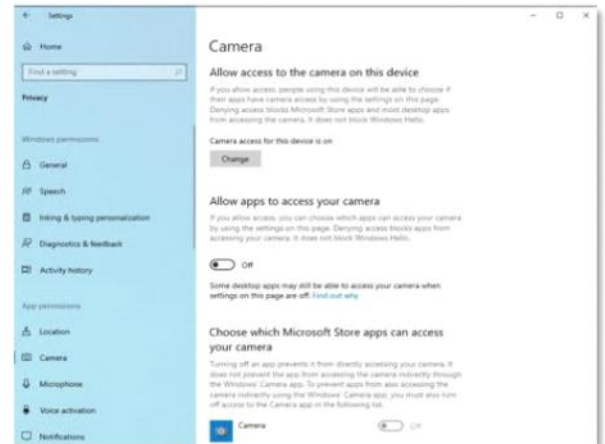
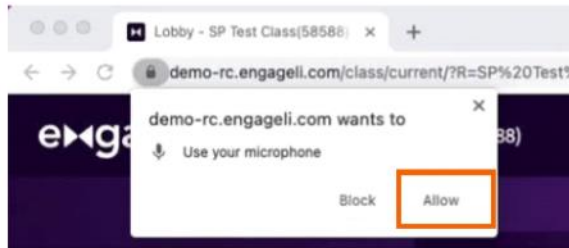
Engageli  
Learner G...

## 1 Log In to Your Classroom

Log in to your student account or dashboard to access Class Connect sessions on Google Chrome or Microsoft Edge.

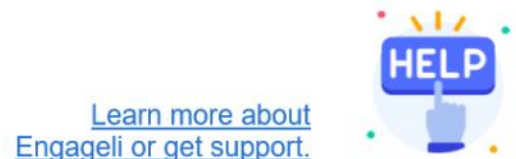
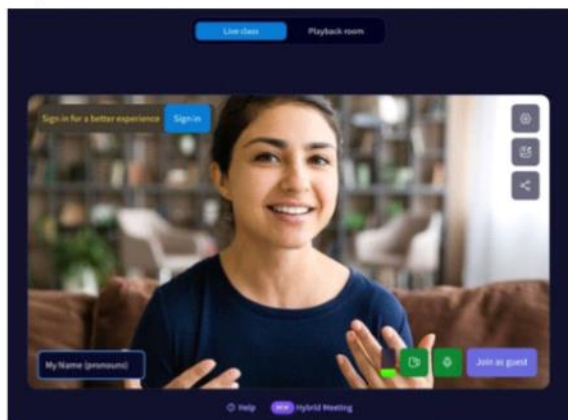
## 2 Set Up Permissions

The first time you enter a classroom, you will be required to allow permissions at a browser level and sometimes at a system level.



## 3 Join the Classroom

Once you get to the classroom login screen, check your audio and video before entering the classroom. You will wait in a virtual waiting room until the instructor opens the classroom.



# Engageli Learner Classroom Checklist

Friday, June 28, 2024 5:02 PM



Engageli  
Learner Cl...

## 1 Audio Settings

Engageli has two main audio modes that are controlled by the instructor: Room Mode and Table Mode.

### Room Mode

This is typically the default when you enter your Engageli classroom. This means that as a learner or TA, you will hear the audio feeds from everyone in the classroom, regardless of where they are seated. Select the Class Gallery tab at the top of the screen to see everyone in the classroom.

### Table Mode

When the instructor enables Table Mode, you will hear only your tablemates and anyone on the podium. The tablemates pane will open automatically on the right side when Table Mode or a table activity is enabled. The tablemates panel will automatically close when switching the audio mode to Room Mode from Table Mode. You can select the Tablemates tab at the top of the screen to see your tablemates.



## 2 Video Settings

When your camera is on, all classroom participants can see your video by default.

## 3 View Settings

The Gallery View is what you are likely used to seeing on web conferencing tools. You can see all learners in the class, regardless of which table they are at. This is the default view that you will see when you first join the classroom.



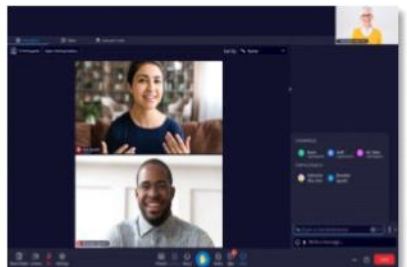
## 4 Chat and Q&A Settings

### Chat

You can send your instructor a direct message or send a question to the entire room. If you are at a table, you will be able to chat with your tablemates.

### Q&A

You can also ask a question in the Q&A. This question will be visible to the entire class.



[Learn more about Engageli or get support.](#)





# Engaging with Engageli for Students

Friday, June 28, 2024 5:02 PM



Engaging  
with Enga...

## Contents

Engaging with Engageli for Students .....	2
Chat.....	2
Q&A.....	3
Raise Hand .....	3
Reactions and Sounds .....	4
Reactions.....	4
Sounds .....	4
Polls .....	5
Features .....	5
Notes.....	6
Features .....	6
Tables .....	7
Whiteboards.....	8
Tools.....	8
Annotations .....	9
Screen Sharing .....	10
Playback Room.....	10
Overview.....	10
Features .....	11
Support.....	11

## Engaging with Engageli for Students

This document provides an overview of the engagement tools available for student use in the Engageli virtual classroom.

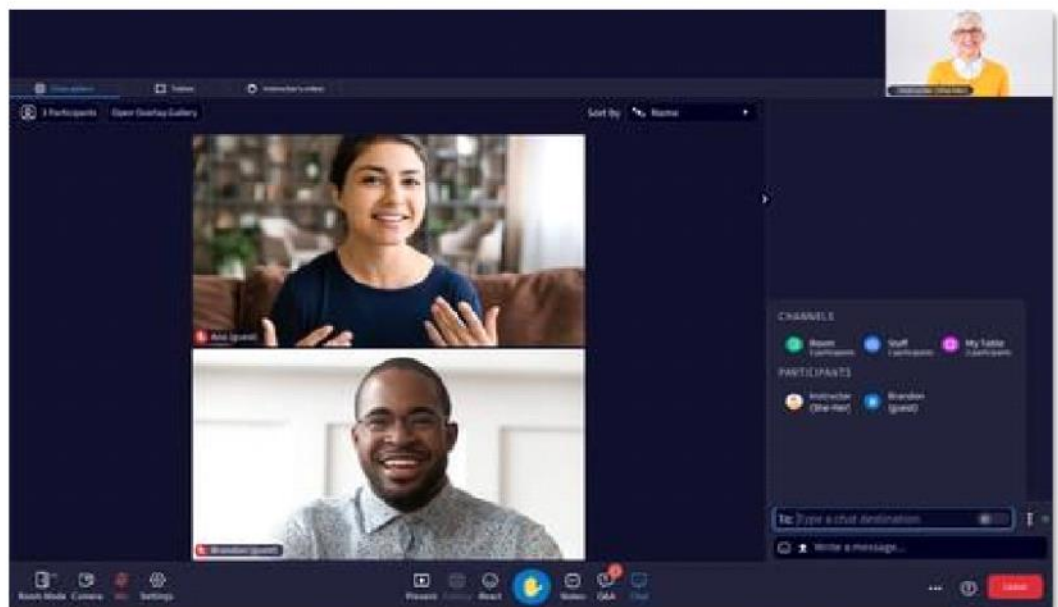
### Chat

Through the Chat feature, you can send your instructor a direct message or send a question to the entire room. If you are at a table, you can chat with your tablemates.

Follow the steps below to use the Chat in the Engageli virtual classroom:

- Select the **Chat** icon at the bottom of the screen.
- The **Chat** will open in the right-side panel. You can close and open it as needed.
- Select the intended recipient(s) by selecting the chat destination field.
  - The default channel is **Room**, which includes everyone in the classroom.
  - There are also other channel options:
    - **Staff**: Includes all instructors and TAs in the class
    - **My Table**: Includes all participants at your table
- Enter your message. Select the **smiley face** to add emojis.
- Select the **Send** button or the **Return** or **Enter** key on your computer to send your message.

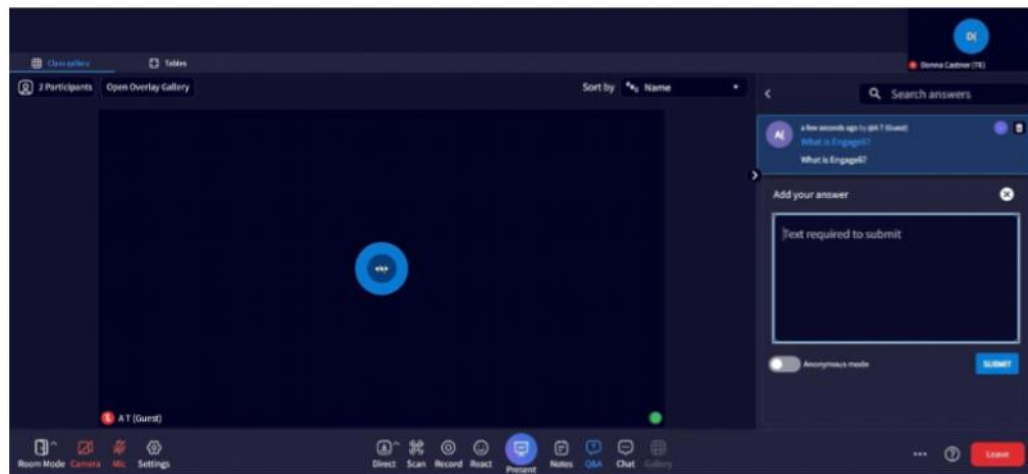
**Note:** Teachers can disable the chat.



## Q&A

- To open the Q&A forum, select the **Open Q&A** icon in the bottom toolbar. The Q&A will open in a tab on the right side of the screen.
- To ask a question, select the **Q&A** tab and type your question. Once posted, the entire class will receive a notification and be able to view and reply to the question.
- To reply to a question, select the question to be answered and write your reply in the space below.

**Note:** Any answers to questions submitted by the instructor will appear green, signifying that they are correct. If an instructor or TA marks your answer as correct or approved, it will appear at the top of the thread. Questions with approved/correct answers are always listed at the top of the thread in order from newest to oldest. You will also find questions with unmarked answers listed below the approved/correct answers in order from newest to oldest.

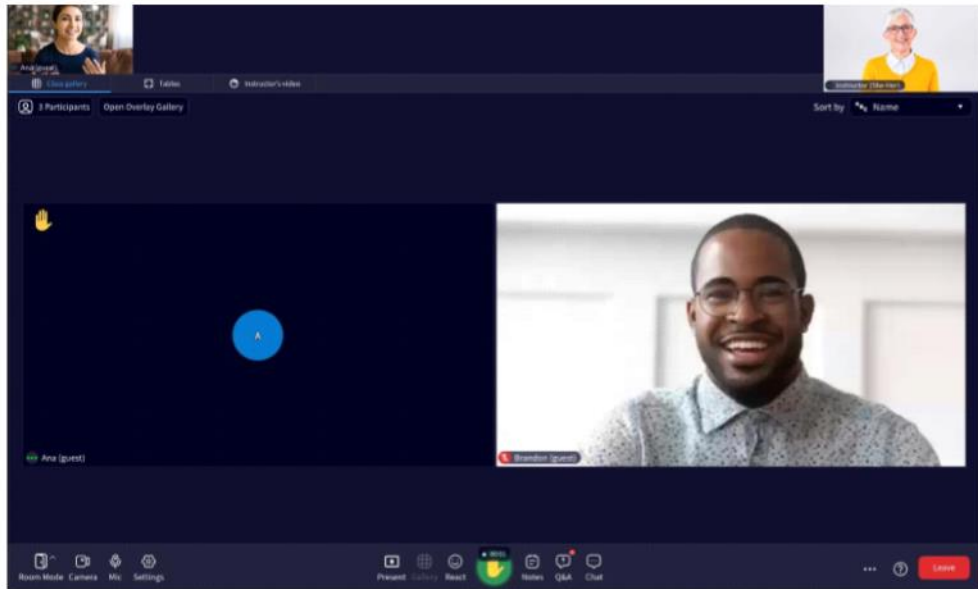


## Raise Hand

To address the entire class and the instructor, select the **Raise Hand** icon. Your video will move to the podium at the top of the screen, and everyone will hear you.

**Reminder:** In Room mode, everyone can hear you without you raising your hand. In Table mode, only your tablemates can hear you. Raise your hand to address the entire class.

**Note:** If you attempt to raise your hand and the teacher has the podium disabled, you will receive a message letting you know that podium is not available at this time.



## Reactions and Sounds

### Reactions

Select the **Add Reaction** button (**happy face** icon) at the bottom of the screen to open the **Reactions** menu.

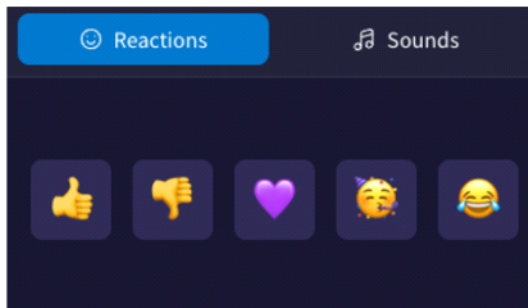
**When to use:** When you want to give non-verbal feedback to your instructor or a classmate.

### Sounds

Select the **Add Reaction** button (**happy face** icon) at the bottom of the screen to open the **Sounds** menu.

**When to use:** When you want to provide feedback in class. Be judicious with the Sounds and make sure you adhere to any guidelines provided by your instructor.

**Note:** Teachers can disable the Sounds.



## Polls

There are three types of Engageli polls:

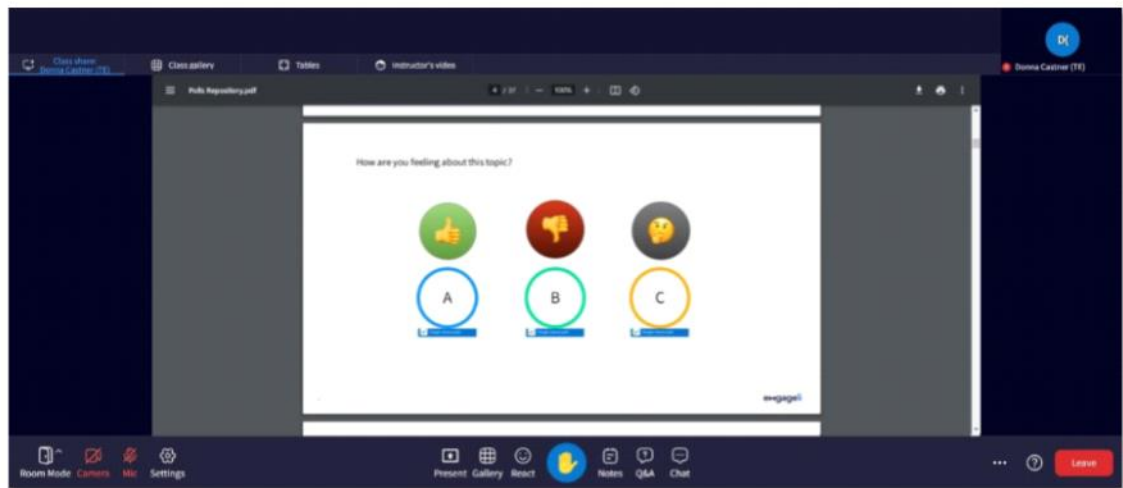
1. **Single choice:** There are multiple options to choose from, but only one answer can be selected.
2. **Multiple choice:** There are multiple options to choose from, and you can select as many answers as you want.
3. **Text input:** You can type a short response (up to 40 characters), and, when shared, the answers will form a word cloud on the screen.

You can enter your response directly on the screen to answer any of the poll questions. Use your mouse or keypad to choose a response.

## Features

- You do not have to use chat or say your answers aloud.
- Your answer is recorded as soon as you respond.
- While the poll is open, you can select different responses to change your answer(s). All answers are recorded. If your instructor locks the poll, you will not be able to change your answer.
- If the results are shared, your response will be anonymous to the class, but your instructor will be able to see your last response on your video feed in the class gallery.





## Notes

- To take notes, select the **Open Notes** icon in the bottom toolbar.
- The **Notes** will open in a tab on the right side of the screen.
- Type in the **Start typing** field, then either hit **Return** or **Enter** on your keyboard or select the **Send** icon to add your note.

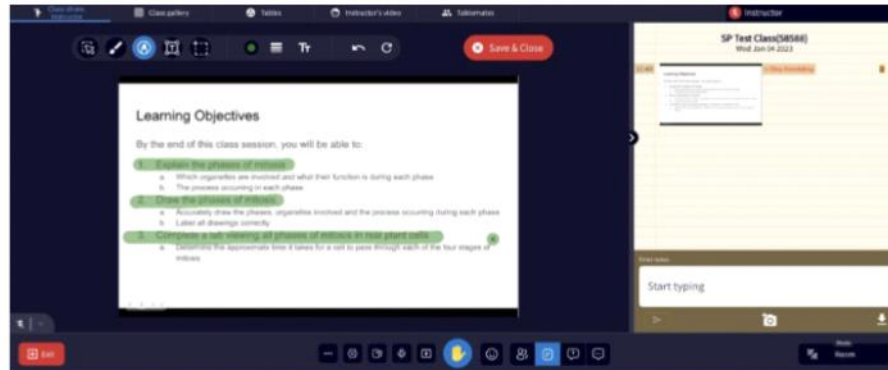
## Features

- You can add clickable links to your notes.
- Select the **camera** icon to take a screenshot of a shared screen or presentation.
  - Select **Click to annotate** to highlight and add text or other annotations to the screenshot.
  - Select **Save & Close** to save your annotations.

**Note:** You are not able to take screenshots of the Class gallery view to protect the privacy of all class participants.

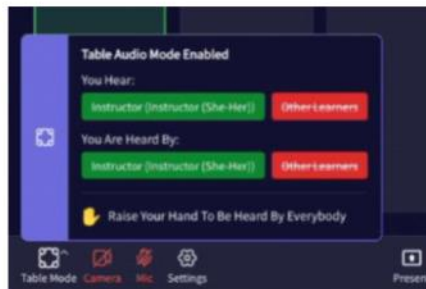
- Select the **download** icon to export your notes as a .docx file.
- A timestamp is displayed next to each note you take so you can easily find your place if you watch the class recordings later.
- You can delete entries by selecting the **trash bin** icon to the right of the notes.
- If your Class Connect repeats, the next time you come to the same class, your notes will still be there.

**Note:** Notes are only visible to you. Teachers and other students do not have access to your notes. If you wish to share your notes with your teacher, download the notes during class and send them directly to your teacher.



## Tables

- When the instructor enables Table Mode, you will hear only your tablemates and anyone on the podium.



- The tablemates panel will open automatically on the right side when Table Mode or a table activity is enabled.
- The tablemates panel will automatically close when switching the audio mode to Room Mode from Table Mode.
- You can select the Tablemates tab at the top of the screen to see your tablemates. You can also select the tablemates icon at the bottom of the screen to open the tablemates panel on the right.





Follow the steps below to view all the tables and where your classmates are seated:

- Select the **Tables** tab at the top of the screen.
- Select **Switch to list view** to see lists of participants in each table.
- Select **Switch to tables view** to go back to the tables view.

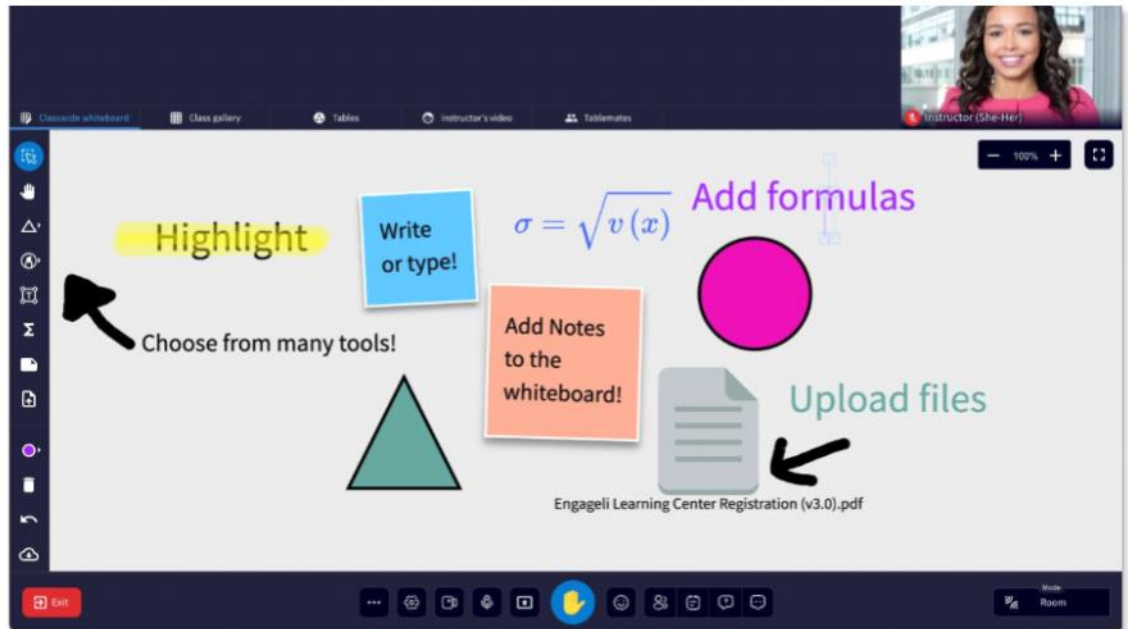
**Note:** Teachers can assign students to tables or allow them to move freely between them.

## Whiteboards

Engageli has native whiteboards for both class-wide and table-level participation. Review the list below to learn about the features and tools available on an Engageli whiteboard and how you can use them during full class collaboration or working in small groups.

### Tools

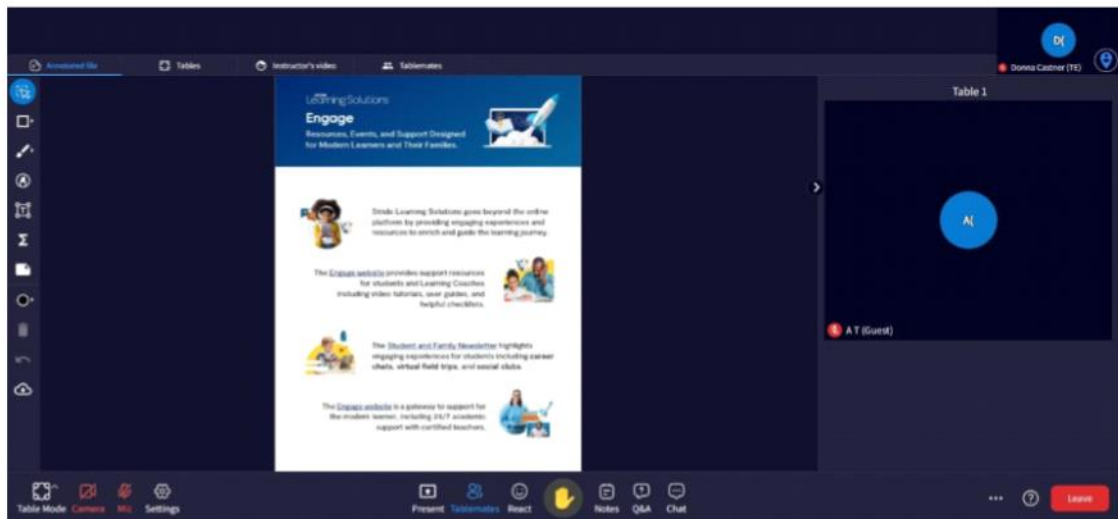
- **Select object:** Select and move different objects around the board.  
**Note:** By selecting any object on the whiteboard, you can see who added the object. Be careful when removing objects to ensure that you are not accidentally deleting someone else's work.
- **Pan:** Grab a large selection of the board to shift to a clear area.
- **Add Shape:** Add resizable shapes (circle, triangle, or square) to the board. You can customize the color.
- **Drawing:** Sketch thoughts and ideas with a pen, brush, or highlighter
- **Text box:** Use the text box to add typed text. You can customize the font size and color.
- **Add formula:** Use a specialized keyboard to easily add formulas to the board.
- **Add note:** Add a re-sizeable sticky note.
- **Add file:** Add a file to share (PDFs, documents, spreadsheets, images, and plain text files).
- **Add image:** Add an image file to display on the board.
- **Color:** Choose from 15 different colors to customize shapes and drawings.
- **Remove object:** Remove an object you added to the board.
- **Undo my last action:** Undo your last action on the board.
- **Download screenshot:** Download a screenshot of the board to save for later reference.



## Annotations

Annotations are available during the instructor's PDF share if the instructor opens annotations for all learners. They are also available in the Notes tool for screenshots.

The tools available for annotations are the same as those available for Whiteboards, including highlight, add text, and more. See the list above for descriptions of these options.

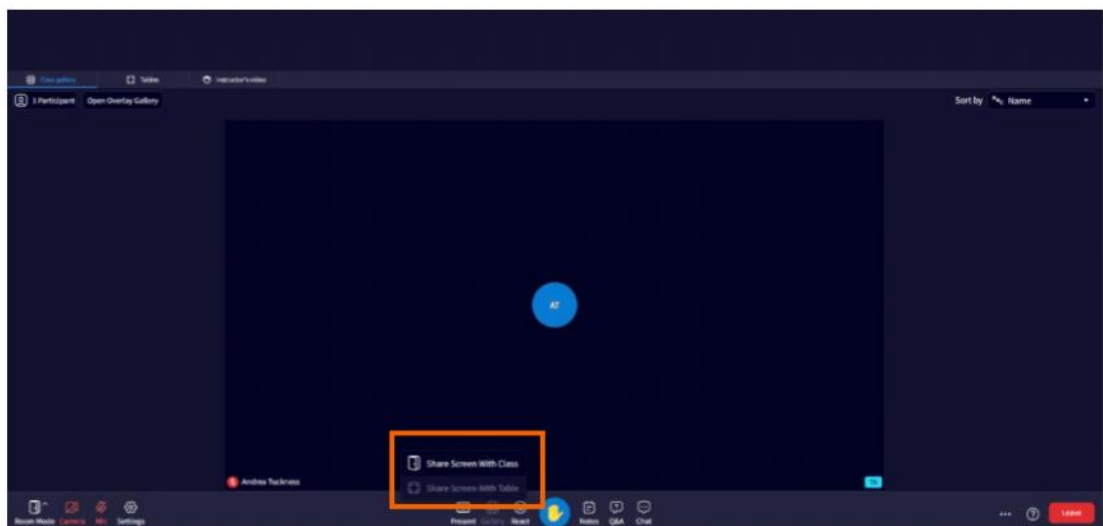


## Screen Sharing

**Note:** If you want to share your screen with the class, your instructor must approve your screen share. They will get a notification to do so. However, your instructor does not have to approve your screen share at tables during group activities, projects, or brainstorming sessions.

Follow the steps below to share your screen in the Engageli virtual classroom:

- Select the **Present** button at the bottom of the screen next to the Raise Hand button.
- Select either **Share Screen With Class** or **Share Screen With Table**.
- Choose either **Tab**, **Window**, or **Entire Screen**.
- Select the item you want to share so that it is highlighted with a colorful border.
- Select **Share**.
- To stop sharing your screen, select the **Stop Class Share** button or the **Stop table/class share** icon in the **My Screen Preview** window.



## Playback Room

### Overview

You can access Playback Rooms directly from your schedule for any classes that you would like to revisit after the live session.

When you access a recorded session, you will be launched into the playback room lobby. Enter the playback room to access all the recordings for that Class Connect session.

Playback Rooms open to a view of the Playback Player and a list of class recordings. Choose a class recording or video to watch from the list, then select the **Play video**

**button** in the middle of the playback player. You can then easily engage with the recording and material.

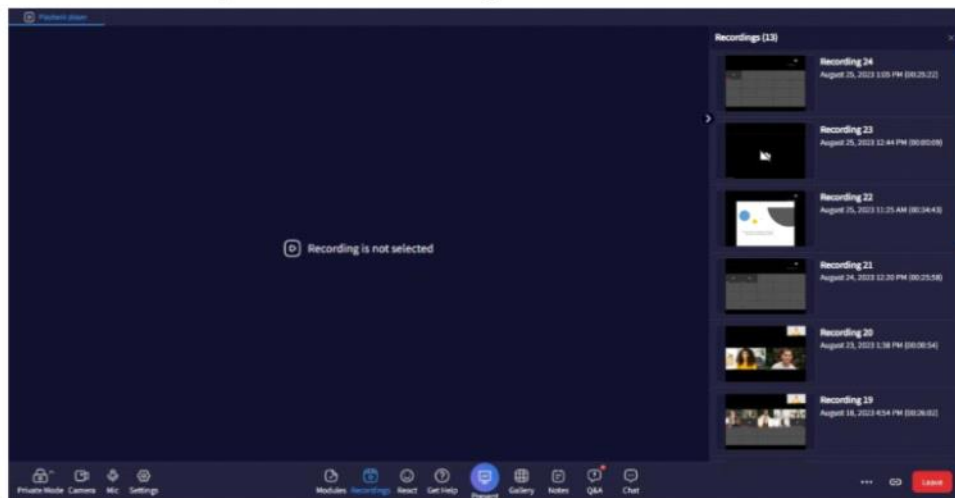
Try doing the following:

- Move through the video recording (play, pause, fast forward, or back up).
- Answer polls as they come up in a class recording.
- View shared poll responses from the class.

## Features

In addition to watching class recordings and videos, you can:

- Take notes and review notes taken in the live class.
- Ask and answer questions from class in the Q&A.
- Open a whiteboard for brainstorming, sketching, and diagramming.
- Complete assigned Modules.
- View the transcript of a class recording.



## Support



[Learn more about Engageli or get support.](#)

# APPENDIX C – POINT OF CONTACT LIST

Wednesday, June 5, 2024 12:53 PM

## APPENDIX C – POINT OF CONTACT LIST

<b>Do you need help and have not started school yet?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
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
<b>Do you have questions about courses, academics, or attendance?</b>	
<b>Problem</b>	<b>Point of Contact/Resolution</b>
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 865-992-9026
Other School Events	Heidi Sullivan: hsullivan@k12.com
Health Screening	Administrative Office 865-992-9026
<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 doesn't 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're 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	Le'Nita Gilliam: <a href="mailto:lgilliam@k12.com">lgilliam@k12.com</a>
<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 Engageli Technical Issues	The following link will help you troubleshoot common Class Connect errors, or you can contact customer support at 866-512-2273
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
Skyward	April Peacock apeacock@k12.com
AIMS	Teacher
Address changes	Send a valid proof of residency to your homeroom teacher

Are you looking for assistance with one of our systems or have a technical issue?	
Problem	Point of Contact/Resolution
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're 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:tnvafax@tnva.org">tnvafax@tnva.org</a>
Transcripts	Fax a request to 865.992.1211 or email <a href="mailto:tnvafax@tnva.org">tnvafax@tnva.org</a> or email <a href="mailto:records@tnva.org">records@tnva.org</a>
Do you need help with something else?	
Problem	Point of Contact/Resolution
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	Le’Nita Gilliam: <a href="mailto:lgilliam@k12.com">lgilliam@k12.com</a>
Teacher or Classroom Concerns	Grade Band Academic Administrator (Principal) K-1 Bobbi Brock-Cobb: <a href="mailto:bcobb@k12.com">bcobb@k12.com</a> 2-3 Brooke Byrd: <a href="mailto:brbyrd@k12.com">brbyrd@k12.com</a> 4-5 Erica Anderson <a href="mailto:eanderson1@k12.com">eanderson1@k12.com</a> 6-9 Stephanie Nelson: <a href="mailto:stnelson@k12.com">stnelson@k12.com</a>
Objectional School materials	Teacher
Withdrawal	Teacher
Counselor POC	Baylee Maner: <a href="mailto:bmaner@k12.com">bmaner@k12.com</a>



# Appendix D: FERPA Opt Out Directory Information

Thursday, June 27, 2024 10:36 AM

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

Examples include:

- A playbill, showing your student's role in a drama production
- Yearbook
- Honor roll or other recognition lists
- Graduation programs; and
- Club activity information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want TNVA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify TNVA by completing the following form: <https://forms.office.com/r/PKSJpTHwpm>.

TNVA has designated the following information as directory information:

Note: an LEA may, but does not have to, include all the information listed below.

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

# Glossary of Terms

Wednesday, June 26, 2024 7:41 AM

- **504 Plan:** For students with disabilities who do not require an IEP. There can only be accommodations, and no modifications to their learning. 504 plan must be written by the SPED team.
- **Accommodations:** A different way to learn the same information. The content to be learned is not changed.
- **Academic Administrator (AA):** Academic Administrators act as principals for a grade band
- **PowerSchool Messenger:** k12 Autodialer
- **Brick and Mortar(B&M):** Traditional school where students go to attend
- **CALMS:** Content And Learning Management System – K12 system for creating and managing courses around standards. New k12 courses are written in CALMS
- **Class Connect:** Instructional classes held via Engageli.
- **Clubs:** Optional Online meetings that allow students to attend and interact with one another.
- **COB:** Acronym for Close of Business, referring to 5pm on the specified date.
- **D2L:** The platform for classes in grades 6-8. Sometimes referred to do as the OMHS (Online Middle and High School)
- **EE:** Exceptional Education (see SPED)
- **ELL:** English Language Learner
- **ESL:** English as a Second Language
- **EOY:** End of Year
- **FERPA:** Family Educational Rights Privacy Act
- **Head of School (HOS):** Previous title but may still see it used. Oversees the functions of the school and teachers grades k-8.
- **IEP (Individual Education Plan):** A plan developed for students identified as needing special Education services. The plan includes goals, which may be different than a regular ed. student; modifications and accommodations the student may use to maximize learning.
- **IM:** Instant Messaging. Many teachers and administrators use IM to ask questions and verify information in a real-time atmosphere, through the computer.
- **ILP (Individual Learning Plan):** Set up during the first few weeks of enrolling with the virtual academy. The teacher, LC and student work together to line up some goals to meet during the year. Follow-up will be incorporated into conference calls and parent teacher conferences.
- **K12®:** A national curriculum company that provides curriculum and services to the virtual academy, including the Online School®.
- **K-Mail:** A secure method of messaging to parents through the K12® server. It is our own email system.
- **KSA:** K12 school Analytics- K12 reporting project to assist with academic and state reporting
- **Learning Coach (LC):** The adult who oversees the education of the student; usually a parent.
  
- **Level of Engagement (LOE):** The level of engagement is determined by the students' progress and/or attitude toward school. This is largely based on teacher opinion. The level of engagement can be identified as LOW, AVERAGE or HIGH.

- **LMS:** Learning Management system. This is where students access their lessons. The OLS is 1 type of LMS. To distinguish the K-8 system is called the OLS and HS is called the LMS.
  - **Master Objective (MO):** Big ideas students are expected to learn
  - **Master Teacher:** Master Teachers act as assistant principals for grade bands
  - **MS:** Middle School
  - **Mid-year promotion:** Some students may complete a course mid-year. If a student reaches 90% in a course and is ready to move on, teachers can request a mid-year course promotion for that student by emailing Tammy Keyser. Students' new courses appear in the OLS® in 1-2 business days, while their old courses disappear 30 days after processing. New materials are mailed to the student from K12®.
  - **Modifications:** A change in what or how much the student has to learn.
  - **MyInfo:** Where parents and students access their kmail and all their personal information including address, student ID and shipment status. It is the parent's version of TotalView.
  - **National Professional Development (NPD):** Professional development opportunities provided by k12.
  - **Virtual National Teacher Training (VNTT):** These are professional development lessons offered by K12 via k12trainging.com throughout the year. They should always be made a priority attend. Sign-in is as follows: school abbreviation\_firstname lastname. Proper sign-in helps ensure credit for attending.
  - **OLS®:** Online School®, the environment where all students interact daily and lessons are housed.
- 
- **On Boarding:** A process where new students are introduced to the school and lesson structure of K12®.
  - **Outing:** Field trips organized in advance and sponsored by teachers. Students will have the opportunity to meet each other and their teachers.
  - **Placement Change:** If a student is placed in a course that a parent finds too easy or too difficult, teachers can make a placement change for that child after he/she has worked in the subject for at least 30 days. These requests need to be managed through Tammy Keyser.
  - **POC:** Point of Contact.
  - **Promotion:** Students promote to the next course after completing 90% of a course's core lessons or assessing out of the course's units/lessons. At the end of the year, teachers evaluate whether a student is ready to promote to the next grade level or next course.
  - **Reclamations:** The process by which K12® reclaims materials and computer equipment from withdrawn students.
  - **RTI:** (Response to Intervention) The process before referring a student to Special Ed. This process includes collecting information from testing scores and documenting interventions.
  - **S&T:** Systems and Technology - A K12 division
  - **SPED:** Special Education
  - **Special Ed.:** See Special Education
  - **Special Education:** A child who has been identified as needing accommodations or modifications in his/her instruction due to one of these conditions: visual impairment, hearing impaired, speech and language impaired, specific learning disability, health impaired, emotionally or mentally impaired.
  - **STI:** State Testing Intervention. Any student in need of extra assistance to be considered "on grade level"
- 
- **Student Snapshot Tool:** Within the OLS® teachers have the option of viewing a student or class snapshot tool that includes all information that teachers need regarding attendance and progress.
  - **VA:** Virtual Academy
  - **VSP:** Virtual School Program - Refers to curriculum purchased by and run by brick and mortar schools for remote learning purposes
  - **Work Samples:** Work samples are submitted monthly for students in grades k-8.

# Change Log

Thursday, June 27, 2024 10:38 AM

6/28/2023 Summer School Section added "Summer School Participants are required to comply

with all state mandated assessments in person or online"

10/16/2023 Added Appendix D FERPA Opt Out Directory Information

10/20/2023 Updated School Calendar

10/24/2023 Removed this from Physical Activity Requirements "It is the responsibility of the

learning coach to log that activity weekly in the student OLS account."

4/8/2024 Added Grade Appeal Process, Counselor POC, Health and Emergency Form