

# 2025-2026 Volunteer State Virtual Academy Parent Student Handbook



**VOLUNTEER STATE  
VIRTUAL ACADEMY**  
POWERED BY K12



VOLUNTEER STATE VIRTUAL ACADEMY-LEWIS COUNTY SCHOOLS

# Welcome and Introduction



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

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

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

Sincerely,  
Stacy Stuppy  
Executive Director, VSVA

# Mission and Vision Statements



## **Mission:**

To provide a nurturing environment to grow adaptable leaders who are ready to shape the world with their unique ideas and actions.

## **Vision:**

Empowering Students to be future ready

# Definition of Good Standing at Volunteer State Virtual Academy (VSVA)



To remain enrolled at Volunteer State Virtual Academy, students must maintain good standing throughout the academic year. Good standing is defined by meeting the following criteria:

- **Academic Performance:** Students must maintain a minimum cumulative GPA of 2.0 or higher and may not have any credit deficits.
- **Attendance Requirements:**
  - No more than 10 unexcused absences at any point during the school year.
  - A minimum overall attendance rate of 90% must be maintained for the entire school year.
  - New students must provide proof of continuous enrollment within 30 days of the date enrollment is requested at VSVA.
- Attendance at all required in-person state testing events is mandatory.

Failure to meet any of the above criteria may result in a review of the student's enrollment status and possible withdrawal from the program.

# VSVA School Directory



## [Meet Our Team](#)

# Grievance Procedure



Volunteer State Virtual Academy (VSVA) is committed to ensuring student and family satisfaction. To support this commitment, VSVA provides a clear and fair process for addressing concerns and resolving issues in a timely manner.

Please follow the steps below for general inquiries or to resolve a concern:

1. **Step 1: Contact the Designated Point of Contact (POC)**  
Begin by reaching out to the appropriate Point of Contact listed [here](#). This ensures your concern is addressed by the most relevant staff member.
2. **Step 2: Contact Your Child's Homeroom Teacher**  
If your concern is not resolved after contacting the designated POC, please reach out to your student's homeroom teacher for further assistance.
3. **Step 3: Contact the Academic Administrator**  
If the issue remains unresolved or you require additional support, contact your child's Academic Administrator via email for review and follow-up.

# VSVA School Calendar



## [25-26 VSVA School Calendar](#)

Volunteer State Virtual Academy (VSVA) follows the Lewis County Public Schools calendar for all scheduled breaks, holidays, and instructional days.

The only exception to this calendar is for holidays observed for religious purposes. Any religious observance that is not included on the school calendar must be pre-approved by your student's Academic Administrator.

Please submit requests for religious observances in advance to ensure proper documentation and approval.

## Changes to this Notice



This Student Handbook is designed to inform students and parents/guardians of key policies and procedures specific to Volunteer State Virtual Academy (VSVA). It includes policies that directly impact the student experience.

Please note that this is not an exhaustive list of all applicable policies. The full set of current policies adopted by the Lewis County Board of Education is available on the district's official website.

VSVA reserves the right to revise this handbook and its policies at any time. Updates will be communicated as necessary to ensure families remain informed.



# Required Orientation for Full Enrollment



Once a student is approved for enrollment at Volunteer State Virtual Academy (VSVA), the following steps must be completed to finalize enrollment:

1. Live Class Attendance Requirement

Students and Learning Coaches are required to attend all live class sessions during the student's first two days of school.

- Failure to attend these sessions will result in the student being withdrawn from VSVA due to non-compliance.
- To re-enroll, the student must contact the enrollment department and follow re-enrollment procedures.

2. Introduction to Online Learning Course

The student must complete the Introduction to Online Learning course, which is available in the student's Online School (OLS) account. This course is designed to help both students and Learning Coaches become familiar with the online platform and the tools essential for success at VSVA.

Completion of all orientation steps and class attendance is mandatory to maintain active enrollment status at VSVA.

# Learning Coach Requirement



At Volunteer State Virtual Academy (VSVA), every student is required to have a Learning Coach—an adult aged 18 or older who provides daily support to help the student stay on track with their academic responsibilities.

The Learning Coach plays a vital role in student success by:

- Ensuring the student logs in and follows school hours
- Assisting the student in attending all required live classes and therapy sessions
- Monitoring grades and assignment completion regularly
- Maintaining consistent communication with teachers
- Updating the school promptly with any changes to contact information

Some students may require a higher level of daily involvement from their Learning Coach, particularly:

- Students in Kindergarten through 2nd grade
- Students with Individualized Education Programs (IEPs), 504 Plans, or those receiving support for dyslexia or as English Language Learners (ELLs)

In these cases, the Learning Coach may need to provide additional help with organization, time management, and following directions.

The level of involvement from the Learning Coach should reflect the level of support the student requires. Insufficient support from a Learning Coach can negatively impact a student's academic progress and may affect their enrollment status at VSVA.

# Student Enrollment



As a state of Tennessee public school, all public-school eligible students (regardless of sex, race, color, national origin, or disability) grades K-12 are eligible for enrollment in VSVA. Student enrollment is completed through the K12 enrollment portal, and families are guided through the enrollment process by the K12 enrollment department. Questions on a student's enrollment status should be directed to the enrollment department at 1-855-629-4773.

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

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

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

- Enrollment Verification Form
- Health Screening Opt-in/out Form

If applicable, the following documents may be requested:

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

VSVA requests that a student's social security number be provided before enrolling so that the student can easily be tracked in the state's student enrollment system (EIS Education Information System).

However, submitting a social security card or number is not required for enrollment into the Volunteer State Virtual Academy. VSVA will not deny a student if they (or their parent or guardian) choose not to provide a social security number. Disclosure of a social security number is voluntary.

Students enrolling in kindergarten must be five (5) years old on or by August 15th , 2025

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

**\*\*Enrollment approval may be withheld from students who reside outside of Lewis County, are not in good standing with their current school, or cannot provide proof of continuous enrollment.\*\***

# Student Records

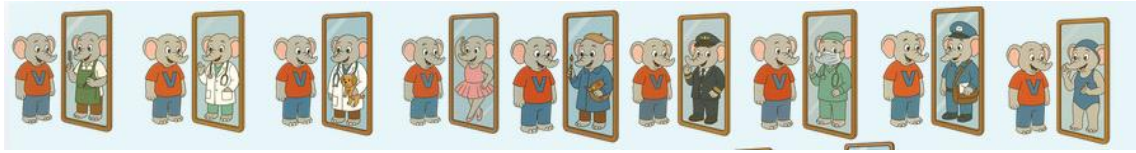


VSVA shall transfer student education records upon written request of any authorized person. The transfer of such records, whether by mail or otherwise, shall occur no later than ten business days from the receipt of the written request. If the student has been expelled, the transferred records shall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

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

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

# Inter-Agency Cooperation and Community Involvement



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

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

# Updating Student Information and Proof of Residency



Parents/guardians are required to notify their student's teacher immediately of any changes to pertinent information, including but not limited to:

- Student or parent/guardian name
- Phone number
- Learning Coach email address
- Mailing, physical, or shipping address
- Emergency contact information
- Court orders affecting custody or guardianship

This information is part of the student's official educational record and must be kept accurate and up to date. The legal guardian is also responsible for ensuring that their phone number is current in the Online School (OLS) system.

Please Note: To be eligible for enrollment with Volunteer State Virtual Academy (VSVA), students must reside within the state of Tennessee. Any change in a student's address requires updated proof of Tennessee residency.

VSVA reserves the right to request updated proof of residency at any time during the school year to verify continued eligibility for enrollment.



# Medical or Religious Exemption



**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.

# Internet Service Provider Reimbursement



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

**Please Note:** Sign-ups for ISP reimbursement for the fall semester must be requested by December 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. VSVA will reimburse \$9.95 per full month of enrollment for a family.

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

# Attendance Policy



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

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

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

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

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

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

To earn daily attendance, students are required to accumulate 195 minutes of school

engagement. These minutes are accrued through participation in live classes and activities in the OLS platform.

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, VSVA may request pertinent documentation that supports the student's need to miss daily class time.

# Absences and Missed Time



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

# Excused Absences



Learning Coaches or Legal Guardians must inform their student's subject area or homeroom teacher if an absence needs to be excused and submit doctors' excuses or parent letters to the proper [VSVA Excused Absence Form](#). Attendance personnel will review submitted excused absences and update PowerSchool 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 2 parent notes are allowed per quarter of enrollment)
- Death in the immediate family  
(3 days unless otherwise approved by the Academic Administrator)
- Religious observance with prior approval from Academic Administrator
- The circumstance creates an emergency over which the student has no control and is approved by the Academic Administrator
- Technology Issues  
(the parent must provide a K12 tech ticket number)

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

# Unexcused Absences



Family vacations taken during the school year or any days missed for circumstances other than those mentioned in the Excused Absences section are unexcused absences.

# Truancy



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

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

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 session and/or does not complete the asynchronous work assigned by the teacher of record for that subject. A note to excuse an absence must be submitted to the [VSVA Excused Absence Form](#) within one week of the student's absence. If this is not completed within one week and after three days of unexcused absences, a VSVA Truancy Officer will send you a letter explaining that your student's attendance reflects missing days and Progressive Truancy Intervention Plan (PTIP) has been initiated.

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

## Driver's License:

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.

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



# Attendance



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

Students will be counted absent if they are logged in under an account other than their student account. It is the responsibility of the student and the learning coach to ensure that students are logging in under the correct account to be counted present for classes. Attendance to Class sessions and asynchronous work are the only two areas VSVA will check for attendance.

# Holidays



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

# Out of District Students



Students residing outside of the boundaries of Lewis County school district may attend VSVA after obtaining the approval of the Executive Director and going through the application process. This requires submitting the following documents for approval:

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

## **K-8 Enrollment Requirements:**

- Proof of continuous enrollment. Students with lapses in enrollment lasting more than 30 days will not be eligible to enroll.
- A minimum C average in core academic subjects
- 10 or fewer absences in the previous school year or 90% attendance if enrolling mid-year
- No suspensions or expulsions

## **High School Enrollment Requirements:**

To be considered for enrollment at VSVA in grades 9-12, students must meet the following requirements:

- Proof of continuous enrollment. Students with lapses in enrollment lasting more than 30 days will not be eligible to enroll.
- No credit deficiencies
- A minimum 2.0 weighted GPA
- 10 or fewer absences in the previous school year or 90% attendance if enrolling mid-year
- No suspensions or expulsions

## **Yearly Evaluation for continued enrollment:**

Students who do not reside in Lewis County will be evaluated yearly for continued enrollment.

Students may be deemed ineligible to return if:

- Failure to maintain passing grades and/or satisfactory academic progress in core subjects
- Unsatisfactory school attendance and/or truancy
- Failure to attend required state testing

# Dual Enrollment



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

# Non- Compliance: Attendance, Progress, and Conference Expectations



It is the expectation that parents and students will:

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

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

# Special Education Services



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

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

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

# Foster Care Services



## Foster Care Identification Operational Guidelines and Procedures

VSVA Foster POC: Amanda Winn, Academic Administrator for Special Programs,  
awinn@k12.com

### Foster Care Policy Guidelines:

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

### Example Procedures:

#### Identification


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

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

Students and records found in this way are escalated to the VSVA Foster Care Point of Contact.



Escalations should occur within 24 hours under any one of the following circumstances:

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

#### Communication and Tracking:

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

1. Registrar escalates any situations listed above to the Foster Care POC within 24 hours of receiving notice.
2. Foster Care POC contacts the family to determine Foster Care status.
3. In the case that a student qualifies:
  - Foster Care status is marked in PowerSchool on the Special Programs tab.
  - Contact is made with Local Child Welfare Agency to ensure collaborative support.
  - Foster Care POC ensures appropriate supports and resources are provided to the student and family
  - Student may be designated as Free Lunch eligible and marked "Income Not Required" for their annual Family Income Form (FIF)
4. In the case that a student does NOT qualify or information is incorrect:
  - The investigation and outcome are documented in the student file in the form of a PowerSchool note and/or other internal investigation tracker.
  - School may use "Cleared Child Find" phrase in TV Special Programs tab notes area to acknowledge the investigation is complete.
5. Foster Care POC continues to support and monitor students as required by state and federal law. When a student is no longer served in Foster Care:
  - Foster Care status is removed in PowerSchool on the Special Programs tab.
  - Any relevant paperwork history is filed in the student CUM file.

# Migrant Services



Migrant Education Program (MEP) Identification Operational Guidelines and Procedures  
VSVA Migrant POC: Amanda Winn, Academic Administrator for Special Programs,  
awinn@k12.com

## Migrant Policy Guidelines:

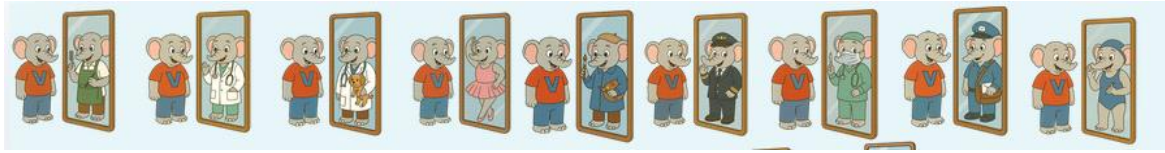
VSVA will identify, support, and accurately report all students who qualify for the Tennessee Migrant Education Program. The goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate. Program guidance ensures that migratory children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

## Example Procedures:

### Identification:

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

# McKinney Vento Act



## Volunteer State Virtual Academy HOMELESS STUDENT SERVICES:

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

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

### - Children and youth who are:

- 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 accommodating for human beings;

- Children or youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - Migratory children and youth who qualify as homeless because they are living in the circumstances described above
- During the enrollment process, families are asked a series of questions to help determine if a potential student may qualify as homeless. Qualifying students will be asked to complete the McKinney-Vento Eligibility Questionnaire. This information will be forwarded to the Student Resource Coordinator, who will submit the information to the Union County Homeless Liaison for approval. Once a student is determined to be eligible under the McKinney-Vento Act, the Volunteer State

Virtual Academy SRC (Student Resource Coordinator) will work with the family to ensure that McKinney-Vento eligible students receive needed tools, equipment, and Support.

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

### McKinney-Vento (MKV) Dispute Resolution Process

Under the McKinney-Vento Homeless Assistance Act, students who lack a fixed, regular, and adequate nighttime residence are entitled to immediate enrollment in school, even if documentation normally required for enrollment is unavailable. If a disagreement arises between the school and a parent, guardian, or unaccompanied youth regarding eligibility, school selection, or enrollment under McKinney-Vento protections, the following dispute resolution process will be followed:

#### Submit a Dispute

Parents, guardians, or unaccompanied youth must submit a written explanation of the dispute to the school. This can be done via email or mailed to the contact listed below. If help is needed to put the dispute in writing, school staff will provide assistance.

Disputes should be submitted to:

Amanda Winn  
Special Programs Manager & McKinney-Vento Liaison  
Volunteer State Virtual Academy (VSVA)  
✉ Email: [awinn@k12.com](mailto:awinn@k12.com)

#### Review and Response

Once a dispute is submitted, the Special Programs Manager will acknowledge receipt within five (5) school days. A review of the situation will be conducted, including communication with all relevant parties. A written decision, including an explanation of the outcome and the right to appeal, will be provided to the parent, guardian, or youth within ten (10) school days of receiving the dispute.

#### Step 4: Appeal to the State Coordinator

If the dispute is not resolved at the school level, the decision may be appealed to the Tennessee Department of Education's Office of Federal Programs. Instructions on how to file a state-level appeal will be provided in the written decision from the school.

VSVA will ensure that the student remains enrolled and receives all services to which they are entitled throughout the duration of the dispute process.

# Special Education Services



A student is considered exceptional if they have been identified as having an exceptionality under Tennessee's Bulletin 1508—Pupil Appraisal Handbook (Title 28, Part CI). Exceptionalities include disabilities and the Intellectually Gifted. Any individual whom the school system has identified as a student with a disability before the behavior that precipitated the disciplinary action occurred, may assert the protections under IDEA and Bulletin 1706, Part A. Such protections do not apply to students who are exceptional, only as Intellectually Gifted.

# Translated Materials



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

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

# Response to Intervention and Instruction (RTI2)



POC Kysha Baker-Winters [kbaker-winters@k12.com](mailto:kbaker-winters@k12.com)

RTI2 (Response to Intervention) at VSVA is a state-mandated program designed to improve student growth in reading and math by providing students with a multi-tiered approach to learning outside the regular classroom setting. The goal of this program across our state is to emphasize intervening with students at the first sign of struggle to avoid continual academic difficulties.

There are three tiers of instruction involved in the RTI model (see figure below from the Tennessee Department of Education 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-12, data is reviewed, and students in Tier 2 are invited to support class sessions up to five times a week per content area for 30 minutes to focus on skills that students may be missing or deficient in. These sessions are mandatory, just like regular Class Connect sessions, as this is a state mandate. The sessions are comprised of small groups of students held by general education teachers. The RTI program is tailored to the individual needs of students, and the growth of students is continually monitored to ensure that the students' needs are being met.

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

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

## PROGRESS MONITORING

- State testing
- AimsWeb Scores

- Weekly mastery checks
- Work samples
- Curriculum work
- Other state or district assessments



# 504 Services



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

VSVA 504 Coordinator:

Kysha Baker

[kbaker-winters@volunteerstateva.org](mailto:kbaker-winters@volunteerstateva.org)

# Restraint and Seclusion



VSVA's first responsibility is to ensure that our school fosters a safe and healthy learning environment for all our students, teachers, and staff. To support our school in fulfilling this responsibility, a restraint and seclusion policy exists. Restraint or seclusion will only be used when a student is attending an in-person school event, academic or social, and a child's behavior poses an imminent danger of serious physical harm to self or others. Furthermore, restraint and seclusion will be avoided to the greatest extent possible without endangering the safety of students and staff.

All behavioral interventions must be consistent with the child's rights to be treated with dignity and to be free from abuse, as well as follow the student's IEP. The goal of such a policy is to help ensure that all VSVA-provided learning environments are safe for all children and adults.

# Child Find



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

# Gifted and Talented-Advanced Learner



## Intellectually Gifted Goal

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

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

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

## Identification Process

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

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

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

## Services for Intellectually Gifted

- 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

## Advanced Learner Options

VSVA will offer differentiated class sessions from General Education teachers to students demonstrating advanced learner qualities so that advanced learners can be challenged

academically and creatively in their regular classes. VSVA's goals for advanced learners are that:

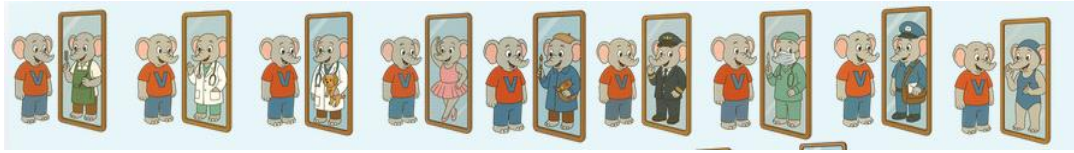
- Students will demonstrate academic growth by utilizing higher-level thinking skills and expanded learning in content areas
- Students will demonstrate growth in their social/emotional skills through communication skills, both oral and written.

#### Definitions

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

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

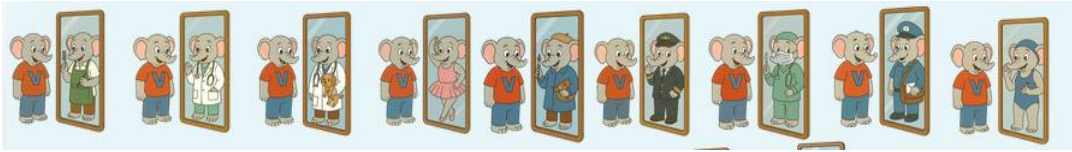
# Change in Placement



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

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

# Special Programs Grievances



## Special Programs Policy

VSVA is committed to providing equitable access to all programs and services for students receiving support through Special Programs, including special education, 504 plans, English language services, and gifted education. In compliance with federal and state regulations, as well as Stride's Board policy, families have the right to file complaints or grievances if they believe their child's rights have been violated under any Special Programs service.

### Complaint Process

Parents or guardians who have concerns related to Special Programs services are encouraged to email their complaint directly to the Special Programs Manager. Concerns should be shared as soon as possible after the issue arises to allow for a timely and thorough resolution.

Complaints will be addressed in accordance with applicable federal/state laws and board policy. Once received, the complaint will be acknowledged within five (5) school days. A thorough investigation will be conducted, and a written response outlining the outcome will be provided to both parties within thirty (30) school days, unless additional time is required due to the complexity of the issue.

### Grievance Procedures

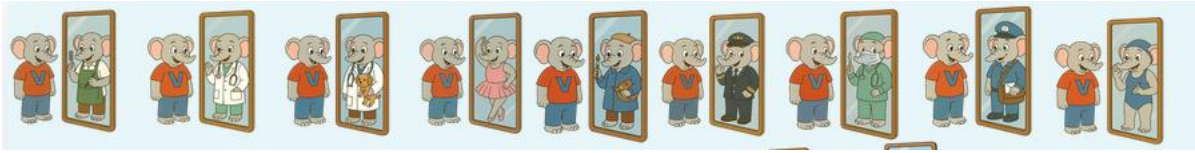
If a parent/guardian disagrees with the outcome of a complaint or wishes to escalate the concern further, a formal grievance may be submitted via email. Grievances will be reviewed by school leadership and/or a board designee.

Please direct all complaints or grievances related to Special Programs to:

Amanda Winn  
Special Programs Manager  
Volunteer State Virtual Academy  
✉ Email: [awinn@k12.com](mailto:awinn@k12.com)

The investigation of a grievance will begin within five (5) school days of receipt. Both parties will be informed of the findings and final outcome within thirty (30) school days, and will receive documentation of the resolution.

# Student Rights and Responsibilities



Every student has the right to:

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

Every student has a responsibility to:

- Take advantage of every opportunity to further their education.
- Adhere to all rules and regulations established by the Lewis County Board of Education and/or the school administration.
- Exercise courtesy and reason.
- Accept just consequences.
- Refrain from making false accusations for any reason, including those that are petty or vicious.



- Be accountable for their own behavior.
- Show consideration for the rights and property of others.
- Refrain from behaving in any manner that infringes on the rights of others.
- Make suggestions positively and reasonably.
- Maintain regular attendance and punctuality.
- Display neatness, cleanliness, and appropriateness of personal dress and hygiene.

# Instructional Model



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

Rigorous Tennessee academic standards and expectations

Highly qualified educators providing synchronous and asynchronous instructional support

Student-to-student and student-to-teacher interaction using a variety of learning technologies

K-12 traditional grading scale and grade reporting

Opportunities for student leadership and participating in school-sponsored activities, both virtually and face-to-face

VSVA students in grades 7-12 have an automatic designation (or opt-in) as participating in the CTE program. The identification as a CTE student indicates that students are attending at least one or more CTE courses and are receiving wrap-around services, including but not limited to: participation in CTE pathways and curriculum, project-based learning, professional skill training, industry-based certifications, workforce dual credit, career and technical student organizations, work-based experience including career preparation.

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

# VSVA Coursework and Curriculum



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

Students will be required to attend multiple live Class Connect sessions daily. The number of Class sessions a student must attend will vary. Special Education/ELL/RTI students will have additional required sessions to remediate skills and/or support-related service sessions.

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

# Student Work Samples and Assessments



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

## Live Class Sections



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

Students will be required to attend multiple Live Class Connect sessions daily. The number of Class Connect sessions a student must attend will vary. Special Education/ELL/RTI students will have additional required sessions to remediate skills and/or support-related service sessions.

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

# Driver's License



Proof of school attendance is required to obtain both a learner's permit and a driver's license. The form [here](#) must be completed by a school official.

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.

<https://www.tn.gov/safety/driver-services/teengdl.html>

# Positive Behavior Support



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

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

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

# Report Cards



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

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

Progress reports and report cards are issued through PowerSchool. In addition, the Academic Calendar contains the dates progress reports and report cards are issued. Progress Reports will be issued to students at the midway point of each 9-week quarter. Report Cards will be issued at the end of the 1st, 2nd , 3rd , and 4th quarters. These dates are listed in the school calendar [here](#)



# Grading Scale



A 100-90%

B 89-80%

C 79-70%

D 69-60%

F 59-0%

## Grade Appeal Process:

Administration does not determine grades for a student. This authority lies solely with the teacher of record. If a student and learning coach 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.

## Grading Kindergarten - 2<sup>nd</sup> Grade

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

## Grading 3<sup>rd</sup> - 5<sup>th</sup> Grade

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

## Grading 6<sup>th</sup> - 8<sup>th</sup> Grade

VSVA teachers use PowerSchool to record all items that make up a student's final grade. PowerSchool is the platform that will be used to record all progress reports, report cards, and attendance. However, the most up-to-date grades will be available in the online learning system, OLS. Teachers will transfer grades into PowerSchool weekly. Components of students' final grades will reflect all assignments in the OLS learning management system and TCAP

percentage scores. If a parent wishes to have a printed version of academic and attendance information, printable report cards are issued via PowerSchool four times during the school year after the end of each grading quarter. These can be found in the student portfolio.

#### Grading 9<sup>th</sup> – 12<sup>th</sup> Grade

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

# Honor Roll



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

# Promotion and Retention of K-8



If a student's best interest is retention, then the process below will be followed. Per the Tennessee State Board of Education policy, retention shall be considered only when it is in the student's best interest.

An email will be sent out during the 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: i Ready Scores/EWS (Math and ELA (English Language Arts) Proficiency) and State Assessment History

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

## Parent Guide to Retention

### Promotion and Retention 3<sup>rd</sup> 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

# PATHWAYS TO 4TH GRADE

The following students are **exempt** from 3rd grade retention:



English learners with  
<2 years ELA instruction



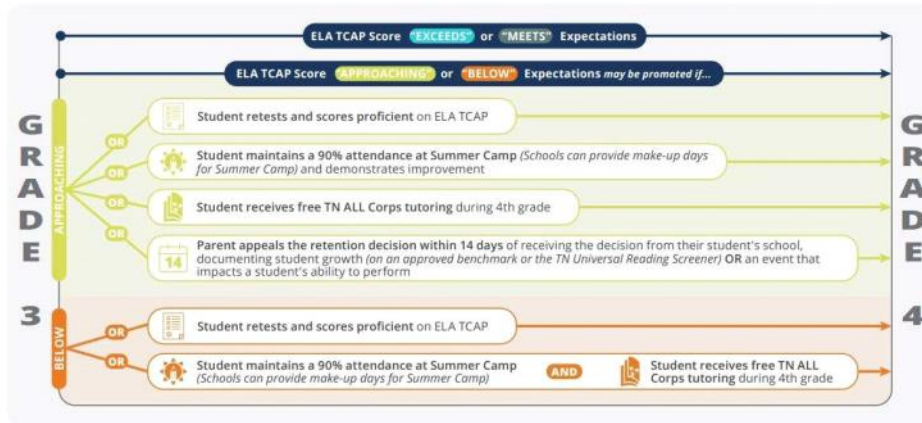
Previously retained  
in grades K-3



Disability that  
impacts reading



Suspected disability  
that impacts reading



# Withdrawal/Removal from VSVA



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

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

Before a student is removed based on poor academic performance or failure to comply with attendance policies, the following interventions must occur:

- Notification of parent/guardian; and One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance
- Attempts to mitigate truancy concerns via policies as outlined by TN State Board of Education and VSVA School Policy.

## **VSVA Withdraw Policy**

Parents who withdraw their students from VSVA must communicate their intentions to their assigned teacher before withdrawing from VSVA. When a family withdraws from VSVA for whatever reason, it is the parent's responsibility to report to their local school district to enroll and/or declare their intentions to participate in traditional home school, enroll in private, or another public school.

The student will *not* officially be withdrawn until a request for records is received in the VSVA office from the newly attending school and/or verification of enrollment has been confirmed by the newly attending school.

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

## **VSVA 10 Day Withdrawal Policy:**



## **10+ consecutive Absence Withdrawal Process**

If a VSVA student in grades K-8 is absent for 10+ consecutive days, VSVA may withdraw the

student.

### **Before withdrawal:**

The Attendance Specialist will identify students who qualify under this policy.

The Attendance Specialist will ensure the following before requesting withdrawal from PowerSchool.

- Ongoing outreach has been documented in PowerSchool from teachers and/or administrators.
  - Documented outreach should include evidence of phone calls, texts, and emails to the parent.
  - Outreach by the teacher to emergency contacts should be documented in PowerSchool if attempts to reach the primary number(s) have been unsuccessful.
  - Outreach by the Attendance Specialist is documented in PowerSchool.
- The student has been sent a Lewis County approved 3-day notification letter.
- The student has been sent a Lewis County approved 5-day notification letter.
- The student has been sent a Lewis County approved 8-day letter and final notice that states our intent to withdraw due to unsatisfactory attendance.

Ongoing outreach by school staff is expected until the withdrawal has been processed.

**If at any point the safety or well-being of a minor child is in question, a referral should be made on their behalf by all mandated reporters as required by law.**

### **Withdrawal Process:**

The Attendance Specialist will inform the school Operations Manager and registrar, after the previous steps have been completed, that the student needs to be withdrawn from PowerSchool.

The student will be withdrawn from PowerSchool as a code 0.

On the day of the withdrawal request, the Attendance Specialist will send a child find notification to the student's district of residence informing that district of the student's withdrawal from VSVA via certified mail. This letter should include the withdrawal date.

The Attendance Specialist will scan the receipt and green form and send them to the school registrar to place in the student's file.

The student will NOT be withdrawn from TVS/D2L until a request for records has been received or the student is located in another school in EIS.

The operations manager will move the student to a classroom where the truancy officer will

monitor and place a curriculum lock on the student's account with a message stating that the student has been withdrawn from VSVA and must enroll in another school due to inadequate attendance.

The truancy officer must keep track of the students in this classroom and check EIS monthly.

Students in the withdrawn classroom should be evaluated weekly for additional interventions like well checks, DCS services, and/or home visits if the parent fails to enroll the student within 30 days or sooner if it cannot be determined that the student is safe or if no contact can be made to the family.

Once a child has been located in EIS or an ROR is received, we will process the official withdrawal in PowerSchool, update the withdrawal code in PowerSchool, upload the withdrawal documentation in PowerSchool, and the Operations Manager will mark the student ineligible to reenroll.



# Parent-Student-Teacher Communication and Conferencing



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

Email and telephone are the primary sources of contact between the VSVA teacher and the parents; therefore, parents must check their email and voicemail daily and keep phone and email address records current. Communication is vital to the success of all students with VSVA. Learning Coaches should promptly reply to school emails or voicemails received from VSVA or K12 . All incoming calls for VSVA teachers will go to voicemail during class times.

**Please allow up to 24 hours for your student's teacher to return your voicemail or email.**

All communication between VSVA administration, VSVA teachers, the parents/instructional coach, students, and other parties related to VSVA must be conducted with appropriate professionalism. Demeaning or profane language and derogatory remarks/innuendos are not acceptable. This includes communications during conferences, communication in an email, And communication posted to any school-community board. Learning Coach privileges will be revoked if this code of conduct is violated.

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

## **Parent Teacher Conferences**

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

# Grade Appeal Process



School 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.

# Physical Activity Requirements



## K-5:

Students in Kindergarten through 5th grades will receive synchronous and asynchronous physical education instruction by a Tennessee state-certified physical education teacher. Students in Kindergarten through 5th grade must log 130 minutes of physical activity per week.

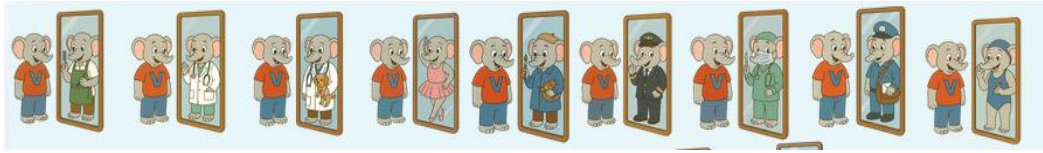
## 6-8:

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

## 9-12:

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

# School Counselors



K-5th Grade Counselor

Marcie Rome-[mrome@volunteerstateva.org](mailto:mrome@volunteerstateva.org)

6th-8th Grade Counselor

Rene Martinez-Manfort-[rmartinez-monfort@volunteerstateva.org](mailto:rmartinez-monfort@volunteerstateva.org)

9th-10th Grade Counselor

ReJena Pamphile- [rpamphile@volunteerstateva.org](mailto:rpamphile@volunteerstateva.org)

11th-12th Grade Counselor

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# Plagiarism



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

Specific examples of plagiarism that will not be tolerated are:

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

## Consequences of Plagiarism:

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

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

**Third offense** – Expulsion

# Academic Integrity



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

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

- The student will take assessments independently
- Students are required to have a working microphone and a webcam and will use them during all assessments
- Students/LCs will not copy or redistribute any part of an assessment in any way electronically, verbally, or on paper
- Students will treat the assessment as a single-browser – meaning that during the assessment, you may not log in a second time to your course, open another tab, or view any course or related materials on another browser or another computer
- Answers will represent only the student's work, free of outside assistance. The student will not plagiarize in any way
- Students will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment unless the teacher gives instructions to the contrary, students are expected to follow these principles while taking assessments and completing all assignments.

Only by honoring these principles can both academic and personal integrity be assured.

# Code of Conduct



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

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

# Master Plan for Discipline



## Positive Behavior Support

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

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

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



# Dress Code



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

This policy is intended to provide guidance for students, staff, and parents.

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

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

# Student Discipline



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

# Special Education Discipline Procedures



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

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

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

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

Note: If the parent does not attend the scheduled MDR meeting, the school will reschedule the meeting within three (3) school days. If the parent chooses not to attend or participate by phone in the rescheduled MDR/IEP team meeting, the school personnel shall meet without the parent. Parents must be provided with ten-day notice of all MDR/IEP Team meetings. If the IEP Team determines that the behavior which is the subject of the MDR is a manifestation of the student's disability, the student will not be suspended nor expelled. If the behavior is not a manifestation of the student's disability, the student is subject to the disciplinary consequences of a student without disabilities; however, the student shall continue to receive a free appropriate public education (FAPE).

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

# Prohibited Conduct



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

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

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

# Expulsion Policy and Procedures



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

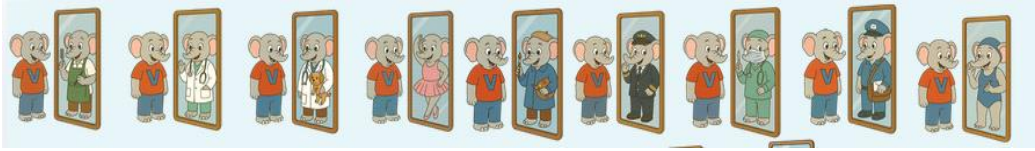
## **Consequences for violating school rules and/or the out-of-district policy:**

- Suspension – up to 10 school days
- Expulsion from VSVA for violating out of district policy of being a student in good standing

VSVA follows the Lewis County Board of Education's policies and procedures, which can

be found here: [Lewis County Board of Education Policy Manual - TSBA](#)

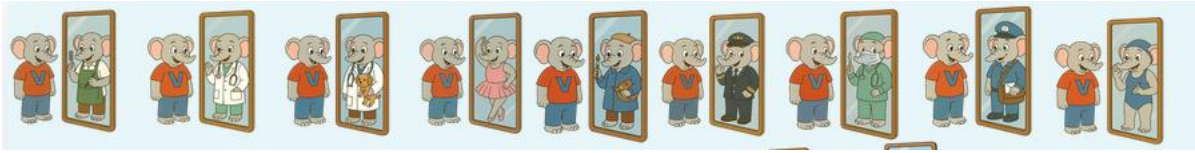
# Inappropriate Physical Touch



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

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

# Cyber Bullying/Bullying Policy



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

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

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

- Physical harm to a school employee or student or damage to the school employee's or student's property
  - Substantial interference with a student's education or with a school employee's role in education
  - A hostile education environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act
  - Substantial disruption of the orderly operation of the school or education environment
- "Electronic act" means, without limitation, a communication or image transmitted through an electronic device, including without limitation, a telephone, wireless phone, or other wireless communication devices, computer, or pager.

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

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

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



- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment

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

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

## Drug-Alcohol Use



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

# Tobacco/Smoking Policy



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.

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

Tobacco use is prohibited:

- in any building, facility, or vehicle owned, leased, rented, or chartered by VSVA;
- on any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by Lewis County Public Schools; or
- at any school-sponsored or school-related event on-campus or off-campus.
- In addition, school employees, school volunteers, contractors, or other persons performing services on behalf of VSVA also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds. Further, no student shall be permitted to possess a tobacco product while in any school building, on school grounds or property, at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

The consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include a verbal warning, written reprimand, or termination.

Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

Forfeiture of any fee charged for admission will be enforced for visitors violating this policy.

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

**Opportunity for cessation:**

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and referral to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

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.

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.

# Firearms and Weapons



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

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

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

# Graduation Activities



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

# Graduating with Honors



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

# Graduating with Distinction



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

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



# Tennessee Tri-Star Scholars



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

# Community Service Hours



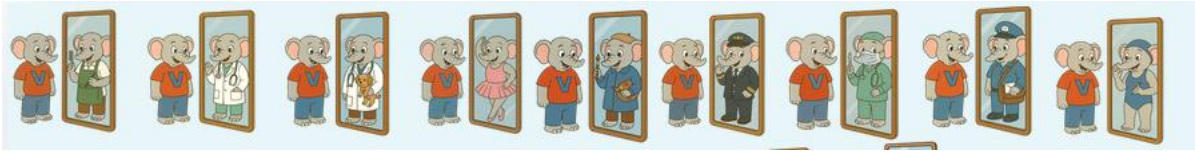
Students who voluntarily complete at least ten (10) hours of community service each semester and attend a public high school shall be recognized at their graduation ceremony. Students will be responsible for scheduling and logging their community service hours and will submit this log to their counselor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

# Constitutionally Protected Prayer



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

# In-Person Testing



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

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

# State Testing



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

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

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

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

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

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

Please note that if a student fails to participate, it may result in the student being found truant.

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

# VSVA Diagnostic Testing



In addition to reporting for in-person state testing, VSVA will administer diagnostic testing three times during the school year. Newly enrolled students will also be required to attend diagnostic testing. This is subject to change based on state law and Lewis County school board requirements. All testing dates, times, and locations will be provided in advance. Due to the nature of the virtual education setting and the security surrounding the testing process, absences will be critically examined during this testing period. Excused absences will be determined by the grade level Academic Administrator based on appropriate and adequate documentation, as outlined in VSVA's attendance policy. Students who do not participate in the required state testing will be counted absent. Missing all or part of state testing will result in a student being truant and ineligible for re-enrollment; thus, the state-required truancy laws will have to be followed.

# Student Extracurricular and Co-curricular Activities



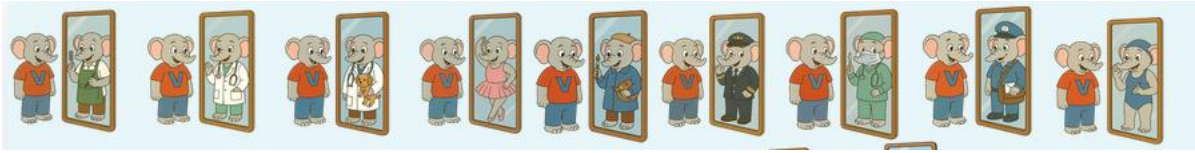
VSVA will provide student participation opportunities designed to meet the students' academic, recreational, and social interests. Activities may include virtual clubs, service projects, and scholastic activities such as spelling bees or science fairs. An adult sponsor, approved by the school administrator,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

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

## Student Extracurricular Discipline Policy

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

# FERPA-PPRA Protection of Pupil Rights Amendment Notification



<https://vsva.k12.com/policies-and-docs/ferpa/>

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

These rights are:

1. The right to inspect and review the student's educational record within 45 days of the day the school receives a request for access. To request an inspection and review, parents or eligible students should submit a written request to the VSVA administrative office that identifies the record(s) they wish to inspect.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask VSVA to amend a record they believe is inaccurate. They should write VSVA administration, clearly identify the part of the record they want to be changed and specify why it is inaccurate. If VSVA decides not to amend the record as requested by the parent or eligible student, then VSVA will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA allows disclosure without consent. One exception, which permits VSVA to disclose information without consent, is when VSVA discloses information to school officials with legitimate educational interests. A school official is a person employed or contracted to provide services to or designated by the contractor to provide services to VSVA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Lewis County Schools; a person or company with whom VSVA has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.
3. The right to file a complaint with the US Department of Education concerning alleged failures by VSVA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:



Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave., S.W.  
Washington D.C. 20202-4605

4. FERPA requires that VSVA, with certain exceptions, obtain a parent's or eligible student's written consent before the disclosure of personally identifiable information from a child's educational records. However, VSVA may disclose "directory information" without written consent unless you, the parent or eligible student, have advised VSVA in writing that you do not want all or part of the directory information disclosed. The method for objecting to the disclosure of directory information is specified below. The primary purpose of directory information is to allow VSVA to include the following information from education records in certain school publications or disclose it to certain parties.

Examples can include:

- Shipment of school materials to and from a student's home
- Entry of student enrollment information into a computer database for use by school officials
- Honor roll or other recognition lists
- School yearbook Directory information, which is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. In addition, federal laws require the school to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents or eligible students have advised the school in writing that they do not want their student's information disclosed without prior written consent.

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

VSVA has designated the following information as directory information:

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

If there are certain items the school has chosen to designate as directory information that you do not want to be disclosed from your child's education records without your prior written consent, please send the school an email at [vsvaadmin@volunteerstateva.org](mailto:vsvaadmin@volunteerstateva.org) identifying the information you do not wish to be disclosed, your student's name, and any edits to the VSVA office within the first ten days of enrollment.

POC Heidi Sullivan  
hsullivan@k12.com  
931-342-1112  
1924 Dutch Valley Dr  
Knoxville, TN 37918

## FERPA Resources for Families

### [What is FERPA?](#)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Please see the resources below for more information about these rights and protections.

[Student Guide](#)

[Parent Guide](#)

[PPRA](#)

[File a Complaint](#)

# Photography, Testimonial, and Interview Release



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

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

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

# Confidentiality and Data Privacy



Every effort is used to maintain the confidentiality of students attending the VSVA and in accordance with the Lewis County Board of Education Use of Student Records policy found [here](#). Parents must give permission and/or opt out before a student's name or image can be displayed in a public manner. Before confidential student information is transferred over the internet, it is password protected or encrypted and can only be decrypted by another party employed or assigned by VSVA. The Volunteer State Virtual Academy is committed to safeguarding the confidentiality of personally identifiable data regarding students with disabilities. Student files are accessible only to school officials. Parents and students should be careful not to share their 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.

# Prohibiting the Aiding and Abetting of Sexual Abuse



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

## Purpose:

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

## **Section 8038 of the Every Student Succeeds Act (ESSA) and codified at 20 U.S.C. § 7926.**

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:

(1A) the matter has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; the matter has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX of the Education Amendments of 1972 (20 U. S. C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and

(2A) 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; the school employee, contractor, or agent has been charged with and acquitted or otherwise exonerated of the alleged misconduct; or

(3C) 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.

# Child Welfare and Attendance Supervisor/Families in Need of Services



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

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

# Child Abuse Help and Information



**Si Sospecha el Abuso o Maltrato de Menores  
¡Repórtelo de Inmediato!**

**877-237-0004**

**Llame al 9-1-1 si piensa que hay emergencia inmediata.**

**Sospecha que un Niño Está Siendo Abusado, Maltratado o Descuidado?**

La denuncia es obligatoria. La Línea de Abuso en Tennessee acepta todos los informes de sospecha de abuso y abandono infantil para todo el estado de Tennessee. La línea está abierta los 365 días del año, 24 horas al día y 7 días de la semana.

**Llame a la Línea de Abuso Infantil**

**1-877-237-0004**

O en situaciones que no son de emergencia puede utilizar el formulario en línea  
<https://apps.tn.gov/carat/>

- Nuestros administradores le guiará a través de una serie de preguntas.
- Usted no tiene que saber todos los detalles del abuso, maltrato o descuido.
- Nuestros administradores usan la información que usted da para determinar la severidad de la situación y como mejor intervenir.
- Se puede denunciar anónimamente.

**Aprenda más**

Visita el sitio web de DCS en [tn.gov/dcs](http://tn.gov/dcs) para aprender más sobre cómo mantener a los niños seguros.



# Health and Safety



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

# Health Screenings



Tennessee state law requires all students in grades K, 2, 4, 6, and 8 to receive vision and hearing screenings. VSVA conducts these screenings each spring at designated locations. Specific dates and sites will be communicated to families in advance. Screenings are scheduled, and students are served in the order of arrival.

All students in the required grade levels will be screened unless a parent or guardian opts out during the enrollment process. The opt-out option is included in the enrollment documentation and must be completed electronically to decline permission for screening.

# Access to Medications for Onsite Events



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

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

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

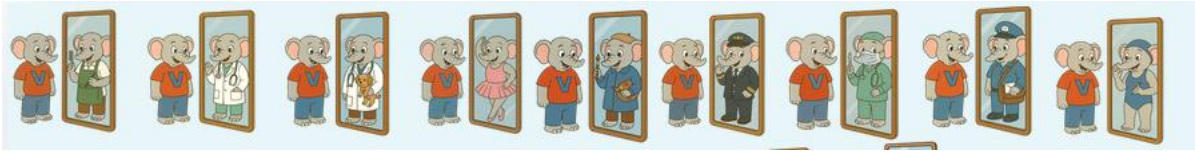
- Child's name
- Name of medication
- Name of physician
- Time to be self-administered
- Dosage and directions for self-administration (non-prescription medicines must have a label and directions)
- Possible side effects, if known
- Termination date for self-administration of the medication

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

The principal/designee will:

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

# Title IX and Non-Discrimination



<https://vsva.k12.com/title-ix-non-discrimination-notice/>

**Volunteer State Virtual Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.**

Volunteer State Virtual Academy (VSVA) is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment and sexual violence, as regulated by Title VII and Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. VSVA reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure set forth below.

## **Information and Assistance**

### **Definition of Sex Discrimination and Sexual Harassment (for Students):**

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance. Sexual harassment is conduct that: 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment can be verbal, nonverbal or physical.

### **Definition of Sex Discrimination and Sexual Harassment (for Employees):**

Sex discrimination occurs when a person who is qualified for a position at issue is subjected to an adverse employment action because of his or her sex.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of employment; 2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or 3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Any individual, who believes he/she may have experienced any form of sex discrimination or sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding VSVA's policies and reporting procedures from any of the VSVA Title IX Coordinator.

## **Title IX Coordinator**

**Heidi Sullivan**

[hsullivan@k12.com](mailto:hsullivan@k12.com)

1924 Dutch Valley Dr. Suite 1

Knoxville, TN 37918

**865.992.9026**

**Contact Office of Civil Rights:** <https://ocrcas.ed.gov/contact-ocr>

## **Title IX Grievance Procedures**

Any student, parent/guardian, current or prospective employee, or other individual within the school community who believes they have experienced and/or observed and/or is aware of sex discrimination or sexual harassment ("grievant") should promptly report the matter to VSVA's Title IX Coordinator, a school counselor, principal, or other school administrator. Complaints of alleged sex discrimination, including sexual harassment, brought forth by students, parents/guardians, current or prospective employees, and other members of the school community will be promptly investigated in an impartial and in as confidential a manner as reasonably possible, so that corrective action can be taken if necessary.

### **The grievance procedures will be as follows:**

1. It is the express policy of VSVA to encourage the prompt reporting of claims of sex discrimination and/or sexual harassment. Once VSVA has "actual knowledge" of sexual harassment, or allegations of sexual harassment, VSVA will respond within 24 hours. "Actual knowledge" means notice or allegations received by the Title IX coordinator, school official with authority to institute corrective measures on behalf of the school, or any school employee. VSVA must treat a person as a complainant any time the school has notice that the person is alleged to be the victim of conduct that could constitute sexual harassment (regardless of whether the person themselves or a third party reported the sexual harassment), and irrespective of whether the complainant ever chooses to file a formal complaint. Further, it should be noted, there is no time limit or statute of limitations on a complainant's decision to file a formal complaint.
2. At the time the complaint is filed, the grievant shall promptly be given a copy of these grievance procedures and a description of the supportive measures offered by the school. A formal complaint form for such purpose can be found below and will also be provided to the grievant upon notification of such complaint. It is the responsibility of the Title IX coordinator or designee to explain these procedures and measures and answer any questions. As it pertains to students, in appropriate circumstances, due to the age of the student making the complaint, a parent/guardian or school administrator may be permitted to fill out the form on the student's behalf. In addition, if the grievant is a minor student, the Title IX coordinator should consider whether a child abuse report should be completed in accordance with VSVA policy on the Reports of Suspected Child Abuse or Neglect of Children.
3. The Title IX coordinator or designee shall investigate the complaint as promptly as practicable but in no case more than ten (10) working days from the date the complaint was received. The Title IX coordinator or designee shall have the complete cooperation of all persons during the investigation.
4. The Title IX coordinator will provide written notice to the parties identified in the complaint. The written notice will include, the allegations and facts that may constitute sexual harassment, the presumption that the accused did not engage in prohibited conduct, notice that parties are entitled to an advisor of their choice, notice that parties can request to inspect and review certain evidence, a copy of the code of conduct, false statements (if any), the opportunity to engage in informal resolution, the right to appeal, the range of possible remedies and disciplinary sanctions following determination of responsibility, and which standard of evidence will be used to reach a determination.
5. The Title IX coordinator or designee shall meet with all individuals reasonably believed to have relevant information, including the grievant and the individual(s) against whom the complaint was lodged, and any witnesses to the conduct. The investigation shall be carried out by VSVA discreetly, maintaining confidentiality insofar as reasonably possible while conducting an effective investigation. The investigator will objectively evaluate all relevant evidence regardless of who it favors or disfavors. Where facts are in conflict, credibility determinations

can be made. However, credibility determinations will not be based on a person's status as a complainant, respondent, or witness. Following the evaluation, the investigator will prepare an investigative report and will share the report with all parties before a determination regarding responsibility is reached.

6. Prior to sharing the investigation report, the Title IX coordinator must provide all parties a copy of the evidence used to form the basis of the report and allow all parties 10 days to submit a written response. All written responses received will be objectively reviewed and considered by VSVA's investigator before issuing the report. Further, the Title IX coordinator must afford each party the opportunity to submit written, relevant questions a party wants to ask of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

7. Finally, the school's identified decision-maker, not the Title IX coordinator or investigator, will make a determination and provide written determination of responsibility to both parties simultaneously. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment as defined in § 106.30; 2027
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of facts supporting the determination;
- Conclusions regarding the application of the recipient's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- The recipient's procedures and permissible bases for the complainant and respondent to appeal.

8. If after an investigation, the decision-maker determines that there is reasonable cause to believe that sex discrimination or sexual harassment in violation of VSVA's policy has occurred, VSVA shall take appropriate corrective action in an effort to ensure that the conduct ceases and will not recur. The Title IX coordinator or designee shall also provide and or arrange for support services that are individualized, non-disciplinary, non-punitive, protect the safety of all parties and educational environment, deter harassment, and are not unreasonably burdensome. Such support services may include, no contact orders, academic accommodations, health and mental health services, disability services, confidential counseling, or training where appropriate.

### **Determination**

VSVA will consistently apply the same "standard of evidence" in all formal complaints in determining responsibility. Per Title IX regulations, there are two "standard of evidence" options:

- **Preponderance of evidence**—A majority of the evidence proves a fact. Mathematically, it would be more than 50% of the evidence.
- **Clear and convincing evidence**—A heightened standard which requires more than a preponderance of evidence to prove a fact. One definition of clear and convincing evidence is something that is highly and substantially more probable than not.

VSVA will apply the preceding "standard of evidence" – preponderance of evidence. The same standard of evidence for formal complaints will be applied for formal complaints against all parties, including but not limited to students, employees, and teachers.

## **Disciplinary Sanctions and Remedies**

A range of different disciplinary sanctions or remedies may be implemented by VSVA following a determination of responsibility. Due to the unique nature of the situation and individual needs, the following is a non-exhaustive list of possible actions:

- Support services may be warranted and may include, no contact orders, academic accommodations, health and mental health services, disability services, confidential counseling, or training where appropriate
- Verbal or written warning
- Altered schedules to eliminate interaction opportunities
- Exclusions from certain school activities
- Suspension or expulsion
- Access to recorded class sessions in lieu of live participation

## **Appeal Process**

Under § 106.45(b)(1)(viii), all parties have the right to appeal for specified reasons. Appeals must be submitted within 30 school days following the initial determination. This equal right amongst the accuser and accuse will promote a fair process that will benefit everyone and ensure parity between the parties. Thus, when a complainant or a respondent disagrees with a decision of responsibility, they have the right to appeal on the basis of the following conditions:

- (1) procedural irregularity that affected the outcome;
- (2) new evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome; or
- (3) the Title IX coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome.

Upon receipt of a written appeal request with evidence of one or more of the above conditions, the Title IX coordinator will:

- notify the parties in writing and implement appeal procedures equally,
- provide both parties the equal opportunity to submit a written statement of support or disagreement to the appeal,
- identify a new and impartial decision-maker to review the original and newly submitted evidence, and after reviewing the new written statements,
- the new decision-maker will issue a decision to the parties simultaneously within 20 school days.

The determination regarding responsibility becomes final either on the date that the investigator provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where deadlines are set forth in the grievance process, a temporary delay of the grievance process or the limited extension of time frames for good cause are permitted with written notice by the Title IX coordinator to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include but are not limited to, considerations such as the absence of a party or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

## **Record Retention**

The Title IX coordinator shall make all records of Title IX complaints and their disposition for a period of seven years.

## **Retaliation**

Retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited, and VSVA will take actions necessary to prevent such retaliation.

## **Dissemination of Information**

VSVA shall notify applicants for admission and employment, students, parents/guardians of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or other professional organizations with a collective bargaining agreement with the institution that it does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

**[Title IX Grievance Complaint Form](#)**



# Title 1



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

# Immunization Requirements



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

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

# Safe School Planning



VSVA has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free. This plan includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the unlawful use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs.

This plan establishes security procedures for VSVA; establishes prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; establishes a crisis management plan for responding to violent or traumatic incidents on school grounds; and establishes a Code of Student Conduct for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allows a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

# Meningococcal Disease and Effectiveness of Vaccinations

## Information and Influenza

### Meningococcal and Influenza Information for Parents

**[TN State law 49-6-5005](#) states that schools shall provide parents/guardians with information about meningococcal disease and influenza and the effectiveness of vaccination against each. These vaccines are NOT required to attend Tennessee Virtual Schools.**

### **MENINGITIS**

There are 5 types of meningitis. See below for much more information about this condition:

- [Meningitis](#)

For more information about meningitis from the TN Department of Health, please go to the following link: [TN DOH meningitis web page](#)

### **WHAT YOU NEED TO KNOW ABOUT MENINGOCOCCAL DISEASE AND VACCINATION**

What is meningococcal meningitis? Meningococcal disease, which includes meningococcal meningitis, is a serious bacterial infection that strikes between 800 and 1200 Americans each year. Although rare, meningococcal disease can cause meningitis, swelling of the tissues around the brain or spinal cord; bacteremia, a severe blood infection; or pneumonia. Vaccination has been available for years and is a safe and effective way to help protect against this potentially devastating disease.

Who is at risk for getting meningococcal meningitis? Although the disease occurs in all age groups, infants, adolescents and young adults, and people 65 years of age and older are at increased risk of contracting meningococcal disease.

How do you get meningococcal meningitis? The bacteria that cause meningococcal disease are spread through respiratory droplets and direct contact with respiratory secretions. Common everyday activities can facilitate this spread, including kissing; sharing utensils and water bottles; and being in close quarters, such as living in a dormitory. Fatigue may also put people at greater risk of meningococcal disease, possibly by weakening the immune system.

What are symptoms of meningococcal meningitis? Meningococcal meningitis can be hard to recognize, especially in its early stages, because symptoms are similar to those of more common viral illnesses. But unlike more common illnesses, the disease can progress quickly and may cause death in as little as 1 day. Symptoms may include high fever, severe headache, stiff neck, confusion, vomiting, exhaustion, and/or a rash.

What can happen if you get meningococcal meningitis? Although rare, meningococcal meningitis is serious and can potentially cause the death of an otherwise healthy young person within as little as 1 day after symptoms first appear. About 10% to 15% of the 800-1200 Americans who get meningococcal disease will die. Nearly 1 in 5 survivors are left with serious medical problems, including: amputation of arms, legs, fingers, or toes; neurological problems; deafness and kidney damage.

How can you help prevent your child from developing meningococcal meningitis? Data from the

Centers for Disease Control and Prevention (CDC) have shown that, following infancy, there is a second peak in meningococcal disease incidence among adolescents and young adults between 16 and 21 years of age. Even though the disease is rare, it can result in severe, permanent disabilities and death, so it is important to take every precaution to help protect against it. To help protect against meningococcal disease, the CDC's Advisory Committee on Immunization Practices (ACIP) recommends routine vaccination of adolescents 11 through 18 years of age (a single dose of vaccine should be administered at 11 or 12 years of age, with a booster dose at 16 years of age for children who receive the first dose before 16 years of age). Getting the booster, which is recommended by the CDC but not required in many states, is a critical step when it comes to following the recommended vaccination schedule. The booster helps provide protection through adolescence into young adulthood, which is a time when the risk of meningococcal disease tends to increase.

For more information:

Talk to your child's school nurse or health care provider about meningococcal meningitis and its prevention.

Visit [www.Facebook.com/VoicesofMeningitis](https://www.facebook.com/VoicesofMeningitis).

<https://www.tn.gov/health.html> Visit the CDC web site

<http://www.cdc.gov/meningococcal/index.html>

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## INFLUENZA

See the CDC page on [Influenza - Key Facts](#)

What is Influenza (flu)?

Flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and sometimes the lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent flu is by getting a flu [vaccine](#) each year.

**Flu Symptoms - Influenza (flu) can cause mild to severe illness, and at times can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:**

- fever\* or feeling feverish/chills
- cough
- sore throat
- runny or stuffy nose
- muscle or body aches
- headaches
- fatigue (tiredness)
- some people may have vomiting and diarrhea, though this is more common in children than adults.

\*It's important to note that not everyone with flu will have a fever.

**How Flu Spreads** - Most experts believe that flu viruses spread mainly by tiny droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might get flu by touching a surface or object that has flu virus on it and then touching their own mouth, nose or possibly their eyes.

**Period of Contagiousness** - You may be able to spread flu to someone else before you know you are sick, as well as while you are sick.

- People with flu are most contagious in the first 3-4 days after their illness begins.
- Some otherwise healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5 to 7 days **after** becoming sick.
- Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

**Onset of Symptoms** - The time from when a person is exposed and infected with flu to when symptoms begin is about 2 days, but can range from about 1 to 4 days.

**Complications of Flu** - [Complications of flu](#) can include bacterial pneumonia, ear infections, sinus infections and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes.

**People at High Risk from Flu** - Anyone can get flu (even healthy people), and serious problems related to flu can happen at any age, but some people are at [high risk of developing serious flu-related complications](#) if they get sick. This includes people 65 years and older, people of any age with certain chronic medical conditions (such as asthma, diabetes, or heart disease), pregnant women, and children younger than 5 years.

**Preventing Seasonal Flu** - The first and most important step in [preventing flu](#) is to get a flu vaccine each year. Flu vaccine has been shown to reduce flu related illnesses and the risk of serious flu complications that can result in hospitalization or even death. CDC also recommends everyday preventive actions (like staying away from people who are sick, covering coughs and sneezes and frequent handwashing) to help slow the spread of germs that cause respiratory (nose, throat, and lungs) illnesses, like flu.

**Diagnosing Flu** - It is very difficult to distinguish flu from other viral or bacterial respiratory illnesses based on symptoms alone. There are tests available to diagnose flu. More information is available: [Diagnosing Flu](#).

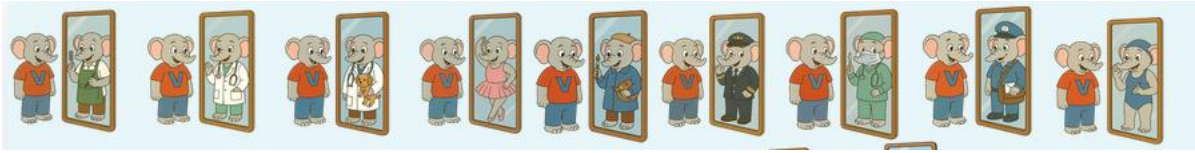
**Treating Flu** - There are [influenza antiviral drugs](#) that can be used to treat flu illness. More information is available: "[Seasonal Influenza, More Information](#)."

# School Property



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

# Missing Materials



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

**Reach out to Technical Support at 866-512-2273 to report missing materials**



# Lost or Damaged Materials



Lost or damaged materials should be reported to K12 Customer Care as soon as possible.

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

# Consumable Materials vs Returnable Materials



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

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

# Objectional Materials Policy



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

# Computer and Internet Requirements



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 must have a working microphone and webcam to participate in Class Connect sessions. Families must also have internet access to enroll in the school. The responsible adult who is designated Learning Coach should have at least basic computer skills. The use of the computer is an essential part of the program, but in the early grades, it is primarily the Learning Coach who interacts with the computer. While the Online School (OLS) learning platforms are user-friendly, basic computer skills are needed.

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

# Computer Use Policy



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

The following is prohibited:

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

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

# Webcam and Microphone Usage



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

# VSVA Provided Computers



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

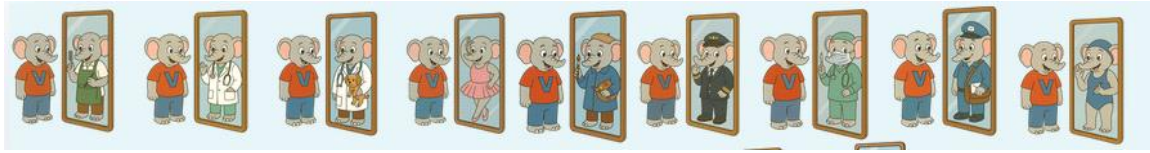
All students must have a computer, with a working microphone & webcam, dedicated to schooling. Based on financial need, VSVA may loan a computer to an enrolling family. The income guidelines used to make this determination are the same ones set forth by the federal government for determining eligibility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

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

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

[K12 Technical Requirements](#)

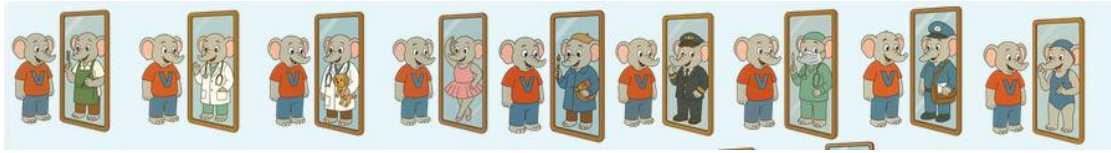
# High-Speed Internet access



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



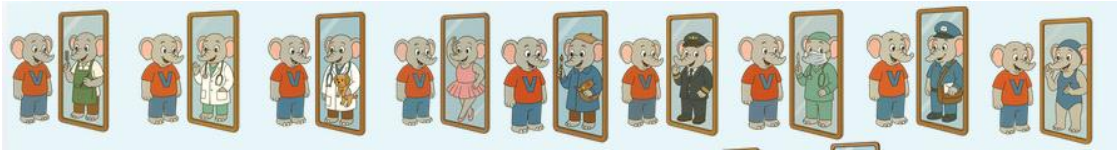
# Full-Time Enrollment



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

Students must meet all program requirements to maintain enrollment.

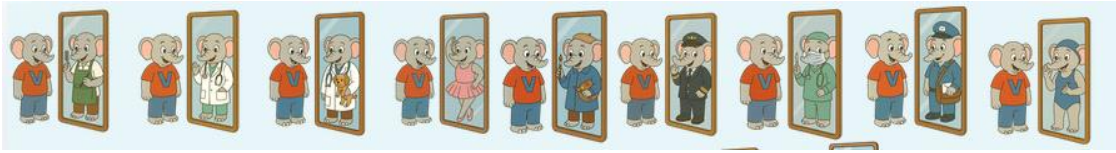
## Orientation



After a student has been approved for enrollment with VSVA, a recorded new parent & student orientation session will be emailed to the LC (Learning Coach) to complete with their student.

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

# Attendance

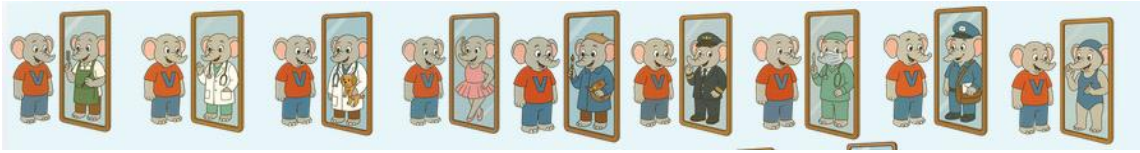


As required by the state of TN, all public-school students must complete 6.5 hours of attendance each school day to meet mandatory attendance requirements. Teachers will report daily attendance to Class Connect sessions for all main content areas in PowerSchool. VSVA will also add attendance for asynchronous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

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

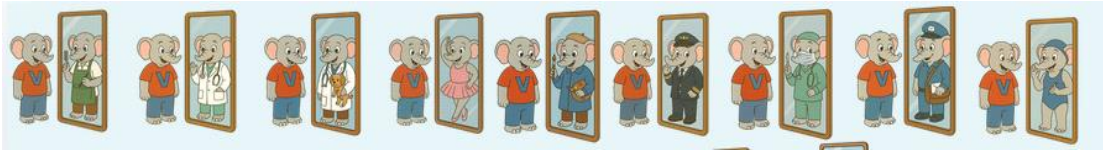
If a student is absent, they can view the recorded session by midnight of the same day. Attendance to Class sessions and asynchronous work are the only two areas teachers will check for attendance. For K-12, Learning Coaches must log PE attendance hours each week. VSVA will follow state and district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

# Coursework



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

# Teacher Support



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

# Family Contact Information



A working phone number, email address, and current physical, mailing, and shipping addresses must be provided throughout the school year. Families must notify the teacher or school office of any change in contact information.

Proof of residence is required to change the address to verify residency in the state of Tennessee.

**For address, phone number, email address, or name changes, please reach out to [vsvarecords@volunteerstateva.org](mailto:vsvarecords@volunteerstateva.org)**

# Withdrawing from Current School



Students must remain enrolled in their current school or homeschool program until their official start date with VSVA. It is the Legal Guardian's responsibility to withdraw the student from their current school.

Upon confirmation of the student's attendance, VSVA office staff will attempt to notify the previous school to assist with the withdrawal process.

Please note that enrollment is not considered complete until all orientation requirements have been met. As a result, we will not request records from your child's previous school until your student is fully enrolled and actively attending VSVA.

# Engageli Assistance



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 VSVA Student Code of Conduct is in effect. Abusive language, profanity, harassment, racial, religious, or ethnic slurs, cheating, disruptive behavior, unauthorized access, false information, or threats constitute a violation of the student code and are subject to disciplinary action, including suspension and expulsion.

To get the maximum benefit from 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

### Tips for Participating in a Engageli Session Preparation

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



# New Student Assistance

Problem	Point of Contact/Resolution
How to Enroll	Call 855-629-4773
OLS Login/Access	<p>The following link will give you instructions on how to set up the OLS or you can contact customer support at 866-512-2273</p> <p><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></p>
How to submit enrollment documents	<p>Documents can be submitted through the following methods:</p> <p>Upload: via the parent portal (preferred method)</p> <p>Fax: 865-381-0419 If you have any trouble, please call 855-629-4779</p>
Questions about the K12 program	Call 855-629-4773
Specific Application Status	Call 855-629-4779
Setting up a student OLS account	<p>The following link will give you instructions on how to set up the OLS, or you can contact customer support at 866-512-2273 Setting Up Student OLS</p>
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

# Assistance with Courses, Grades, or Attendance



Problem	Point of Contact/Resolution
Academic Intervention	Teacher
Attendance Submitted Incorrectly	Teacher
Course Change/Addition	Teacher
Course Content - Comments and Minor Errors	OLS Feedback in your Online School
Curriculum and Lessons	Teacher
Grades and school grading dates	Teacher
Missing/Incorrect Course	Teacher
Navigation (How to)	Call Customer Support 866-512-2273
Error Messages	Call Customer Support 866-512-2273
PDF Links	Call Customer Support 866-512-2273
Suggestions and Comments regarding curriculum/OLS	OLS Feedback in your Online School

## Upcoming school events



Problem	Point of Contact/Resolution
State Testing	Lynnsey Metcalf <a href="mailto:lnmetcalf@k12.com">lnmetcalf@k12.com</a> or Alexis McMahan <a href="mailto:amcmahan@k12.com">amcmahan@k12.com</a>
Other School Events	Tracy Mills: <a href="mailto:tmills@volunteerstateva.org">tmills@volunteerstateva.org</a>
Health Screening	Administrative Office (931) 342-1112

# Student Materials Assistance



Problem	Point of Contact/Resolution
Need return labels and missing/damaged materials	Fill out the form at <a href="http://webform.k12.com/">http://webform.k12.com/</a> . If this does not work, contact customer care at 866-512- 2273
Materials shipment status	You can check your materials shipment status by going to My Info in the OLS. If you are not sure how to find My info in the OLS, go to <a href="https://www.help.k12.com/s/article/Track-Shipping-Status-Materials-Computer-Equipment">https://www.help.k12.com/s/article/Track-Shipping-Status-Materials-Computer-Equipment</a>

# Special Programs Assistance



Problem	Point of Contact/Resolution
Gifted and Talented	Heather Dorey: <a href="mailto:hdorey@k12.com">hdorey@k12.com</a>
English Language Learner	Paige Pirmann: <a href="mailto:ppirmann@k12.com">ppirmann@k12.com</a>
504 Plan	Kysha Baker: <a href="mailto:kbaker-winters@volunteerstateva.org">kbaker-winters@volunteerstateva.org</a>
Special Education Program Manager	Amanda Winn: <a href="mailto:awinn@k12.com">awinn@k12.com</a>
McKinney-Vento Act/Foster Care Liaison	Tracy Mills: <a href="mailto:tmills@volunteerstateva.org">tmills@volunteerstateva.org</a>

# Technical Assistance



Problem	Point of Contact/Resolution
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 <a href="https://www.help.k12.com/s/article/Newrow">https://www.help.k12.com/s/article/Newrow</a> Class-Connect-Support-Corner
Technical difficulties with the parent portal	Call 855-629-4773
Technical difficulties with the parent training	Call 855-629-4779
Internet Connectivity	Internet Service Provider
Suggestions and Comments regarding curriculum/OLS	OLS Feedback in your Online School
PDF Links	Call Customer Support 866-512-2273
Navigation (How to)	Call Customer Support 866-512-2273
Error Messages	Call Customer Support 866-512-2273
PowerSchool	Kathy Webb 931-796-3264
AIMS/iReady/Progress Learning	Teacher
Address changes	Send a valid proof of residency to <a href="mailto:vsrecords@volunteerstateva.org">vsrecords@volunteerstateva.org</a>

# Student Account or Records Assistance



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 are not sure how to find My info in the OLS go to <a href="https://www.help.k12.com/s/article/How-to-Update-Your-Email-Address">https://www.help.k12.com/s/article/How-to-Update-Your-Email-Address</a>
Proof of Enrollment	Fax a request to 865.992.1211 or email <a href="mailto:vsvafax@volunteerstateva.org">vsvafax@volunteerstateva.org</a>
Transcripts	Fax a request to 865.992.1211 or email <a href="mailto:vsvafax@volunteerstateva.org">vsvafax@volunteerstateva.org</a> or email <a href="mailto:records@Volunteerstateva.org">records@Volunteerstateva.org</a>

# General Help



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	Amanda Winn: <a href="mailto:awinn@k12.com">awinn@k12.com</a> Tracy Mills: <a href="mailto:tmills@volunteerstateva.org">tmills@volunteerstateva.org</a>
Teacher or Classroom Concerns	Grade Band Academic Administrator (Principal)  K-5 Dr. Jeremy Sager: <a href="mailto:jsager@volunteerstateva.org">jsager@volunteerstateva.org</a>  6-8 Stephanie Jeffrey: <a href="mailto:sjeffrey@volunteerstateva.org">sjeffrey@volunteerstateva.org</a>  9-12 (TBD) Interim-Kelly Medford: <a href="mailto:kmedford@volunteerstateva.org">kmedford@volunteerstateva.org</a>
Objectional School materials	Teacher
Withdrawal	Teacher



# Continued Engagement Plan



## VSVA Student Continued Engagement Plan 2025-2026

### **What to do when the OLS/OMHS is down**

The Online School (OLS) or the Online Middle/High School (OMHS) may be down for maintenance or unexpected outages from time to time. During these times, it is important not to panic and follow this plan!

**Be prepared in advance by writing down and saving all your teachers' contact information (teacher phone and extension number) in case any questions arise during an outage if email is also affected.**

When you are unable to log in to the OLS/OMHS, your first stop should be <http://help.k12.com> to see if the outage is known and has been posted by Stride.

### ***What happens if Engageli is experiencing service disruption and students are not able to access Class Connects?***

- Students will be notified in email/ Power School Messenger that Engageli is down, and sessions will be held in Zoom.
  - until service resumes. Teachers will send invites to parents and students with Zoom links via email.
  - If Zoom is also down, then classes will be canceled, and asynchronous assignments will be distributed by teachers until service resumes.
  - The operations team will utilize Power School Messenger to notify families via phone with instructions.
- Students will be notified in email that Engageli is back, and sessions will resume.
- Students will not be penalized for required sessions that were missed during the outage.
- Teachers will conduct make up sessions that were missed and post recorded content sessions.

### ***What should students do if the Stride OLS or OMHS is interrupted, and they cannot access courses?***

There are many things students can work on outside of the OLS/OMHS. OLS/OMHS interruptions should not mean interruptions in learning.

- Print or save a copy of your course plan/calendar so you can access to see what can be worked on offline.
- Read books or other activities/assignments in course materials to keep up with Course Plan as much as possible – lesson assignments can be submitted when the OLS/OMHS is back up and running.
- Study for upcoming quizzes/assessments, if applicable
- Find other educational activities to complete.
  - Find home science experiments online to try.
  - Watch educational web videos pertaining to your subjects (History channel or PBS)
- Log into i-Ready and complete any teacher-assigned tasks, or work on reading and math Paths.
- Log into Classkick and complete any assigned tasks.
- Study for State Testing or upcoming quizzes/assessments, if applicable

### **What to do when Class Connect is down, but OLS/OMHS is working**

If Class Connects go down and you miss live sessions, but the OLS/OMHS and your courses are still available, the teacher will invite you to a live Zoom session instead via email. If both Zoom and Class Connects are down, then send your teacher an email to say that they are not working for you. Then, work in your online course and submit assignments. They will make a recording of the missed live session for later viewing once Class Connect is working again.

### **What to do if you do not have internet access or there is a power outage**

Students who are unable to log into school or have a power outage must have an alternative plan to go to a public library/public location with computer access to do their schoolwork. If the student does not have a back-up plan and cannot go to a public place, the student must notify their teacher within 24 hours. Please note that attendance will not be excused in most cases unless there is a natural disaster; however, teachers will work with you to provide alternatives learning opportunities that in rare cases may count towards attendance. Contact your teacher if you have any questions.

### **What to do if an assessment program is not working**

VSVA utilizes several assessment programs from time to time. These programs may include NWEA, Aims Web, and USA Test Prep. If one of these assessment programs is not working for you, please send your teacher an email letting them know that they are not working. The teachers will provide alternative assignments to complete until the issue is resolved and schedule a make-up session when the program is working again.

### **How to determine when systems are back up and running**

Check the following places for updates on all systems outages, and keep checking back to login about every 30 minutes to see if the affected system is back up and running again:

- Student/LC Email
- Stride Customer Care: <http://help.k12.com>
- Report an Issue: <https://www.help.k12.com/s/submit-a-case>

## **Communication of Plan**

Outages will be reported by the Operations Manager to the teachers via email and the teachers will contact parents and students via email or auto dialer with information related to the outage and additional resources families can access until the system is restored. Additionally, the Operations Manager will share this plan with staff and families once a quarter via email, the school website, and school newsletters.

Twice a year VSVA staff will practice the plan (like a fire drill) during in-service days. The following items will be included during these practice sessions.

- Class Connect Recordings
- Class Connect Schedules (Days/Times)
- Zoom Invites
- Assignments for the week (same display as in their normal announcements/schedule)
- Supplemental activities they can do if multiple systems are down (or otherwise unavailable)
- Additional asynchronous study sites students can use to brush up on related topics.
- Teacher contact information

### **Helpful links to bookmark**

- Stride Customer Care: <http://help.k12.com>
- Report an issue: <https://www.help.k12.com/s/submit-a-case>
- VSVA Facebook: <https://www.facebook.com/VolunteerStateVirtual/>
- School Learning Coach Community Resource through the K12 App
- Don't have the K12 App? Download the K12 App on your iOS or Android device! Join us today at [www.learningcoachlife.com](http://www.learningcoachlife.com)!

# Glossary of Terms



- **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.



- **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"

# VSVA - Parent/Learning Coach Agreement Acknowledgment

**Parent/Guardian Agreement Acknowledgment:** [Please complete the form here.](#)

By signing the Signature Page at the link provided above, parents/guardians confirm that they understand and agree to the following terms:

- I understand and agree that VSVA is a full-time public school program. My student may not be enrolled in any other full-time public, private, or charter school while enrolled in VSVA.
- I accept the responsibility to actively supervise my student during live class sessions and provide support with ensuring that assigned school work is completed and understand that I am expected to learn about both the curriculum and the Online School platform.
- I understand that email is the primary form of communication and I need to check email daily and respond to communication in a timely manner.
- I understand that it is my responsibility to communicate absences with my student's homeroom teacher and submit parent and doctor notes to the attendance office via the attendance form.
- I agree to ensure that my student meets the state-mandated attendance requirements as outlined in the handbook. I understand that VSVA school hours are Monday through Friday from 8:00-3:00 CT.
- I understand that there are established daily routines, procedures, and guidelines that students must participate in to obtain their daily attendance minutes.

- I understand that my student is expected to complete all assigned coursework in the Online School, including any additional assignments from teachers.
- I understand that Health Screenings are required and that, if my student is enrolled during the designated year, they must participate in the required screening at the provided date and location.
- I understand that enrollment requires full participation in all state-mandated testing (TCAP, EOC, ACT, ELPA) on the required dates and at the assigned location. I am responsible for providing transportation to all required testing.
- I agree to notify the school of any address changes as soon as possible to ensure that I continue receiving communication, materials from VSVA, and that the appropriate state systems reflect our current address.
- I understand that if my phone number, address, email, or emergency contact information changes, I must inform my student's VSVA teacher in a timely manner. If I move, I must submit updated proof of residency to confirm that we still reside in the state of Tennessee.
- I understand and agree that it is my responsibility to secure and maintain a reliable internet service provider in order to remain enrolled at Volunteer State Virtual Academy. I also acknowledge that if my home internet is unavailable, I must find an alternative Wi-Fi source. This may include accessing public internet from a library or another location that offers free Wi-Fi.
- I understand that failure to comply with VSVA policies and procedures regarding attendance, participation in state testing, and demonstration of adequate academic progress may result in the rejection of my student's

enrollment for the following school year.

**Legal Guardian Signature:** [Complete the form here](#)