

Learning Coach and Student Handbook 2023-2024



VIRGINIA
VIRTUAL ACADEMY™

POWERED BY STRIDE K12

SCHOOL MISSION STATEMENT

To serve Virginia Virtual Academy's parents and students effectively and efficiently by making placement decisions that consider the best course of action for students academically, emotionally, and socially.

SCHOOL VISION STATEMENT

Virginia Virtual Academy strives to enrich students and learning coaches with differentiated, student-centered learning experiences that create a bridge between home and school. We provide an interactive virtual learning environment that empowers students to reach their fullest potential.

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INFORMATION FOR THE LEARNING COACH

2023-2024 School Calendar

Virginia Virtual Academy will post a calendar of important dates and events on our [VAVA website](#). Additionally, please check your student's online school "Announcements" section each day and contact your teacher should you have any questions or concerns. The school calendar includes school holidays, which are days when the students will not be required to but may complete work. The current VAVA School Calendar is included in this Handbook under Appendix A.

Role of Learning Coach

A learning coach (LC) is a caring adult who supports the VAVA student in their online education. The learning coach's role varies depending on the student's grade level, but, most importantly, the learning coach is there to create a successful learning environment for the student. ***Learning coaches for all grades are expected to be active in the student's DAILY learning activities, monitor completion of lessons and assessments, supervise Class Connect attendance and participation, provide a distraction-free learning environment, and enter daily attendance.**

Grades K-2: Lessons are written to guide the adult as they work with the teacher regarding instruction for the student. At times, the learning coach and student will sit at the computer together to look at pictures, read a story, answer questions, and attend live class connect sessions.

Grades 3-5: Lessons reflect the student's growing abilities. Much of the instruction on the computer is designed for students to engage with independently. Often, the learning coach will sit with the student at the computer during a lesson. Lessons that require adult guidance are indicated.

Grades 6-12: In middle school and high school, the focus begins to shift towards more independent learning for students in grades 6 to 12. Students are expected to take on more accountability and responsibility for their learning. They will develop more independent study skills and submit assignments to their teachers to be evaluated or graded. Direct interaction increases between students and teachers.

Learning Coaches continue to provide a supporting role and are required to help students to stay organized, monitor student grades and progress in schoolwork, ensure student submissions of work directly to teachers, and provide motivation as needed.

Change of Contact Information

Parents are required to notify their student's homeroom teacher/advisor and registrar immediately of any change in name, mailing and/or shipping address, emergency contact, responsible adult, or court order designating a change in guardianship. Address changes require an updated proof of residency

which can be verified with a copy of a current utility bill or driver's license stating current physical address. Complete a change of address using the following [form](#). Updates to email addresses and phone numbers should be made by the learning coach in the OLS under "My Account." This information is part of your student's educational record and must be kept current.

Parent-Teacher Communication

VAVA teachers are responsible for monitoring and validating student attendance, curricular progress, and educational growth. **The homeroom teacher is the family's first point of contact.**

Email and telephone are the primary methods of communication between the VAVA teachers and the learning coaches; therefore, it is essential that parents, guardians, and learning coaches check their email and voicemail at least twice a day. Parents should promptly reply to emails or voicemails received from VAVA or STRIDE K¹². VAVA teachers/advisors are instructed to allow their voicemail to answer all incoming calls. This allows the teacher/advisor to thoroughly research answers to questions or concerns. **All families MUST have a working phone number on file with an active voice message system.**

*All communication between VAVA administration, VAVA teachers, the parents/learning coaches, students, and other parties directly related to VAVA must be conducted with appropriate professionalism. Demeaning or profane language, derogatory remarks/innuendos are not acceptable. This includes all communications with VAVA staff members. Any violation of the above can be cause for immediate student withdrawal.

Non-Custodial Parents

Should a non-custodial parent request access to a student's Online School or school record, a conference will be scheduled with the custodial parent, legal guardian, learning coach, and others as needed. Necessary documentation may be requested during that conference.

Problem Resolution

We recognize that at times issues may arise which require administrative attention. If attempting to resolve an issue, parents should use the following steps:

Step One All concerns and issues should first be directed to your student's teacher.

Step Two If the issue is not resolved through the teacher, the appropriate grade-level Principal should be contacted.

Step Three If an issue cannot be resolved using steps one and two, it then may be referred to the Head of School.

Parent/Guardian Involvement

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

greet sessions, and other events. Information regarding these opportunities is posted on the LC Community Forumbee (K12 App) and [VAVA website](#).

POLICY, PROCEDURES, AND NOTIFICATIONS

Admission and Entrance Requirements

Any student participating in the VAVA program must be a Virginia resident. State law requires a student to reach the age of five (5) years on or before September 30, 2022, to enter Kindergarten.

The following are the required documents that must be completed and submitted by parents or legal guardians. In-Division Students must submit this documentation to their home division only.

- School Entrance Health Form
- Vision and Hearing Screening documentation for students new to public school and those entering grades K, 3, 7, and 10 must be submitted by the 30th day of school.
- 7th grade students are required to have a tetanus, diphtheria, pertussis booster vaccination (TDaP) by the first day of school
- 12th grade students are required to have a Meningococcal ACQY vaccine prior to their senior year
- Enrollment form
- Statement of Expulsion
- Certified copy of birth certificate
- Proof of residence (i.e. current utility bill, driver's license, lease, etc. showing physical address)
- Immunization record or waiver
- Agreement to Use of Instructional Property
- Previous standardized tests scores, if available
- Previous school report card
- Custodial paperwork, if applicable
- IEP (Individualized Educational Program) and most recent eligibility report and/or evaluations for students receiving special education services or accommodations and/or related services through a 504 plan, if applicable.

Documents submitted for admission of a student to the Virginia Virtual Academy (except birth certificates and physical examination reports) shall include the street address or route number of the student's residence. If no street address or route number exists for such residence, a post office box number shall be required. If a street address, route number or post office box number cannot be provided because the student is a homeless student or youth, and the person seeking to enroll the student furnishes to the school division an affidavit so stating, the school division may accept an address in an alternate form it deems appropriate in concurrence with the partnering school division's laws and policies.

Virginia Virtual Academy is a program associated with several divisions in the Commonwealth of Virginia. As such, enrollment and re-registration is at the discretion of the partnering school division. Student academic records may be reviewed at any time by division staff. Students expelled from their prior school must submit information in writing from the prior school detailing the reason for expulsion. This documentation will be referred to the partnering school division and VAVA Head of School for review prior to possible enrollment approval in VAVA.

Health Screening Information

For compliance with the state of Virginia, VAVA requires documentation of hearing and vision screenings to be submitted no later than October 1st for students in grades K, 3, 7, and 10 and for any student new to public school in the state of Virginia. The preferred form is the Commonwealth of Virginia School Entrance Health Form; however, a document signed and dated by the doctor, showing the screening has been completed, will be accepted. Students in grade 7 are required to have a tetanus, diphtheria, pertussis booster vaccination (TDaP) by the first day of school.

Immunizations

Virginia law requires that no pupil shall be admitted for the first time to any kindergarten or elementary school in a school division unless he/she: (a) has a report from a Licensed Physician, Licensed Nurse Practitioner, or Licensed Physician Assistant of a complete physical exam performed within 365 days of entrance to a Virginia Public School, or (b) provides records showing that the pupil furnished such a report prior to entering another school division and includes the information contained in that report. Virginia law also requires that, at the time of admission for a student, documentary proof of immunizations meeting Virginia School Immunization Requirements is provided. The documentary proof must include the month/day/year of administration of required vaccines and must be signed by a physician or his/her designee or an official of a local health department. This proof must be presented on an official health department or physician office form.

Parents must submit copies of the student's immunization records prior to being admitted to VAVA. Parents wishing to receive an exemption from the state immunization requirements must submit their waiver form which can be found at [the Virginia Department of Education website](#).

Scoliosis-Parent Educational Information

Scoliosis information must be provided to all parents of students in grades 5-10 as required by the Code of Virginia 22.1-273.1 Annual Screening for Scoliosis: Requirement for parental information or screening program implementation for scoliosis detection, grades five through ten. "Scoliosis" means a lateral or sideways curvature of the spine, generally associated with the rotation of the spine and rib cage. While the normal spine has gentle, natural curves that round the shoulders and make the lower back curve inward, scoliosis involves a deformity of the spinal column and rib cage. To varying degrees, the spine curves from side-to-side, and some of the spinal bones may rotate slightly, making the hips or shoulders appear uneven. This curving of the spine cannot be corrected by practicing good posture.

Scoliosis occurs in healthy school-age students. Initial signs usually appear during the ages of 10-14 when a growth spurt may occur. The cause of scoliosis, for the majority of cases, is unknown. This condition may run in families and is seen more often in girls than boys. A large number of young people have minor curves that will not progress. Early screening and treatment may prevent scoliosis from progressing to a stage where it interferes with mobility or activities.

Scoliosis can go unnoticed in a student because it is rarely painful in the developmental years. Early detection is important to make sure the curve does not progress. If detected early, many cases can be controlled by a brace and/or specific exercises. If surgery is indicated, the best results are obtained if it is completed before the curve is severe.

Parents should watch for the following symptoms of scoliosis beginning when their student is about 8 years of age:

- A tilted head that does not line up over the hips.
- Uneven shoulders or a protruding shoulder blade
- Uneven waist
- One hip that is higher than the other causing an uneven hem or shirt line
- Leaning more to one side than another

The family doctor, pediatrician, or orthopedist should examine your student if any of these signs are present. Scoliosis is identified through a "Scoliosis screening," meaning a postural screening process of assessment and evaluation used to identify students with spinal deviations at an early stage of development and to refer students for a medical evaluation. Early detection and intervention may prevent further structural deformity and resulting secondary problems.

The type of treatment used depends on the cause and how severe the curve. Spinal curvature is measured by degrees. Most curves remain small and need only to be watched by a doctor for any signs of progression. If a curve does progress, your physician may use an orthopedic brace to prevent it from getting worse. Students who require treatment with orthopedic braces can continue to participate in the full range of physical and social activities. If a scoliosis curve is severe when it is first seen, or if treatment with a brace does not control the curve, surgery may be necessary. In these cases, surgery has been found to be highly effective. Additional information can be found at the following sites: National Scoliosis Foundation (www.scoliosis.org) and American Academy of Orthopedic Surgeons (www.aaos.org).

School Registration of Homeless Students

Virginia Virtual Academy is committed to educating our homeless student and youth and will serve each homeless student according to the student's best interest. Homeless students and youth shall not be stigmatized or segregated based on their status as homeless.

Virginia Virtual Academy shall comply with the requirements of the McKinney-Vento (MKV) Homeless Assistance Act, with respect to the enrollment of a homeless student and youth. The division superintendent shall promulgate regulations and/or procedures consistent with the requirements of the Act and the provisions of this policy. Student records will be requested, and assistance can be obtained as necessary. The MKV Coordinator will support and provide community resources to homeless families throughout the school year. The Educational Rights of Homeless Students are emailed to all families with a MKV designation upon enrollment.

Educational Rights of Homeless Students

The National Center for Homeless Education (NCHE) mandates the following educational rights per the McKinney-Vento Act for homeless children and youth to remove educational barriers:

- Immediate school enrollment and full participation in all school activities for eligible children, even when records normally required for enrollment are not available [42 U.S.C. § 11432 (g)(3)(C)]

- The right of children and youth experiencing homelessness to remain in their school of origin (the school the student attended when permanently housed or the school in which the student was last enrolled), when feasible and in the child’s or youth’s best interest to do so [42 U.S.C. § 11432 (g)(3)(A)]
- Transportation to and from the school of origin [42 U.S.C. § 11432 (g)(1)(J)(iii)]
- Access to programs and services, including special education services, preschool services, free school meals, Title I services, services for English language learners, vocational/technical education, gifted and talented services, and before- and after-school care [42 U.S.C. § 11432 (g)(4)]
- Rights and protections specifically for unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are experiencing homelessness [42 U.S.C. § 11432 (g)(3)(B)(iii)], including allowing them to be immediately enrolled without proof of guardianship [42 U.S.C. § 11432 (g)(1)(H)(iii)]
- The right to dispute an enrollment decision and for a child or youth to be admitted to the school in which enrollment is sought, pending the resolution of the dispute [42 U.S.C. § 11432(g)(3)(E)(i)]
- The appointment of a local homeless education liaison in every school district or local education agency (LEA) to ensure that homeless children and youth are identified and given full and equal access to all educational services for which they are eligible in order to succeed in school [42 U.S.C. § 11432 (g)(6)(A)]

For more information on the McKinney-Vento Act, call the NCHE Helpline at 800-308-2145 or e-mail homeless@serve.org

School Registration of Migrant Students

Virginia Virtual Academy will identify, support, and accurately report all students who qualify for the Virginia Migrant Education Program. A migrant student is defined as a person below 21 years of age and without a high school diploma who is, or whose parent, spouse, or guardian is, a migratory agricultural worker (including a migratory dairy worker or fisher), and who has changed school districts in the preceding years in order to (a) obtain temporary or seasonal employment in agricultural or fishing work or (b) accompany or join a parent, spouse, or guardian who moves to obtain temporary or seasonal employment in agricultural or fishing work (Office of Migrant Education). The goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate. Program guidance ensures that migratory children who move among the districts/states are not penalized in any manner by disparities among states in curriculum, graduation requirements, or state academic content and student academic achievement standards.

Migrant students are identified during the enrollment process. Upon approval, the Migrant Coordinator reaches out to the family to provide support. Ongoing support is provided to families throughout the year to ensure their educational needs are being met.

School Registration of Foster Care Students

Virginia Virtual Academy will identify and support all students who are identified as in foster care. The goal is to ensure educational stability and appropriate support. Foster Care students are identified during the enrollment process. After approval, the Foster Care Coordinator reaches out to provide additional

support. Ongoing support is provided throughout the school year to ensure the student receives an appropriate education.

Equal Educational Opportunities

The Virginia Virtual Academy and STRIDE K12's educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin, sexual orientation, gender identity, disability, or on any other basis prohibited by law. Virginia Virtual Academy also supports equal educational opportunities and treatment for all students regardless of gender expression. Further, no student, on the basis of gender, shall be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to educational and extracurricular programs and activities. Virginia Virtual Academy encourages school employees, patrons, and students to promptly report all incidents of alleged discriminatory conduct.

In furtherance of this policy, Virginia Virtual Academy shall: (i) provide facilities, programs and activities that are accessible, usable, and available to qualified persons with disabilities; (ii) provide a free, appropriate education, including non-academic and extracurricular services to qualified persons with disabilities; (iii) not exclude qualified persons with disabilities, solely on the basis of their disabilities, from any preschool, daycare, adult education or vocational programs; and (iv) not discriminate against qualified persons with disabilities in the provision of health, welfare or social services.

Any student who believes he or she has been the victim of prohibited discrimination as stated above, or who has knowledge of conduct which may constitute prohibited discrimination, should report the alleged discrimination as soon as possible to school administration. Any employee who has knowledge of conduct which may constitute prohibited discrimination against a student shall immediately report such conduct to school administration.

Title IX and Non-Discrimination Notice

Virginia Virtual Academy is committed to providing an environment that is free from all forms of sex discrimination, which includes sex discrimination, sexual harassment (including sexual violence), as regulated by Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment. VAVA reserves the authority to independently deal with sex discrimination and sexual harassment whenever becoming aware of their potential existence, regardless of whether a complaint has been lodged in accordance with the grievance procedure. VAVA reserves the authority to address sex discrimination and sexual harassment even if the same, similar, or related circumstances are also being addressed under another policy, whether of VAVA or another entity. Furthermore, VAVA reserves the right to pursue sexual misconduct violations that fall outside of the scope of Title IX based on VAVA's judgment that the alleged actions are contrary to any part of its code of conduct or employee handbook.

Sex Discrimination and Sexual Harassment means conduct of a sexual nature that meets any of the following:

- Sex discrimination occurs when a person, because of their sex, is denied participation in or the benefits of any education program or activity that receives federal financial assistance.

Sexual harassment means conduct based on sex that satisfies one or more of the following:

- 1) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- 2) Unwelcome conduct that a *reasonable person* would determine is so **severe, pervasive, and objectively offensive** that it effectively denies a person equal access to the school's education program or activity; or
- 3) Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Sexual harassment can be verbal, nonverbal, or physical.

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

Title IX Coordinator: Tracey Carter, trcarter@vavirtual.org

Additionally, you may contact the Office of Civil Rights by calling 1-800-421-3481.

Parent/Teacher Conferences

Parents are required to participate in scheduled teacher conferences. The date and time of conferences will be arranged by the teacher and parent/guardian/learning coach. Students may be invited to attend conferences as well. Conferences will be held via phone, in Newrow, or in both formats simultaneously at the discretion of the teacher. Parents are required to attend all scheduled conferences. Should a conflict arise that interferes with a scheduled conference, the parent is expected to provide notice to the teacher at least 24 hours in advance. In the case of an emergency, notification shall occur as soon as possible. Failure to participate in conferences may result in implementation of the non-compliance procedure.

Attendance & Instructional Time

The Virginia Department of Education requires all public schools to record a minimum of 990 hours per academic year. At the beginning of each school year, VAVA teachers provide a schedule outlining cumulative expected progress and attendance hours by week to assist families with remaining on track to reach a minimum of 990 hours by the last day of school.

*Additionally, Virginia law requires school attendance for all students between the ages of 5 and 18. Attendance applies to Virginia Virtual Academy (VAVA) students in the form of daily OLS log ins and logged attendance hours as well as participation in required academic activities, including Class Connect

sessions. Attendance hours must meet the Virginia requirements, or a student will be considered truant pursuant to Virginia code 22.1-254.1.

Virginia Virtual Academy has a responsibility to enforce Virginia's Compulsory Educational Laws. The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. **Learning coaches are required to log attendance hours in the OLS (Online School) and OMHS (Online Middle and High School) each day, Monday through Friday, and additional time may be entered on the weekends.** Logging attendance hours is the responsibility of the learning coach. Hours may be logged for time spent completing lessons, activities, and assessments, in Class Connect sessions, and on supplemental educational activities.

Regular attendance is essential to academic success. For this reason, the policies regarding attendance will be strictly enforced.

Frequently Asked Attendance Questions

1. When can I log attendance?

Attendance can be logged beginning on the first day of school and can continue until the last day of school. Attendance must be entered Monday through Friday and additionally may be entered on the weekends.

2. What constitutes earned attendance hours?

Attendance hours include time spent on the OLS/OMHS, academic Class Connect sessions, completing assessments, submitting assignments, and completing supplemental activities.

3. Where do I need to log my student's attendance and how often?

Student attendance hours need to be logged under the learning coach account and should be entered daily, Monday through Friday, except days that the parent/LC has denoted as "Days Off" in the student's attendance calendar and days denoted as VAVA holidays on the school calendar.

4. How much attendance may I log each day?

You should log the actual number of STRIDE K¹² and supplemental work hours completed by the student. Supplemental activities are available to all students. Supplemental activities refer to non-k12 activities, including but are not limited to, reading for pleasure, journal writing, visits to the public library, and family trips to museums. Eight (8) hours per week may be entered in this category. Questions regarding supplemental activities may be directed to the homeroom teachers. Logging an average of 5.5/6 hours per day will keep students on track to meet the minimum expectation of 990 attendance hours by the last day of school.

5. What should I do if I forget to log my student's attendance?

If you have already entered hours for that day and have clicked the "Submit" button, your teacher may need to adjust the hours for you. Otherwise, you should be able to enter hours retroactively. Contact your teacher and s/he will assist you. Supplemental hours may be entered by the learning coach at any time.

Absences/Extended Inability to Participate

The Virginia Virtual Academy school calendar includes our official school holidays for students. Student and staff holidays are included on the VAVA calendar in Appendix A to denote dates on which teaching and administrative staff are not available to provide instruction to students or communication to families. Students will not be required to complete schoolwork or enter attendance on VAVA Holidays.

If a student is absent (will not be logging in to the OLS/OMHS on a school day), please inform your teacher by email that morning and complete the appropriate Excused Absence Form below.

[Elementary Absence Request Form](#)

[Middle and High School Absence Request Form](#)

The following factors are excused absences, excusing the student from logging into the online school:

- Personal illness – written physician’s statements may be required to verify extended or repeated absences due to personal illness
- Serious illness in the immediate family that would prohibit school attendance (if the illness prevents the LC from working with the student for multiple days, arrangements for a substitute LC must be made and plans should be communicated to the teacher)
- Death in the immediate family
- Observation or celebration of a religious holiday
- Other such good cause as determined by the school principal

The VAVA administration reserves the right to verify such statements and to investigate the cause of each individual or prolonged absence.

Students whose absences are excused for one of the above reasons will be permitted to make up all schoolwork missed with no loss of credit. However, it is the responsibility of the student to arrange make-up assignments/times with his/her teachers.

Unexcused absences are those which are not based on any of the conditions listed in the previous paragraph.

In the case of a planned absence, a parent must notify teachers at least one week in advance to obtain approval. The student will be expected to work ahead on all assignments and turn in any date-specific assignments before leaving for the planned absence.

Any time a student is absent, the learning coach must update the student’s schedule in the OLS to reflect those dates as “Days Off.” This will create a verifiable record that a student was not participating in educational activities on that date and will alert school and division staff as to why progress and attendance were not recorded on that date. The Virginia Department of Education requires a minimum of 990 hours of logged attendance for the school year.

Truancy

Responsibility for compliance with Virginia Department of Education attendance statutes and regulations requires VAVA to keep an accurate record of daily attendance and progress. As VAVA students are registered, full-time, public school students, compliance with all state attendance requirements is mandatory and the responsibility of the parent. Students may not be enrolled in any other public school system during their enrollment with the Virginia Virtual Academy. Upon withdrawal from VAVA, it is the responsibility of the parent to inform any new school district of previous enrollment with the appropriate public-school county and Virginia Virtual Academy.

Attendance is expected to be logged each day following the completion of assigned lessons. Attendance may only be logged by the parent/learning coach and must be kept up to date. Attendance applies to Virginia Virtual Academy (VAVA) students in the form of regular, “logged in” participation in the educational activities of VAVA’s OLS, OMHS, Class Connect sessions, and supplemental activities.

Learning Coaches will be contacted via our Automated Engagement Notification system to inform them if their student has not logged into their courses on the OLS/OMHS; please note attendance will need to be updated by the Learning Coach daily. Students will receive a missing attendance email upon the third (3) day of an unexcused absence. Upon the fifth (5) unexcused absence from school, every effort will be made to have direct contact with the student and the parent. An attendance plan will be developed to help increase attendance, engagement, and success at VAVA. Upon the seventh (7) unexcused absence, students will be invited to a Truancy Class connect session and receive an email from the Student Attendance Specialist. Upon the (10) unexcused absence, an email will be sent, and the Learning Coach will receive a phone call from the Student Attendance Specialist. Upon (15) unexcused absences, a Pending Withdrawal email will be sent followed by a phone call from the Student Attendance Specialist. Upon the (16) unexcused absence and all attempts to contact the Learning Coach have been made, the Student Attendance Specialist will email the students Advisor/Principal for automatic withdrawal. Please note that the Student Attendance Specialist reserves the right to enforce the compulsory school attendance law that occurs through either filing a complaint with juvenile court or institute proceedings against the parent with the Juvenile and Domestic Relations Court, and the student will be withdrawn from VAVA.

Truancy cases require legal reporting to the local juvenile authority. To avoid potential truancy situations, please communicate with your student’s teacher regarding any planned vacations or illness issues that could be misinterpreted as truancy. The responsibility of student compliance with the law belongs with the parents. Students whose learning coaches fail to maintain accurate attendance are in violation of the attendance policies as stated above.

Report for Suspension of Driver’s License: In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student’s driver’s license.

Withdrawal/Removal from VAVA

Students may be removed from the VAVA program due to disciplinary action, lack of attendance/progress, failure to participate in state-mandated assessments, or failure to comply with VAVA policies outlined in this Handbook.

If a parent wishes to withdraw their student from VAVA, for any reason, they must first notify their VAVA teacher in writing before enrolling their student elsewhere. The request for withdrawal must include the name of the receiving school or a statement that the family will pursue homeschooling. The 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.

Re-enrollment Policy for Students Withdrawn Due to Excessive Absenteeism

VAVA is under no obligation to re-enroll a student who has been withdrawn due to lack of attendance. Should the administration allow a student to re-enroll, the parents and student must work with the student's teacher(s) and VAVA administration to create a plan outlining specific parameters for continued enrollment. Non-compliance with the plan may result in withdrawal from VAVA.

Confidentiality and Student Records

Every effort is made to maintain the confidentiality of students attending the Virginia Virtual Academy (VAVA). Official student records will be maintained by the VAVA office and our division partners. Please contact the VAVA office to obtain a copy of student records at VArecords@vavirtul.org. 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 VAVA. Virginia Virtual Academy is committed to protecting the confidentiality of personally identifiable data regarding students. **Student files are accessible only to school officials.** Parents and students should be careful not to share their STRIDE K¹² OLS username and password with any unauthorized individual(s). Should a parent or teacher believe that the security of a student's OLS account has been compromised, the parent should use the tools provided in the OLS to change their username and password.

Family Education Rights and Privacy Act (FERPA)

FERPA is the acronym for the Family Educational Rights and Privacy Act, codified at 20 USC 1232g, sometimes called the Buckley Amendment. Under FERPA, a parent or eligible student has a right to inspect and review the student's education records and to seek to have them amended in certain circumstances. A parent or eligible student must also provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from education records. Exceptions to this requirement are set forth in § 99.31(a).

FERPA applies to any "educational agency or institution" that receives funds under any program administered by the U. S. Department of Education (USED). This includes all public K-12 schools and virtually all postsecondary institutions, public and or private. The USED's Family Policy Compliance Office (FPCO) is the federal office that has oversight authority for the implementation of FERPA and the Protection of Pupil Rights Amendment (PPRA).

- [Family Policy Compliance Office](#)(FPCO) – information from USED

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:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

To request an inspection and review, the parent or eligible student should submit a written request to the VAVA administration that identifies the record(s) they wish to inspect. The VAVA administration will make access arrangements and notify the parent or eligible student of the time and place where the records may be inspected.

(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 the school to amend a record that they believe is inaccurate. They should write the school administration; clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA allows disclosure without consent.

An exception, which permits VAVA to disclose information without consent, is when the School discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to VAVA as an administrator, supervisor, instructor, support staff member, or contractor (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for the purposes related to the student’s enrollment or transfer.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

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

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

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

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

- Shipment of school materials to and from 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 information that 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 VAVA 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.

If there are certain items that VAVA has chosen to designate as directory information that you do not want disclosed from your student's education records, without your prior written consent, please complete and submit the following [Directory Information Opt Out Form](#). This can also be found in Appendix D.

Constitutional Protected Prayer

The VAVA administration is committed to ensuring that no policies are in place which prevent or otherwise deny participation in constitutionally protected prayer in public schools as set forth in the guidance for Section 9524 of the Elementary and Secondary Education Act (ESEA) as amended by the ESSA (Every Student Succeeds Act).

Non-Compliance

As a public-school program, the Virginia Virtual Academy is required to monitor student attendance and progress, in accordance with all applicable statutes and Department of Education rules and regulations. VAVA student attendance is recorded by the time spent "logged in" to the

OLS or OMHS, completing assignments associated with OLS or OMHS lessons, and attending Class Connect sessions. VAVA student progress is recorded by the mastery of lessons and submission of completed assignments and assessments. VAVA teachers and administration will monitor student attendance and progress which will be a determining factor in student advancement to the next curricular level and continued enrollment in VAVA. The progress of 3rd & 4th grade students who participate in intervention services will be monitored closely and taken into consideration before grade promotion is determined. Intervention will focus on the specific needs of the student and may include participation in mandatory programs.

*A VAVA parent or student may also be deemed non-compliant for any of the following reasons:

- Failure to make sufficient progress as established during the student goal setting conference (i.e. 15 lessons or the equivalent of 3 days missing attendance)
- Repeated failure to log completed progress and attendance in a timely manner
- Failure to respond to teacher/administrator phone calls and/or emails
- Failure to accept any VAVA certified mail
- Failure to participate in scheduled parent, student, and teacher conferences
- Failure to attend mandatory Class Connect/Newrow sessions
- Failure to submit required work samples or assignments by deadlines
- Failure to participate in state-mandated or school division required assessments
- Failure to participate in required, synchronous, instructional sessions
- Falsifying attendance and/or progress in the OLS or OMHS
- Falsifying work samples or submitted assignments
- Providing student(s) access to adult's OLS or OMHS username/password
- Failure to follow other school policies
- Failure to follow individualized improvement mandates as set forth by the Teacher, Academic Administrator or School Principal
- Cyber-bullying and/or inappropriate behavior in any online capacity or at any VAVA event
- Failure to maintain consistent residence of student within the boundaries of the Commonwealth of Virginia during the school year

Objectionable Materials Policy

If a parent finds certain lessons, books, or materials to be objectionable, they should contact their VAVA homeroom teacher and utilize the feedback option within the OLS. The teacher will work with the parent to find alternative lessons to meet the lesson objectives. The alternative assessment for the lesson in the OLS, or an alternatively selected and approved upon assignment, must be completed to show that the objectives have been met.

Restraint and Seclusion of Students

Virginia Virtual Academy will comply with the law regarding the use of physical restraint and seclusion as set forth by Virginia Code [8VAC20-750-40](#).

Crisis Plan

Upon request of the school administration, a copy of the Crisis Plan can be received.

VAVA CODE OF CONDUCT

Student Dress

Students and adults are required to dress appropriately at school sponsored outings, testing, events, and class sessions. The two criteria for determining appropriateness are safety and decency. Student and adult dress that distracts others from the learning process is unacceptable. Please refer to directive in section entitled "Outings and Events."

THE FOLLOWING OFFENSES COULD RESULT IN SUSPENSION OR EXPULSION

Inappropriate Physical Contact

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

Cyberbullying/Bullying Policy

This section shall apply to any electronic act originated with school equipment and/or during school online activities if the electronic act is aimed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

Every VAVA student has the right to an educational environment that is reasonably free from substantial 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 results in the substantial disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment.

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

- (a) Physical harm to a public-school employee or student or damage to the public school's employee's or student's property;
- (b) Substantial interference with a student's education or with a public-school employee's role in education;
- (c) A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- (d) Substantial disruption of the orderly operation of the school or educational environment.

"Electronic act" means, without limitation, a communication or image transmitted by means of an electronic device, including without limitation: a telephone, wireless phone or other wireless communications device, 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 occur as a result of bullying:

- (a) Necessary cessation of instruction or educational activities;
- (b) Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- (c) Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- (d) 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 their Supervisor immediately. 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 an electronic act that results in the substantial 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 retaliation or reprisal in any form. A school employee who has reported violations under the school district’s policy shall be immune from any tort liability that may arise from the failure to remedy the reported incident.

Drug and Alcohol Use

VAVA maintains a zero tolerance of drug and alcohol abuse. Student found possessing, distributing, selling, or abusing drugs and/or alcohol while at 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/E-Cigarettes

In conjunction with the Virginia State Law 15.1-291.2, VAVA prohibits the use or possession of tobacco products or electronic cigarettes by students while at school-sponsored outings and activities.

The term “tobacco product” means any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Examples include, but not limited to cigarettes; cigars; little cigars; dry snuff, moist snuff/chewing tobacco; snus; dissolvables; hookah; and blunt wraps.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Firearms and Weapons

Bringing, using, or possessing any firearm or weapon at any school sponsored activity is prohibited. A student who is found to have carried, brought, used, or possessed a firearm in violation of this policy shall be expelled for no less than one calendar year. The term “weapons,” as utilized in this policy shall include, but not be limited to rifles, handguns, pocket knives, household knives, facsimiles of guns or destructive devices, or other dangerous articles, firecrackers, ice picks, or any other object which may be used to intimidate, threaten, or harm others. Any student who brings a firearm to a school event shall be referred to the criminal justice and juvenile justice.

Gang Activity

Students shall not engage in gang activity at any school sponsored activity. A gang is defined as any group of two or more persons whose organized purpose includes some or all of the following: (1) commission of illegal acts, (2) participation in activities that threaten the safety of persons or property of others, (3) disruption of school activities, and (4) creation of an atmosphere of fear and intimidation.

Gang activity includes, but is not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang
2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang
3. Using any speech or committing any act or omission in furtherance of the interests of any gang, including:
 - a. Soliciting, hazing and initiation of others for membership in any gang
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person
 - c. Committing any other illegal act or other violation of school policy
 - d. Inciting other students to act with physical violence
- e. Inappropriate congregating, bullying, harassment, abuse, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees, or visitors

Notification of Offense

The Principal will complete the Notification of Offense form and send it to the student and family.

Prosecution of Juveniles

Pursuant of [section 22.1-279.4](#) of the Code of Virginia, the state requires local school boards to provide information, developed by the Office of the Attorney General, to students regarding laws governing the prosecution of juveniles as adults for certain crimes.

It can be accessed in paper document form by contacting your school administrator.

Appeals Processes

Serious infractions of the Code of Conduct will be subject to the policies and procedures of the partnering school divisions

Manifestation Process for Students with Disabilities

1. An IEP Addendum meeting will be held with the IEP team. The team will discuss if a student's educational disability is a factor impacting concerns.

2. Plans for schooling are discussed with the family should the outcome be withdrawal.

- a) Public school out of state
- b) Private school out of state
- c) Homeschool out of state
- d) Public school out of state
- e) Private school out of state
- f) Homeschool out of state
- g) Unknown

3. A certified letter is sent to the parent if the team decides to move forward with withdrawal from VAVA.

Academic Integrity

Academic integrity is the moral behavior related to students and academic achievement. A breakdown in moral behavior that would lead to academic dishonesty may include any level of cheating and/or plagiarism. Academic fraud is considered a serious violation at Virginia Virtual Academy and any one or more of the following actions may be recommended if academic dishonesty has been suspected or confirmed.

Virginia Virtual Academy may:

- require students, parents, and guardians to permit live desktop and application sharing with teachers or other school staff to evaluate technical issues, grade/data discrepancies or suspected academic dishonesty.
- require students to submit to in-person or online proctoring of some or all graded assessments and/or activities as determined by the school staff.
- require students to submit all or some specified number of teacher-scored assessments or assignments in order to pass a course, earn course credit, or be eligible for a course grade at or above a specified level regardless of the grade earned by solely computer scored assessments.
- require parents or other caring adults to serve as official proctors of students during high-stakes assessments (i.e. unit or end-of-course assessments).
- require students to submit to live, one-on-one quizzing or conversation about the related topics.
- require learning coaches to submit a written log of attendance activities completed.

ACADEMIC INFORMATION

Instructional Model

The Virginia Virtual Academy instructional model will rely upon:

- rigorous 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
- grades K-5 mastery-based, grading scale and progress reporting
- grades 6-12 lesson, assignment, and assessment completion, grading scale and evaluation
- opportunities for student leadership and participation in school-sponsored activities, both virtually and face-to-face

In this educational model, teaching and learning include the accessibility of teachers during typical school hours (8 a.m. – 5 p.m.) via email, telephone, and Class Connect live sessions (via the Newrow web conference site) involving individual students, and small or large group instruction.

Students participate in school daily for an average of 5.5 - 6 hours. Students will be assessed frequently to determine achievement and mastery in their assigned and scheduled courses. Students and parents can view and update student progress and attendance at any time. Students should prioritize working between the hours of 8 a.m. and 5 p.m.

Class Sessions

Virginia Virtual Academy staff are required to accurately assess your student's independent ability and monitor progress in the online setting. This requires students to be on camera and use their microphone as directed by staff during instructional sessions.

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

To get the maximum benefit from Newrow, all users should have speakers attached and the volume turned on. All families should have access to a working microphone and camera for each session. For an optimal experience, VAVA highly recommends that you access Newrow via a high-speed Internet connection

K-12 Physical Education

Physical education may be defined as “the development and maintenance of skills related to strength, agility, flexibility, movement, and stamina, including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle; and the development of positive attitudes regarding sound nutrition and physical activity as a component of personal well-being.”

VAVA students' goal is a program of physical education and fitness that provides at least 30 minutes per day on average during the regular school year. Such programs may include any combination of physical education classes, extracurricular activities, and other educational fitness programs and activities.

Progress Reporting

The Online School (OLS) offers an on-going report of a student's academic progress and attendance information. A parent may log on to the system at any time and view this information. If a parent wishes to have a printed version of academic and attendance information, they may print a copy of the progress/grades and attendance screens in the OLS/OMHS account for the student.

K-5 Progress Reports: Progress reports will be sent quarterly. Students will be evaluated on the following components:

- 75% OLS Coursework and Progress
- 15% ClassConnect Attendance and Participation
- 5% ClassKick Assignment Completion
- 5% PlayPosit Participation

Elementary Grading Scale:

| Percent of Expected Progress | Grade Mark | Details |
|------------------------------|------------|---------------------|
| 89.5% + | C | Fully Compliant |
| 79.5% - 89.4% | P | Partially Compliant |
| 79.4% and less | N | Not Compliant |

6-8 Progress Reports: Progress reports will be sent each semester. Students will receive letter grades in each of their courses on a ten-point grade scale.

| Grade | GPA | Percent |
|-------|-----|---------|
| A | 4.0 | 90-100 |
| B | 3.0 | 80-89 |
| C | 2.0 | 70-79 |
| D | 1.0 | 60-69 |
| F | 0.0 | <59 |

Promotion and Retention of High School Pupils: Progress reports will be sent each semester. Students will receive letter grades in each of their courses on a ten-point grade scale.

In-Division High School students will adhere to the grading scale of their home division. Please reference [In-Division High School Student Scheduling](#) for more information.

Promotion shall be determined by the successful completion of each course and SOL proficiency.

The guidelines for grade placement are as follows:

Grade Level Credits:

9 to 10 completion of 5 units, and pass 3 core courses

10 to 11 completion of 10 units, and pass 6 core courses

11 to 12 completion of 14 units, and pass 9 core courses

These are minimal requirements that are cumulative in nature. Core courses are English, Mathematics, Social Studies and Science. Each pupil should learn relevant grade subject matter before promotion to the next grade level. For grade levels in which the SOL tests are given, achievement of a passing score on the SOL tests should be considered in addition to promotion/retention policies. Achievement expectations and participation in SOL testing of pupils with disabilities will be guided by provisions of the Individualized Education Program (IEP) or 504 Plan.

Each pupil in middle and high school shall take applicable end-of-course SOL tests following course instruction. Pupils who achieve a passing score shall be awarded a verified credit for that course.

Parents shall be notified of unsatisfactory academic progress which might affect a pupil's progression to the next grade level or his/her eligibility for graduation.

High School Credit End-of-Course SOL Tests

The following is a description of the credit offerings:

1. Verified Credit: Pupils must pass the SOL test to receive verification of the course credit.
2. Course Credit: A standard unit of credit is awarded when a pupil passes a high school credit-bearing course.

The following are possible scenarios detailing pupils receiving verified and/or standard units of credit after completion of a credit-bearing course:

1. Pass course for the year and pass SOL test: Pupils scoring at or above the SOL proficiency level as established by the state and passing the course requirements will receive verified credit for the course and a standard unit of credit toward graduation.
2. Pass course for the year and fail SOL test: Pupils who pass the course and score below the SOL proficiency level as established by the state, shall receive a standard unit of credit (not verified) for the course and shall participate in a remediation program designed by an appropriate instructional team. Seniors who have earned the necessary verified credits for graduation are exempt from this remediation requirement.

Grade Appeal Process

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.

High School Credit Option for Middle School Students

Students in good academic standing and/or appropriate course prerequisites may receive recommendation/approval to take high school credit courses as a middle school student. Grades earned in these courses will become part of the student's official high school transcript but will not count towards the grade point average (GPA) on that high school transcript.

Additional high school specific academic information can be found in the [High School Student Handbook SY23-24](#).

Student Course Level Advancement Policy

Course promotion eligibility will be determined based on student course progress and completion, formative assessment completion, Class Connect attendance, overall attendance hours, student work sample submission, and fulfillment of testing requirements.

An Advanced Learner Program is available for students in grades 3rd-5th. Students must apply and meet eligibility requirements in order to be enrolled in ALP classes. More information about the Elementary ALP Program can be found here: <https://sites.google.com/view/vava-advanced-learners-program/home>

Academic Integrity (Cheating and Plagiarism)

All assignments are assumed to be the student's original work. Therefore, if the student utilizes any ideas that are not their original thoughts, the student must cite their sources using MLA format (or other specific format if required by the course teacher). A student who fails to abide by these standards will be subject to disciplinary action and possible reduction of points.

Please Note: Our Online Middle and High School (OMHS) utilizes plagiarism identification software that identifies potential incidents of plagiarism.

Student Grade Level Promotion

As charged by the Virginia Board of Education, Virginia Virtual Academy principals have the ultimate responsibility of assigning students to classes, programs, and activities that are designed to promote maximum learning. In accordance with this provision, the school principal is the final authority in all matters of promotion and retention. In making the determination for placement, such factors as

reading and math achievement commensurate with ability and social maturation and other requisites necessary to predict success in placement will be considered. (Policy 5-4.2)

Special Education Services

VAVA is committed to providing an appropriate education for all students, regardless of disability. In accordance with the federal Individuals with Disabilities in Education Act (IDEA), VAVA staff will work in partnership with the division of enrollment to implement services, accommodations, and modifications as appropriate in the virtual learning environment. Parents or other knowledgeable persons can make a referral of a student for special education services by contacting their VAVA teacher with a written request for evaluation.

English Language Learners

As dictated by federal law, schools must make every effort to communicate with all parents, using the home or native language of the parent when it is possible to do so. Virginia Virtual Academy will make every reasonable effort to provide the needed support to families who do not understand, speak, or read English. Language assistance is available free of charge to parents, guardians, and/or learning coaches. We provide access to professional interpreters to help our families and learning coaches understand important information about their student's education. We can also provide translations of many of our important documents and information, if requested. The Virginia Virtual Academy website can be translated into several languages by using the "Google Translate" option provided on the school website.

To request an interpreter, translation of documents or for assistance with translation of our school website, please contact Special Programs at specialprograms@vavirtual.org

According to the Virginia state ESEA plan, Virginia does not offer content instruction or assessments in a language other than English except on a very limited basis and in foreign language classes. Students at Virginia Virtual Academy will be provided curriculum and instruction materials in English only. Some student materials (i.e. bilingual books for independent reading) may be provided in a language other than English as a participant in the English as a Second Language (ESL) program.

For more information about Virginia Virtual Academy's ESL program, please contact Special Programs at specialprograms@vavirtual.org

Student Find

VAVA has the responsibility to identify students who have special needs by informing parents of how to make a referral if they suspect their student has a disability. Parents should contact their homeroom teacher/advisor immediately when a disability is suspected. VAVA teachers have the responsibility to make a referral if they suspect a student may have a disability. After a referral is made, a conference will be held with the student study team comprised of an administrator, special education staff, the general education teacher, the student's parent and possibly a special education representative from the division of enrollment to determine if moving forward with evaluation and eligibility to determine the need for academic and/or related services would be appropriate. If the student study team pursues evaluation, the team will reconvene once data has been collected to determine eligibility for special

education services or a 504 plan. Parents may refuse or revoke special education services at any time by submitting a signed, dated, written request to their special education case manager.

Student Work Samples

In an effort to fully support our students, Virginia Virtual Academy **requires** students to submit work samples on a regular basis **to meet promotional requirements**. Work samples offer teachers an opportunity to determine if a student is mastering curriculum objectives. They also provide teachers with examples of student work so they can gauge academic growth throughout the year as well as verify the completion of work.

VAVA requires that parents maintain and assist with the submission of samples of student work for accountability purposes. Each family will be supplied a list and a designated schedule of the required work samples that are to be submitted to your student's teacher. Students failing to submit work samples will be considered non-compliant. Teachers will provide families with submission guidelines and with timely, detailed feedback regarding student work samples. Please be sure to attend all scheduled conferences and read all emails so that you are aware of the requirements and dates.

Supplemental Activities

A supplemental activity is work that the student completes in addition to the STRIDE K¹² curriculum assigned to the student. It does not replace the STRIDE K¹² curriculum. Supplemental activities should represent new learning for the student or should provide practice for work that is appropriate for his/her grade level.

Supplemental activities should be logged into the Online School on the attendance screen under the heading of "Supplemental Activities." Learning coaches may enter up to 8 hours per week of supplemental activities. These include, but are not limited to, pleasure reading, journal writing, and visits to the public library. To ensure that supplemental activities are appropriate and recorded properly, please discuss these with your VAVA teacher.

Assessments

Assessments at VAVA play a critical role in monitoring student growth and mastery of state standards while also meeting requirements set forth by the Virginia Department of Education, K12 and our district partners. VAVA staff will provide students access, instructions and support on how to complete all assessments.

VAVA is a public school option and completion of each assigned assessment is mandatory for students to remain in compliance with our school. Due to this, students may not opt out or refuse any assessment including state required in-person testing. The attendance requirement is set forth by our district partners in order to maintain participation accountability with state and federal expectations just as all public schools are. Medical exemptions are permissible but must meet the parameters outlined by Virginia Virtual Academy in accordance with our district partners. Test windows will be announced ahead of test sessions to allow for planning and a brief make-up window will be provided after each administration. Failure to attend a test session for each assessment without an approved medical exemption will cause students to become noncompliant and therefore could result in withdrawal from Virginia Virtual Academy.

All in-division students will take state mandated assessments through their home divisions. Please reference [In-Division Student Testing](#) for additional information.

For the 2023-2024 school year, the following assessments will be implemented:

| Grade | Assessment | Explanation | Links |
|---------------------------|---|--|--|
| 3rd-8th | Virginia Growth Assessment (VGA) | State mandated growth assessments in reading and math that are given in fall and winter. It is an in person expectation that will require travel to a testing location. See school calendar for tentative dates. In-division students will take these assessments through their home division. ** | Link to Legislative Bill |
| 3rd-12th | Standards of Learning (SOL) | State mandated end of course assessments to demonstrate mastery of course material. It is an in person expectation that will require travel to a testing location. These assessments occur in March for grade 8 & 11 writing and May for all other courses. In-division students will take these assessments through their home division. | VDOE SOL webpage |
| K-2, 9-12 | STAR360 | Students not taking the VGA assessment and enrolled in a math or reading course are expected to complete the STAR360 growth assessment three times a year. | |
| K-12 | Comprehensive Instructional Program (CIP) | Benchmark assessments that are given based on enrolled courses that provide data to guide instruction. Scores are used to provide additional support or to offer extension opportunities. | |
| English Language Learners | Access for ELLs test | State mandated assessment administered annually to EL students in grades K-12 to monitor their progress in learning academic English in January-February. It is an in person expectation that will require travel to a testing location. In-division students will take these assessments through their home division. | Access for ELLs |
| K-12 | Teacher Assigned | A variety of teacher assigned assessments are implemented regularly throughout the school year to monitor growth and proficiency. | |

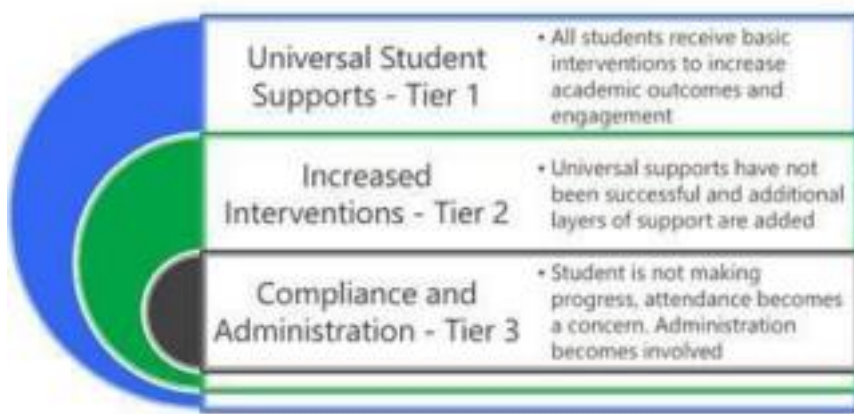
**In Spring 2023, [HB1820](#) was passed that allows for the VGA assessment to be administered virtually effective January 1, 2024. If VAVA participates in the virtual testing, additional information will be shared with you in the fall. There would be additional requirements that will be expected of families including test security agreement signatures and technology updates. Failure to complete these would be considered non-compliant.

Engagement Model

The Engagement Model is a school support program focused on improving student engagement by fostering students' academic, social, behavioral, and emotional skills through relationship-based interventions developed in tandem with students, learning coaches, and teachers.

Understanding the Tiers

If a student is lacking engagement or demonstrates compliance issues, they will be entered into a tier system and will remain until their situation is resolved and the case is closed. The tiers of the Engagement Model are defined below.



Tier 1: Universal Support

School wide prevention and interventions, along with teacher support, provide the first level of service to all students and families. This may include phone calls, text messages, Strong Start activities, homeroom meetings, and more.

Tier 2: Support Team Referral

Universal supports have not been successful and additional support is needed. This can be for a variety of reasons. A referral is initiated to address any concerns. Referrals can be made for academic, compliance, engagement, or social/emotional concerns. The Referral Team meets regularly to review these referrals and assign the appropriate interventions.

Tier 3: Increased Student Support

The student has been working with the teacher(s) and administration is notified. The student is not making progress with these interventions and the student's personal and educational needs must be addressed with increased support. Excessive Absenteeism or Truancy become a problem and the Student Attendance Specialist is often added to the referral at this tier.

TECHNOLOGY AND MATERIALS

In order to participate in our online school, families must have a reliable source of internet. Each family should be prepared to provide a fully functional desktop computer or laptop that is equipped with a camera and microphone. Computer systems must meet the minimum specifications to access the STRIDE K12 Online School (OLS/OMHS). To see if your technology meets the specifications, you may visit <https://www.help.k12.com/s/article/K12-Computer-Technical-Requirements> for more details.

Basic computer skills are essential as a learning coach or student mentor. While it is vital to access the learning coach portal, your involvement within the students OLS/OMHS account will depend on the grade

level and maturity of the student(s). Should a learning coach need support or have questions, you can visit <https://www.help.k12.com/s/search/All/Home/learning%20coach?tabset-963be=2>.

Computer Use Policy

Access to the internet via computer equipment and resource networks provided to qualifying students because of enrollment in VAVA are intended to serve and help the student to pursue educational goals and purposes. Communications and internet access should be conducted in a responsible and professional manner reflecting the school's commitment to honest, ethical, and non-discriminatory practice. Therefore, the following is prohibited:

- Any computer use that violates federal, state, or local law or regulation.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks.
- The use of VAVA Internet-related systems to access, transmit, store, display, or request inappropriate materials.
- Any use that is deemed to adversely affect VAVA.

School Property

VAVA 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 are to be used solely by the student enrolled in the VAVA program.

Missing Materials

The Virginia Virtual Academy 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 parent/responsible adult to check the packing list against the items shipped. If items are missing, the parent/responsible adult is accountable for notifying STRIDE K¹² within two weeks of receiving the materials, so that a missing materials report can be submitted to have the item provided. Missing materials that are reported mid-year may be considered lost materials and could result in charges to the family for replacement.

Lost or Damaged Materials - Materials that are lost or damaged should be reported to STRIDE K¹² as soon as possible. The parent/responsible adult is accountable for the cost of replacing lost or damaged materials.

Consumable Materials vs. Returnable Materials

At the beginning of the school year, parents/responsible adults may view a list of "Provided Materials" on the OLS. Each item is marked with an icon that designates it as "Return," "Return if Unused," or "Do Not Return." All items designated as returnable cannot be written in and must be returned. STRIDE K¹² will arrange for pick-up of these materials at the end of the school year. The parent/responsible adult

will be accountable for the replacement cost of items on the list that are not returned. Consumable materials are not required to be returned.

NOTE: When a student withdraws prior to the end of the school year, all items, regardless of condition, must be returned. This includes student and teacher printed pages. Exceptions for liquids and certain consumable items may be specified in the reclamation process.

STUDENT ACTIVITIES

Outings and Events

VAVA will sponsor outings for students and families on a regular basis and throughout the state. All students new to VAVA are encouraged to attend at least one face-to-face event by the end of the first quarter. Outings are intended to provide academic enrichment as well as an opportunity to meet school staff and other school participants, have conversations, and share practices that have been successful. While credit for student outings is not offered in lieu of the regular curriculum, time can be counted as supplemental activities hours in the OLS.

Parents are responsible for the cost of transportation and any entrance fees associated with outings, unless otherwise described. VAVA staff are not responsible for personal items that may be lost or damaged during any face-to-face event, including testing.

VAVA expects students will dress appropriately when attending outings. Examples of inappropriate dress include but are not limited to:

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

VAVA parents and students are expected to conduct themselves appropriately at all student outings, school sponsored events, and testing days. Parents /guardians are responsible for the supervision of their student at all times and must attend outings with their students.

Any person who is a registered sex offender is prohibited from attending any VAVA outings, school sponsored events, or attending testing days.

Medical Needs/Access to Medications for Onsite Events

VAVA parents/learning coaches are expected to stay with VAVA students during all VAVA outings. However, in an event that the parent/learning coach cannot be reached, the acknowledgement of this handbook indicates permission for emergency treatment for the minor student by the hospital emergency room doctor. This will be at the parent's expense.

Photo Release Agreement

See Appendix C for photo release agreement. This will be shared with families electronically prior to VAVA outings.

Student Organizations

To be eligible to participate in VAVA extracurricular activities, students must be in compliance with the VAVA progress and attendance requirements set for that student. Teacher approval may be required before final eligibility can be determined.

Student organizations will have either a service, honorary or interest orientation.

1. Service organizations/clubs are designed to provide service to the school or the community.
2. Honorary clubs are those which grant membership to students for special achievement in attaining openly published standards in defined categories.
3. Interest clubs may be organized in any areas of the curriculum or in any other areas, which supplement the educational program.

Student Extra-Curricular and Co-Curricular Activities

Virginia Virtual Academy and STRIDE K¹² will provide student participation opportunities that are designed to meet the students' academic, recreational, and social interests. Activities may include, but will not be limited to, virtual clubs, service projects, and scholastic activities such as spelling bees or science fairs. An adult sponsor, approved by school administration, 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 VAVA. All student organizations will operate according to approved guidelines and procedures and will not discriminate based on race, sex, religion, disability, or national origin. Participation in school sponsored athletic programs or activities is at the discretion of the superintendent of the school division where the student resides.

Extra-Curricular and Co-Curricular Discipline Policy

1. Sponsors are responsible for maintaining discipline among student participants in VAVA clubs and activities that they sponsor, including enforcing the student conduct code set forth in this Handbook and additional approved rules relevant to the club and/or activity.

2. VAVA Code of Conduct rules apply at all times.

3. When a sponsor is considering excluding a student from participation, whether temporarily or for the remainder of the school year, the sponsor should:

a. Conduct an informal conference with the student and parent during which he/she should advise the student of the alleged offense, explain the evidence that forms the basis of the allegation and allow the student to respond to that evidence.

b. If the sponsor then decides to exclude the student from participation, the sponsor should notify the School Administrator and the student's parent/guardian in writing. This written notice will include the offense for which he/she is being excluded and the term of the exclusion.

c. The informal conference need not occur before a student is excluded from participation where circumstances justify emergency removal pending an investigation.

d. The parent/guardian of a student may appeal the exclusion from participation to the School Administrator with a written request.

PROHIBITED CONDUCT

The following is a list of behaviors not permitted by Virginia Virtual Academy:

1. Disregard or disrespect for directions of teachers or administrators.

2. Disruption and/or interference with the normal and orderly conduct of school and school-sponsored activities.

3. Use of profanity, vulgar language, or obscene materials.

4. Engaging in insults, verbal abuses such as name calling, ethnic or racial slurs, or using derogatory statements to other students, school personnel or other individuals.

5. Bullying-behaviors that are intended to harass, intimidate, ridicule, humiliate, or instill fear in another individual.

VAVA RESOURCES

Section 504 Service Plans

Virginia Virtual Academy follows the Virginia Department of Education's guidance regarding 504 service plans. A 504 plan provides services and modifications to the learning environment for students with special needs. If you have questions regarding a possible or current 504 plan, please contact Special Programs at specialprograms@vavirtual.org.

Special Education

If you have questions regarding special education services or an IEP, please contact Special Programs at specialprograms@vavirtual.org.

English Language Learner

If you have questions regarding the English Language Learner program, please contact Special Programs at specialprograms@vavirtual.org.

In-Division Contact

If you have questions regarding the in-division program, please contact Laura Cantrell at lacantrell@vavirtual.org.

School Counselors

[List of School Counselors](#)

McKinney-Vento, Migrant, and Foster Care Contact

For questions related to McKinney-Vento, migrant education, and foster care, please contact the appropriate school counselor. [List of School Counselors](#)

Title IX Coordinator Contact

For questions related to Title IX, please contact Tracey Carter at trcarter@vavirtual.org.

Who Can Help Me?

[VAVA Student POC List](#)

FAQs and other information are available: <https://vava.k12.com/resources/general-fags.html>

Assistance creating an Online School account:

<https://www.help.k12.com/s/article/Student%20OLS-Account-Set-Up>

K12 Customer Support: **866-512-2273**

The Virginia Virtual Academy reserves the right to amend our Handbook during the school year to meet partnering school division and/or state guidelines.

VAVA PARENT/STUDENT CONTRACT

SY 2023-24

ACADEMIC EXPECTATIONS

- I understand and agree that VAVA is a full-time public-school program, **not a home-school program**, and that my student may not be enrolled in any other full-time public, private, or charter school. I understand that my student is a member of a Virginia Public School division and is **not a homeschooled student or a student on home instruction**.
- I understand that VAVA students are required to have **full-time** adult supervision and participation during instruction/learning to be enrolled in the program. I understand that I am expected to become knowledgeable about the curriculum and the Online School (OLS) or OMHS (Online Middle and High School).
- I understand that enrollment includes full participation in all mandated state (SOL & growth) and division testing on the required dates and at the assigned location and time. It is my responsibility to provide transportation for all required testing and adhere to the requirements of testing as provided by the Virginia Virtual Academy or the partnering school division.
- I accept the responsibility to actively participate in the planning and direct instruction of my student but understand that my student is responsible for completing assessments independently.
- I understand that my student is required to meet expected progress percentages in the curriculum in all courses.
- I understand that my student will complete a minimum of 990 hours of attendance within the school year to comply with the requirements of the state of Virginia and that I must enter attendance into the OLS or OMHS daily.
- I understand that my student is expected to attend and participate in all Class Connect sessions (regularly scheduled, synchronous lessons presented by the VAVA teaching staff). I understand that attendance at all subject-specific Class Connect sessions is mandatory for all students unless otherwise indicated by the teacher.
- I understand that my student must complete all assessments by the indicated due dates as assigned by my student's teacher.
- I understand that all sick days, vacations, planned holidays, and otherwise declared days off from instruction must be documented as "Days Off" in the OLS as well as submitted to the teacher and approved.
- I understand that if my student travels outside of the state for more than 5 consecutive days, I must receive written approval from an administrator.
- I understand and agree that it is my responsibility to provide a working computer with a microphone and always maintain high-speed internet service as this is a full-time, virtual program.
- I understand and agree that my student must reside full-time in the Commonwealth of Virginia during enrollment with the Virginia Virtual Academy.
- I understand that my student's progress and attendance will be reviewed by my teacher and administrator on a regular basis and may be reviewed by our partnering school divisions at any time.
- I understand that I will be required to submit student work samples at designated intervals to my VAVA teacher.
- I understand that I will have the guidance and support of a Virginia-certified teacher in implementing the STRIDE K¹² curriculum with my student.

COMMUNICATION

- I understand that my student and I are required to participate in scheduled conferences with our teacher(s). I understand that during these conferences, I am expected to have access to all materials and the computer. Scheduled conferences are expected to occur from the primary location that instruction takes place.
- I understand that I must read and respond to emails and phone calls from the VAVA teachers and/or administrators in a timely manner (within 24 hours).
- I understand that if my phone number, address, email address, or emergency contacts change, I will immediately inform the VAVA homeroom teacher and/or registrar and/or update the information in the OLS.
- I understand that it is my responsibility to inform VAVA if I decide to withdraw within 24 hours of enrollment in another school and that I will notify VAVA as to the name and location of the receiving school for required transfer of records.
- I understand that my communication with VAVA staff must always be professional and respectful.

COMPLIANCE

- I understand that in order to fulfill enrollment requirements, the following documents must be provided: School Entrance Health Form, Statement of Expulsion, certified copy of birth certificate, proof of residence, immunization record or waiver, vision and hearing screening (when applicable), Agreement to Use of Instructional Property, previous standardized tests scores (if available), previous school report card, custodial paperwork (if applicable), and any existing IEP (Individualized Educational Plan) or 504 plans.
- I understand that if policies and procedures are not followed and/or the academic goals communicated through progress updates are not met, removal from the VAVA program may be necessary.
- I understand that no registered sex offender may attend a Virginia Virtual Academy outing or school event.
- I understand that withdrawal of a student from the VAVA program is at the discretion of the VAVA administration but may also be requested by VAVA's partner public school division staff.
- I understand that an academic review of VAVA students will occur throughout each school year by VAVA staff as per the agreement with the partnering school divisions. Enrollment and re-registration decisions made by the staff are final.
- I understand that attendance must be entered daily and that my student will be withdrawn upon reaching 15 consecutive days of missing attendance.
- I understand that In Spring 2023, [HB1820](#) was passed that allows for the VGA assessment to be administered virtually effective January 1, 2024. If VAVA participates in the virtual testing, additional information will be shared with you in the fall. There would be additional requirements that will be expected of families including test security agreement signatures and technology updates. Failure to complete these would be considered non-compliant.
- I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows my school or school district to disclose designated "directory information" to third parties without my written consent, unless I inform the school/district otherwise, and according to any existing policies and/or procedures. I understand that if I wish to opt out of this, then I need to complete the following form:
[Directory Information Opt Out Form](#)

Once you have reviewed the contents of this Handbook, including the Parent/Student Contract, please submit your digital consent using our Microsoft form to indicate your acknowledgement and compliance agreement to the terms and expectations described within the VAVA Parent/Student Contract:

[Acknowledgement of Learning Coach and Student Handbook](#)

Appendix A: 2023-2024 Academic Calendar

2023-2024 School Calendar

| July '23 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 30 | 31 | | | | | |

| August '23 | | | | | | |
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| September '23 | | | | | | |
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| October '23 | | | | | | |
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| November '23 | | | | | | |
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| December '23 | | | | | | |
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| January '24 | | | | | | |
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| February '24 | | | | | | |
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| March '24 | | | | | | |
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| April '24 | | | | | | |
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| May '24 | | | | | | |
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| June '24 | | | | | | |
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VIRGINIA
VIRTUAL ACADEMY™
POWERED BY STRIDE K12

1st Quarter: Aug. 9th - Oct. 13th

2nd Quarter: Oct. 16th - Dec. 15th

3rd Quarter: Jan. 3rd - March 8th

4th Quarter: March 11th - May 24th

- Course Start Date
- School Closed/Holidays
- VAVA Outing Days
- First and Last Day of School
- Teacher Workday (No School for Students)
- Last Day of the Quarter/Semester

| | | | |
|----------------------|---|---------------------|---|
| AUG TBD | Back to School Outings and Orientations | JAN 2 | Teacher Workday (No School for Students) |
| AUG 9 | Official Start Date (Orientation Courses Only) | JAN 3 | Start of Semester 2/Quarter 3 |
| AUG 14 | Course Start Date (K-12) | JAN 15 | Martin Luther King Holiday (No Class Connect Sessions) |
| SEPT 4 | Labor Day Holiday—K12 Staff Holiday | JAN 29-FEB 9 | Middle of Year Grades 3-8 Virginia Growth Assessments* (dates subject to change) |
| SEPT 26—OCT 3 | Beginning of the Year Grades 3-8 Virginia Growth Assessments* (dates subject to change) | FEB 19 | President's Day Holiday (No Class Connect Sessions) |
| OCT 13 | End of First Quarter | MARCH 8 | End of Third Quarter |
| OCT 20 | All School Outing Day | MARCH 11-15 | 8th Grade & EOC Writing SOL (Modified Class Connect Schedule) |
| NOV 10 | Veteran's Day Holiday (No Class Connect Sessions) | APR 1-5 | Spring Break (No Class Connect Sessions) |
| NOV 22-24 | Fall Break (No Class Connect Sessions) | APRIL 12 | All School Outing Day |
| DEC 15 | End of Second Quarter/End of Semester 1 | MAY 1-24 | Spring SOL Testing Grades 3-12 |
| DEC 18-19 | Teacher Workday (No School for Students) | MAY 24 | Last Day of School/End of Fourth Quarter/End of Semester 2 |
| DEC 18-JAN 2 | Winter Break for Students (No Class Connect Sessions) | MAY 27 | Memorial Day—K12 Staff Holiday |
| | | JUNE 1 | Graduation |

*Legislation passed in the 2021 General Assembly ([HB2027](#) and [SB1357](#)) requires the implementation of "through year" growth assessments in reading and mathematics in grades 3-8. For school year 2023-2024, full implementation of the legislation is required and includes fall, mid-year, and spring testing.

Appendix B: Newrow

Newrow is a rich collaborative environment for online meetings. This program will provide real time, remote, one-on-one, small group, or large group teaching or training. Teachers will use this tool throughout the year to meet with students and learning coaches. This tool is the one we use to deliver Class Connect sessions to the students. Class Connect sessions will be listed on the students' online school schedule; to access the sessions, they will only need to click on the link.

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

To get the maximum benefit from Newrow, all users should have speakers attached and the volume turned on. **All families should have access to a working microphone and camera for each session.** For an optimal experience, VAVA highly recommends that you access Newrow via a high-speed Internet connection.

Tips for Participating in a Newrow Session

Preparation

- Find a comfortable place with no distractions.
- Prior to joining your first session, please complete a recommended quick system check using the [Quick Tech Check link](#)
- Students will not be able to “enter” the virtual classroom until the exact time of the session. Be sure your computer is set to the correct time and EST zone.
- To gain the most from each session, you should actively participate in the lesson and ask questions whenever you do not understand something or need additional help. ● Clearing your cache from the browser routinely will also enhance your Newrow connection.

Appendix C: Photograph, Testimonial, and Interview Release

In exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant to Stride, Inc., its legal representatives, successors and assigns, and those acting with their authority and permission (collectively, "Stride") the right and permission to use, re-use, publish, re-publish, and copyright (in Stride's own name and otherwise) testimonials (written by me or attributed to me), interviews (written by me or attributed to me), and photographic portraits, pictures, images and/or likenesses of me or in which I may be included (in whole or in part, or composite, or distorted in character or form, without restriction as to changes or alterations), in conjunction with my own or a fictitious name, made through any medium, and in any and all media now or hereafter known throughout the world in perpetuity. All rights, licenses and privileges herein granted to Stride are irrevocable and not subject to rescission, restraint, or injunction under any circumstances. I hereby waive any right that I may have to inspect or approve the finished product, or products and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to save harmless Stride from and against any claims, damages or liability arising from or related to the use of any of the aforementioned material, including but not limited to any liability by virtue of any editing, blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking, recording, editing, processing, publishing or distribution of said testimonials, interviews, pictures, portraits, images and/or likenesses including, without limitation, any claims for defamation, invasion of privacy, right of publicity or violation of any other right.

I hereby acknowledge that the compensation provided does not include any monetary compensation or tangible goods or services and that none are due to me for granting this release.

I hereby warrant that I am of full age and have the right to contract in my own name. I have read this Release prior to its execution, and I am fully familiar with the contents thereof. This Release shall be binding upon me and my heirs, legal representatives, and assigns.

If signing as parent or guardian, I hereby warrant and represent I am the parent or legal guardian of the named minor and have authority to and do hereby consent to this Release on his/her behalf and will be responsible for any damages incurred by Stride resulting from the minor's breach or renunciation of this Release.

Name (print):

Signature of parent or guardian (as to minors):

Address:

****This form or an electronic version of this form will be sent to families prior to any photos being shared externally.*

Appendix D: FERPA Opt Out Directory Information

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

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

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

If you do not want VAVA to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify VAVA by completing the following form: <https://forms.gle/PnVxmMvd28QjNrvt5>. VAVA has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

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