



SY 2026-2027

Learning Coach and Student Handbook

Vision

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.

Mission

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.

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INFORMATION FOR THE LEARNING COACH

2026-2027 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 students 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 live class attendance and participation, provide a distraction-free learning environment, and ensure student is completing work daily.**

- 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 sessions.
- Grades 3-5: Lessons reflect the student's growing abilities. Much of the instruction on the computer is designed for students to engage 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 by emailing our registrar team at varecords@vavirtual.org. Updates to email

addresses and phone numbers should be made by the learning coach in the parent portal. 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.**

Communication Expectations

All communication between VAVA administration, teachers, parents/learning coaches, students, and any parties directly associated with VAVA should be professional and courteous. The use of demeaning, profane, or derogatory language—whether spoken, written, or implied—is strictly prohibited. This standard applies to every interaction with VAVA staff. Failure to adhere to these expectations may result in serious consequences, including 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. The 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 training, student outings, meet-and-greet sessions, and other events. Information regarding these opportunities will be communicated to families from the school and will be posted on the LC Community, the [VAVA Calendar and Info Hub](#) and/or [Academic Calendar - Virginia Virtual Academy](#).

POLICY, PROCEDURES, AND NOTIFICATIONS

Admission, Entrance and Continued Enrollment Requirements

Any student participating in the VAVA program must maintain Virginia residency for the entire school year. State law requires a student to reach the age of five (5) years on or before September 30th of the current year, 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 before 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 test 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 are at the discretion of the partnering school division. Student academic records may be reviewed at any time by division staff. Students suspended or 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 VAVA Head of School for review before enrollment approval in VAVA.

In-division students refer to Appendix E

Schooling Outside of Virginia

To maintain enrollment, students and families are required to notify school administration in advance if the student will be participating in school activities or completing coursework while located outside the state for more than five (5) consecutive school days. Notification must include the dates of travel and the student's temporary location. Failure to notify the school may result in attendance, funding, or enrollment concerns, as state regulations may limit the amount of time students can receive educational services while residing outside the state.

Additionally, all students are required to participate in state and school-mandated assessments in person. Families should plan travel accordingly to ensure the student is available to attend all required testing sessions at the designated testing location. Failure to participate in required in-person assessments may affect the student's continued enrollment status and compliance with school and state requirements.

The school reserves the right to review individual circumstances and determine eligibility for continued enrollment based on attendance, residency, testing participation, and applicable state regulations.

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 Information for Parents and Guardians

In compliance with the Code of Virginia (§ 22.1-273.1) and the Virginia Board of Education's Scoliosis Regulations (8VAC20-690), VAVA provides parents and guardians with annual educational information about scoliosis, a curvature of the spine that can affect children and adolescents. The required information is available through this [Scoliosis Information page](#).

Eating Disorders Awareness and Parent Education

In compliance with the Code of Virginia (§ 22.1-273.2), VAVA provides families of students in grades 5–12 with annual information about eating disorders through the student handbook. Eating disorders are serious but treatable conditions, and families seeking additional information or support are encouraged to visit the [National Eating Disorders Association \(NEDA\)](#), [Families Empowered and Supporting Treatment \(F.E.A.S.T.\)](#), or the [Academy for Eating Disorders \(AED\)](#).

Health Dangers of Tobacco, Vaping, and Nicotine Products

In accordance with the Code of Virginia § 22.1-273.3, VAVA provides parents and guardians of students in grades K–12 with annual educational information about the health risks associated with tobacco and nicotine vapor products. Tobacco use is a leading cause of preventable disease, disability, and death and can harm nearly every organ of the body. The [Centers for Disease Control and Prevention \(CDC\)](#) provides information on the health effects of tobacco use, prevention, and resources for quitting.

E-cigarettes, also known as vapes, vape pens, e-cigs, or electronic nicotine delivery systems (ENDS), are unsafe for children, teens, and young adults. Most contain highly addictive nicotine, which can harm the developing adolescent brain, and their aerosol may contain other substances harmful to the lungs. E-cigarettes also pose risks of poisoning, fires, and explosions, and their long-term health effects continue to be studied. Families can learn more about [e-cigarettes and their health risks](#) from the CDC.

Gambling Awareness and Prevention

[Virginia guidelines](#) require schools to educate students about the risks of gambling, including activities in both physical and digital environments. Gambling involves risking money or something of value on an uncertain outcome and may include sports betting,

casino-style games and apps, lotteries, video game loot boxes or random rewards, and social media games with gambling-like features. Warning signs of a potential gambling problem include becoming preoccupied with betting or gaming, borrowing or stealing money to gamble, hiding or lying about gambling activity, or neglecting schoolwork and other activities. Students who are concerned about their own or someone else's gambling are encouraged to speak with a school counselor, administrator, trusted adult or by calling the Virginia Problem Gambling Helpline: 1-888-532-3500. Additional information and support can be found through the [Virginia Department of Behavioral Health and Developmental Services Problem Gambling Support](#).

Sex Offender and Crimes against Minors Registry Notification

The Code of Virginia 22.1-79.3 requires that each school board shall develop and implement policies to advise the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the website. The registry, including the Public Notification Database, is based on the Virginia General Assembly's decision to facilitate access to publicly available information about persons convicted of specified offenses. The Virginia State Police has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion within this registry and has made no determination that any individual included in the registry is currently dangerous. The main purpose of providing this data on the internet is to make the information more easily available and accessible, not to warn citizens about any specific individual. <https://www.vspson.com/>

School Registration of Homeless Students

Virginia Virtual Academy is committed to educating homeless students 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

Under the McKinney-Vento Homeless Assistance Act, children and youth experiencing homelessness are entitled to educational protections designed to remove barriers to enrollment, attendance, and academic success. These rights include:

- Immediate Enrollment: Eligible students must be enrolled and allowed to fully participate in school activities, even when normally required enrollment records are unavailable [42 U.S.C. § 11432(g)(3)(C)].

- School of Origin: Students may remain in the school they attended when permanently housed or were most recently enrolled when it is in their best interest [42 U.S.C. § 11432(g)(3)(A)].
- Transportation: Transportation to and from the school of origin must be provided as required by law [42 U.S.C. § 11432(g)(1)(J)(iii)].
- Equal Access to Services: Students must have access to programs and services for which they are eligible, including special education, preschool, school meals, Title I, English learner services, career and technical education, gifted education, and before- and after-school programs [42 U.S.C. § 11432(g)(4)].
- Protections for Unaccompanied Youth: Youth experiencing homelessness who are not in the physical custody of a parent or guardian have specific protections, including immediate enrollment without proof of guardianship [42 U.S.C. § 11432(g)(1)(H)(iii)].
- Dispute Resolution: Students may remain enrolled in the school in which enrollment is sought while an enrollment dispute is being resolved [42 U.S.C. § 11432(g)(3)(E)(i)].
- Local Homeless Education Liaison: Each school division or local educational agency (LEA) must designate a liaison to help identify students experiencing homelessness and ensure they receive full and equal access to eligible educational programs and services [42 U.S.C. § 11432(g)(6)(A)].
- For additional information about the McKinney-Vento Act, contact the National Center for Homeless Education (NCHE) at 800-308-2145 or 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 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 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, based on 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 the 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 their school level administration.

Non-Discrimination Policy

The Virginia Virtual Academy does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Tracey Carter
11720 Plaza America Drive 9th Floor
Reston, Virginia, 20190
trcarter@vavirtual.org
540-712-9006 ext 1002

For further information on notice of non-discrimination, visit [Contact OCR | OCR](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481. For the address and phone number of the office that serves your area or call 1-800-421-3481.

Parent/Student/Staff Conferences

Parents and students are required to participate in scheduled conferences. The date and time of conferences will be arranged by the staff and parent/guardian/learning coach. Conferences will be held via phone, video-conferencing platform, or in both formats simultaneously at the staff's discretion. Parents and students 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 and be available to reschedule within 3 business days. In the case of an emergency, notification should occur as soon as possible. Failure to participate in conferences may result in implementation of the non-compliance procedure.

Attendance & Instructional Time

Attendance Guidelines:

Attendance is captured from students' daily engagement in VAVA's Online School. Learning Coaches are not required to record daily attendance.

When students log in and actively participate each day, they stay on track to meet the Virginia Department of Education's virtual learning requirement of 180 instructional days.

How your student is marked Present:

- Your student is marked present when they:
- Log into their VAVA student account, and
- Complete qualifying learning activities during the school day.

Qualifying activities include:

- Completing coursework
- Participating in a live class connect
- Other teacher-assigned learning activities.

Time will be tracked for all activities made within the student's account only.

Total attendance includes time spent learning online, working on offline coursework, and completing supplemental activities (reading, drawing, clubs, cooking, educational shows or documentaries, etc.) to ensure all attendance goals are met. Total attendance is confirmed by evidence that the student participated and has progressed towards their assigned learning activities and classes.

In-Person Assessment Attendance

As a condition of enrollment, students must participate in all required in-person assessments designated by VAVA. Students and parents will be notified of assessment dates, times, and locations in advance.

Student Absences:

Your student will be considered **Unexcused Absent** if they do not log in and complete a qualifying activity. The Attendance Specialists will email you after the third unexcused absence and provide an Absence Form for the Learning Coach to fill out explaining the unexcused absence. Our Attendance Team will review the information and record an excused absence when appropriate.

A student will be Unexcused Absent if:

- No student login is detected and
- No qualifying activity is completed during the school day

Technology or other Circumstances

If your student is unable to log in and participate in the Online School due to illness, technology issues, weather-related outages, or another unexpected circumstance, **the Learning Coach will receive an unexcused absence email.** This is standard practice, and is not sent as a punishment, but as a direct line of communication for Learning Coach and Attendance Specialist to explain what barriers are in place resulting in the student's absence. The Attendance Team will email an Attendance form for the Learning Coach to complete to explain why their student was unable to log in. This form is only accessible from the student's email address. The Attendance Specialist will review the form and mark attendance excused when appropriate.

Quick Reference

Present = Student log in and completion of qualifying activities

Absent= No login and no qualifying activity

Important takeaway: Learning Coaches are not responsible for recording daily attendance. Your role is to ensure your student logs in every school day and participates in learning. Daily log in and participation are the best ways to ensure your student receives attendance credit.

Students are prohibited from logging into school accounts or accessing school technology resources from locations outside of the United States unless prior authorization has been granted by school administration. Any access from outside the United States without prior administrative approval may result in the student being marked with an unexcused absence in accordance with school attendance policies.

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. VAVA students are considered registered, full-time, public-school students, and compliance with all state attendance requirements are mandatory and the responsibility of the parent. Students must meet Virginia Department of Education's virtual learning requirement of 180 instructional days. **Students may not be enrolled in any other public school system during their enrollment with the Virginia Virtual Academy.** Upon withdrawal from VAVA, the parent is responsible for informing any new school district of previous enrollment with the appropriate public-school county and Virginia Virtual Academy.

Absences are calculated as a cumulative total for the school year and do not need to be consecutive to count toward attendance intervention.

When a student accumulates multiple absences, the Virginia Virtual Academy is required to implement attendance interventions and supports. Chronic absenteeism is defined as missing ten percent or more of the academic year for any reason, including excused absences and unexcused absences. Based on an 180-day school year, that means approximately 18 days per year or 2 to 3 days per month.

Attendance is expected each day. Attendance applies to Virginia Virtual Academy (VAVA) students in the form of regular participation in the educational activities of VAVA's Online School Platform such as Live Class Sessions, lesson completion, and supplemental activities.

Learning Coaches will be contacted via our Automated Engagement Notification system to inform them if their students have not logged onto their courses on the Online School Platform by 3:00pm each school day.

Missing Attendance Timeline of Communications and Protocols:

Students will receive a missing attendance email upon the third (3) of 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, the student and legal guardian will receive an email from the Student Attendance Specialist. Upon the ninth (9) absence, an email will be sent, and the Learning Coach will receive a phone call from the Student Attendance Specialist. Upon eleven (11) missing days of attendance, the truancy specialist will assume communication with the family and explain the possibility of administrative withdrawal. Upon fifteen (15) days of unexcused absences, a truancy specialist will reach out with a phone call directly to the learning coach and/ or legal guardian in attempt to have absence form be completed, and school administration will be notified. Upon eighteen (18) unexcused absences, students will be administratively withdrawn from Virginia Virtual Academy due to non-compliance.

Please note that the VAVA 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 from 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 to the parents.

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 if there are ongoing disciplinary concerns, challenges with attendance or progress, missed state-mandated assessments, or difficulties following the policies outlined in this Handbook.

If a family decides to withdraw their student from VAVA for any reason, we ask that they first notify their VAVA teacher in writing before enrolling the student in another school. The notice should include either the name of the new school or a statement that the family plans to pursue homeschooling. Families are asked to return all VAVA-provided equipment and materials promptly. To make this easier, pre-paid shipping labels will be provided for all returns.

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 or academic non-compliance. 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@vavirtual.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 school username and password with any unauthorized individual(s). Should a parent or teacher believe that the security of a student's account has been compromised, the parent should use the tools provided on the login screen to change their username and password.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, is a federal law that protects the privacy of student education records. FERPA applies to educational agencies and institutions that receive funding from programs administered by the U.S. Department of Education, including public K-12 schools. FERPA provides parents and

students age 18 or older (“eligible students”) with certain rights regarding education records.

1. Right to Inspect and Review Education Records

Parents and eligible students have the right to inspect and review the student’s education records within 45 days of the school receiving a request. Requests should be submitted in writing to VAVA administration and identify the records to be reviewed. VAVA will arrange access and notify the parent or eligible student of the time and place the records may be inspected.

2. Right to Request an Amendment

Parents and eligible students may request that VAVA correct education records they believe are inaccurate. The request must be submitted in writing to VAVA administration, clearly identifying the information to be changed and explaining why it is inaccurate. If VAVA does not make the requested amendment, the parent or eligible student will be notified of the decision and informed of the right to a hearing and applicable hearing procedures.

3. Right to Consent to Disclosure of Education Records

FERPA generally requires signed and dated written consent from a parent or eligible student before VAVA discloses personally identifiable information from education records, except when disclosure is permitted by law.

One exception allows disclosure without consent to school officials with legitimate educational interests. A school official may include VAVA employees, administrators, instructors, support staff, contractors, health or medical staff, law enforcement unit personnel, Board members, attorneys, auditors, consultants, therapists, or individuals serving on or assisting an official school committee. A legitimate educational interest exists when access to an education record is necessary for the individual to fulfill a professional responsibility.

VAVA may also disclose records without consent to officials of another school, school system, or postsecondary institution in which the student seeks or intends to enroll, or is already enrolled, when the disclosure relates to the student’s enrollment or transfer. Other exceptions permitting disclosure without consent are provided under FERPA § 99.31(a).

4. Right to File a FERPA Complaint

Parents and eligible students have the right to file a complaint with the U.S. Department of Education regarding an alleged failure by VAVA to comply with FERPA requirements. Additional FERPA information is available through the [U.S. Department of Education’s Student Privacy Policy Office](#).

Complaints may be submitted to:

Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

5. Directory Information

- FERPA permits VAVA to designate certain student information as directory information, which may be disclosed without prior written consent unless the parent or eligible student has opted out of disclosure. Directory information is information that generally would not be considered harmful or an invasion of privacy if disclosed and may be used for purposes such as:
 - Shipping school materials to and from a student's home;
 - Maintaining student enrollment information for use by school officials;
 - Honor rolls and other recognition lists; and
 - School yearbooks.
- Federal law also requires schools to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless the parent or eligible student has opted out of such disclosure.
- Parents or eligible students who do not want designated directory information disclosed without prior written consent should complete the [Directory Information Opt-Out Form](#), which is also available in Appendix D.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The

rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

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 progress is recorded by the mastery of lessons and submission of completed assignments and assessments. VAVA staff 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 and 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 student's specific needs and may include participation in mandatory programs.

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

- Repeated failure to log in daily and participate in the K12 School
- Failure to respond to teacher/administrator's 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 live class/Engageli sessions
- Failure to submit required work samples or assignments by deadlines
- Failure to participate in state-mandated or school division-required assessments (such as, in-person assessments, SOL tests, VALLS, benchmarks, grade-level or programmatic specific screenings)
- Failure to participate in required, synchronous, instructional sessions
- Falsifying work samples or submitted assignments
- Providing student(s) access to the adult's OLS username/password
- Failure to follow other school policies
- Failure to maintain passing grades in all subjects
- Failure to log in regularly and complete schoolwork
- 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 the 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 parents 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 must dress appropriately for 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 the directive in the section entitled “Outings and Events.”

Suspension or Expulsion

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

Every VAVA student has the right to an educational environment free from substantial intimidation, harassment, harm, or threats by another student. Bullying and cyberbullying are prohibited during school, through school equipment or online activities, at school-sponsored events, or through electronic acts that substantially disrupt the orderly operation of the school or educational environment, regardless of whether the act originated on school property or involved school equipment. This policy also applies to electronic acts originating through school equipment or during school online activities that are specifically directed at students or school personnel, are maliciously intended to disrupt school, and have a high likelihood of doing so.

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

- Physical harm to a student or public-school employee or damage to their property;
- Substantial interference with a student's education or a public-school employee's role in education;
- A hostile educational environment for one or more students or public-school employees due to the severity, persistence, or pervasiveness of the conduct; or
- Substantial disruption of the orderly operation of the school or educational environment.
- **Electronic act** means, without limitation, a communication or image transmitted through an electronic device, including a telephone, wireless phone or other wireless communication device, computer, or pager.
- **Harassment** means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that substantially interferes with the person's performance in the school environment.
- Substantial disruption includes, without limitation, circumstances in which bullying results in one or more of the following:
 - Necessary cessation of instruction or educational activities;
 - An inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
 - The need for severe or repetitive disciplinary measures during instruction or educational activities; or
 - Other student or staff behaviors that substantially interfere with the learning environment.

Reporting, Discipline, and Protection from Retaliation

School employees who witness bullying or have reliable information that a student has been the victim of bullying must immediately report the incident to their supervisor. Students who engage in bullying during school, on school property, while traveling to or from or participating in a school function, activity, or event, or through an electronic act that substantially disrupts the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion.

Individuals who file a complaint will not be subject to retaliation or reprisal in any form. A school employee who reports a violation under the school district's policy is immune from tort liability that may arise from a 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 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 is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Examples include but are not limited to cigarettes; cigars; little cigars; dry snuff, moist snuff/chewing tobacco; snus; dissolvable; 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 found to have carried, brought, used, or possessed a firearm in violation of this policy shall be expelled for at least one calendar year. The term “weapons,” as utilized in this policy shall include, but not be limited to rifles, handguns, pocketknives, 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:

- 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
- 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
- Using any speech or committing any act or omission in furtherance of the interests of any gang, including:
- Soliciting, hazing, and initiation of others for membership in any gang
- Requesting any person to pay for protection or otherwise intimidating or threatening any person

- Committing any other illegal act or other violation of school policy
- Inciting other students to act with physical violence
- 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 in state
 - b) Private school in state
 - c) Homeschool in 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. Plagiarism and/or the use of Artificial Intelligence. 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.
- require edit tracking to be used in document creation
- require submission of an alternate assignment for partial points

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-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 live sessions (via the Engageli 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 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 live class 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 from anyone within the home constitute a violation of the student code and are subject to disciplinary action, including suspension and expulsion.

To get the maximum benefit from Engageli, all users 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 Engageli 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 K12 School (Canvas) 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.

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

- **K-5 Progress Reports:** Progress reports will be sent each semester with informal progress updates being shared mid-semester. Students will receive letter grades in each of their courses on the ten-point grade scale listed below.
- **6-12 Progress Reports:** Progress reports will be sent each semester. Students will receive letter grades in each of their courses on the ten-point grade scale listed below.

Promotion and Retention of High School Pupils

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 15 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:

- **Verified Credit:** Pupils must pass the SOL test and pass the course to receive verification of the course credit.
- **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.

Graduation Information

Upon admission, high school students will be placed in a graduation cohort based on a four-year graduation plan. High school counselors evaluate educational records and create an individual graduation plan based on each student's remaining requirements for graduation in Virginia. Students will meet individually with their assigned counselor to discuss these requirements as well as future goals regarding higher education and/or careers. An assembly will be held biannually to discuss best practices for applying to colleges/universities including completing financial aid forms. Although the State of Virginia does not require high school seniors to complete a Free Application for Federal Student Aid (FASFA), students can find the form here - [Federal Student Aid](#).

In-division students refer to Appendix E

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. If middle school students are enrolled in high school classes that have a corresponding SOL test, the SOL test must be taken.

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 K-5. Students must meet eligibility requirements to be enrolled in the Advanced Learner Program.

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 a possible reduction of points.

Please Note: Our online school utilizes plagiarism identification software that identifies potential incidents of plagiarism and Artificial Intelligence (AI).

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.

In-division students refer to Appendix E

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 students' 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.

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

Offline Activities

In addition to the STRIDE K¹² curriculum assignments, it is expected that students will participate in a variety of supplemental, offline activities that support the overall

educational experience. Offline activities are the responsibility of the learning coach and do not replace the STRIDE K¹² curriculum. Offline activities can include real world learning, extension activities for subjects of interest, or extra practice of grade level skills. An explanation of student activities may be requested from families when students are absent, in family conferences, or to support compliance conversations.

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 with 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 SOL or VALLSS testing. The attendance requirement is set forth by our district partners to maintain participation in 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. Medical exemptions for high school students will be evaluated on a case-by-case basis due to the verified credit needs for graduation. Test windows will be announced ahead of test sessions to allow for planning, and students are expected to attend in-person testing at the assigned date and time. 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. If a student qualifies for a retake of a SOL assessment, notification will be provided, and the student will be required to retake the SOL assessment.

All in-division students will take state-mandated assessments through their local divisions. In-division students refer to Appendix E

For the 2026-2027 school year, the following assessments will be implemented:

Grade Level	Assessment	Explanation	Links
2-12	Quarterly Comprehensive Instructional Program (CIP) Benchmarks	Benchmarks assess content covered during the quarter. These proctored assessments are administered virtually through the Mastery Connect platform.	

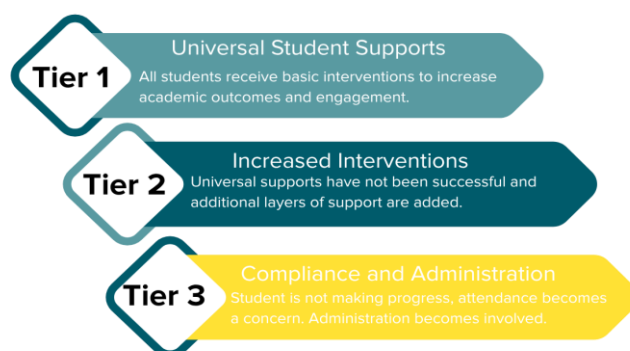
3-12	Standards of Learning (SOL)	State mandated end-of- course assessments to demonstrate mastery of course material. SOL testing is an in-person expectation that will require travel to a testing location. There is no virtual option for the required SOL tests. The SOL testing windows are January, March, and May. High School students that have outstanding verified credit needs may be required to take the test in January. In March, students in grades 5, 8 & 11 take Writing SOLs. All other Non-Writing SOL tests are administered in May for all other courses. In-division students will take these assessments through their local division.	VDOE SOL Webpage
ELL	Access for English Language Learner's test (ELL)	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 local division.	Access for ELLs
K-8*	Virginia Language & Literacy Screening (VALLS)	VALLS assessments are administered in-person. Students are required to travel to a testing location. VALLS assessments are administered three times per year. Participation during each administration is dependent upon criteria set forth by VDOE. (*requirements in grades 4-8 are conditional based on previous testing data)	VLP Information
K-12	Teacher Assigned	A variety of teacher assigned assessments are implemented regularly throughout the school year to monitor growth and proficiency.	
K-5	Math Screening	Students are required to attend individual math screenings 2-3 times a year. These are done virtually and scheduled with the screener and family.	

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, onboarding activities, homeroom meetings, and more.

Tier 2: Support Team Referral

Universal support has 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 becomes 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 equipped with a camera and microphone. Computer systems must meet the minimum specifications to access the STRIDE K12 Online School. To see if your technology meets the specifications, you may visit [K12 Computer Technical Requirements](#) for more details.

Families who are experiencing financial hardships may request a Stride issued laptop by reaching out to a staff member at their school.

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' 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 [Role of the Learning Coach](#).

Computer and Internet Use Policy

Access to Stride platforms are intended to serve and help the student pursue educational goals. All communications within Stride platforms, including but not limited to live class, K12 zone, and email 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.
- Violating the Acceptable Terms of Use.
- Violation of the Acceptable Terms of Use will result in disciplinary action. Actions could include VAVA confiscating the Stride issued device and not reissuing a replacement. Depending on the severity of the infraction, student may also be withdrawn from our program.

Student Virginia Virtual Academy email addresses, ending in *@vavirtual.org*, are only able to send and receive emails from other *@vavirtual.org* email addresses. Learning coaches are automatically copied on all emails sent to and from a student email account.

What are my responsibilities for computer use as a parent or legal guardian?

As the parent or legal guardian of the student, you are responsible for the student's education and access to the Internet. You agree to properly report the student's true attendance, participate in parent/student meetings, and keep in good condition equipment and other materials given by Stride or the student's school. You understand that computers or hardware made available to students may contain filtering software to restrict access to objectionable Internet sites. However, Stride is not responsible for the effectiveness of that software. Students may be given a webcam either separately or as part of a computer. Webcams may be activated by the student's school or by Stride on occasion for purposes of proctored testing, selected courses and/or providing special programs' services. People in physical possession of the computer can also activate the webcam. Webcams cannot be activated when the computer is turned off. Parents are responsible for their students' use of the webcam. If Stride has given you or the student a computer or other hardware, you will quickly return it to Stride when you are requested to do so. If you do not do so, Stride may disable some or all use of the computer or hardware.

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 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 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 regularly 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 and an opportunity to meet school staff and other school participants, have conversations, and share successful practices.

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 to 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 of 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 supervising their students and must attend outings with them.

Any person who is a registered sex offender is prohibited from attending any VAVA outings, school-sponsored events, or 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, if 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 parents' 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 comply 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 the 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 superintendent's discretion of the school division where the student lives.

In-division students refer to Appendix E

Extra-Curricular and Co-Curricular Discipline Policy

- 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.
- VAVA Code of Conduct rules apply at all times.
- When a sponsor is considering excluding a student from participation, whether temporarily or for the remainder of the school year, the sponsor should:
 - 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.
 - 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.
 - The informal conference need not occur before a student is excluded from participation where circumstances justify emergency removal pending an investigation.
 - 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:

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

K12 Zone Code of Conduct Policy

The K12 Zone is a safe, engaging space where students can learn, explore, and have fun. By entering any zone, you agree to the following rules and expectations.

Be Respectful

- Treat others with kindness and respect
- No bullying, cyberbullying, harassment, or threatening behaviors
- Be encouraging and help make zones a welcoming place for everyone

Be Smart

- DO NOT ATTEMPT TO SHARE LINKS OF ANY KIND
- This includes links to YouTube, Google Docs, Google Meet, Discord, social media, games, chat rooms, websites, or any other outside platform
- Attempting to share links is a serious safety violation and will result in immediate removal from the zones. Additional disciplinary action may be taken based on the situation.

Be Safe

- Never share personal information, including addresses, phone numbers, passwords, etc.
- Do not ask other students for their personal information
- Use school-appropriate language
- No profanity, inappropriate jokes, or offensive content

Keep It Inside VAVA

- Conversations should stay within the VAVA K12 Zone
- Do not attempt to move conversations to an outside platform

Messages ARE Monitored

- Public chat and direct messages are monitored at all times for student safety

- Inappropriate or concerning content is flagged for review by VAVA administrators
- Parents/legal guardians are contacted when necessary

Follow Moderators' Directions

- Listen to all moderators and VAVA teachers/staff
- If a moderator or VAVA staff ask you to stop a behavior or leave an activity, follow their directions respectfully

Have FUN!

- Participate, make new friends, join activities, and enjoy being a part of the VAVA community!

Disciplinary Action

Failure to follow rules and expectations may result in disciplinary action, including:

- Reminder or warning
- Temporary removal from the K12 Zones (such as 24 hours)
- Longer suspension from the zones
- Removal from the K12 Zones for the remainder of the school year

Some violations, including outside links or attempting to move conversations to another platform, may result in immediate removal from the K12 Zones.

Disciplinary actions will be determined on a case-by-case basis on the severity and frequency of the behavior.

By entering the K12 Zones, you agree to follow these expectations. Our goal is to provide a safe, positive, and inclusive environment where every student can learn, connect, and have fun.

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.

Gifted Education

If you have questions regarding gifted education opportunities at VAVA, please contact the student's homeroom teacher or school counselor.

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 Caitlin Owens at cowens@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.

Title IX Coordinator Contact

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

Grievances

Please direct any grievances to the student's homeroom or course teacher first. School administrators can be contacted if a resolution is not reached. Administrators will respond within 24 hours to discuss concerns and advise a timeline for resolution for affected parties.

- Elementary School Principal, Jessica Carter jecarter@vavirtual.org
- Middle School Principal, Maddie Lamb malamb@vavirtual.org
- High School Principal, Suhad Garcia-Batiz sugarcia-batiz@vavirtual.org
- VAVA RESET Administrator, Jennifer Trotter jentrotter@vavirtual.org

Who Can Help Me?

- [VAVA Student POC List](#)
- FAQs and other information are available: [Help & Support Center - Virginia Virtual Academy](#)
- Assistance creating an K12 School account:
- [How to Set Up Your Learning Coach & Student Accounts](#)
- K12 Customer Support: 866-512-2273

The Virginia Virtual Academy reserves the right to amend its handbook throughout the school year to meet our partnering school divisions and/or state guidelines.

VAVA PARENT/STUDENT CONTRACT

SY 2026-27

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 the Virginia Public School division and is not a homeschooled student or a student of 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 K12 School (Canvas).
- 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 daily attendance is required to comply with the requirements of the state of Virginia for virtual learners and that I must log into the K12 School 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 assigned by my student's teacher.
- I understand that all sick days, vacations, planned holidays, and otherwise declared days off from instruction must be communicated with my teacher, and/or attendance specialists.
- 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 computer with a working microphone and camera, and I must 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 teachers/administrators. I understand that during these conferences, I am expected to have access to all materials and a computer with a microphone and a web camera. Scheduled conferences are expected to occur from the primary location where 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 parent portal.
- 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.
- I understand that all communication in our live online platforms are monitored by VAVA staff. VAVA staff members are mandated reporters and are required by law to follow processes to notify legal guardians and/or authorities in the event a student shares information about harming self or others, neglect or abuse.

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 my student must complete the Online Learning/IOL course within three days of my school start date.
- 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. A final report card will not be given if a student is withdrawn due to compliance concerns including not attending required state testing.

- 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 maintained daily and that my student will be withdrawn upon reaching 18 consecutive days of missing attendance.
- 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:

2026-2027 Academic Calendar

Appendix B: Engageli

Engageli 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 Engageli, 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 Engageli via a high-speed Internet connection.

Tips for Participating in a Engageli Session

Preparation

- Find a comfortable place with no distractions.
- Prior to joining your first session, please complete a recommended quick system check using the [Engageli Quick Start Guide](#)
- 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 Engageli connection.

Appendix C: Photograph, Testimonial, and Interview

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, 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: [FERPA Directory Information Opt Out Form](#). 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
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Appendix E: In-Division Student Information

In-division students are those who reside within the geographic boundaries of one of our partner divisions. These students remain on the rosters of their local school divisions while receiving instruction virtually with Virginia Virtual Academy.

These divisions are:

1. Bland
2. Bristol City
3. Buchanan
4. Carroll
5. Dickenson
6. Galax City
7. Giles
8. Grayson
9. Lee
10. Manassas City

11. Norton City
12. Pulaski
13. Radford
14. Russell
15. Salem City
16. Smyth
17. Tazewell
18. Washington
19. Wise
20. Wythe

The key differences between in and out-of-division students are listed below.

Key Distinctions for In-Division Students	
In-Division	Out-of-Division
Enrollment and continued enrollment eligibility is determined by the local division. Final grades will be assigned based off the division's grade scale.	Enrollment and continued enrollment eligibility is determined by VAVA Administration. Students are graded using VAVA's grade scale.
Students complete required testing (SOLs, VALLSS, CTE Credentialing Exams) at their local school	Students complete required testing (SOLs, VALLSS, CTE Credentialing Exams) at a test site facilitated by VAVA staff
Special Education services for students with IEPs and 504 Plans are provided by local division staff*	Special Education services for students with IEPs and 504 Plans are provided by VAVA staff
Eligibility testing and determination for special education services is facilitated by the local division	Eligibility testing and determination for special education services is facilitated by the VAVA team
Students are still enrolled through their local division and can participate in school-sponsored activities locally (depending upon their division's policies)	Students are enrolled through a partner division and cannot participate in their local school division's extra-curricular activities
Graduating students will participate in their local school's ceremonies	Graduating students will be invited to participate in VAVA's ceremonies

HS courses and grad plans are tracked and ordered by students' local school counselors	HS courses and grad plans are tracked and ordered by students' VAVA counselors
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*Some in-division students with IEPs are case managed by VAVA staff

Appendix F: Elementary School Specific Information

Elementary Administrative Team

Please contact the administrator assigned to your child's grade level with any questions or concerns.

Role	Administrator	Email
Principal	Jessica Carter	jecarter@vavirtual.org
Assistant Principal (Grades K-1)	Ashleigh Cicconi	acicconi@vavirtual.org
Assistant Principal (Grades 2-3)	Jessica Hylton	jehylton@vavirtual.org
Assistant Principal (Grades 4-5)	Ashley Boone	asboone@vavirtual.org

Partnering for Student Success

At Virginia Virtual Academy, student success is built on a strong partnership between school and home. Learning Coaches play an essential role in supporting attendance, engagement, and work completion. Learning Coaches are expected to actively partner with the school by monitoring student attendance and progress, supporting completion of assigned work, maintaining regular communication with school staff, and responding when concerns or support needs arise.

Families do not need to wait until a student is struggling to ask for help. Learning Coaches are encouraged to contact the homeroom teacher whenever questions, barriers, or changes at home may affect a student's participation or progress.

Tier 1: Universal Support

All students begin with Tier 1 support.

Families can expect:

- Welcome phone call and email from the homeroom teacher
- Weekly communication from the homeroom teacher
- Additional communication when concerns arise regarding attendance, engagement, or work completion
- Collaboration to develop support plans when needed

At Tier 1, Learning Coaches are expected to:

- Monitor student attendance, engagement, and academic progress
- Support students in following their daily schedule and completing assigned work
- Maintain regular communication with school staff
- Respond to teacher outreach and communicate concerns or barriers that may affect student success

For students with an IEP, the case manager should be the first point of contact regarding accommodations, services, and academic concerns.

Tier 2: Targeted Support

Students requiring additional support may be referred to Tier 2.

At this level, the family will meet with the school counselor and teacher to:

- Identify barriers to success
- Develop an action plan
- Review progress expectations
- Connect with available resources

Learning Coaches are expected to participate in the support process, maintain communication with the school, and follow the agreed-upon action plan.

Tier 3: Intensive Support

Tier 3 is reserved for students who remain significantly behind despite previous interventions.

When a student is referred to Tier 3:

- A required meeting will be scheduled with the administration and the school counselor.
- Families must respond within 48 hours.
- Failure to respond may result in a curriculum lock.

The team will review:

- Attendance
- Engagement
- Academic progress
- Barriers to success
- Expectations for continued enrollment

An individualized support plan will be developed, and the student's progress will be monitored. Students who do not demonstrate sufficient improvement or whose families do not meet the expectations established through the intervention process may be considered for withdrawal from Virginia Virtual Academy in

accordance with school and division policies. The purpose of the tiered support process is to identify barriers early and provide students and families with increasing levels of support. Students may move between levels of support based on their individual needs and progress.

Support for Learning Coaches

Learning Coaches are encouraged to seek support when needed.

Recommended support pathway:

1. Homeroom Teacher or Case manager (for students with an IEP)
2. School Counselor
3. Family Support Coordinator (Lori Davis)
4. Grade Level Assistant Principal
5. Principal

Attendance & Participation

Live Class Expectations

Students are expected to attend live classes regularly and actively participate.

Unless approved through an accommodation, students should attend with their camera and microphone on. Teachers assign engagement grades during Reading and Math classes and provide opportunities for interaction throughout each lesson.

Students are expected to:

- Participate actively
- Follow teacher directions
- Engage with classmates and instructional activities
- Attend class from a quiet, distraction-free environment whenever possible

Unless enrolled in the FLEX Program, attendance at all scheduled live classes is required. If your child will be absent, please notify the teacher as soon as possible. Electives, which include PE, Art and Music are the only optional regularly scheduled classes.

FLEX Program

The FLEX Program provides increased flexibility for students who are performing on grade level in Reading and Mathematics.

Students participating in FLEX may miss live Class Connect sessions; however, school data shows students are most successful when they attend live instruction regularly.

FLEX eligibility:

- Requires students to be on grade level in Reading and Mathematics
- Is reviewed annually
- Is monitored throughout the school year
- Is determined at the discretion of the school
- May be revoked if expectations are not maintained

Families with special circumstances may request a FLEX exception through an administrator.

Students in FLEX must still participate in:

- Required virtual assessments
- Required in-person assessments
- School meetings
- School events and activities when requested

The FLEX Program is not available to kindergarten students unless approved due to special circumstances.

Academic Programs

Tiered Academic Support

Students may be identified for academic intervention based on assessment results, classroom performance, and teacher recommendations.

Reading and Math intervention services:

- Are delivered by trained teachers
- Occur in smaller groups
- Meet more frequently than core instruction
- Focus on closing academic skill gaps

Students receiving intervention support will also be required to use the following supplemental learning tools:

Reading

- Lexia Core5
- Exact Path

Mathematics

- Exact Path

Families must opt in to direct intervention services.

Formal intervention services begin following the first Progress Check window. Prior to that time, identified students may attend foundational skill-building opportunities.

Students in Grades 2 and 3 who qualify for reading intervention services will receive support through K12 Tutoring instead of through our VAVA intervention program.

Advanced Learner Program

The Advanced Learner Program provides enrichment opportunities for students in Grades 1-5, with select kindergarten students also eligible.

Students who demonstrate strong academic performance may be invited to participate. Families must opt in to the program.

Participants attend a weekly enrichment class focused on:

- Critical thinking
- Problem-solving
- Creativity
- Extension of grade-level standards

Honors Math (Grades 4-5)

Honors Math includes project-based learning opportunities that allow students to apply mathematical concepts in authentic ways.

Students who successfully complete Honors Math requirements will receive an Honors designation on their final progress report.

Advanced Math (Grade 5)

Advanced Math students complete all Grade 5 standards and a portion of Grade 6 standards.

A placement assessment is required for enrollment.

This course prepares students for accelerated mathematics pathways in middle school.

Course Acceleration

Virginia Virtual Academy does not offer elementary course acceleration except for Grade 5 Advanced Math.

Students may work ahead within the semester, but finishing coursework early does not provide access to next grade-level content.

Families wishing to discuss unique circumstances should contact the Elementary Principal.

Assessments & Grading

Elementary Assessments

Participation in required assessments is an expectation of enrollment. All assessments provide important information about student learning and help us determine whether additional support is needed. Students are expected to participate in all required assessments and complete them independently.

Standards of Learning (SOL) Assessments

Required for:

- Grade 3: Reading and Mathematics
- Grade 4: Reading, Mathematics, and Virginia Studies
- Grade 5: Reading, Mathematics, Science, and Integrated Reading and Writing

SOL assessments are administered in person by Virginia Virtual Academy staff throughout Virginia.

Failure to participate in required SOL assessments may result in withdrawal due to non-compliance with state requirements.

Virginia Language and Literacy Screening System (VALLSS)

Required for:

- All students in Grades K-3
- Grades 4-5 students who did not pass or did not take the previous year's Reading SOL

VALLSS is administered in person at testing sites throughout Virginia 3 times a year.

Early Mathematics Assessment System (EMAS)

EMAS is a state-required Kindergarten mathematics screener.

EMAS is administered in person and typically occurs during the same testing window as VALLSS.

Progress Checks

Progress Checks are virtual Reading and Mathematics screeners administered up to three times per year.

These assessments are conducted one-on-one with school staff and help identify students who may need additional support.

Benchmark Assessments

Benchmark Assessments are administered quarterly and are proctored online during instructional time.

Subjects assessed:

- Grades 2-5: Reading and Mathematics

- Grade 4: Reading, Mathematics and Virginia Studies
- Grade 5: Reading, Mathematics and Science

Students are graded on completion rather than performance. To ensure accurate data, students should complete assessments independently. Teachers use this data to identify remediation groups and help adjust instruction when needed.

Grades and Progress Reports

Students are graded using a traditional 10-point grading scale.

Progress reports are issued at the end of Semester 1 and Semester 2. Final course grades are determined by averaging both semesters.

Graded Courses

- English Language Arts
- Phonics
- Mathematics
- Science
- Social Studies

Families are encouraged to regularly monitor student progress through Canvas and communicate with teachers regarding any questions or concerns about academic performance. Regular participation in live classes, completion of assignments, and engagement in learning activities are all important factors in student success.

Pass/Fail Courses

PE and Health assignments are graded throughout the year in Canvas but receive a Pass or Fail designation on report cards.

Optional Courses

Participation in Music and Art is encouraged. Grades are not assigned for these courses.

Assignment Deadlines and Course Pacing

Students may work ahead and pace their coursework throughout the semester.

All coursework must be completed by the end of each semester.

Once Semester 1 closes, students may no longer submit Semester 1 assignments.

Families should monitor assignment availability dates in Canvas. Assignments generally close several days before the semester ends to allow time for grading and reporting.

Zeros for Missing Work

Zeros will be entered for overdue assignments to help families identify missing work and understand its impact on grades.

These zeros serve as placeholders. Once an assignment is submitted, the zero will be replaced with the earned grade. Virginia Virtual Academy does not deduct points for late work.

If an assignment remains incomplete after the availability date closes, the zero becomes the final grade.

Student_Support_Services

Curriculum Lock

Virginia Virtual Academy utilizes a Curriculum Lock as part of its compliance and student support process. A curriculum lock temporarily restricts access to coursework until required actions are completed.

Families will receive advance notification explaining:

- Why the lock is being implemented
- Steps needed to prevent or remove the lock

Examples include:

- Missing required assessments
- Lack of communication with school staff
- Incomplete paperwork
- Attendance or compliance concerns

As a virtual school, maintaining communication with families is essential. Our goal is to ensure student safety, engagement, and compliance with school requirements. Timely communication helps us support students and prevent interruptions to learning. If the school is unable to contact a student or family despite multiple attempts, a curriculum lock may be implemented while staff verify student status and well-being. In some situations, a wellness check may be initiated.

Retention

Virginia Virtual Academy provides intervention services and supports designed to help students progress successfully to the next grade level.

Families interested in discussing retention should contact an Elementary Administrator.

When considering retention, the school will review:

- Academic performance and assessment data
- Intervention history and progress
- The reason for the request

- Student age and developmental needs
- The potential emotional, social, physical, and long-term impact

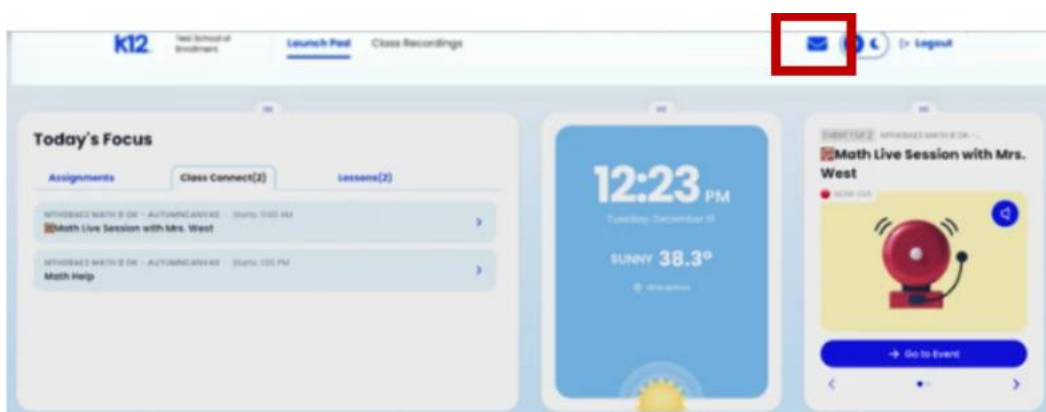
Retention decisions are made individually based on the student's overall needs and available data and in partnership with the family.

Appendix G: Middle School Specific Information

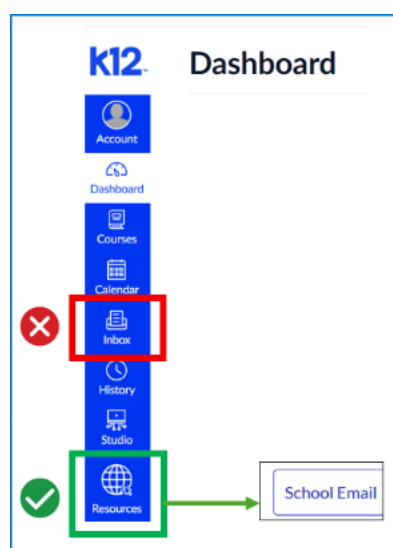
Contacting VAVA Staff

The primary method of contact for VAVA Staff (teachers, counselors and administrators) is Outlook email. If you have a need that cannot be addressed through email, please reach out via phone between 8 AM and 5 PM, Monday through Friday. When leaving a message, be sure to leave your full name, student name, class day and time, description of your question, and a number to call back. Note that staff allow calls to go to voicemail so they may research questions and call back or send information via email by the end of the next school day. Teacher contact information is located within the online course.

All emails must be sent via Outlook. From the student launchpad, click on the email icon to launch Outlook.



From within the student dashboard, to access Outlook, you must click on the Resources icon to access student email. Staff will NOT monitor the online course inbox found within Canvas and will not respond to student or Learning Coach messages in this location.) **Do not click on the inbox icon, choose resources -> school email.**



Course Attendance and Activity

Students must log into the Online School (OLS/Canvas) each school day and complete all assigned course work. Students must complete all components of each lesson as assigned, including guided practice items embedded within the lesson. The length of time spent working on asynchronous coursework will vary. Learning Coaches are expected to monitor coursework completion to ensure adequate time is spent on daily lessons and that lessons are completed with fidelity. VAVA staff has the ability to monitor all aspects of course completion.

Both planned and unexpected absences must be reported to VAVA staff. Learning Coaches are responsible for communicating student absences by email to the student's teachers and counselor.

Teachers should be notified any time a student will miss a **required live class or session**. If a student will be absent for an **entire school day**, meaning they will not log in or complete any coursework, the Learning Coach must also complete the **VAVA Attendance Form**. A link to this form will be included in the Unexcused Absence email sent to the Learning Coach.

Live Class Attendance and Engagement

Students must attend all required live classes, held in Engageli, our live class platform.

Engagement activities are completed live and are graded.

At its core, engagement means students are making observable efforts to understand, apply, or practice skills. This demonstrates that they are mentally present, actively participating, and genuinely attempting to learn.

Students who are unable to attend a live class are required to notify their teacher of the absence via email, view the recording, and complete the engagement assignment by the end date provided by the teacher.

NOTE: Some classes may be held in the K12 Zone. Teachers will provide students with detailed login instructions and expectations.

Due Dates and Late Policy

The launchpad and OLS calendar will list lessons and assignments students must complete each day. Clicking on the Grade module will also display due dates for all assignments. Staying on schedule allows students to learn along with their classmates and not become overwhelmed as end dates approach. Additionally, it helps Learning Coaches keep a more real-time pulse on students' understanding and course grades.

Assignments must be completed and submitted no later than 3 PM on the due date provided. Any work not submitted by 3 pm on the due date will be considered missing, and an overdue notice will populate. Each Monday, a grade of zero will be entered for any assignment not submitted by the due date. Students may, however, submit late work without penalty until

the end date provided below. **No credit** will be given for any work submitted after the end date.

Due Dates and End Dates

Please see the table below for assignment due dates and end dates. All work must be submitted by **3:00 PM on the listed end date. No assignments will be accepted after the end date.**

- **Teacher-scored assignments** include papers, projects, and any handwritten or typed student work.
- **Computer-scored assignments** include most quizzes and some tests. These assignments provide an immediate score upon submission.

Semester 1	Assignments with Due Dates Between	Teacher-Scored End Date	Computer-Scored End Date
Interim 1	August 26 – September 18	September 25	September 25
Interim 2	September 21 - October 16	October 23	October 23
Interim 3	October 19 – November 13	November 20	November 20
Interim 4	November 16 – January 15	January 8	January 15
Semester 2	Assignments with Due Dates Between	Teacher-Scored End Date	Computer-Scored End Date
Interim 1	January 20 – February 12	February 19	February 19
Interim 2	February 16 – March 12	March 19	March 19
Interim 3	March 15 – April 23	April 30	April 30
Interim 4	April 26 – May 7	May 14	May 14
End of Year	May 10 – June 4	June 4	June 4

PLEASE NOTE: Engagement grades do not follow the schedule above. Engagement grades assigned Monday through Friday receive zeros by 3 pm on the very next Monday. Engagement assignments have an end date of that same Monday and **do not** remain open beyond that date.

***Students taking high school credit courses, please follow your teachers' end dates very closely in addition to their exam scheduling because the High School schedule differs slightly.**

Academic Integrity (Cheating, Plagiarism, and AI)

All assignments are assumed to be the student's original work. Therefore, if the student utilizes any ideas that are not their original thoughts, including those generated by AI (artificial intelligence), the student must cite their sources using the format specified by the course teacher. Students who do not adhere to these standards may be subject to disciplinary action and/or a reduction in points and/or be required to redo the assignment.

Please Note: Our Online School (OLS) utilizes plagiarism/AI recognition software that identifies potential incidents of plagiarism. Student submissions generated or altered by AI are considered to be plagiarized.

Teachers will provide additional information regarding acceptable use of external resources and guidance for assignment submission procedures.

Grading Policy

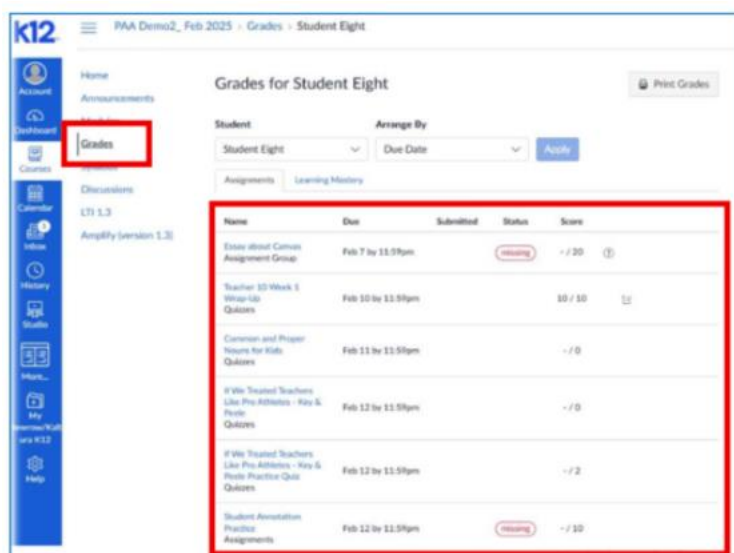
When you click the **Grades** tab on the Course Home Page, you will see that assignments are organized into categories (such as Quizzes, Tests, Projects, and others). Each category is weighted differently and contributes a different percentage to the overall course grade. Please refer to your course's **Course Information** document for specific grading categories and their corresponding weights.

Students are expected to complete assignments in **all** grade categories. For example, a student who earns an A on every computer-scored lesson quiz but does not complete assignments in the other categories could still fail the course because computer-scored quizzes represent only a small portion of the overall grade.

Teachers grade and return all teacher-scored assignments regularly. When assignments are returned, students must open them and review the feedback provided. Use this feedback to improve work on future assignments.

Learning Coaches and students have access to current grades at all times. Learning Coaches must review students' course gradebooks at least once per week. Monitoring includes checking for missing assignments, zeros, low grades, and teacher comments.

Please use the grades link as a tool to evaluate what lessons and assignments might need to be reviewed, revisited, and retaken (if applicable). You can click directly on any assignment to view the Submission Details page and access the assignment details, attempt history, and rubric if applicable.



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

Number of attempts

Students are permitted two attempts on quizzes. Students may utilize the second attempt on quizzes after reviewing content on their own, re-watching class recordings, attending an additional class session for review and/or utilizing resources provided by the teacher.

Students are permitted one attempt on unit assessments. An additional attempt may be provided by the teacher to students with course-specific retake guidelines.

For all graded assignments, the highest grade earned is the grade recorded in the gradebook.

Submitting Assignments and File Types

Names of files you submit: For any work submissions, please be sure to include your first and last name as well as the assignment title in the file name.

Always use the Assignment tool: For any teacher-graded assignment, submit your file using the “upload button” within the assignment. Assignments sent through email will be returned to be submitted in the OLS.

File type and size: Keep the size of files you submit less than 3 MB. Unless otherwise indicated in the assignment directions, all files must be .doc, .docx, .ppt, .pdf, or .txt. Assignments in other formats will be returned for resubmission.

Microphone and Camera Requirements

Students and Learning Coaches must ensure the computer's camera and microphone are working properly. Students are required to turn on both their camera and microphone during live classes and benchmark assessments.

Technology and Support

Learning Coaches are responsible for ensuring each student has consistent access to a computer and reliable internet service. Limited/unavailable access to technology or the internet is NOT considered an excused circumstance and will not qualify a student for grade exemptions or assignment extensions.

K12 offers advice on technology that works best with our program. Click [here](#) for more information. **Mobile devices such as tablets, phones, and Chromebooks should not be used as a primary device for accessing the Online School because they do not support all the necessary software products.**

If have technology questions or issues, please contact our helpdesk that is available 24/7 at <http://help.k12.com/> or by calling 866-512-2273.

Appendix H: High School Specific Information

High School Administration Contact Information

Mrs. Suhad Garcia-Batiz, Principal

sugarcia-batiz@vavirtual.org

Mr. Chip Deliee, Assistant Principal (Last Names A-Fe)

cdeliee@vavirtual.org

Mrs. Morgan Clemons, Assistant Principal (Last Names Fi-Kn)

mohorne@vavirtual.org

Mrs. Courtney Williams, Assistant Principal (Last Names Ko-Sn)

cwilliams@vavirtual.org

Mrs. Amy Stevens, Assistant Principal (Last Names So-Z)

amstevens@vavirtual.org

Criteria for Re-Registration

Grades

To re-enroll, students must remain in good academic standing and remain on track to graduate according to the student's graduation plan.

Standardized Test Attendance

Attendance is mandatory for students who are scheduled to complete testing for verified credit (SOL, WorkKeys, Workplace Readiness). Failure to attend scheduled testing will result in a student being considered noncompliance, and students will be considered for withdrawal from VAVA.

Verified Credits

Students are expected to make adequate progress toward verified credit requirements to re-register at VAVA each year.

Attendance

Current VAVA students who are not compliant in the areas of class connect attendance and completing online classwork may not be permitted to return the following year and may even be administratively withdrawn during the current year.

Concurrent Enrollment with Another Public High School Not Permitted

VAVA partners with various local school districts to provide free, online public education. Our high school students are enrolled in a Virginia Public School; therefore, they may not be enrolled in another public school at the same time. As a result, please note the following policies:

VAVA students **MAY NOT** take courses at another public school **DURING THE SCHOOL DAY** –even if the courses are taken not-for-credit.

VAVA students **MAY** participate in **AFTER SCHOOL** activities and clubs at their local public school, **with permission from the local school division superintendent.**

VAVA students **MAY** be able to participate in **VHSL high school sports** at their local public school, **with permission from the local school division superintendent.**

VAVA students **MAY** participate in sports through **local recreational leagues** not affiliated with VHSL.

Consequences of Failure to Meet Expectations

Students who do not meet expectations will be contacted by their content and homeroom teachers to provide support to the students and their learning coach. Students who do not make progress within 3 weeks will be referred to their counselor and administrator. The counselor and administrator will work collaboratively with the student and learning coach to support and develop a plan of action. Consequences for not maintaining academic expectations could result in probation or removal from the Virginia Virtual Academy.

Testing Requirements

All Virginia Virtual Academy students are required to participate in all testing administered by VAVA. This includes, but is not limited to benchmark testing, midterm exams, final exams, CTE

credential exams (Workplace Readiness) and End of Course SOL testing. End of Course SOL Testing is administered live, at locations throughout the state of Virginia. Failure to attend will result in withdrawal from our program due to non-compliance.

High School Grading Scale and GPA Calculation

A (90%-100%) = 4.0 pts.

B (80%-89.9%) = 3.0 pts.

C (70%-79.9%) = 2.0 pts.

D (60%- 69.9%) = 1.0 pts.

F (Below 60%) = 0.0 pts.

Add/Drop Period

Students may elect to add or drop a course from their schedule within 2 weeks of their start date without consequence. For students starting courses on August 24th, you have until September 7th to submit a drop course request. Students are encouraged to read the course syllabus carefully to understand expectations and course requirements. Students should make course changes as soon as possible so that they do not fall behind in any courses which are being added to the schedule. **Students who add a course to their schedule will be expected to make up any work they have missed.** Requests to add or drop a course should be submitted to your school counselor for approval.

Honors Classes

Honors courses are offered in Algebra 1, Geometry and Algebra 2; Biology and Chemistry; English 9 and 10; World History I and Modern World Studies (WH2). To be eligible for an Honors course, a student must meet academic and attendance requirements and be recommended by a teacher. Successful completion of the Honors course will result in the “Honors” designation on the student report card and transcript (i.e. Honors Algebra 1 rather than Algebra 1). Students may choose to participate in some or all the honors courses they are eligible for.

Honors courses are NOT awarded any additional points in GPA calculation. *To ensure that all students stay on track to graduate, students with a D or F after Semester 1 will be dropped from the Honors course and placed in a Standard course equivalent.*

AP Courses

Prerequisites are required for enrollment in AP courses. Please contact your counselor with any questions.

Advanced Placement (AP) courses are rigorous, college-level courses that are available to students starting in 10th grade. Students may earn college credit for the courses based on their scores on the end-of-year AP exam.

AP courses are awarded one extra quality point in the GPA calculation for a passing final grade. (A= 5.0, B= 4.0, C= 3.0, D = 2.0. No point for a failing grade) An AP contract is required to be submitted before enrolling in an AP course. Note: There are no automatic retakes in an AP course; students need to contact their teacher directly if they are concerned about a particular score. *To ensure that all students stay on track to graduate, students with a D or F after Semester 1 will be dropped from the AP course. If there is a standard equivalent of the course available, the student will be placed in it.*

Repeating a Course/Grade Replacement

Grade replacement is allowed. However, the policy may only be used in cases where the grade in the course to be repeated is a C or below. The replacement course must be taken no later than the

next school year. If a student opts to repeat a course and wishes to replace the grade, the student must speak to their school counselor and receive approval to repeat the course. A course may be retaken ONLY if it is a complete match. Courses taken at other schools require the prior approval of the respective Academic Administrator. The lower of the two grades will be changed to "R" and that grade will have no impact on GPA. The higher of the two grades will be used for GPA calculation

Multiple Assessment Attempts

Students in high school are expected to prepare for assessments and use only one attempt. Students may receive an additional attempt on quizzes upon request. One attempt on unit tests and benchmarks is what students are permitted, and it is expected that students will use all available resources to prepare for this attempt. If students have utilized these resources but still struggle on an assessment, they should contact their teacher to determine other steps to increase the grade.

Community College Courses

VAVA students can take college courses at community colleges across the state of Virginia beginning in 11th grade. Contact your local community college to enroll. They will likely request that a high school official sign a form allowing you to take a college-level course or request a letter from the school. Please submit any requests for permission to enroll in a community college course to your school counselor. Currently, only courses that Virginia Virtual Academy does not offer are eligible for dual credit. These courses must be submitted and approved by your student's counselor and our principal.

Note- All required fees are the responsibility of the student; VAVA does not pay these enrollment/course fees.

Summer School and Courses Taken Outside of VAVA

Students interested in taking courses over the summer for acceleration may select a school from the list of VDOE-approved [Multidivision Online Providers](#). All courses taken through a MOP must be approved by the counselor PRIOR to enrolling in that course. Students will be awarded credit for any approved courses upon receipt of your transcript. These are private organizations, and they do charge tuition or fees for the classes. VAVA is not affiliated with these organizations and does not recommend one school over another.

Note- All required fees are the responsibility of the student; VAVA does not pay these enrollment/course fees.

High School Academic Policies-Academic Integrity (Cheating, Plagiarism and AI)

All assignments are assumed to be the student's original work. Therefore, if the student utilizes any ideas that are not their original thoughts, including those taken from the internet, research, or generated by AI (artificial intelligence), the student must cite their sources using the format specified by the course teacher.

Acceptable AI (artificial intelligence) use terms are determined by each course instructor, and students utilizing AI tools in any capacity should disclose their intentions to each course instructor prior to using them for any assignment. Students are also responsible for citing AI tool usage in detail at the end of any applicable assignment as a footnote or appendix.

Students who do not adhere to these standards may be subject to disciplinary action and/or a reduction in points and/or be required to redo the assignment.

Please Note: Our Online School (OLS) utilizes plagiarism/AI recognition software that identifies potential incidents of plagiarism. Student submissions generated or altered by AI are considered

to be plagiarized unless AI usage has been approved by the instructor prior to submission and cited accurately.

It is required that all students use Microsoft Word to complete all assignments (instructions on how to download Microsoft can be found [here](#)). Since VAVA provides all students with access to Microsoft Word, all teacher graded written assignments must be submitted as a .docx (Microsoft Word) file with editing history enabled to be graded. Submissions in other formats (e.g., PDF, Notes app, Google Docs, etc.) will not be accepted unless specifically indicated by your teacher. Instructions for turning on editing history can be found [here](#)).

A student who fails to abide by these standards will be subject to disciplinary action.

Summative assessments (Unit test, etc.) are expected to be completed in one sitting and within three hours unless your student has a documented plan requiring extra time or is otherwise indicated by the teacher.

Teachers may utilize a K12 tool called AutoMark to assist with grading assignments. Teachers review all work and scores prior to grades publishing to student's course gradebooks.

Consequences:

First offense – Student and learning coach will receive a written notification from the teacher explaining the offense. Students must provide evidence of all composition processes on a form that will be provided by the teacher within 24 hours of notification. Documentation will be submitted to the administration. The student will be permitted to resubmit the assignment for a possible 70% of the original points, if no AI or plagiarism is detected. The student will be required to use screen recording (or other programs as determined by teacher) for all future teacher graded assignments/projects.

Second offense – Student and learning coach will receive a written notification from the teacher explaining the offense. Students must provide evidence of all composition processes on a form that will be provided by the teacher within 24 hours of notification. Documentation will be submitted to the administration. The student will not be allowed to resubmit the assignment and will be given a zero.

Third offense – The student and learning coach will meet with the academic administrator to discuss further action. Students must provide evidence of all composition processes on a form that will be provided by the teacher within 24 hours of notification.

For any offense where use of AI plagiarism was detected, the following consequences will be implemented:

- Removed from NHS
- Removed from Honors, AP courses
- Removed from Flex program
- Student placed on probation
- Student removed from our program

NCAA Approval Status

All VAVA courses are approved and accredited by the Virginia Department of Education. VAVA has achieved NCAA clearance on 22 of those courses and therefore, if your student thinks they want to pursue NCAA athletics after high school, they can become eligible through VAVA. Please speak with your child's counselor as soon as possible to develop a graduation plan that meets your needs. VAVA is proud to be fully cleared by the NCAA. This will allow us to better serve more students wanting to pursue NCAA athletics. VAVA NCAA approval may be found [HERE](#).

Early Graduation Options

Our flexible schedule allows for many graduation tracks and plans. It is also possible to take just two or three courses in junior and senior year, allowing for additional concurrent enrollment credits and/or part-time work. Contact your assigned school counselor to discuss your goals and schedule options. If interested in graduating early, the student must submit a request for an early graduation form to your counselor.

Driver's Education

Virginia Virtual Academy does not offer Driver's Education. Many of our students have found success using several companies we work with. You may view their information [HERE](#). When enrolling, be sure to note that you are a Virginia Virtual Academy student. They will ask for proof of enrollment in our program. You may request this by contacting your Principal; Mrs. Su Garcia-Batiz sugarcia-batiz@vavirtual.org
VAVA is not affiliated with these organizations.

Worker's Permit

Virginia law requires students aged 14 and 15 to obtain a work permit prior to beginning a job. Parents can now electronically access, complete, and download the required forms. The application requires submission of two documents: a Permission for Employment form and an Employer Intent to Employ form. These need to be submitted to the Virginia Labor and Employment Law Division. For more information and to access the documents needed for a work permit, please go to [VAeECS](#).

Letters of Recommendation

If you need a letter of recommendation from a school counselor, please fill out the "Letter of Recommendation Request" form, found on vavahs.com and email it to your counselor at least 2 weeks prior to the date the letter is needed.

Transcript Requests

Please send all requests for transcripts to your counselor.

Diploma Types and Graduation Requirements

VAVA offers two diploma tracks with requirements set forth by the Virginia Department of Education: The standard diploma track of 22 credit hours, and the advanced studies diploma track consisting of 26 credit hours. A verified credit is awarded to students who score 400 or higher on the end of course SOL exam in each subject area. Please contact your assigned high school counselor to discuss which track might be best for you and your post-secondary goals. The charts on the following pages show the requirements for each diploma track.

Entering SY 2018-2019 and Beyond Standard Diploma (22 credits required)

All graduation requirements are set forth by the Virginia Department of Education.

COURSE	CREDITS	VERIFIED CREDITS*	DESCRIPTION
ENGLISH	4	2	Courses shall include English 9, 10, 11, and 12 or an advanced equivalent.
MATHEMATICS	3	1	
SCIENCE	3	1	
SOCIAL STUDIES	3	1	Courses shall include U.S. and Virginia History, U.S. and Virginia Government, and one of the following: World History I or World History II.
HEALTH & PE	2		
ECONOMICS AND PERSONAL FINANCE	1		
ELECTIVES	6		Credits earned for this requirement shall include two credits in fine arts, world language, or CTE. Courses shall also include two electives of which are sequential. If world language is used for the sequential elective, students must take an additional fine art/CTE course.
VIRTUAL COURSE	✓		
FIRST AID/CPR/AED TRAINING	✓		
CTE CREDENTIALING EXAM OR ADVANCED PLACEMENT COURSE	✓		Students must take and pass a Career and Technical Education credentialing exam that has been approved by the Virginia Board of Education OR Take one Advance Placement course during their high school career

**A verified credit indicates a score of 400 or higher on the required VDOE end-of-course SOL test*

Entering SY 2018-2019 and Beyond Advanced Diploma (26 credits required)

All graduation requirements are set forth by the Virginia Department of Education.

COURSE	CREDITS	VERIFIED CREDITS*	DESCRIPTION
ENGLISH	4	2	Courses shall include English 9, 10, 11, and 12 or an advanced equivalent.
MATHEMATICS	4	1	
SCIENCE	4	1	
SOCIAL STUDIES	4	1	Courses shall include U.S. and Virginia History, U.S. and Virginia Government.
HEALTH & PE	2		
ECONOMICS AND PERSONAL FINANCE	1		
WORLD LANGUAGE	3 or 4		Courses shall include three years of one language or two years each of two languages.
ELECTIVES	4		Credits earned for this requirement shall include one credit in fine arts, world language, or CTE. Courses shall also include two electives of which are sequential. World Language cannot count as the sequential elective unless 3 years of one language and 2 years of another are taken.
VIRTUAL COURSE	✓		
FIRST AID/CPR/AED TRAINING	✓		
CTE CREDENTIALING EXAM OR ADVANCED PLACEMENT COURSE	✓		Students must take and pass a Career and Technical Education credentialing exam that has been approved by the Virginia Board of Education OR Take one advanced course during their high school career (AP/Honors)

**A verified credit indicates a score of 400 or higher on the required VDOE end-of-course SOL test*

Testing – Graduation Requirements

Graduation Requirement - SOL Testing

End of Course SOL tests are administered to students who need their verified credits in each subject area. To receive a verified credit, students must achieve the passing score for that EOC test according to [VDOE new cut scores](#). Students who score within the approved retake range for that EOC SOL test will be given an opportunity to retake the test to achieve the passing score for that EOC test according to [VDOE new cut scores](#) within 1-2 weeks of taking the initial tests. VAVA teachers will provide remediation sessions for students prior to retaking the test.

Please see graduation requirements to determine how many verified credits are needed for graduation.

Students who are still unable to achieve a score of 400 or higher will be provided an opportunity to remediate and retest the following testing administration.

- EOC Writing is administered in March for students in ELA 11 or AP Language and Composition.
- Workplace Readiness, our CTE credentialing exam is administered in March to all students in Economics and Personal Finance. See section below for “Graduation Requirements – CTE Credentialing Exam” for more information.
- All other EOC SOL tests are administered in May and June at various test sites located throughout the state.
- Select students will participate in EOC SOL testing in winter to earn verified credits.
- All students are expected to attend their scheduled testing in person at their assigned location, according to the requirements of the Virginia Department of Education and our district partners. Testing assignments will be provided to families at least 3-4 weeks prior to their test date to allow for planning. Students who fail to attend their required testing sessions will be considered non-compliant, withdrawn, and unable to return to our program.

Note:

*Science: Biology is a federal requirement; therefore, all students must take the Biology SOL, even if a student has a verified credit in science.

*Math: If a student received a verified credit in math in middle school, the federal requirement requires them to take a math SOL in high school. All students must take the Algebra I SOL to meet federal requirements as well.

Courses with End of Course SOL Exams:

- Social Studies: World History I, World History II, US & VA History
- Math: Algebra I, Geometry, Algebra II
- Science: Earth Science, Biology, Chemistry
- ELA: Writing (English 11), Reading (English 11)

Graduation Requirement - CTE Credentialing Exam

The Workplace Readiness exam is a proctored exam given to students in the Economics and Personal Finance course. This exam is currently administered in person during our March testing administration. This fulfills the CTE exam credential for graduation. Students must pass the exam with a score of 75% or higher to earn a CTE Credential. Up to 3 attempts may be utilized to pass

during each testing administration.

Students who are accepted to VAVA and have taken and passed a different CTE exam do not need to take the Workplace Readiness exam. This fulfills their CTE credential requirement.

Students who have taken and passed an AP course do not need the Workplace Readiness exam. This fulfills their CTE credential requirement.

Graduation Requirements - CPR Requirement for Graduation

The state of Virginia requires students to be trained in Emergency First Aid, CPR, and AED. This training is built into our health curriculum; however, a practical skills demonstration must be conducted to meet the graduation requirements. We will provide several opportunities for students to demonstrate their skills to a certified instructor at various testing sites throughout the state, free of charge. Students may also opt to participate in training through the American Red Cross, American Heart Association, or another recognized organization in your local area. Students must do both the **online and hands-on portion** of the course. If you obtain certification through Boy Scouts/Girl Scouts, a Lifeguarding course, or another avenue, you are welcome to email a copy of your certification to your high school counselor or PE teacher for credit.

Testing – Additional Testing

AP Exams

Students enrolled in AP courses at VAVA are eligible to take the AP exam at the end of the course. Students who score high enough on the exam may earn college credit for the course. Course credit is dependent on college requirements, please check with your college of choice. AP tests will be taken locally at a school near the student's home. It is important that you start planning early in the fall to secure a testing site near you. Please contact our AP Coordinator, Morgan Clemons mohorne@vavirtual.org, if you need assistance finding a testing site for your exam. Additional information about AP exam registration will be sent to students taking AP courses in the fall.

PSAT

We highly recommend that our 10th grade students begin practicing for the SAT and the PSAT/NMSQT (National Merit Scholar Qualifying Test) which are taken in 11th grade. Two options for practice are available:

- 1) Khan Academy has partnered with CollegeBoard to offer 8 full-length practice SAT exams which can be taken online for free. Visit www.khanacademy.org/sat
- 2) Register for the PSAT 10 at your local brick and mortar school. Testing occurs in early spring. Please contact Mrs. Murray if you are having issues finding a test site.

Please note that not all schools offer PSAT 10; travel may be required.

PSAT/NMSQT—Junior Year

The PSAT/NMSQT is used by scholarship programs (including the National Merit Scholarship Program) to look for eligible students. While some brick-and-mortar schools allow students to take this test during their sophomore year, we recommend that students take it in October of their Junior year. This timeline allows the student to complete one extra year of Math and English coursework, which we believe will help them to score higher on the exam. Contact your local brick and mortar school to register for the test and take it at their facility. If you have an issue with test registration at your local brick and mortar, please contact Dr. Bookard.

The CollegeBoard code for VAVA is 470072. This code should be used when registering for PSAT/NMSQT, SAT, AP, and ACT.

SAT and ACT

Our recommendation is that our college-bound students take BOTH the SAT and ACT in the fall or winter of their junior year to see which test they prefer. These tests can be taken at the student's local brick and mortar school or testing facility. Dates and testing locations can be found at www.CollegeBoard.org and www.act.org. Once the student determines which test they prefer, they will retake the test at the end of the Junior year to improve their score if necessary.

ASVAB Test

Students who wish to join the military should schedule to take the ASVAB test prior to the end of their junior year. They will need to contact a local military recruiter to register. This test serves as both an entrance exam and career exploration tool. Be sure to tell your guidance counselor if you plan to pursue a career in the military. Counselors should also receive a copy of your score.