

**TEEN Virtual Academy
2025-26
Adult Student (20 and Over) Handbook**

Welcome to the TEEN Virtual Academy! We are proud to be celebrating our 11th year of helping students reach their potential. We are looking forward to a great year, and we're happy you have enrolled with us.

The TEEN Virtual Academy is a fully accredited virtual program for grades 6-12 and adults, created by the four school districts of USD 398 Peabody-Burns, USD 408 Marion, USD 410 Hillsboro, and USD 487 Herington, all of which are a part of the Technology Excellence in Education Network Interlocal. The program provides a high quality, web-based curriculum that allows you the convenience of working towards your high school diploma from home.

All of our courses are taught by Kansas certified teachers. These teachers will be able to provide assistance by phone, email, in person and via videoconferencing if needed.

ENROLLMENT

Enrollment procedures require the completion and submission of the TEEN Virtual Academy enrollment form, Home Language Survey and any other specified documents necessary each school year. Proof of Kansas residency is also required each school year at enrollment. This can be a current driver's license or utility bill dated less than two months from the enrollment date. The driver's license or any other proof of Kansas residency must have an address that matches the address on the enrollment forms.

If you are residing in one of the four districts listed above, you will be enrolled in the virtual program as a student in that district. If you are an out-of-district student, you will be assigned to one of our four districts to be enrolled in and receive your diploma. We will also consider requests to be enrolled in a certain district.

Upon enrollment into the TEEN Virtual Academy, you will be required to attend an orientation meeting either in person or via videoconference. The TEEN Virtual Academy director will provide information regarding the Edgenuity e-learning system, Canvas Learning Management System, laptop usage, grading policies, handbook review and any other relevant virtual program information.

CONTACTS

The TEEN Virtual Academy office is located at 416 S. Date, Hillsboro, KS 67063. The director, Lena Kleiner, can be contacted via phone at 620-877-0237, 620-947-3184, as well as via email at lena.kleiner@usd410.net.

FEES

The TEEN Virtual Academy is a free virtual program open to any Kansas resident in grades 6-12 and adult learners.

COUNSELING SERVICES

Upon enrollment into the virtual program, the TEEN Virtual Academy will provide counseling services from your home district and the TEEN Virtual Academy director to develop each student's individualized learning plan. Students have access to resources for educational and career exploration and planning.

CURRICULUM AND INSTRUCTION

The TEEN Virtual Academy will provide quality, standards-based online courses for students through the e-learning program Edgenuity and teacher-created courses. The Edgenuity e-learning curriculum provides all materials, lectures, and assignments online.

TEEN Virtual Academy teachers and/or the TVA Director will be available to answer questions within 24 hours on school days, grade coursework, assign grades, and monitor student progress and attendance. Course syllabi will be available anytime online at the Edgenuity website for e-learning courses, and on Canvas for teacher-created courses.

Students will be given three (3) total attempts on all quizzes, unit tests and the cumulative exam, if needed. After three attempts, the highest score from those three attempts will be given to the student.

Note taking is highly encouraged. Students should use the guided notes when available. If guided notes are not available from Edgenuity for a particular course, students should take their own notes on paper/google docs. Guided notes and written/typed notes can be used on all quizzes, unit tests and the cumulative exams.

Student access to the Edgenuity courses is located at: <http://learn.edgenuity.com/student>.

ATTENDANCE/COURSE PROGRESS (ADULTS 20 AND OVER ONLY)

An adult learner is expected to spend the appropriate amount of time each week on their courses to earn the minimum of 1.5 credits per school year. Adult learners are encouraged to earn more than 1.5 credits per school year. If an adult (20 and older) student does not earn at least 0.5 credits in the current school year, they may be removed from the program at the end of the school year.

GRADUATION REQUIREMENTS

The TEEN Virtual Academy requires the Kansas minimum graduation requirement of 21 credit hours to include the following. Transfer credits will be reviewed by the TEEN Virtual Academy director and approved by the administration of the district the student is enrolled in. No additional specific credits required by the districts for traditional students will be required for TEEN Virtual Academy students. The following are the current requirements for the cohort classes of 2027 and earlier.

- Four (4) units of Language Arts
- Three (3) units of Social Science
- Three (3) units of Mathematics
- Three (3) units of Science
- One (1) unit of Physical Education/Health
- One (1) unit of Fine Arts
- Six (6) units of elective courses

GRADING SCALE

The TEEN Virtual Academy will use the following grading scale:

100-90	A
89-80	B
79-70	C
69-60	D
59 and below	F

COURSE DEADLINES for Adult Students 20 and Older

There will not be a course deadline for adult students 20 and over (on September 20, 2025) who are past their 5th year cohort, taking courses in the 2025-26 school year.

FINAL ½ CREDIT FOR GRADUATION

If a student enrolls in the TEEN Virtual Academy with 21 or more credits that meet all of our requirements for graduation, they will still be required to enroll in and pass a ½ credit course (0.5 credit) from the TEEN Virtual Academy to be eligible to earn their diploma from one of our districts.

FINAL EXAMS

Students in the TEEN Virtual Academy will be required to take final exams either on-site at their district, in the TVA Director's office building or via video conference. Proctors for the final exams will be pre-assigned persons who are NOT a relative of the student. These exams will be scheduled.

COMMUNICATION GUIDELINES

Communication between teachers and students is crucial to the success of a virtual student. Teachers or the Director will respond to student questions within 24 hours on school days, and it would be expected for students to respond to email or phone calls within 24 hours on school days as well.

ACADEMIC INTEGRITY

It is the responsibility of the student to promote academic integrity. As a student of the TEEN Virtual Academy I agree to adhere to the following:

- I promise to complete my own schoolwork using my own effort and abilities. I will not plagiarize work from the internet or any other source. I will not search for Edgenuity questions and/or answers on the internet.
- I will not provide unethical academic assistance to other students.
- I will not accept unethical academic assistance from anyone else while enrolled as a student of the TEEN Virtual Academy.
- I understand I will receive a zero on any work that violates the academic integrity agreement. Teachers and administration have the discretion of allowing students to redo the work or not.
- I will not post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.
- I understand that any violation of academic integrity may result in disciplinary action by the administration and may be grounds for dismissal from the program.

TECHNOLOGY USAGE

Any student needing a laptop to use for their course work will be provided one, but it is not mandatory to use a TEEN Virtual Academy laptop. You are able to use your own laptop as long as it meets the minimum requirements for Edgenuity and Canvas usage.

It is the student's responsibility to pay an Internet Service Provider (ISP) for a connection to the Internet. A high-speed internet connection is required to be enrolled in the TEEN Virtual Academy.

If a student is using a laptop provided by the TEEN Virtual Academy or one of the participating districts, please be aware that the laptop will be filtered for searched internet content and that information/data will be available to district/TVA administration for review. Students logged into their school issued Google account will also be monitored for searched internet content and that information will be available to district/TVA administration for review.

TEEN Virtual Academy/participating districts use web content filters and security measures to mitigate and monitor access to web material that is inappropriate. However, due to the nature of the internet and constantly changing technologies, we cannot fully guarantee that all web content will be appropriate.

Students must maintain an e-mail address for use in communicating with teachers and the TVA Director.

If the laptop is not returned to the TEEN Virtual Academy within 30 days after withdrawal or graduation, the laptop will be reported as stolen to the proper authorities.

SPECIAL EDUCATION SERVICES

Students with disabilities, as defined by their IEP, who wish to enroll in the TEEN Virtual Academy will be allowed to do so upon review by the IEP team in the individual district in which the student wishes to enroll. If the IEP team determines it is an appropriate placement for the student, the student will be admitted to the TEEN Virtual Academy.

Students will receive special education services through our local special education cooperatives. Students enrolled in Hillsboro, Marion and Peabody-Burns will be serviced by the Marion County Special Education Cooperative. Students in the Herington district will be serviced through the Central Kansas Cooperative in Education.

WITHDRAWAL FROM VIRTUAL PROGRAM

If a student chooses to withdraw from the TEEN Virtual Academy, the TEEN Virtual Academy Director must be notified immediately. The laptop and any other course materials are to be returned to the director as soon as possible. Students may also be withdrawn from the program for inadequate progress/attendance.

EQUAL EDUCATIONAL OPPORTUNITIES

TEEN Virtual Academy is committed to a policy of educational and workplace equality. TEEN Virtual Academy shall offer an educational program which attempts to meet the needs of all learners enrolled. TEEN Virtual Academy shall admit students without regard to race, color, religion, age, sex, national origin, marital status, disability, sexual orientation, or any other reason prohibited by law.