TEEN Virtual Academy
2017-18 Handbook

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 that are employed by one of the four districts that make up the TEEN Virtual Academy. 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.

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 acceptance into the TEEN Virtual Academy, both the student and parent(s) (if student is under the age of 18) will be required to attend an orientation meeting either in person or via videoconference. The TEEN Virtual Academy director will provide information to students and parents regarding the Edgenuity e-learning system, Canvas Learning Management System, laptop usage, grading policies, mandatory count days, 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 acceptance into the virtual program, the TEEN Virtual Academy will provide counseling services from your home district to develop each student's individualized learning plan.

CURRICULUM AND INSTRUCTION

The TEEN Virtual Academy will provide quality, standards-based online courses for students in grades 6-12 and adult learners through the e-learning program Edgenuity and teacher-created courses.

The Edgenuity e-learning curriculum provides all materials, lectures, and assignments online. Parents will be responsible for monitoring their student at home. TEEN Virtual Academy teachers 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.

Student access to the Edgenuity courses is located at: http://learn.edgenuity.com/student. Parent access to the Edgenuity portal is located at: http://learn.edgenuity.com/family Student and parent access to the Canvas LMS is located at: http://teen.instructure.com.

To gain access as a parent to Edgenuity, please contact Lena Kleiner, TEEN Virtual Academy director.

ATTENDANCE/COURSE PROGRESS (18 and UNDER STUDENTS ONLY)

A full time virtual student is expected to spend approximately 25 or more hours per week completing coursework. While study time is flexible, students should demonstrate consistent progress toward course completion. Progress schedules will be provided to assist students in meeting completion dates.

ATTENDANCE/COURSE PROGRESS (ADULTS 19 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.

TRUANCY REPORTING (17 and UNDER STUDENTS ONLY)

If a student does not comply with the weekly attendance and progress requirement, the student and parent will receive a warning notice by e-mail and/or phone call (Level 1). If another week passes and the student has not made an effort to complete course work, the student and parent will receive a 2nd warning notice by email and/or phone call (Level 2). If there is a 3rd non- compliance week then the student will be considered truant and the proper authorities will be notified (Level 3).

MANDATORY ATTENDANCE DAYS (18 and UNDER STUDENTS ONLY

TEEN Virtual Academy students are **REQUIRED** to be logged in and working on their courses for 6-hours (excluding breaks and meals) on 2 separate days in the fall semester. The first count day will be scheduled by the TEEN Virtual Academy director individually with each student on or before September 20 and the second day will be scheduled between September 21 and October 4. The two mandatory working days are very important to ensure the funding that allows our organization to offer you this free program.

GRADUATION REQUIREMENTS

The TEEN Virtual Academy requires the Kansas minimum graduation requirement of 21 credit hours to include the following:

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

The deadline for completing all courses enrolled in for the 2017-18 school year for students 18 and under (on September 20, 2017) will be June 15, 2018, at 4:30 p.m. Any course work not completed by this date and time will be given a zero. This may cause a student to fail the course and have to re-take the course in another school year. Course deadlines for seniors ready to graduate may be moved to a date in May set by your district of enrollment. This date will be communicated to the student in advance.

There will not be a course deadline for adult students 19 and over (on September 20, 2017) taking courses in the 2017-18 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 chosen district or the TEEN Virtual Academy will arrange for out-of-district students to take the final exams in a school district in their area, a Regional Educational Service Center, learning center, or other agreed upon location. Proctors for the final exams will be pre-assigned persons who are NOT a relative of the student. These exams will be scheduled.

KANSAS STATE ASSESSMENTS

Students in the TEEN Virtual Academy will be required to take the Kansas State Assessments for grades 6-12 based on the grade-level testing requirements. Students will either come on-site to their chosen district or the TEEN Virtual Academy will arrange for out-of-district students to take the assessments in a school district in their area, a Regional Educational Service Center, learning center, or other agreed upon location. Kansas licensed staff who has received appropriate State Assessment Training will be appointed as proctors for the state assessments for all students regardless of where they are taking the assessments. These assessments will be scheduled.

COMMUNICATION GUIDELINES

Communication between teachers and students is crucial to the success of a virtual student. Communication between students, parents, and teachers is expected to be frequent and ongoing. Teachers will be in weekly communication via email with students. Teachers will also respond to student questions within 24 hours on school days, and it would be expected for students and parents to respond to email or phone calls within 24 hours on school days as well.

Parent-Teacher Conferences will be scheduled with students and families via phone or face-to-face one time per semester. The face-to-face conferences could take place in person or via videoconferencing technologies.

Additional conferences may be scheduled at any time at the request of the teacher or parent or on an as-needed basis. Teacher contact information will be provided upon course enrollment.

ACADEMIC INTEGRITY

It is the responsibility of the student and parents 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 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 that any violation of academic integrity may result in disciplinary action by the administration and may be grounds for dismissal from the program.

LAPTOPS AND TECHNOLOGY REQUIREMENTS

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 responsibility of the family to provide and pay an Internet Service Provider (ISP) for a connection to the Internet. A DSL or faster connection speed is required to be able to use the video component of web conferencing.

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

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.

In-district students will receive special education services through our local special education cooperatives. Students 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. Out of district students will have their services coordinated by the Marion County Special Education Cooperative.

WITHDRAWAL FROM VIRTUAL PROGRAM

If a student or family 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.