

TEEN Virtual Academy 2024-25 Handbook

Welcome to the TEEN Virtual Academy! We are proud to be celebrating our 10th 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.

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 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 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 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>. 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>.

Parents/Guardians will be given access to the Edgenuity Family Portal at enrollment and are expected to use it for monitoring progress and time logged, as well as, class grades.

ATTENDANCE/COURSE PROGRESS (19 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. These are available in the Edgenuity courses.

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.

TRUANCY REPORTING (17 and UNDER STUDENTS ONLY)

If a student does not comply with the weekly attendance and progress requirement, the parent/guardian will receive a warning notice by e-mail and/or phone call (Level 1). If another week passes and the student has not met the program requirements, the parent/guardian will receive a 2nd warning notice by email and/or phone call (Level 2). If there is a 3rd non-compliance week the student will be considered truant and the proper authorities will be notified (Level 3). At the time of truancy reporting parents are required to contact the building principal or counselor and TVA director in order to determine an educational plan for the student.

MANDATORY ATTENDANCE DAYS (19 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 19 and the second day will be scheduled between September 21 and October 3. 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. 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 classes of 2025, 2026 and 2027.

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

New graduation requirements have been established by the Kansas State Department of Education for students beginning with the Class of 2028. The new graduation requirements are listed below.

Four (4) units of Communications including

3.5 – English Language Arts
0.5 – Communications

Three (3) units of Social Science
Three (3) units of Mathematics
Three (3) units of Science
One (1) unit of STEM
One (1) unit of Fine Arts

Six (6) units of Electives including

0.5 – Physical Education
0.5 -- Health
0.5 – Financial Literacy
4.5 – IPS Choices

The new graduation requirements also include completing at least two or more Post-Secondary Assets from the following list. The TEEN Virtual Academy will be requiring students to complete a senior project as one of these post-secondary assets.

- Youth apprenticeships
- 40 or more Community service hours
- Client-centered projects
- Workplace learning experience directly related to a student IPS
- Industry-recognized certifications
- Seal of Biliteracy
- CTE Scholar
- Eagle Scout or Gold Scout
- 4-H Kansas Key Award
- Two or more high school athletics/activities
- JROTC
- 90% attendance in high school
- ACT composite (Score of 21 or higher)
- WorkKeys level (Silver or higher)
- 9+ college hours
- State Assessment scores of 3 or 4 for math, ELA, science (demonstrating college readiness)
- ASVAB per requirements of military branch selected
- Senior project/senior exit interviews
- SAT score (1060 or higher)
- Completing Board of Regents curriculum
- International Baccalaureate Exam (4+)
- Advanced Placement Exam (3+)

Students are also required to fill out the FAFSA prior to graduation. If you choose not to fill out the FAFSA, please opt-out with written notification to the TEEN Virtual Academy Director.

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 19 and Under Students

The Fall 2024 Semester deadline for completing all courses for students 19 and under (on September 20, 2024) will be December 20, 2024, at 4:30 p.m. The Spring 2025 Semester deadline for completing all courses for students 19 and under (on September 20, 2024) will be May 23, 2025, at 4:30 p.m.

Any courses not completed (including final exams) by the semester deadlines will be started over in a new term and a non-passing grade will be entered onto the student's transcript.

Courses that are not completed but have a progress percentage of 70% or higher will be restarted in the new term as a credit recovery course with the ability to pre-test out of lessons.

Course deadlines for seniors ready to graduate may be moved to an earlier date in May set by your district of enrollment. This date will be communicated to the student in advance.

COURSE DEADLINES for Adult Students 20 and Older

There will not be a course deadline for adult students 20 and over (on September 20, 2024) who are past their 5th year cohort, taking courses in the 2024-25 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.

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 district, the USD 410 District Office, 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. Remote state assessment options will be determined by KSDE. Further information regarding remote state assessments will be given to parents/guardians.

READING AND MATH SCREENINGS

Students will be required to do reading and math screenings throughout the school year. Scores will be assessed from these screenings to determine if students need reading or math interventions to help improve their skills in reading and/or math. Students determined to need either/both of these interventions will be required to take part in these activities/programs.

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 or the Director will be in weekly communication with students. Teachers or the Director will 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. If sufficient communication in regards to the student has been taking place during the semester, it may not be necessary to schedule a formal parent-teacher conference. Additional conferences may be scheduled at any time at the request of the teacher, director 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 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 responsibility of the family to provide and 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 your 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.

Parents and 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 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.

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.

2024-25 TVA CALENDAR

August 12—First Day of Classes (students can begin classes as early as July 1)

September 2—Labor Day (No School)

September 6—*Last day for out-of-district students to enroll

September 19—*First Count Day must be completed

September 21-October 3—*Second Count Day must be completed

November 27-29—Thanksgiving Break (No School)

December 20—*Deadline for Fall Semester Classes (classes must be completed and finals taken by 4:30 p.m.)

December 23-January 3—Winter Break (No School)

January 6—Classes Resume

March 17-21—Spring Break (No School)

April 18—Good Friday (No School)

May 23—*Deadline for Spring Semester Classes (classes must be completed and finals taken by 4:30 p.m.)

June 2—Summer Session begins

*This applies to students 19 and under (not adult students).