



J O H N S O N C I T Y
V I R T U A L A C A D E M Y

JOHNSON CITY VIRTUAL ACADEMY

820 West Market Street

Johnson City, TN 37604

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No statements contained in this handbook should be construed as creating any type of contract, either expressed or implied. The information contained in this handbook represents guidelines only. The Johnson City School System reserves the right to modify, amend or eliminate the information contained herein at any time.

Name _____

Address _____

City _____ Zip _____

Phone _____ Grade _____

NON-DISCRIMINATION STATEMENT

Johnson City Schools prohibits discrimination on the basis of race, color, national origin, religion, sex, gender, age, or disability. Johnson City Schools does not condone or practice discrimination in admission or access to, treatment of, or employment in, its programs or activities. Any person who feels he or she has been discriminated against may make an inquiry or file a complaint.

JCVA MISSION, VISION, AND BELIEF STATEMENTS

Virtual Academy is a virtual school for grades 5-12 whose staff has made a commitment to fostering forward thinking, passions, developing productive citizens, and preparing for tomorrow's opportunities. To guide us in our efforts to become the best we can be, we have developed the following mission, vision, and belief statements for our school:

Mission

Develop, equip, and graduate all students with the knowledge and skills necessary to follow their chosen path in life.

Vision

To be significant in the lives of our students and our community.

We Believe:

- ...the first priority of our school staff is to provide a safe, orderly, and welcoming environment for all students.
- ...all students can learn, grow, and make progress.
- ...great effort and a positive attitude are keys to a successful learning experience.
- ...it is our duty to foster the complete growth and development of each student's personal and academic potential. We are committed to rigorous academic standards that ask for the best that each student can offer.
- ...every member of our community has purpose, value, and voice.
- ...students achieve excellence in an environment where they share responsibility for their learning with teachers, parents, and community.
- ...reflection, self-evaluation, and continuous improvement are essential to learning and growing.
- ...the more connections a student can have to the school community, the better he/she will perform.
- ...it is the duty of all staff to model the highest levels of professionalism.

JOHNSON CITY FIVE YEAR STRATEGIC PLAN 2017-2022

MISSION

The mission of Johnson City Schools is to enable all students to achieve excellence.

VISION

The vision of Johnson City Schools is to be a progressive school system that is globally competitive in all areas. All students have equal opportunity to learn and be successful while meeting high expectations and are provided the resources to be healthy, productive citizens and lifelong learners.

BELIEFS

To be successful, Johnson City Schools must...

- Provide the highest quality public education to all students;
- Attract, develop, and retain the very best teachers and staff;
- Engage families, business, community, and government;
- Stay on the cutting edge of educational leadership and practice; and
- Foster a caring, safe, and inclusive environment.

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STAFF

ADMINISTRATIVE TEAM

- George Lao - Principal

STAFF

- Rebecca Lewis - Enrollment Coordinator
- Casey Nelms - Technology

COUNSELORS

- Kelly Medlin

TEACHER

- Caroline Bauguess - 6th grade Math and Science
- Emily Stevvens - 7th / 8th grade Science and Social Studies
- Lane Sentell - 7th / 8th grade Math
- Devin Plaas - 7th/8th grade ELA
- Jackie Smith - High School Science
- Missy Phillips - High School Science
- Lance Arnold - High School Math
- Rhiannon Dunn - High School English
- Lisa Embree - High School English
- Jordan Campbell - High School English
- Miguel King - High School Social Studies
- Michael Laviano- High School Social Studies
- Christy Henegar - Special Education

ADMISSION

Becoming a JCVA student:

- Applications are available during enrollment at <https://www.jcschools.org/14/Home>.
- Applications are entered into a database and saved until applications have been approved or denied.
- Applicants should remain enrolled at their current school until contacted about the review results.
- A JCVA review committee will examine all submitted applications and decide whether the student meets the criteria for enrollment.

Once an application has been approved, an email is sent to the applicant's parents or guardians. The email will contain information about final enrollment and orientation.

Orientation will be conducted in person or online. New students and at least one parent/guardian is required to participate in one orientation. Failure to participate in an orientation may result in an incomplete application and the student will not be enrolled for the upcoming school year.

Admission Criteria

An application to JCVA does not guarantee acceptance. JCVA will have at least one enrollment period per year. JCVA does not typically enroll students outside of the open enrollment period except on a case-by-case basis determined by the JCVA principal. JCVA will not enroll any student who is 18 or over unless they are a resident of Johnson City, TN and who meet the enrollment criteria.

The following factors are taken into consideration when reviewing applicants:

- Attendance: A record of poor attendance indicates poor performance at JCVA.
- Grades: Poor grades indicate that students will struggle with a more independent learning environment.
- Low Credits: Since JCVA does not typically offer summer school nor does it have any accelerated paths to earn credits; students who are behind on credits are generally not accepted.

Conditions of Enrollment:

- Fully Enrolled: Students wishing to receive a diploma from JCVA must be fully enrolled with JCVA. This means that they must be continuously enrolled in four credit-bearing courses through JCVA or an approved dual-enrollment institution from the time of their admittance to JCVA until graduation.

Students Coming from Non-Accredited Institutions

Students who wish to enroll at JCVA with high school credits from non-accredited institutions must first take placement exams for each high school subject they wish to have counted as credit. This is state policy. JCVA will administer the placement tests and will use the score to determine if credit will be awarded or if there is a need to retake a particular course.

The student will be given a two-week window to complete the required exams. The student’s schedule will not be finalized until all placement exams have been completed and credit is awarded.

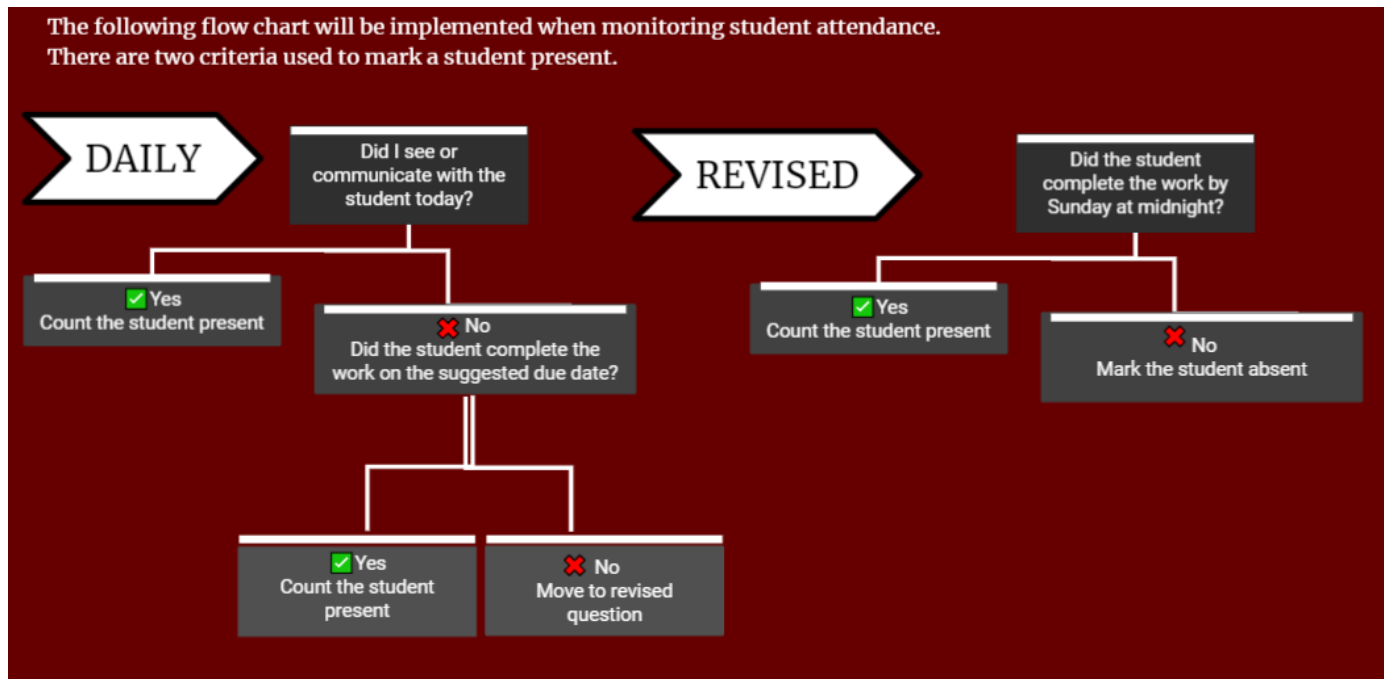
Removal from/ Denied enrollment to JCVA

A student may be removed from or denied future enrollment to JCVA for many reasons, such as: plagiarism and/ or academic integrity issues, attendance issues, behavior/ discipline issues, failing one or more courses two semesters in a row, falsifying information, or for other reasons deemed necessary by JCVA administration. If a student is removed from or denied future enrollment to JCVA, the parents/ guardians will be notified in writing of the removal/ denial. Once a student has been removed from or denied enrollment to JCVA, JCVA will also notify the local education agency (LEA) or homeschool where the student resides. If the parents do not enroll the student in their LEA (i.e. homeschool) or register as a home-schooled student within 30 days of the initial notification, then the student could be considered truant, resulting in juvenile court involvement.

Tuition

Tuition students must submit applications for tuition to the Central Office on E. Maple Street. Payments for tuition can also be made at the Central Office location. See the application for current tuition rates and payment schedules.

ATTENDANCE



Definitions

- Absent - A student has not completed some or all the weekly assignments for each course enrolled. Each instructor determines the number of attendance days each assignment will be counted.
- Present - A student has completed all the weekly assignments required for attendance.
- Truant – A student has accrued 5 or more unexcused absences and could possibly be taken to court.
- Chronically Absent – A student who has missed 10% or more of the total number of school days enrolled at JCVA. This includes excused and unexcused absences.

Proof of attendance

- Each class will post weekly attendance requirements on the class page (Canvas).
- A week is defined as Saturday through Friday. Work is posted on Saturday morning and due by the following Friday at midnight (in your time zone).
- If a student does not meet the attendance requirements for the week, the student will be counted absent. Failure to submit work timely will also affect the student's grades. Absences are NOT earned back. Once a student misses the due date and receives absences, the absence will remain.
- Attendance will be reported weekly based on the amount of work students have completed.
- Parents and students will be able to view weekly attendance in the Parent Portal of PowerSchool . It is the responsibility of the parent and student to check attendance and notify the office of any discrepancies. The office must be alerted within a week after the absences have been posted for any changes to occur. Attendance codes on PowerSchool are as follows: U- Unexcused, A-Excused, DE- Doctor's Excuse, blank or P-Present.
- To excuse an absence, parents must call the JCVA office or their child's teacher(s) prior to the absence or the day of. Please call the office at 423-928-0380. Contact information for each teacher can be found on his or her course homepage in Canvas.
- Excused absences will be excused at the discretion of the JCVA staff. Please keep in mind that students have 7 days to complete their work (Sunday to Saturday).
- Any doctor's excuse may be turned in via email, fax, or mail and must be turned in within 2 days of the absences.
- Please keep in mind that even if an absence is excused, the work must still be submitted. An excused absence may still result in a zero or reduced grade if your teacher is not notified in advance or as soon as possible. Only your teacher can determine the appropriate make up schedule for missed or late work.
- Students are allowed 5 days of unexcused absences before they become truant.
- Students are allowed a total of 15 unexcused absences in any class before the student is dismissed from JCVA.
- It is expected that, as part of their attendance at JCVA, students regularly check their student emails, and new students complete the Orientation module on Canvas. Failure to log in to the new student email or complete the Orientation module will be grounds for dismissal from JCVA.

- Students who turn in blank work, incorrect work, or an assignment that is little to no work will receive absences. It is the responsibility of the student to check and verify that work submitted on Canvas is correct and complete.

Progressive Truancy Intervention Plan

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

(Tier I interventions shall begin upon the accumulation of five (5) days of unexcused absences.)

Tier I

Tier I of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student's parent(s)/ guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student,
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, the school shall conduct an individualized assessment detailing the reasons a student has been absent from school. The assessment may result in the student being referred for counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful. These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/ designee.

Cultural Leave

Cultural/ educational activities - Students may be excused from school to participate in cultural and educational activities. The following guidelines shall be used by school principals in approving cultural/ educational activities:

- a. A maximum of three days will be available for family cultural/educational activities, annually.

- b. A request for the absences to be excused must be filed with the principal prior to the activity.
- c. A request will not be approved after the activity has occurred, during state-mandated achievement testing, if the student is not passing all classes at the time of the request, or if the student has three or more unexcused absences.
- d. A request must be in writing on forms available in the school office and completed by the parents/ guardians of the student. No other relative can do this.
- e. If a student uses more than the maximum days allowed, the first three days of absence will be considered excused.
- f. Make-up work is the responsibility of the student and parent. The local school policy on make-up procedures will be followed.

CANVAS

Canvas is the Learning Management System used at JCVA. Each student will have an account for accessing classroom modules, assignments, and information. Students will also have access to other platforms as directed by their teachers. All student applications, including email, will be available in the Single Sign-On (SSO) portal on the main page of the JCS website. Students may also be completed coursework in the Edmentum platform or on the Niswonger e-Learning Platform as assigned during the scheduling process.

PARENT PORTAL

§ Parents may access student grades and attendance any time using the Parent Portal.

§ JCVAI does not send home report cards unless requested by the parent. You can call our office and request to be added to receive a printed report card that will be sent home with your student each reporting period.

§ To request a Parent Portal account, go to the JCVA website and click on 'Parent Portal Access Request' under the Quick Links.

STUDENT SINGLE SIGN-ON PORTAL

§ The Johnson City Schools Single Sign-On Portal is a tool for students to access district and instructional technology resources from one location, with one login. To access the Single Sign-On Portal, go to www.jcschools.org and select the Single Sign-On link at the top of the page. The direct link to the Single Sign-On Portal is <https://portal.jcschools.org> . Each student receives a unique login and password.

§ Upon your first login, you will be prompted to answer four security questions to setup the self-service password reset tool. You can pick from the list of questions by using the drop-down arrow on the question field.

§ If you forget your password in the future, go back to the Single Sign-On login page and select the “Forget Password” link. Once you do this, you will initiate the password reset process. You will be required to enter your username and then answer two of your security questions to enter a new password.

§ When you login on the Single Sign-On Portal, you will see apps to common applications used by our school (Canvas, PowerSchool, OneDrive, etc)

CHILD ABUSE AND NEGLECT

All personnel shall be alert for any evidence of child abuse or neglect. Child abuse is defined as any wound, injury, disability, or physical or mental condition which is of such nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or which based on available information reasonably appears to have been caused by such. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm immediately. The report shall be made to the judge having juvenile jurisdiction, to the county office of the Department of Children’s Services (DCS), or to the office of the chief law-enforcement official where the child resides.

DCS Hotline: 1-877-237-0004

The report shall include:

1. The name, address, and age of the child;
2. The name and address of the parents or persons having custody of the child;
3. The nature and extent of the abuse or neglect; and
4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect. The person reporting shall be immune from liability, and his/ her identity shall remain confidential except when the juvenile court determines otherwise. Failure to report to the Department of Children’s Services (DCS) is considered a misdemeanor, and is punishable up to 11 months 29 days in jail and a fine of up to \$2,500.

STUDENT HEALTH

The purchase of school health insurance is available to each student under a group plan. Students will be given information regarding the cost and coverage near the beginning of the school year. All students enrolled in Career Technology Education classes are encouraged to take the insurance. Students who participate in regular school-sponsored programs which require trips away from the school campus are encouraged to have school insurance or an approved equivalent.

Emergency Medical Cards

Students are required by law to have emergency medical information on file in the clinics. These must be completed on an annual basis. Immunizations must be up to date.

SAFETY

Science Hill staff, consisting of faculty, secretaries, counselors, administrators, school resource officers, security personnel, and custodians, work to provide a clean, orderly and safe place to learn. We ask that everyone assist in this process by helping keep Science Hill clean and operating in an orderly and safe manner. Students are our greatest source of information to prevent an on-site emergency. Anyone who has heard of a student with a weapon or a plan to harm students or staff has the responsibility to let school staff/administration know. If a student is unable to report to school staff/administration, please call 911. If you are aware of a situation that needs our attention, please report it to any staff person

Visitors

School Board Policy does not allow students to invite visitors to campus during the school day. When parents or guest speakers visit our campus, they must obtain and display a visitor's pass from the office and must be escorted at all times. Visitor badges must be worn at all times while on campus.

DISCIPLINE CODE

Academic Integrity (Plagiarism and Cheating)

Academic integrity is one of the foundations of learning at JCVA. Because of its importance in all our instruction, there are a variety of tools that we utilize in ensuring the integrity of student work.

Among these tools are:

- Academic Integrity Database - JCVA maintains its own database of student integrity incidents or violations. This database is used to monitor the number of student integrity issues.
- Teacher Expertise - JCVA instructors have extensive classroom experience. Their expertise is often a guide in identifying the level of originality in student work.
- Proctored Exams - Any teacher can request a scheduled proctored exam at any time for a student.

There are three kinds of academic integrity violations:

- **Plagiarism** -According to Merriam-Webster online dictionary, plagiarism is “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.”

Some examples are, but not limited to, the following:

- Copying and pasting a report from the Internet and representing it as your own work.
- Copying any other work and not properly citing authorship.

- **Cheating** - According to Merriam-Webster’s online dictionary, cheating is defined in multiple ways.

But for the purposes of JCVA ONLINE, three definitions are particularly relevant:

- To influence or lead by deceit, trick, or artifice
- To practice fraud or trickery
- To violate rules dishonestly (cheat at cards) (cheating on a test)

Some examples are, but not limited to the following:

- Providing questions/answers/work to another student
- Receiving questions/answers/work from another student
- Extensive help from external sources (including parents, tutors, other materials, etc.) that prevents the student from being the sole author of their work, especially on tests and quizzes

- **Gaming the system** - Some students attempt to game the attendance policy by uploading incorrect or blank documents. This is considered the same as cheating.

Discipline for Academic Integrity Violations:

- 1st Offense: Zero on the assignment. Student is notified.
- 2nd Offense: Zero on the assignment. Parents and student must have a conference with JCVA administration and the teacher.
- 3rd Offense: Zero on the assignment. Student may be removed from JCVA.

Profanity

Students are expected to speak in a courteous and appropriate manner at all times. Profanity in the form of language and/or gestures directed toward classmates, staff members or any other person will result in disciplinary action.

Vandalism

Vandalism to personal or school property will result in suspension and may result in the filing of criminal charges. The student must make arrangements for restitution for the damage prior to returning from the suspension. Restitution will become a student obligation.

Dress and Grooming

It is within the administration's discretion to determine appropriate dress and grooming. Students are expected to display good taste in matters of dress and grooming at all JCVA activities. Attire and grooming should not disturb or distract from classroom instruction or exhibit disrespect in any way.

Bullying/ Harassment

Bullying is defined as an act directed at one or more students that is intended to harm or embarrass, is repeated over time, and involves an imbalance of physical, emotional, or social power. Bullying can be conducted verbally and in writing (teasing, name-calling, taunting, threatening to cause harm) socially/ relationally (hurting someone's reputation or relationship), or physically (hurting someone or their possessions). Harassment, bullying, cyber-bullying, or any disruptive or violent behavior includes conduct such as gestures, verbal, graphic, written (including electronically transmitted acts) toward a student which are based on any actual or perceived trait or characteristic of the student and creates an educational environment that meets one or more of the following conditions:

- Places the student in reasonable fear or harm for the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

It is an expectation that all JCVA students and employees shall use all equipment and programs for their intended educational purpose. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action, including but not limited to removal from JCVA.

Consequences for actions that violate the policy on bullying and harassment shall be determined by the administrative staff of JCVA and may include:

- Student/ teacher/ parent conference
- Removal from JCVA

Students should report any knowledge of bullying, controlled substances, hazing, and other situations harmful to the school climate to any JCVA faculty or staff member immediately.

Sexual Harassment

Such disciplinary action as is necessary and appropriate, including warning, suspension, or immediate discharge, to end sexual harassment and prevent its recurrence will be taken by school officials. The Johnson City Board of Education is committed to safeguarding the rights of all students and employees within the school system to learn and work in an environment that is free from all forms of sexual harassment.

It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Sexual Harassment Defined

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct, or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment. Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

Sexual harassment includes but is not limited to:

1. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
2. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
3. Inappropriate patting or pinching.
4. Any sexually motivated unwelcome touching.
5. Body language where the intent is sexually suggestive.
6. Verbal harassment or abuse of a sexual nature.
7. Subtle pressure for sexual activity.

Sexual harassment may occur on or off campus:

1. Student to student: during the school day or at any school-sponsored activity.
2. Student to employee: any case reported.
3. Employee to student: any case reported.
4. Employee to employee: during the school day or at any time where the employees are present as a result of their employment duties and/ or responsibilities.

Complaints by or against persons who are neither students nor employees shall be considered covered by this policy if the incident happens on school property, at a school program or function, or if the incident bears any relationship to a school function or program, including a school-sponsored trip.

Complaints concerning non-school persons shall be referred to the building principal/supervisor. Examples may include contracted custodial staff, vendors, volunteer workers, resource speakers, etc.

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the central office.

Procedures - For acts of sexual harassment to be terminated as soon as possible, the following suggestions are made:

1. A person who believes himself/ herself to be the object of sexual harassment should immediately identify the action to the perceived harasser and tell him/ her emphatically to cease the action immediately. A person who elects not to follow this action may go directly to step "2" and report the incident.
2. Failure of step 1 to result in the harassment being stopped should result in immediate reporting of the incident to the immediate supervisor of the employee or student being harassed. At the instructional level the immediate supervisor is the building principal. A person who is the object of harassment and who is not comfortable making the complaint to his/ her supervisor may make the complaint directly to the central office designee.
3. The school system will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school system.

The school principal is the person responsible for receiving oral or written reports of sexual harassment at the school level. If the report was given verbally, the principal shall reduce it to written form and forward it to the appropriate central office supervisor within a minimum of five (5) working days. If the complaint involves the school principal, the complaint shall be filed directly with the central office designee. This shall not apply to student's first offense.

1. System-Wide - The school board person will designate a central office supervisor to receive reports or complaints of sexual harassment from any individual, employee, or victim of sexual harassment and also from the school principals as outlined above. If the complaint involves the designated supervisor, the complaint shall be filed directly with the director of schools. The school system shall conspicuously post the name of the designated supervisor including a mailing address and telephone number, noting that the designated supervisor is named by the Board of Education to receive complaints of sexual harassment.

2. Submission of a good faith complaint or report of sexual harassment will not affect the individual's future employment, grades, or work assignments.
3. Use of formal reporting forms is not mandatory on the part of the individual filing the complaint; however, all complaints will be documented in writing as required by this policy.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible; consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Investigation and Recommendation

By authority of the school system, the designated supervisor, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by school system officials or by a third party upon recommendation to the director of schools and the designated supervisor. The investigating party shall provide a written report of the status of the investigation within fifteen (15) working days to the director of schools and the designated supervisor.

In determining whether alleged conduct constitutes sexual harassment, the investigative person should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

Student complaints against other students will be handled at the building level if:

1. The principal or teacher is confident that no further incidents will occur. School documentation such occurrences should be maintained for a minimum of one year. Any complaint of sexual harassment by students to a teacher shall be reported to the principal or his/ her designee by the teacher immediately and/ or no later than the following workday. Such a report shall be in writing.
2. It is the first offense. Second offenses involving a student will be handled as per procedures outlined in the policy.
3. The offense does not involve contact with body parts that would require reporting to the Department of Children's Services. In such cases, policy procedures would be followed on first offenses.
4. The occurrence does not involve an employee. All cases involving employees will be investigated as per policy.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Steps will be taken to

protect the complainant, students, and employees pending completion of an investigation of alleged sexual harassment.

The school system's designated supervisor shall make a report to the director of schools upon completion of the investigation.

School District Action

Upon receipt of a recommendation that the complaint is valid, action will be taken by the director of schools or the board of education.

The result of the investigation of each complaint involving an employee filed under these procedures will be reported in writing to the complainant by the school system. The report will document any disciplinary action taken as a result of the complaint.

The result of the investigation of each complaint involving students filed under these procedures will be kept on file for a period not less than one year. The file will document any disciplinary action taken as a result of the complaint.

Reprisal

Any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Non-Harassment False Accusations

It is recognized that not every act of a sexual nature constitutes harassment. Whether an action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts surrounding circumstances.

False accusations of sexual harassment can have a serious detrimental effect on innocent parties. Any person who knowingly and intentionally makes a false accusation, for any reason, which would be contrary to the spirit and intent of this policy, will be subject to appropriate disciplinary action.

Right to Alternative Complaint Procedures

This policy does not contravene any other legal right or remedy. The existence of a complaint or report to any other agency will not, however, serve to relieve any individual who is required to report or investigate any incident of sexual harassment covered by this policy from the duty to do so.

Sexual Harassment as Sexual Abuse

Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the investigating individual shall comply with Tennessee Law regarding the reporting to appropriate authorities of sexual abuse.

Zero Tolerance Offenses

Any student enrolled in the JCVA who commits a Zero Tolerance Offense at any time on property under the control of JCS (i.e. field trips etc.) shall be suspended/ expelled. This rule applies during non-school days and non-school hours.

During Expulsions or Zero Tolerance placements students may not attend nor may they participate in extracurricular activities or any school-related activities on or off campus. Students are automatically suspended out of school for one (1) year (365 days) if they are guilty of the following Zero Tolerance Offenses:

1. Battery – assault or bodily injury on school personnel
2. Drugs
3. Electronic Threat
4. Firearms/ Weapons/ Dangerous Instruments

Zero tolerance offenses shall result in suspension/expulsion. To ensure a safe and secure learning environment, the following offenses will not be tolerated:

Battery

In accordance with state law, any student who commits battery upon any teacher, principal, administrator, any other employee of the school system, or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools, and only the director of schools, shall have the authority to modify this expulsion requirement on a case-by-case basis. TCA 49-6-3401(g)

Drugs

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend (prescription) drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. TCA 49-6-3401(g)

Electronic Threat

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year.

Firearms (As Defined in 18 USC 921)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. TCA 49-6-3401(g)

Synthetic Drugs

Synthetic drugs that are used or are intended for use in an abusive and/ or intoxicating fashion and substances that “look like” a controlled substance is prohibited. In instances involving look-a-like substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.

Weapons/ Dangerous Instruments

Students shall not possess, handle, transmit, or use or attempt to use any dangerous weapon in school buildings or on school grounds at any time or in school vehicles and/ or buses or off the school grounds at a school-sponsored activity, function, or event.

PROTOCOL FOR PARENTS FILING A CONCERN

§ Student’s classroom teacher if involved

§ Principal- George Laoo

§ Secondary Supervisor- Dr. David Timbs

§ Superintendent of Schools- Dr. Steve Barnett

Due Process

Before school authorities administer disciplinary measures, reasonable inquiry shall be made concerning the incident. The nature of this inquiry will vary in degree with the seriousness of the offense and the consequence attached thereto.

For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure is required. An inquiry shall be made into the incident to ensure that the offender is accurately identified, understands the nature of the offense, and knows the consequences.

In case of severe offenses where there is a possibility of suspension, the student shall be advised of the nature of his misconduct, questioned about it, and allowed to give an explanation. The principal or his designee is authorized to suspend a student from attendance at school and school-related activities as stated in Tennessee Code Annotated.

STUDENT SERVICES (SPED/504)

Compliance Contact Person

The Johnson City School System does not discriminate based on race, color, national origin, gender, handicap, or age. The following staff members serve as contact persons for the areas listed.

Gifted, “504” and Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA - Special Education), Title VI (Civil Rights Discrimination), Title IX (Gender Discrimination), Sexual Harassment and Child-Find Requirements: Dr. Robbie Anderson, Director of School Improvement and Accountability, at 423-434-5200, andersonr@jcschools.org.

Gifted Services: Intellectual giftedness is found throughout diverse populations and crosses all economic and cultural boundaries. Early identification and intervention are often required to meet the unique needs of these children. The definition of a gifted child is, “one whose intellectual abilities and potential for achievement are so outstanding that special provisions are required to meet his/ her educational needs”.

Anyone, including parent(s), guardian(s) or community professionals may refer a student for screening and possible evaluation. A screening team of educational professionals considers screening information, previous evaluations and teacher/ parent input to determine if a comprehensive evaluation is needed.

The team’s decision is based on multiple data sources. An assessment team will determine the types of assessment needed. All procedural safeguards are followed to ensure evaluation procedures are non-discriminatory.

Eligibility for services as a gifted student is based on evaluation in each of the following component areas: creative thinking, academic performance, and cognition/ intelligence.

Gifted students are served in the least restrictive environment with supports and services from special educators. Gifted students in the Johnson City School system are most often served via differentiated instruction in the general curriculum. The Individual Education Plan (IEP) describes, through goals and objectives, what services will be provided for the gifted student. Individual goals are determined based on the student’s needs.

Child Find: Federal law guarantees the right to a free and appropriate public education. Bristol Tennessee City Schools is responsible to locate and evaluate children who are suspected of having a developmental delay or disability ages 3 through 21 who live within the city limits of Johnson City, Tennessee.

If it is determined that the disability interferes with the child's learning, early childhood special education and/or other additional services may be recommended. If you suspect a child may have a developmental delay or disability, contact the office of special populations and student services at 423-434-5200.

TENNESSEE DISABILITY PATHFINDER

Why Use Tennessee Disability Pathfinder?

Pathfinder is a single place to call (statewide bilingual HELPLINE is 800-640-4636) or search for reliable disability-related services on the Pathfinder website. Pathfinder is a joint project of the Vanderbilt Kennedy Center for Excellence in Developmental Disabilities and the Tennessee Council on Developmental Disabilities. Information available on the Pathfinder website: www.familypathfinder.org

Pathfinder Online Database

Community service information is organized by agency, not private providers. Agency information is searchable by county and by keyword service category or by agency name. Broad service categories include: Advocacy, Camps, Education, Employment, Financial Assistance, Government Disability Assistance, Health Care Clinics, Housing, Information Services, Mental Health, Specific Disability Organizations Support for Families, Technology/ Equipment, and Transportation.

Camino Seguro Database

This database includes Spanish-speaking providers working at agencies across the state. Bilingual information is maintained by 14 service providers in East, West, and Middle Tennessee.

Disability Resources Library

The library is organized into the following categories and includes national and state resources:

- Advocacy and Law Arts & Recreation
- Assistive Technology Emergency Preparedness
- Employment Housing
- Mental Health Religion & Spirituality
- Summer Camps Transportation
- Education

Vanderbilt Kennedy Center resources and tip sheets of various disability topics:

- Early Childhood
- School Age

- Support for Families
- Family Support
- Kids Support
- Parents Support

Statewide Calendar of Disability Events

Tennessee Disability Pathfinder maintains a calendar with information from over 160 agency representatives from across the state which includes information about training events, community activities, and upcoming meetings.

Downloadable Flyers & Materials

The following downloadable flyers and materials are available online at the Tennessee Disability Pathfinder website: Statewide Parent Support Group list, Statewide Autism Resources list, and Autism Parent Guide.

ATHLETICS

Johnson City Virtual Academy students' will be eligible to participate in Indian Trail Intermediate, Liberty Bell Middle, and Science Hill High School athletic programs. As a member of the TSSAA and the Big 7 Conference in all sports, Johnson City Schools offers the following: baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, swimming/diving, tennis, track, volleyball, and wrestling. Students who are interested in participating in athletic programs should contact the Athletic Director of these schools. Also see NCAA Clearing House Eligibility requirements on pg 12.

Athletics is a privilege - Not a RIGHT

§ The athletic department encourages participation in athletics as an extra-curricular activity and such participation is a privilege. No one is guaranteed a place on the team.

§ Students must be ready to meet the standards established by the school or face the possibility of not being a member of a team.

§ Talent alone will not be the sole criterion for selection. Other factors such as attitude, desire, cooperation, and self-discipline will play important parts. **Playing time is solely at the discretion of the coach.**

§ The coach will address complaints only when the athletic director and/or another administrator are present.

§ Parents/legal guardians must refrain from making derogatory remarks about other parents, coaches, players, or the program.

Drug Testing for Athletics

Johnson City Virtual School is concerned with the physical, emotional, and mental well-being of all of its students, including those who participate in athletics. While the use of alcohol and other drugs is a potential problem for all students, unique pressures and risks exist for those participating in athletics. Recent trends in professional and high profile college athletics have increased the pressure associated with drug and alcohol abuse. The misuse and abuse of alcohol and other drugs will not be tolerated.

Drug Testing Procedures

All student athletes involved in the Johnson City Virtual School athletic program will be subject to random drug testing throughout the calendar school year, from August until May each year until their eligibility ends. The testing will be accomplished by the collection of urine specimens on the random test dates. The collection procedures will be conducted by a representative from a professional medical organization, and the samples will be sent to a certified laboratory for testing. A certified medical review officer from the medical organization will contact school administration with test results as well as the selection of the random candidates. Also, Science Hill High School reserves the right to screen athletes under the suspicion of alcohol by a breath alcohol test.

Eligibility

It is the student's responsibility to meet the requirements for eligibility. Information and assistance is available from the Athletic Director.

Tennessee Secondary Schools Athletics (TSSAA)

- § A student athlete must have six (6) full credits in the preceding year.
- § A student athlete must not be nineteen (19) years of age on or before August 1st.
- § A student athlete is permitted eight (8) sessions of eligibility beginning with the ninth grade.
- § A student athlete must have a medical examination dated after May 1, 2017 before participating in a practice or game.

JCVA guidelines for good standing

- § Students in grades 9-12 must take 4 credit earning classes per session. Anything less must be approved by the principal in writing.
- § Students must earn 3 full credits per session in order to be eligible for the following session.
- § Students must have a completed Parent Consent Form on file.

§ Student's parent or guardian must meet with the head coach prior to the student participating in that sport.

Attendance for Athletes

Athletes are expected to be in class except with an excused absence. An athlete must be in school 3 hours and 31 minutes on the day of a game or practice to participate

Athletic Conduct

Student athletes are to demonstrate good sportsmanship, to give respectful attention to classroom activities, and to show respect for other students and faculty.

§ Student athletes will have many opportunities to represent their school and city. They should not do anything to embarrass themselves, their parents, their school, or their team.

§ Student athletes with an in-school or out-of-school suspension may not participate in any extracurricular activity (practice or game) on the day(s) of suspension.

§ As a member of an athletic team, students are expected to be properly groomed. Appearance, expression, and actions are important attributes of an athlete.

§ Student athletes are not to use tobacco, e-cigs, vapes, alcohol, or other drugs. A student athlete may be suspended or removed from a team for a conduct violation.

§ Hazing and initiations are strictly prohibited in high school athletics.

§ Student-Athletes will need to sign and return to their coaches the Anti-Bullying, Harassment, and Hazing Pledge form prior to participating on any Athletic team.

§ Athletes charged with off campus criminal, drug, or alcohol offenses will be subject to the sanctions outlined in the Random Drug Testing Policy. This may result in permanent suspension from participating in athletics. This policy is also in effect during the summer break, and violations occurring then will be dealt with prior to the student athlete's participation the following year.

§ Any student athlete, who is under a mandatory one-year expulsion, as defined by the Johnson City Schools Code of Conduct, will not be eligible to participate in athletics during that mandatory one-year expulsion.

TECHNOLOGY GUIDELINES

CHROMEBOOKS

Each student is issued a Chromebook (CB) for use in all classes. Chromebooks are property of the Johnson City School system and are loaned (checked out) to you for the year. Each student pays a \$20 insurance fee per year to help with CB maintenance and repairs as needed. Students also sign a contract explaining what insurance will and will not cover. Damaging, defacing, or destroying your assigned CB will result in fines in the same manner as damage to library books.

As a JCVA student trusted with a CB device, you are expected to:

Be prepared with the Chromebook, it is a school resource, and must be treated as such. That means you will:

- *Come to class with your Chromebook.* It is as essential as pen and paper.
- *Keep the Chromebook fully charged* so that it is prepared for a full day of use without need of interruption to charge.
- *Be responsible as to safeguard the Chromebook.* This means you should always do your best to know where the device is, and that it is being handled properly.
- *Do not share your Chromebook with anyone.* This includes siblings, parents or guardians, or friends. The Chromebook is a school issued device for educational use. Allowing a friend or a family member to use your Chromebook could be a risk to the safety of your Chromebook. The Chromebook contract explicitly states that you are responsible for your own Chromebook. Any damage that occurs, regardless of who was using it, is still the responsibility of the student.

LOST OR STOLEN CHROMEBOOKS

It is your responsibility to actively look for your CB if misplaced. Failure to report lost/stolen Chromebooks will result in disciplinary action.

- Lost or stolen Chromebooks must be reported immediately to the JCVA.
- Lost Chromebooks will have a mandatory three (3) day wait period before district intervention is put in place. At this time all services will be removed from the device.
- Stolen Chromebooks must have an accompanying police report.
- Lost Chromebooks without a police report are treated in the same manner as a lost library book; the student is responsible for the replacement cost.

DAMAGED OR TECHNICAL PROBLEMS WITH CHROMEBOOKS

Any damage or operating difficulties that arise with your CB will be handled by the Technology Team led by our school Technology Assistant. *No student should ever attempt to fix a CB or allow an outside person or company to work on a JC Schools/JCVA Chromebook.* Students must bring their CB to the Tech Team Office, complete a form outlining the problem, and leave their CB for repairs. If the repair will take longer than one day, you will be directed to the library to check-out a CB day loaner that must be returned at the end of the day. When repairs are completed you will be asked to check your CB and sign in to see if it is in good operating condition before it is released back to you for school use.

Media Consent and Release Liability

Throughout the school year, JCVA may highlight students in efforts to promote JCVA activities and achievements. For example, students may be featured in materials to increase public awareness of our schools through newspaper, radio, television, the internet, DVDs, displays, brochures, or other types of media.

For school and school-related programs, I understand that my child may be interviewed, photographed, videotaped, and/or voice recorded and his/her name, image, likeness, and voice may be used in JCS-approved photographs, videos, publications, news media, and web pages for special projects or publicity aimed at promoting school activities and sound teaching practices. I understand the contents of the interview, photograph, video, or voice recording may be published, posted, distributed, or aired to the public.

I understand that, if the subject of a media release, my child will be under the supervision of a school staff member while being interviewed, filmed, or photographed, unless my child is part of a general background or group scene in which my child is not specifically identified. During such a session or interview, my child reserves the right to refuse to answer any questions or participate in any discussions that make him/her feel uncomfortable or embarrassed, and at any time my child and/or the supervising school agent reserves the right to terminate the interview, photo, or video session.

I understand that JCVA is under no obligation to publish, post, distribute, or air the image, photo, videotape, and/or voice of my child. I understand that neither I, nor my child, will receive monetary compensation for allowing my child's image, voice, or likeness to be used, and that my child's appearance or the use of his/her voice in any publication, photo, televised form, or other media release does not grant any ownership rights to me or my child.

I further release and relieve JCVA, its director, employees, and other representatives from any liabilities, known or unknown, arising out of the use of any media release material contemplated herein.

I understand that this Media Opt-Out does not apply to photos, videos, and other recordings taken during a student's participation in school-sponsored extracurricular activities, including but not limited to, athletics, school performances, and awards programs.

To opt-out of the above Media Consent and Release Liability, please complete the required form which may be obtained in the office at your child's school. The form is only valid for the school year in which it is completed.

Computer Network and Email Responsible Use Policy for Students and Employees

The Johnson City Schools (JCS) may provide students and employees with access to the Internet, school network, and other electronic resources to meet their school-related needs.

Employees working with students will help students develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, to evaluate and use information to meet educational goals that are consistent with the district's student learning outcomes, and to develop safe practices when using the Internet and other on-line activities. JCS will post links to online Internet safety resources for community members, parents, and students as well as offer staff development sessions to educate staff members. Students may have access to the Internet ONLY with a teacher's permission and ONLY for curricular needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by district authorities. All students are responsible for contacting teachers immediately if they discover or are aware of inappropriate sites or inappropriate or unauthorized use. Because all computer hardware and software belong to the board, users have no reasonable expectation of privacy, including the use of email communications. JCS archives all non-spam emails sent and/or received on the system for a maximum of 12 months or in accordance with Records Management for Municipal Governments. After the set time has elapsed, email communications may be discarded unless notification of pending litigation or other good cause exists for retaining email records. The board of education will review these guidelines annually during board work sessions. Unless specifically authorized, the district prohibits the following activities and any others determined to be unacceptable uses of school system technology:

- Allowing another person to use an assigned account.
- Use of technology for non-work or non-school related communications.
- Use of technology to access obscene or pornographic material.
- Use of technology to transmit material likely to be offensive or objectionable to recipients.
- Use of technology to communicate through email for non-educational purposes or activities.
- Use of technology to participate in inappropriate and/ or objectionable discussions or newsgroups.
- Use of technology to disseminate hate mail, harassment, discriminatory remarks, or other antisocial communication.
- Use of technology to plagiarize any information whether that results in a copyright violation.
- The illegal installation, distribution, reproduction, or use of copyrighted software on district computers.
- Use of technology to intentionally obtain or modify files, passwords, or data belonging to any other users.
- Use of technology to misrepresent other users on the network.
- Use of technology for fraudulent copying, communications, or modification of materials in violation of local, state, and federal laws.
- Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including peer-to-peer applications used to download songs, movies, or software illegally.

- Malicious use of computers or the network to develop or distribute programs that harass other users, infiltrate a computer system, and/ or damage the software or components of a computer system.
- Destruction or theft of district hardware or software.
- Use of technology to facilitate any illegal activity.
- Use of technology for commercial or for-profit purposes.
- Use of technology for product advertisement or political lobbying.
- Use of technology to read another's mail or files without their consent.

Violation of the above is subject but not limited to the suspension and/ or dismissal of all parties involved.

Additionally, the district and/ or its designees reserve the right to pursue civil and/ or criminal prosecution as the situation warrants. In addition, an annual review of the network and data security protocols will be executed by the technology department and user passwords will be reset at a regular interval. A more extensive review by an outside source will take place every three years.

This policy is for the mutual protection of JCS, its employees, and its students. JCS respects certain rights to self-expression and concerted activity. This policy should not be interpreted or applied in a way that would interfere with the rights of employees to self-organize, form, join, or assist labor organizations or to engage in other concerted activities protected under the Professional Education Collaborative Conferencing Act. Because the policy deals with JCS resources/devices, however, JCS retains full editorial control as to any access, use, publication, or other activity relating to students.

Student Email Guidelines

It is the policy of the Johnson City Schools that student email will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of email privileges for the user.

The use of the email must be in support of education and research and must be consistent with academic actions of the Bristol Tennessee City Schools. Use of the email for any illegal or commercial activities is prohibited.

A responsible email user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not share passwords with anyone.

A responsible email user must be aware that:

- Use of the email is a PRIVILEGE, not a RIGHT.
- Email will be filtered for inappropriate content.
- Email is not guaranteed to be private and may be searched/reviewed at any time.
- Violation of this policy will result in the possible loss of email privileges
- Persons issued an account are always responsible for its use/ content.

JCVA HIGH SCHOOL (GRADES 9-12) REQUIREMENTS

To graduate from Johnson City Virtual Academy (JCVA), students must meet the graduation course requirements established for the year they first entered the 9th grade. Students should plan to exceed these requirements to prepare adequately for post-secondary success.

Please note that on the block schedule, students have 32 opportunities in four years to earn the required 28 credits for graduation. Students and parents are strongly urged to work closely with the student’s counselor to ensure requirements for graduation are being met. Only students who have completed all requirements for graduation will be allowed to participate in the graduation ceremony.

Students need 28 credits to graduate with a JCVA diploma. The state of Tennessee designates 22 of those credits, which leave students 6 credits to take as electives. Any student who attends a Tennessee Public High School their junior year is required to take the ACT to graduate and receive a regular high school diploma. Students must have a satisfactory record of attendance and discipline. All students must also take and pass a United States Civics Test and complete a project-based civics assessment administered in the Government course to graduate and receive a regular high school diploma.

ENGLISH	4 credits	English 1, English 2, English 3, English 4
MATH	4 credits	Algebra 1, Geometry, Algebra 2, and a fourth higher level math course above Algebra 1 <i>(Students must be enrolled in a math every year.)</i> *Math credits earned prior to entering ninth grade may meet specific diploma requirements but four additional math credits must be earned while in high school and students must be enrolled in a math every year.

SCIENCE	3 credits	Biology, Chemistry or Physics, and a third science lab course
SOCIAL STUDIES	3 credits	World History & Geography, US History & Geography, US Government & Civics, Economics
WELLNESS	1 credit	
PERSONAL FITNESS	0.5 credit	
PERSONAL FINANCE	0.5 credit	
WORLD LANGUAGE	2 credits	Two credits must be the same language
FINE ART	1 credit	
ELECTIVE FOCUS	3 credits	Includes three credits in any one of the following: Math & Science, Humanities, Fine Arts, Career and Technical Education program, Advanced Placement / Dual Enrollment
OTHER ELECTIVES	6 credits	
40 Hours of Community Service Required Total credits required by TN: 22 Total credits required by JCVA: 28		

Area of Focus

Students will complete an area of focus earning no less than three credits in a program of study focusing on a particular concentration made up of three focused electives beyond the graduation requirements.

Math & Science	Any additional three math and/or science classes that are above the graduation requirement
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Humanities	Any additional three English, Social Studies and/or World Language classes beyond the graduation requirement. It can be a combination of any of these classes
Fine Art	Any additional three performing or visual art classes beyond the graduation requirement
CTE	Three classes in the same CTE Program of Study
Advanced Placement / Dual Enrollment	Any three AP/ DE classes including those required for graduation. Students may count an AP/DE class towards both a graduation requirement and an area of focus requirement at the same time

Mandatory ACT

The Tennessee Department of Education requires that all students must take the ACT if enrolled in a Tennessee Public School during their junior year of high school. All juniors will take the ACT on the state testing date in the spring semester.

Civics Exam

Every student must pass a Civics Exam before graduation to earn a regular diploma. This exam will be administered through Canvas in Government classes. Any student enrolled in AP Government, dual enrollment social studies or transfers in with a Government credit must still take the Civics exam. Students must also complete the project-based civics assessment, which is completed through the Government classes.

Community Service

Students attending JCVA must complete 40 hours of community service as a requirement for graduation. The community service hours must be completed outside of the regular school day. As hours are completed, students need to submit a signed verification form to the Registrar so hours can be logged. A verification form of hours may be picked up from any of the offices. Any organization of the student or guardian’s choice may be used to acquire hours. If a student needs help finding ways to volunteer, the Registrar’s office has a list of possible youth organizations.

End of Course Exams and Final Exams

All students will be required to take the state End of Course examinations (Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology 1) and the EOC results will be 15% of the semester grade. Students who do not take the EOC exam will receive a grade of zero for the EOC. EOC courses will also have a final exam, which will count as a test grade in the last quarter of the semester.

Classes that do not have an associated EOC exam will administer a final exam, which will count 15% of the semester grade. Students who do not take the final exam will receive a grade of zero for the assignment.

Final Grades and GPA

Credits are awarded based on the final grades at the end of each semester for semester long courses and at the end of the year for yearlong courses. The final grade for the course is what is recorded on the student's transcript. The cumulative GPA is calculated from final grades. Graduation GPA is calculated after the Fall Semester of the senior year.

Credit for High School Courses Completed in Middle School

High school credits earned in middle school will only be accepted with the following conditions:

- The course taken in middle school must be equivalent to the high school course and cover the same academic standards.
- Grade and credit for the course MUST be included on the student's transcript from the middle school for the credit to be issued on the Johnson City Virtual School transcript
- High school courses taken in middle school without a transcribed credit will be noted on student's transcript as successfully taken. Student course placement in high school will be based on these requirements.

Incoming ninth graders with high school credit earned in middle school may retake those courses at Johnson City Virtual School to earn a better grade. Math credits earned in middle school may meet specific diploma requirements but four additional math credits must be earned while in high school and students must be enrolled in a math every year.

Transfer Credits

Students who transfer into JCVA from non-block schedule schools will be awarded credits for which they have earned. Students who have not completed a full-credit in core academic courses will be registered, schedule permitting, for the same full-credit course at JCVA. The original $\frac{1}{2}$ credit will still be awarded to the student and appear on the transcript. For students who transfer in with $\frac{1}{2}$ credit in non-core courses, counselors will analyze the transfer transcript and award credit and may also recommend an alternate route via our online offerings to

complete the full credit. The student may pre-test and then complete work based on the pre-test and the resulting credit will appear on the Johnson City Virtual School transcript as a regular course fulfilling the credit requirement.

Grade Classification

Students are classified as freshmen (cohort) at the beginning of their first year in high school. Students roll up to the next grade regardless of number of credits earned but must earn the required credits to graduate. Students have 4 years to graduate with their entering freshman class.

World Language/Fine Arts Waiver

Most four-year universities require two high school credits in a world language and one fine art to be eligible for enrollment. Students not planning to attend a four-year university have the option of waiving this requirement, but must complete three additional credits from within another Area of Focus. Students choosing this option must meet with their counselor and return a completed World Language waiver form.

Repeating a Course/Improving Grade

Students who fail a course required for graduation must earn the credit in one of the following ways:

- Repeat the full course in a JCVA traditional setting in the school year
- Repeat the full course in a JCVA online course in the summer or school year
- Complete the course in a JCVA credit recovery setting in the summer or school year

For students who repeat the course in either the JCVA traditional or online setting, on the student's transcript, "NC" for non-credit will be issued for the failed course, and the failing grade will be removed from the student's cumulative GPA. The student's transcript and cumulative GPA will reflect the grade earned in the repeated course.

Students must receive approval by their counselor to complete the failed course through JCVA credit recovery. Administrative guidelines establish the process for earning credit through this program. For students who repeat the course in credit recovery, on the student's transcript, "NC" for non-credit will be issued for the failed course, and the failing grade will be removed from the student's cumulative GPA. Students passing credit recovery courses will receive a maximum grade of 70%. "CR" will be listed by the course name to indicate the course was completed through Credit Recovery. The NCAA does not recognize credits earned through a credit recovery program.

Students who desire to improve their grade in a course taken at Johnson City Virtual School must do so in one of the following ways:

- Repeat the full course in a JCVA traditional setting in the regular school year

Repeat the full course in a JCVA online course in the summer or school year

Students must receive approval by their counselor and a SH administrator to improve a grade in a course for which they already have credit. Generally, students are not permitted to repeat a course to improve a grade if they have already passed the next course in the sequence. On the student’s transcript, “NC” for non-credit will be issued for the original course, and the original grade will be removed from the student’s cumulative GPA. The student’s transcript and cumulative GPA will reflect the grade earned in the repeated course.

Grade	Percentage Range
A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

§ All high school courses are weighted on the above percentage scale.

§ Honors courses will have three (3) points added to the calculated average at the end of the semester.

§ Statewide Dual Credit courses will have four (4) points added to the calculated average at the end of the semester if the student took the State Dual Credit Challenge Exam.

§ Local Dual Credit courses will have four (4) points added to the calculated average at the end of the semester if the student took the local dual credit challenge exam.

§ Industry Certification-aligned courses will have four (4) points added to the calculated average at the end of the semester if the student took the industry certification exam.

§ Advanced Placement courses will have five (5) points added to the calculated average at the end of the semester. Students must take the AP exam in May to receive the extra points. (see AP Policy)

Calculating GPA

Each student will be assigned two Grade Point Averages (GPA's). One GPA will follow the State of Tennessee's Uniform Grading Policy and will be used to determine Hope Scholarship eligibility. This GPA will be labeled as "Hope Scholarship GPA". GPA calculation shall be on a 4.0 scale by assigning the following grade points: A = 4, B = 3, C = 2, D = 1 and F = 0. The GPA

is the official method for calculating HOPE Scholarship eligibility, and shall be calculated by multiplying the quality points assigned to each course grade by the credit available for each course and dividing by the total number of credits available. This calculation shall be based on grades at the end of each qualifying course.

Students will also be assigned a “Weighted GPA”. The weighted GPA WILL NOT be used for the purposes of determining eligibility for Hope Scholarship. The following point scales are applicable for the weighted GPA:

AP Courses (must complete course and take AP Exam): A = 5, B = 4, C = 3, D = 2, F = 1

Industry Certification Classes (must earn Industry Cert), Local Dual Credit Courses (must complete course and take challenge exam), Statewide Dual Credit (must complete course and take challenge exam): A = 4.75, B = 3.75, C = 2.75, D = 1.75, F = 0.75

Honors Courses (must complete the course) A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0.5

Report Cards (Online) in PowerSchool

Student progress is reported to parents every nine weeks of the school year. This report contains academic progress and attendance information in each class. The exact dates for the posting of online report cards are listed in the school calendar. At the midpoint of each grading period an interim report will be sent home with students.

PowerSchool

Parents and students have access to daily grades and assignments through Canvas. Midterm grades, final grades, and attendance are reported through PowerSchool. For login information, please contact the JCVA office.

TESTING PROCEDURES

Testing and assessment are a vital part of the educational process. Assessment results are a critical aspect in determining each student’s level of mastery. There are several different types of assessments that JCVA will administer at specific locations across Tennessee. These include, but are not limited to, ACT Testing, Advanced Placement Testing, Dual Credit Testing, Dual Enrollment Testing, and TNReady Assessments mandated by the State of Tennessee. Students may be required to participate in several tests during a semester depending on their current class schedule or courses enrolled.

ACT and SAT Testing

It is a requirement that all juniors (11th grade) take the ACT. Juniors who fail to take the ACT during their junior year will be dismissed from JCVA.

Because the ACT is taken at JCVA test sites, vouchers are no longer used. Instead, students are required to take the ACT at the Spring testing administration their junior year. The state also offers a senior ACT retake in the Fall of their senior year that students are encouraged to take. The student may take the ACT as many times as he/ she chooses, but all tests taken at a non-JCVA testing site and outside the JCVA ACT administration must be paid for by the student.

Students wishing to take the SAT rather than the ACT may do so for free in the Spring of their junior year. This test is also administered at JCVA testing sites, and therefore no vouchers are administered. There is no SAT retake for the senior year.

JCVA understand that parents/ guardians have to request off work for their child to test. We appreciate your patience and flexibility with our testing. We are doing our best to accommodate all families while following protocol with the state.

Advanced Placement (AP) Testing

Beginning with the 2019-2020 school year, JCVA students will have the opportunity to enroll in select Advanced Placement (AP) courses. Students enrolled in AP courses will test in-person at the end of the semester. The day, time, and location will be provided to the student at least a month in advance. Additional testing details will be provided in the specific course. All students in an AP course will be required to take the AP exam in that course to receive AP credit. Five (5) points will be added to each nine weeks' average and the semester exam.

Dual Credit Testing

Students who are enrolled in Dual Credit courses will test within the same test window as TNReady. Students will be notified by the teacher at least a month in advance, where the test will take place, and the day and time. The student is required to test for Dual Credit in order to receive either high school or college credit. The student must test in person.

Dual Enrollment Testing

Students who are enrolled in Dual Enrollment classes will test with the college they are enrolled in. Students are responsible for identifying, enrolling in, completing all Dual Enrollment coursework. Each student must provide the JCVA counselor with proof of DE course completion before the student will be awarded course credit on their transcript.

TNReady Testing

State testing is for the following subjects:

- Integrated Math 1 Part 2, Integrated Math 2 Part 2, and Integrated Math 3 Part 2
- English I and English II
- Biology
- U.S. History

JCVA will follow the rules and regulations set by the State of Tennessee for each TNReady assessment. Tests will be administered online and/ or paper/ pencil as determined by the State. Regardless of the testing format, students will be required to test in-person at one of the designated test sites.

“TNReady is a part of the Tennessee Comprehensive Assessment Program (TCAP) and is designed to assess true student understanding, not just basic memorization and test-taking skills. It is a way to assess what our students know and what we can do to help them succeed in the future.” <https://www.tn.gov/education/assessment/tnready.html>

Schedule Requests for Testing

JCVA will test students several times a semester as mandated by the State. JCVA will notify the students and families of the day, time, and location at least one month prior to the test. Once the test schedule has been posted, parents and students have one week to request a schedule change. (Any requests sent in after the one-week deadline will not be granted.) This might include a change of test site, a change of test time, and/ or a change of test day. JCVA will review each request and will accommodate them to the best of their ability. Not all schedule requests will be granted.

Medical Exemption for Testing

If the student will be unable to attend the test due to medical reasons, then the student will need to file for a medical exemption. A medical exemption must be filed within one week after the test schedule has been posted. Failure to file for an exemption within the one-week window might cause the exemption to not be considered. The State will approve/ deny all medical exemptions. Please contact the JCVA Testing Coordinator to file for an exemption or for more information.

Student Identification for Testing

Students are required to test in person and to provide proper identification at the test site. Proper identification includes a Driver’s License, State ID, or Passport. If the student fails to show proper identification the student may be refused to test. An acceptable ID must have the following:

- Full legal name (First and last)
- Recent picture (within the last 3 years)
- ID cannot be more than 5 years old
- If ID is expired, then it is not valid.

Inclement Weather for Testing

In the case of inclement weather, JCVA will notify the students and families by email of a cancellation and/ or new schedule as soon as possible. Tests will only be rescheduled or canceled in extreme cases. Parents and students may have to test on another day or time of the same test week. If JCVA does not cancel or reschedule a test and the family or student feels

their safety is in danger they have the right to contact the JCVA office immediately and reschedule. JCVA will reschedule as it is fit.

Student Behavior for Testing

Students will not be allowed to have their cell phones on during testing. All personal belongings will be placed at the front of the room along with all electronic devices which should be turned off. Students will be allowed to leave the test room for the bathroom, however this time will be lost during the test. Students will not be allowed to have food or drink in the test room (unless stated in the IEP/ 504). Students should dress appropriately for the representation of their school. Some rooms may be hot/ cold, so students are advised to dress in layers. Students who refuse to test or are disruptive in the testing environment will be removed immediately and will face consequences including being removed from JCVA.

Breaks and lunch during Testing

If the student is testing both in the morning and the afternoon they will be allowed to leave for lunch. A parent/guardian should pick them up and return them in time for the afternoon test. If the student wishes to remain at the test site in between tests, then the student will need to notify the test administrator the morning of the test and the student should also bring their own packed lunch. The student is not allowed to remain at the test site unless a test administrator is present.

Accommodations

Students who have an active IEP or 504 will receive accommodations as stated in their most recent IEP/ 504 plan.

Absenteeism for Testing

If a student is absent from the regularly scheduled test, then the Testing Coordinator will schedule one make-up test within the same test week. If the student does not show for the make-up test, then the student will receive an Incomplete (IC) for the class or an "F" (failure) for the class (the outcome is dependent upon the student's current grade in class). If the student receives an Incomplete, then the test will be rescheduled for the following semester or for the summer. If the student does not take the test in the following semester or summer, then JCVA has the right to deny the student for enrollment for the following school year or place the student on academic probation. If the student received an "F" on the test due to not taking the test, then JCVA has the right to deny the student for enrollment for the following school year or place the student on academic probation.

Refusal to test

Any student who refuses to test, leaves the test before being dismissed, and/ or does not participate in testing will be dismissed from JCVA. Actively attending mandated state tests and fully participating are requirements of the JCVA student.

Start time/End time

The time posted for each test is the start time of the test. Doors will close at the start of the test and no late admittance will be allowed. Students should plan on arriving at least 15 minutes prior to the start of the test and should plan time for travel, parking, and in some cases traffic. If the student is going to be late to the test, then the student will need to contact the JCVA office immediately. Failure to contact the JCVA office before the start of the test might cause the student not to be let into the test upon arrival. Once the test has started no one will be allowed to leave until everyone has finished. If a student chooses to leave before everyone has finished, then the test for that student will not be scored. The Test Administrator will release the students once everyone has finished testing and the tests have been collected.

JCVA understands that parents/ guardians must request off work for their child to test. We appreciate your patience and flexibility with our testing. We are doing our best to accommodate all families while following protocol with the state.

TRANSCRIPTS

All requests for transcripts should be made through the JCVA School Counselor, Beth Stevenson.

Please allow five (5) school days to process

UNSAFE SCHOOL CHOICE POLICY

The Unsafe Schools Choice Policy provides for any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school.

Parents may find detailed guidance, including reporting forms, violent crime definitions, and other information at the following website:

<https://www.tn.gov/content/tn/education/health-and-safety/school-safety/unsafe-schools-choice-policy.html>

Diplomas for Graduation

A variety of honors and distinctions may be awarded to graduating students meeting state or locally specified criteria. All diplomas must include 28 credits and 40 hours community service requirement. Determination of “Graduating with Honors” and “Graduating with Distinction” is made at the end of the students’ seventh semester. “

STATE HONORS

Students who score at or above all the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with state honors.

DISTRICT DISTINCTION

Students shall be recognized as graduating with district distinction if they have met the graduation requirements, have obtained an overall grade point average of at least a 3.0 or higher on a 4.0 scale, and have earned an industry certification in his or her career interest category or a regionally-recognized industry certification.

TENNESSEE TRI-STAR SCHOLAR

A student who earns a composite score of nineteen (19) or higher on the ACT, or an equivalent score on the SAT, and earns a capstone industry certification as promoted by the Department of Education, shall be recognized as a Tennessee Tri-Star Scholar upon graduation from high school. The public high school shall recognize the student's achievement at the graduation ceremony by placing an appropriate designation on the student's diploma, or other credential, or by providing a ribbon or cord to be worn with graduation regalia. The student shall be noted as a Tennessee Tri-Star Scholar in the school's graduation program.

STATE DISTINCTION

Students will be recognized as graduating with "state distinction" by attaining a B or better average and completing one (1) of the following:

- § Earn a national and/or state recognized industry certification;
- § Participate in at least one (1) of the Governor's Schools;
- § Participate in one (1) of the state's ALL State musical organizations;
- § Earn statewide recognition or award at a skill- or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization;
- § Be selected as a National Merit Finalist or Semi-Finalist;
- § Attain a score of thirty-one (31) or higher composite score on the ACT or SAT equivalent;
- § Attain a score of three (3) or higher on at least two advanced placement exams;
- § Successfully complete the International Baccalaureate Diploma Programme; or
- § Earn twelve (12) or more semester hours of postsecondary credit.

SEAL OF BILITERACY

LEAs shall recognize students who have attained a high level of proficiency in speaking, reading, and writing in one (1) or more languages in addition to English with a Seal of Biliteracy. Students receiving this recognition shall meet the following criteria:

- Complete all English language arts (ELA) requirements for graduation with an overall grade point average of 3.0 or higher in those classes;
- (Demonstrate English proficiency through one (1) of the following:
 - o Score at the on-track or mastered level on each ELA end-of-course assessment taken;
 - o Score three (3) or higher on an Advanced Placement English Language or English Literature exam; B1 or higher on a Cambridge International English exam; or four (4) or higher on an International Baccalaureate English exam;
 - o Score 22 or higher on the ACT Reading subtest or 480 or higher on the SAT evidence-based reading and writing subtest; or
 - o Score 4.5 or higher on the WIDA Access, if the student is an English learner; and
- Demonstrate proficiency in a world language through one (1) of the following:
 - o Score Intermediate-Mid or higher in all three (3) communication modes (interpersonal, interpretive, and presentational) on a world language proficiency assessment recognized by the American Council on the Teaching of Foreign Languages (ACTFL);
 - o Score three (3) or higher on an Advanced Placement world language exam; B1 or higher on a Cambridge International world language exam; or four (4) or higher on an International Baccalaureate world language exam;
 - o Score at the Intermediate level or higher on the Sign Language Proficiency Interview (SLPI: ASL);
 - o Pass a foreign government's approved non-English language exam, or score at a level comparable to Intermediate-mid or higher on the ACTFL proficiency scale on another country's secondary level standardized exam in the country's non-English native language; or
 - o Score at a level comparable to Intermediate-Mid or higher on the ACTFL proficiency scale on an LEA developed alternate model. Alternate models may only be used if the identified world language does not have an associated nationally recognized assessment and must address communication, cultures, connections, comparisons, and communities.

Each school shall document and track students' progress toward the Seal of Biliteracy. Each local board shall affix an appropriate insignia to the diploma of the qualifying student indicating that the student has been awarded a Tennessee Seal of Biliteracy.

WORK ETHIC DIPLOMA

Students graduating with a district-developed work ethic distinction shall be recognized at their graduation ceremony.

EPSOs at JCVA

Early postsecondary opportunities (EPSOs) include a course and/or exam that give students a chance to obtain postsecondary credit while still in high school. Research has shown that students who participate in early postsecondary courses are more likely to enroll and persist in postsecondary environments. Early postsecondary opportunities allow students to:

- earn post-secondary credits while in high school.
- become familiar with postsecondary rigor and expectations.
- develop confidence and skills for success in postsecondary learning.
- make informed postsecondary and career decisions.
- decrease the time and cost of completing a certificate or degree.

The JCVA offers several types of EPSOs. See the chart or your counselor for more information.

JCVA EPSOs					
Early Post-Secondary Opportunities					
	AP ADVANCED PLACEMENT	DE DUAL ENROLLMENT	LDC LOCAL DUAL CREDIT	SDC STATEWIDE DUAL CREDIT	IC INDUSTRY CERTIFICATION
DESCRIPTION	College-level high school courses and nationally recognized exams offered in multiple subjects and taught by Nisewonger instructors	Postsecondary course taught at the postsecondary institution, or online.	High school course aligned to standards of a local postsecondary institution	High school course aligned to statewide postsecondary standards	Assessment by an independent certifying entity based on standards for knowledge, skills, and competencies

STRUCTURE	Course and exam	Course	Course and exam	Course and exam	Exam
PROVIDER	The College Board	Individual TN Postsecondary Institutions	Individual TN Institutions	Tennessee Department of Education	Industry
STUDENT FEES	None; Exam fees paid by JCS Board of Education	Course tuition, fees, and books; DE Grant for qualifying students	Exam fees	None	Exam fees
HIGH SCHOOL CREDIT AND GRADUATION Requirements	AP courses meet graduation requirements and/or electives	DE courses meet graduation requirements and/or electives	LDC course fulfills the same requirements as aligned high school course	SDC course fulfills the same requirements as aligned high school course	IC is a program of study and does not meet graduation requirements
POSTSECONDARY CREDIT DETERMINANT	Score on AP exam	Successful dual enrollment course completion	Score on challenge exam at or above the established cut score	Score on challenge exam at or above the established cut score	Score on industry certification exam
POSTSECONDARY CREDIT AWARDED	Determined by postsecondary institutions	Credit awarded on the postsecondary transcript; Could be transferable to other postsecondary institutions	Credit accepted at the partnering postsecondary institution	Credit accepted at all TN postsecondary institutions	Determined by postsecondary institutions

ADVANCED PLACEMENT (AP) COURSES

College Board's AP courses are taught on a college level and are designed to prepare students to take the AP test which, with qualifying scores, may permit them to receive college credit from many schools. All students enrolled in a course in which the AP test is offered will be required to take the exam if they wish to receive additional points. Students who participate in the AP exam will receive an additional five (5) points added to each nine weeks average and the final exam. Currently, AP courses for JCVA will be offered asynchronously through our partnership with the Niswonger Foundation. These highly rigorous courses will be offered on the Niswonger Foundation's Canvas platform and will be taught by some of the best teachers across the First Tennessee Region. The Johnson City Board of Education currently funds the costs for all AP exams. AP exams will be administered on the campus of Science Hill High School.

DUAL ENROLLMENT COURSES

Opportunities exist for high achieving students to earn both college credit and high school credit while still in high school. Students that meet ACT and GPA requirements (which vary by college) may be eligible to enroll in college courses at a discounted tuition rate.

Students must see their counselor to obtain a dual enrollment packet. All the area colleges offer some type of dual enrollment classes, but the individual requirements will vary. The dual enrollment process will proceed as follows:

- Packets are available from your counselor
- The student will return the completed packet to their counselor for approval.
- The counselor will sign permission form. The student must request that their ACT score and transcript be sent to the college through Parchment.
- Packet must be turned into the college admissions office and student must complete the dual enrollment grant information online.
- Once the student is contacted by the university that they have been accepted as a dual enrollment student, they will be able to register for the college class they choose.
- Once the student is enrolled in the college class, they must print a copy of their college schedule and turn it in to their counselor. Your counselor must receive your college schedule before school begins (both fall and spring semesters).
- Failure to return concise schedule of college course registered for will result in the student being placed in an alternate class at Johnson City Virtual School.

High school credit will be awarded for the successful completion of work from an accredited college or university per the following: 3 hours of college credit shall equate to 1 high school credit. Less than 3 hours of college credit will equate to .5 high school credit.

Dual Enrollment (DE) Eligibility Requirements:

- Student must have junior or senior standing in high school
- NES: Students enrolling in general education courses or in courses requiring English or reading as prerequisites must have an ACT sub-score of 18 in English and 19 reading. Students enrolling in selected math courses must have a minimum ACT sub-score of 19. Students completing the SAT must have a SAT composite score of 920 with minimum scores of 460 in math and 460 verbal.
- ETSU: Students must have an ACT minimum composite score of 19 with no sub-score below 19 or equivalent SAT & a 3.2 cumulative GPA
- See College website for more information about dual credit requirements – vary by college

Dual Enrollment Grant Program (Tennessee Lottery)

Students may be eligible for the Tennessee Lottery Dual Enrollment Grant. For eligibility requirements, rules, award amounts and application deadline go to <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html> for more information.

DRIVER'S LICENSE/ CERTIFICATE OF ATTENDANCE

Application (Must allow five days to process each request)

Tennessee Law requires every school or school district to verify that a 15-, 16-, or 17-year-old applicant or holder of a Tennessee Driver's License has met the compulsory attendance and academic requirements. Students must request a Certificate of Attendance from the School Counseling Office to apply for their permit at the DMV. To request this certificate, please go to the JCVA website under Student Services. All certificates must be mailed to the home, please allow time for the form to arrive.

Revocation

Any student fifteen (15) years of age or older who becomes academically deficient or deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed academically deficient if he/ she has not received passing grades in at least three (3) full unit subjects or their equivalency at the end of term grading. A student shall be deemed deficient in attendance when she/ he has ten (10) consecutive or fifteen (15) days total unexcused absences during a single term. A copy of the notice sent to the Department of Safety by the director of attendance or the director of schools shall also be mailed to the student's parent or guardian.

EXAMS

Exams will be given in all subjects. End of Course (EOC) exams will count as 15% of the student's final

grade for the following state required EOC exams (TNReady):

- English/ Language Arts: English I and English II
- Math: Integrated Math I Pt. 2, Integrated Math II Pt. 2, and Integrated Math III Pt. 2
- Science: Biology
- Social Studies: U.S. History

For additional information about TNReady, refer to www.tn.gov/education.

State exams will be administered in person at the designated testing location near you.

Students must present a valid photo ID before being permitted to take an exam.

Students who fail to attend End of Course exams without medical documentation may be dismissed

from JCVA.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA provides personnel of state or federal agencies the right to access a student's educational records without parental consent.

FERPA gives parents certain rights with respect to their children's education records and these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review

the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible students has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, with a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA, which is the intent of this notice.

You may contact, Dr. Robbie Anderson, Director of School Improvement and Accountability, at 423-434-5200 if you have any questions regarding student records.