

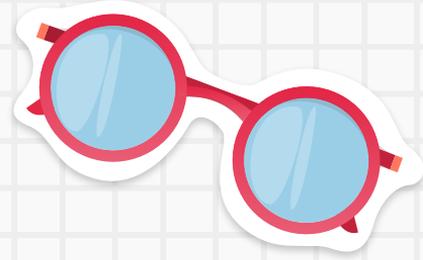


# Student & Parent Handbook

2023-24



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**01**

**Welcome to**

**TVA**



# Welcome to Tulsa Virtual Academy

Greetings TVA Families,

We are pleased to have your family with us for the 2023-2024 school year. We are looking forward to a wonderful year full of learning, connections, and joy! Throughout this document you will see our policies and procedures as well as helpful tips for a successful school year!

Please take time to read through these slides carefully. Please save this document to your bookmarks or copy the link into your device to save for later.

This document is “live” and as policies and procedures update, we will make sure to capture those changes in this document! When a change has been made you will see an asterix and a date. (\*Ex.: updated on 8/9/23).

We look forward to working with you to ensure a successful academic year!

Principal - Tabitha Arreola  
Assistant Principal - Kandi Council  
Assistant Principal - Dr. Wendy Drumm



**Orientation**

**August 14**

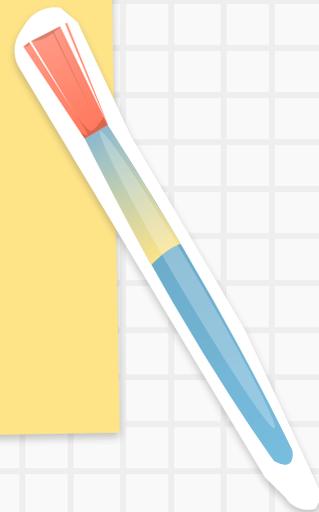
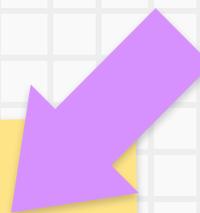
Parent/ Student Orientation





# August 17

First Day of School, 2023-24  
[Click Here](#) for a full TPS school calendar





# August 17-21

## TVA Strong Start Days

All TVA Students and Guardians will meet for a 15-20 minute 1 to 1 session with the Advisory/Homeroom Teacher. This meeting may occur onsite or via Zoom, guardian choice. Sign-up sheets will be shared at or before Orientation.



# School Supplies & Virtual Work Space



- Please send one of the following items with your student for **Orientation**.
  - One box of Kleenex
  - One bottle of hand sanitizer
  - Lysol or Clorox Wipes
- Your child should have a **dedicated space** for learning and school supplies at home!

It doesn't have to be big. It can be a single shelf inside of the dining room or a small corner of their bedroom! This space should have good lighting, a surface they can write on, a seat where they can sit comfortably, and be free from distractions.

- Recommended **Supplies**
  - Notebook/binder with paper
  - pens/pencils/erasers
  - crayons/colored pencils/markers
  - Headphones with microphone
  - Ruler, scissors, glue.

# Contact Information



Parents, please make sure that your contact information is up to date in Powerschool. It is important that we have both a **cell phone number** and an **email address** that we can use to connect with you!

Fill out your Back to School form now! You can begin the process by logging onto Smart Choice at [enroll.tulsaschools.org](https://enroll.tulsaschools.org) and clicking on the “Back to School” form.

Please also email us at [virtual@tulsaschools.org](mailto:virtual@tulsaschools.org) with your best contact phone number and email address.

# Contacting Tulsa Virtual Academy



## Location

TVA@Grimes  
3213 E. 56th Street  
Tulsa, OK 74105



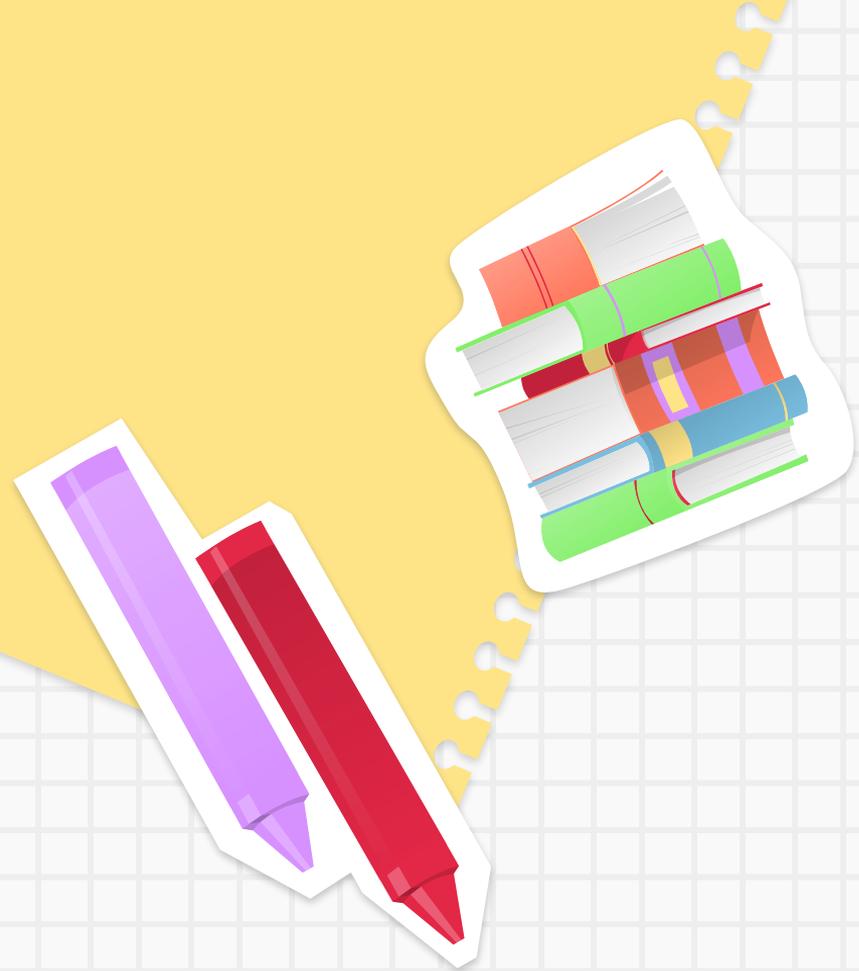
## Email

For general questions, please email  
[virtual@tulsaschools.org](mailto:virtual@tulsaschools.org)



## Phone

To receive a call back from a team member, please call **918-746-8721** between 8:00-4:00, Mon-Fri, or leave a message after hours.



02

**Our**  
**Staff**

# Tulsa Virtual Academy Administrators



**Tabitha Arreola**  
**Principal**

[arreota@tulsaschools.org](mailto:arreota@tulsaschools.org)



**Kandi Council**  
**Asst. Principal**

[councka@tulsaschools.org](mailto:councka@tulsaschools.org)



**Dr. Wendy Drumm**  
**Asst. Principal**

[drummgw@tulsaschools.org](mailto:drummgw@tulsaschools.org)

# Counseling Team



**Counselor PK-8**

**Kenneth Evans**  
[evanske2@tulsaschools.org](mailto:evanske2@tulsaschools.org)



**Counselor 9-12**

**Asia Hongo**  
[hongoas@tulsaschools.org](mailto:hongoas@tulsaschools.org)



# Early Elementary Teachers



**PK-1st**

**Natalie Burton**  
[burtونا@tulsaschools.org](mailto:burtونا@tulsaschools.org)



**2nd**

**Diana Rodriguez-Robles**  
[rodridi1@tulsaschools.org](mailto:rodridi1@tulsaschools.org)

# Upper Elementary Teachers



**3rd**

**Roxanne Stockton**  
[stockro@tulsaschools.org](mailto:stockro@tulsaschools.org)



**4th**

**Patricia Gaddis**  
[gaddipa@tulsaschools.org](mailto:gaddipa@tulsaschools.org)



**5th**

**Tamara Moon**  
[moonta@tulsaschools.org](mailto:moonta@tulsaschools.org)

# MIDDLE SCHOOL TEACHERS



**Math:**

**Kellie Tatum**

[tatumke@tulsaschools.org](mailto:tatumke@tulsaschools.org)



**Social Studies**

**Quentin Holt**

[holtqu@tulsaschools.org](mailto:holtqu@tulsaschools.org)



**Science**

**Amanda Duncan**

[duncaam2@tulsaschools.org](mailto:duncaam2@tulsaschools.org)



**English Language Arts**

**CC Lawhon**

[lawhoca@tulsaschools.org](mailto:lawhoca@tulsaschools.org)

# HIGH SCHOOL TEACHERS



**Mathematics:**  
**Priscilla Griggs**  
[griggpr@tulsaschools.org](mailto:griggpr@tulsaschools.org)



**Social Studies**  
**Trey Moesta**  
[moesttr@tulsaschools.org](mailto:moesttr@tulsaschools.org)



**Science**  
**Zechariah Shrum**  
[shrumze@tulsaschools.org](mailto:shrumze@tulsaschools.org)



**English Language Arts**  
**Anne Keblish**  
[keblian@tulsaschools.org](mailto:keblian@tulsaschools.org)

# Enrichment/ Elective Teachers



**PE / Health**  
**Dr. Joey Williams**  
[willjo3@tulsaschools.org](mailto:willjo3@tulsaschools.org)



**Art:**  
**Jennie Stilson**  
[stilsje@tulsaschools.org](mailto:stilsje@tulsaschools.org)



# Enrichment/ Elective Teachers Continued



**Business:**  
**Dr. Judith Blair**  
[blairju@tulsaschools.org](mailto:blairju@tulsaschools.org)



**World Languages:**  
**Inmer Cox**  
[coxin@tulsaschools.org](mailto:coxin@tulsaschools.org)



**Credit Recovery:**  
**Jamie Mansfield**  
[mansfja@tulsaschools.org](mailto:mansfja@tulsaschools.org)

# Exceptional Student Services



**Judith Ide**

[ideju@tulsaschools.org](mailto:ideju@tulsaschools.org)

**Cinde  
Berkowitz**

[berkoci@tulsaschools.org](mailto:berkoci@tulsaschools.org)



**Patty Lewis**

[lewispa@tulsaschools.org](mailto:lewispa@tulsaschools.org)  
Currently on a Leave of Absence



# Multilingual Education

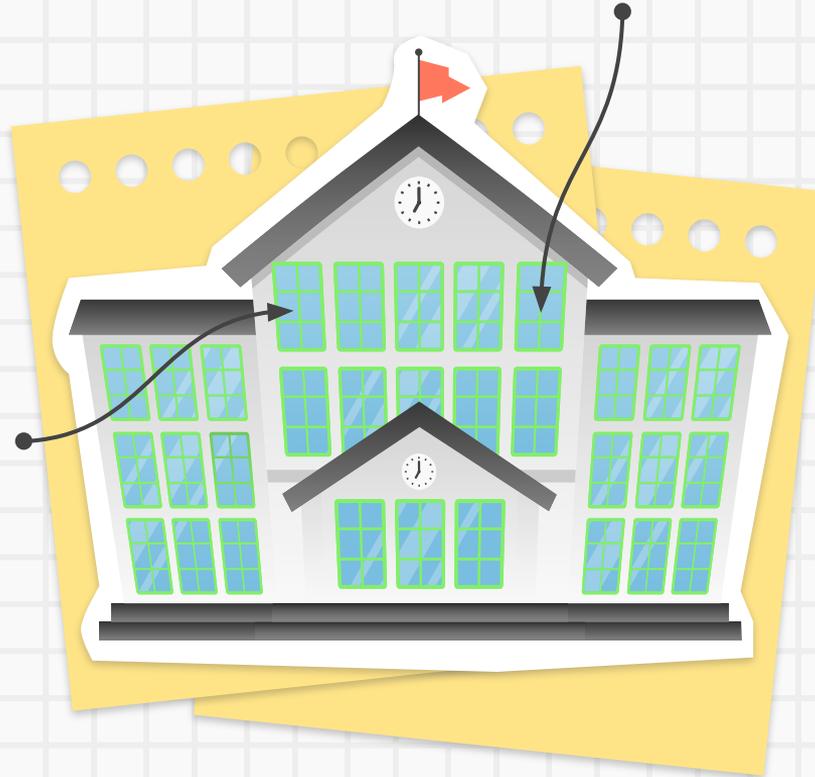
**Shelbie Ray**

[raysh@tulsaschools.org](mailto:raysh@tulsaschools.org)



**Nancy Riphahn**

[riphana@tulsaschools.org](mailto:riphana@tulsaschools.org)



# Resource Teachers



## Reading Specialist

Tandra Morris:  
[morrita1@tulsaschools.org](mailto:morrita1@tulsaschools.org)



## Gifted & Talented

Tricia Crutchfield  
[crutcpa@tulsaschools.org](mailto:crutcpa@tulsaschools.org)



# Support Staff

**Lisa Navarrete**  
**Clerk**

[navarli@tulsaschools.org](mailto:navarli@tulsaschools.org)



**Dorothy Thompson**  
**Principal's Secretary**

[thompdo@tulsaschools.org](mailto:thompdo@tulsaschools.org)



**03**

**Policies &  
Procedures**



# Elementary Grading Policy

- Please check [PowerSchool](#) for student grades. Parents will receive a weekly progress email from Advisory Teachers every Thursday beginning the week of 8/21.
- Reading and Math:
  - Students will have **daily assignments** in reading and math.
  - Students earn no less than **2 grades per week** in reading and math.
  - Although not all assignments are graded, they all provide **important practice** for students to master learning concepts.
- Science/Social Studies:
  - Teachers earn no less than **1 grade per week** in Science or Social Studies.
- Late Work:
  - Student should stay on pace in all courses.
  - Students **will not be penalized** for late work.
  - Students should complete assignments the week they are assigned.
  - Teachers will accept assignments the week after they are due.
  - Teachers are not required to accept work that is more than two weeks late.



# Secondary Grading Policy

- Please check [PowerSchool](#) for student grades. Parents will receive a weekly progress email from Advisory Teachers teacher beginning the week of 8/21.
- Additional Details Coming



# Elementary Attendance Policy

Attendance is based on completion of coursework. **For students to be counted present they must:**

- Students must complete at least **two activities for each school day** to be counted present for that day. Activities include: live zooms with teachers, Canvas or curriculum submissions online, Exact Path work, or blended learning days. A total of 10 activities per week are required for perfect attendance. These activities must include submitting work in addition to Zoom attendance.
- Students should be active in their learning platforms **5 days per week**. Those days and times are up to your family!
- Regular Zoom attendance is strongly encouraged. **If students are failing or missing assignments, Zoom attendance is required.**
- Students who do not engage in school work for **10 consecutive school days** will be dropped for non-attendance.
- Any student dropped for non-attendance will be required to meet with the attendance team before re-enrolling to ensure a plan for success is developed and implemented. Students who drop for non-attendance more than once, will be required to return to an in person school experience and will not be re-enrolled at TVA.
- Please note: low attendance may disqualify ESS students from special education services.

# Secondary Attendance Policy

Attendance is based on completion of coursework. For students to be counted present they must:

- Submit assignments in Edgenuity.
- Students must be active in their learning platforms 5 days a week. Those days and times are up to your family!
- Students must stay on pace in all courses to earn perfect attendance.
- Attendance is calculated by combining pacing and time spent on the learning platform. Students who are behind, must have logged a minimum of 10 hours per week in order to be counted present.
- Students who are significantly off pace will be marked absent. Students who are consistently off pace in two or more courses are required to attend Blended Learning. Students who do not stay on pace are at risk for dropping for non attendance.
- Students who drop for non attendance will be required to meet with an administrator before being allowed to re-enroll at TVA.
- Students who drop two times for non-attendance will not be allowed to re-enroll at TVA. They will return to their physical neighborhood school.
- Regular Zoom attendance is strongly encouraged; students will earn attendance credit for Zoom attendance.
- Students will earn attendance credit for attending Blended Learning.
- Please note: low attendance may disqualify ESS students from special education services.
- **A weekly touchpoint with an advisory teacher is required. (This can be accomplished by attending a whole group advisory Zoom or a 1:1 check in). Students must attend at least one Advisory class per week, doing so earns a day of attendance credit for the week.**

# Zoom Attendance Policy



- Zooms are encouraged for all students who are passing or on pace in their courses. If your student is off-pace or failing a class, zooms are required.
- Please ensure that you have a quiet place to zoom, somewhere you can work uninterrupted.
- Please be appropriately dressed for all zooms.
- Ensure that the name you use on your zoom calls corresponds to your powerschool name for attendance purposes. If you have chosen to go by an alternative name, please use it consistently in all zooms.

# In-Person Events

## Goals:

- Student/Parent Orientation
- MAP Assessments
- ACCESS Assessments
- OSTP Assessments
- Blended Learning (optional if you are on-pace in all courses.)

## Why?

There are some in-person opportunities that are expected with Virtual Academy as part of your student's learning experience. They are a necessary part of completing the educational goals set for each student.

# State Assessments

## MAP

Our MAP assessments are given three times throughout the year to monitor student progress and provide growth goals. Our assessments will be in person this year, given at our blended learning center, TVA@Grimes, 3213 East 56th Street. These are state mandated assessments and all students are required to complete these in person.

- FALL MAP
  - August 21 - September 1
- Winter MAP
  - January 8 - January 19
- Spring Map
  - April 1 - 12

MAP Assessments are state mandated for grades K-10.

# State Assessments

## OSTP/CCRA

Students in grades 3-8 & 11, are required by the state to participate in assessments in the spring. All testing is in person and will be conducted at our blended learning center.

CCRA is a graduation requirement for all 11th and 12th grade students.

OSTP -  
April 15-May 15

CCRA -  
April 1-25

*(subject to change)*

OSTP Assessments are for  
grades 3-8

CCRA Assessments are for  
11th grade



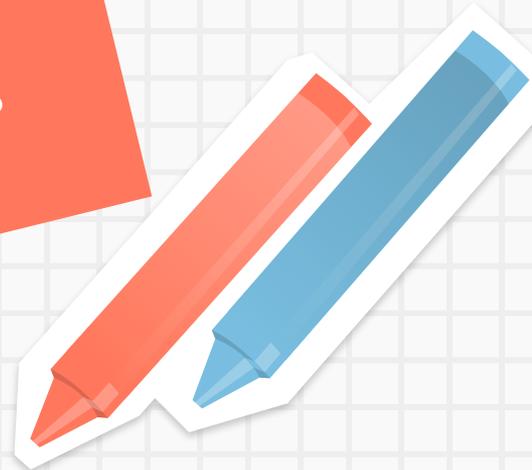
# State Assessments

## ACCESS

Our multilingual learners are assessed each year on English language acquisition. These assessments consist of four sections, and are required to be administered in person at our blended learning center.

January 23 - March 13

All identified Multilingual learners participate in ACCESS. Grades K-12.



# Blended Learning Center

- Our blended learning center is located at:
  - TVA@Grimes - 3213 E 56th Street, Tulsa, OK 74105.
  - 918-746-8721
- Our blended learning program is from:
  - Elementary (PreK-5) on Mondays, 8:30-2:30
  - Middle School (6-8) on Tuesdays, 8:30-3:00
  - High School (9-12) on Wednesdays, 8:30-3:00
    - Breakfast is offered 8:00-8:30
- Students will have the opportunity to engage in instructional support, enrichment activities.
- Students will need to bring their Chromebook (with charger) with them on all blended learning days.
- Drop-Off
  - All grades will drop off in the circle driveway.

# Nutrition & Meal Plans-

- **All TVA Students Must Complete the Free and Reduced Meal Application (even if you do not believe your family will qualify, you must complete the form).**
  - **TVA Elementary and Secondary Students who do not qualify for free or reduced lunch must pay for meals when attending Blended Learning. This payment may be made using cash or MySchool Bucks**

[Free and Reduced Meal Application](#)

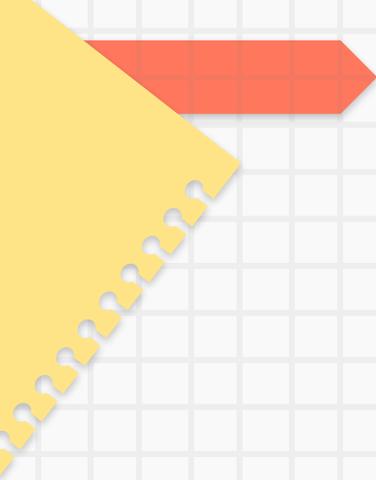


# Secondary Student ID

TVA Secondary students will be issued a student ID during blended learning opportunities. Blended Learning will begin the week of September 11. Students must visibly wear their ID badge at all times while in the building.

Please contact the main office if you do not have a school ID badge at 918-746-8721 to schedule an appointment.





# **TPS Dress Code and TPS Student and Family Guide to Success:**

TVA Students must adhere to TPS Board Policy on Dress Code.

[TVA Dress Code](#)

[TPS Board Policy 2601-R](#)

[TPS Student and Family Guide to Success](#)



# Cell Phone Policy

The District recognizes the benefits of communications during emergencies; however, the use of cell phones, pagers, or other unapproved electronic devices during the academic day is prohibited unless otherwise indicated as an exception per the Student and Family Guide to Success, Board Policy, and Regulation (Policy 2620).

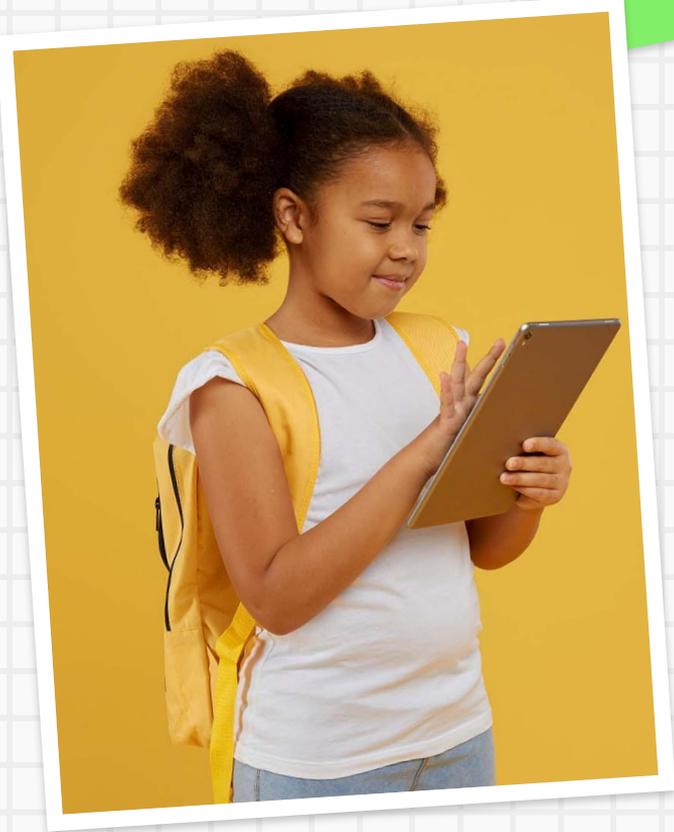
Students will have an assigned locker for storing their cell phone during the day for testing sessions.

All devices must be turned off when stored.

It is the student's responsibility to provide a lock to ensure that any devices stored are secure.



# Bullying Policy



- The TPS School Board expressly prohibits any form of bullying behavior by students at school as well as active or passive support for acts of bullying.
- In addition, the Board prohibits bullying behavior by students outside of the regular school day, including cyberbullying on the virtual learning platforms.
- Students are encouraged to inform school personnel if they are the target of or a witness to bullying.
- To make a report, students should notify a teacher, counselor, or principal.
- Reports can also be made by any student, parent, or patron through the [District's TIPS online reporting system](#) found on the District's website or by telephone at **918-480-SAFE (7233)**.

04

**Technology &**

**Helpful**

**Hints**



# Signing into a Chromebook

## How to Login with a Badge

- English: Logging in With a Badge
- Espanol: Iniciar sesión con una insignia

## How to login without a Badge

- English: Logging in without a badge
- Espanol: Iniciar sesión sin una insignia

I love TVA!

\*Please note that all students will need a new Clever badge for the 2023-24 school year.

# District Chromebook Policy

- Each student will be assigned a Chromebook for use at home and to bring for in-person blended learning days.
- Students will be responsible for broken or damaged chromebooks on the third device replacement. Based upon the damage the cost guideline will be listed in the Chromebook Guideline documentation.



# Parent/Teacher/School Communication

Parents should use **email** or **Talking Points** to communicate with teachers.

Please do not use Canvas messenger as a parent communication tool. This messaging platform should be used by students only.

Teacher email addresses may be found on slides 13-16.

You may email [virtual@tulsaschools.org](mailto:virtual@tulsaschools.org) with school related questions. Please check your email often for updates from TVA. You may also call us at **918-746-8721**.



# Student Teacher Communication

Students, please use the Canvas inbox or school email to message teachers .

For the fastest and best responses send messages through Canvas or school email.

Please request from the teacher, their preferred method of communication.



# Talking Points



You will receive an invite to download the **Talking Points smartphone app**.

Downloading the app gives you the best experience.

Please make sure your cell phone number is up to date in our system and that you **do not “block”** messages from Talking Points.

This along with email will be the primary way that teachers will contact you with updates!

# Getting Started with Virtual Learning:

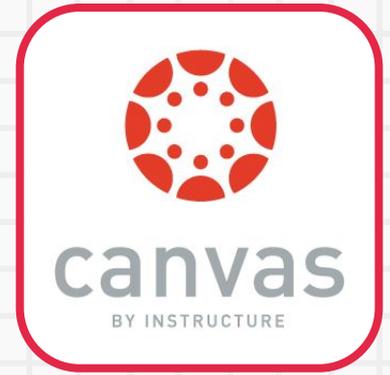
## Students log in to Clever

Clever is the “home” that houses all Apps for TVA students. From Clever, students should click “Canvas” to visit each of their teacher’s Canvas page for updates and messages about the class. Elementary Students will find all daily work inside Canvas for each subject. Secondary Students will find all daily work in Edmentum.

## Master Zoom Schedule and Links (Coming Soon)

## Master Zoom Schedule (all grades)

# Canvas for Elementary



Canvas is our primary learning management system for Elementary.

Assignments, grades, and announcements will be located in your child's canvas courses.

You will want your child to know how to log in to Canvas before the first day of school!

First day of school activities will be posted on each teacher's Canvas page by **8:00 am on August 17, 2023.**

You will receive a "first week of school schedule" from your child's teacher in your email!

# Canvas for Secondary

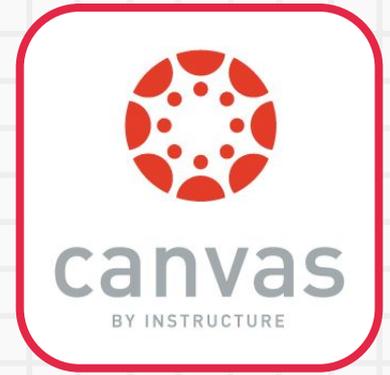
Canvas will support students learning in Edgenuity and certain elective courses.

Teachers can be contacted through Canvas.

Advisory classes will post content in Canvas.

Teacher office hours, live zoom sessions, and recorded zooms will be available in their course on Canvas.

Teachers will occasionally post alternate assignments on Canvas that will supplement or replace some Edgenuity assignments. Teachers will ensure parents and students know when an alternate assignment exists.



# Edgenuity



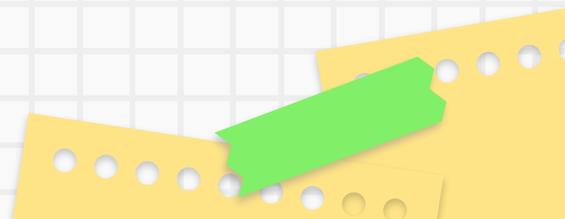
- Edgenuity is the primary online platform where all work **MUST** be done.
- Each course consists of units of study consisting of both modules and assessments.
  - Modules--areas of introduction and study
  - Assessments test scholars' knowledge of topic
- There are also midterm and final exams
- There are digital study guides for each module where the scholar can go through and study the topic as well as use them on the assessments.
- There are 5 question assessments at the end of each module that are graded as well as discussion questions, that will make up a part of their overall grade



# Zearn (Elementary)

This program evaluates your child's specific learning needs and gives them **personalized assignments to help them advance their learning.**

Your student should be spending 90 mins per week working in Zearn. Progress will be monitored by the teacher.



# Amira (Elementary)

Amira is our primary literacy support for elementary students. This program supports your students reading fluency and growth.

Amira can be found on EdOnline on the Clever learning platform.

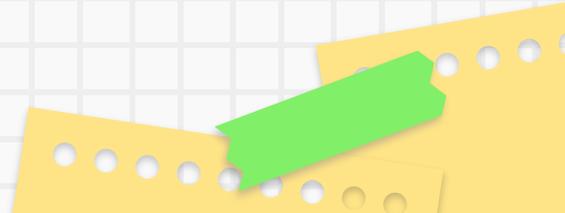


- Students grades PK-2 should be spending 20 minutes per day, using Amira. Students in grades 3-5 will be given an individualized plan for their Amira usage.

# Exact Path (Secondary)

This program evaluates your child's specific learning needs and gives them **personalized assignments to help them advance their learning.**

Please communicate with your teacher any learning requirements regarding Exact Path.



# Read 180 (Secondary)

Based on MAP scores, some secondary students will be enrolled in a Read 180 course. If your student is enrolled in this course, Zoom attendance and software completion is required. (Details to come based on the first MAP assessment).

# Tech Support





# Cyber Safety!



Please review the following Cyber Safety Guidance here below:

**Elementary:**  
[PDF-Details](#)

**Secondary:**  
[PDF-Full Details](#)





## Resources for Support

We've gathered some district and community resources to help you with everything from school supplies to living needs and mental health supports. Most of are available at a reduced cost or free! Please reach out to a TVA counselor if we can be of further assistance.

[CLICK HERE](#) for the resources list.