



**Tullahoma Virtual Academy**  
**Grades 8-12**  
**Student Handbook**  
**2023-2024**

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Welcome to the Tullahoma Virtual Academy!

TVA was designed to provide our students the opportunity to take ownership of their education. Each of us have our own unique learning styles and find academic success through different modalities of instruction. Our asynchronous online courses and multiple enrollment options offer students unprecedented flexibility and choice. We aim to continue seeking new ways to individualize the educational experience for every student we serve and offer solutions that may otherwise not be available to the students of Tullahoma. We not only welcome your feedback, we request it. Never hesitate to call, email, or visit us with your questions, concerns, or ideas!

Have a great year!

**Last Updated: January 2023**

## **Academic Integrity**

Academic integrity is a core value of the Tullahoma Virtual Academy. We are a learning organization dedicated to helping students make decisions that will help them become productive and ethical adults and citizens.

We use a variety of tools to ensure the integrity of student work such as:

- Online plagiarism detection to compare student work to work found on the Internet.
- Our teachers are experienced in the classroom and they have extensive expertise in identifying the originality of student work.
- Instructors may at any time choose to engage students in an informal oral assessment via phone or video chat to allow students to demonstrate mastery of content as well as verify that the student's work is their own. Teachers may request a scheduled face to face unit test or exam at any time.

Generally, academic integrity violations fall into three broad categories:

### **Plagiarism**

Representing work that has been copied or pasted from a published resource such as, but not limited to, Internet sites, printed media, or any other source without the proper credit.

### **Cheating**

Representing any other person's work or work from any source including hard drives, software, or answer banks (such as, but not limited to Yahoo! Answers, Craigslist, Quizlet, translator services, Photomath type apps, etc.) as your own. Examples include soliciting answers or help via any form of digital communication, documented inappropriate discussions, student to student cheating, and cheating in a lab classroom.

### **Sharing or selling work**

Sharing a virtual or hard copy file of any work, whether compensation occurs or not, or posting work to a secondary source, such as, but not limited to Facebook.

## Consequences

A variety of consequences can be administered if students are caught cheating or plagiarizing ranging from receiving an automatic zero for the assignment to expulsion from the Tullahoma Virtual Academy.

**1st Offense:** Automatic grade of zero for the assignment  
Parent notified  
TVA Director notified  
Teacher/Student conference

**2nd Offense:** Automatic grade of zero for the assignment  
Parent/student conference with TVA Director  
Mandated proctored quizzes/tests

**3rd Offense:** Automatic grade of zero for the assignment  
Expulsion from Tullahoma Virtual Academy  
Student returned to in-person learning at THS

## Testing Procedures

All TVA courses require a minimum of an in-person mid-term and final exam. As we recognize students may be tempted to use online resources to assist with the completion of weekly assignments rather than engaging in the instructional content provided in the course, we feel it's important that students demonstrate their learning progress and mastery at least twice during the course in a monitored environment. In addition to mid-term and final assessments, TVA teachers may require students to take additional tests in-person as necessary. When students report to TVA to take a test, the following procedures must be followed.

- Students report to the TVA office and store their cell phones in a secure location.
- If the test is in Canvas, students must use a TCS owned chromebook. If the student does not have a TCS issued chromebook, they will need to check one out for testing.
- If taking a paper test, the student must store all electronic devices and non-approved materials before being handed the test.
- Students may test in the cafe, TVA office, or studio. Regardless of location, students must sit alone at a table or away from other students at the window counter in the cafe.
- Students may not engage in conversation with other students while testing.
- Once a student begins a test, they must finish it before leaving.

Students who violate testing procedures may be subject to enhanced testing procedures for future assessments as well as consequences per the academic integrity policy.

### **Attendance Procedures and Late Work - Updated**

Students are expected to budget at least one hour per day for each TVA online class in which they are enrolled. Though one of the primary benefits of asynchronous learning is the ability to customize your own learning schedule, daily attendance remains a requirement. Students who strive to maintain a high GPA will need to budget more daily time depending on the classes they are enrolled in. One hour per day per class is the minimum acceptable expenditure of time.

***Students are reminded that the option to engage in classes virtually is a privilege, and that privilege may be lost temporarily or permanently.***

In addition to time actively engaged in classes, the completion and on-time submission of assignments for each course taken is required to be considered present. Absences are calculated as a percentage of assignments submitted compared to the number of assignments that were due. This is done on a weekly basis. As an example, a student who only submits three out of five possible assignments for a given week will be counted absent for two days of attendance that week in that course. A student who submits all of the assignments that were due will be counted as being present for the entire week.

The majority of student work for a given week is expected to be completed and submitted by Friday no later than 11:59 PM. Some courses may require mid-week deadlines in addition to the Friday night deadline. Students may submit late assignments for one week after the due date for a maximum score of 60%. After that, the maximum possible score for late submissions is 40%. No late assignments will be accepted after the deadline for the 8th week of the quarter. Any work not completed and submitted by that time may be recorded as a zero.

### **Exceptions and Extensions - Updated**

An isolated internet or power outage at home does not excuse a student from meeting his or her weekly deadlines. The TVA Cafe is open every day Monday through Friday from 8:00AM to 3:30PM. There are also several locations in town where students can access free WI-FI. Deadline extensions will only be granted in the event of a lengthy mass internet or power outage.

With very few exceptions, students have access to at least nine-weeks of TVA online course content and assignments at a time. Therefore, except in cases of long term illness or incapacitation, students are expected to meet their weekly assignment deadlines for each online course they are enrolled in. Exceptions will be handled on an individual basis. It is the student's responsibility to communicate with their teacher(s) as soon as they are aware an

extension is necessary and provide appropriate documentation of doctor's visits, court, etc. Course analytics will be a factor in whether or not to approve a request for a time extension.

### **Truancy and Intervention**

Any student who accumulates five or more late assignments (total) will lose their virtual privileges and be grounded to the TVA facility for (10) school days or until they are completely caught up, whichever occurs first. Any student who is not able to become current (including any assignments due at the end of the current week) during that time will be released from grounded status. If the student is unable to demonstrate the ability to be successful with the virtual format by the end of the semester, may be required to transfer back to in-person learning. Additionally, any student who fails to report to TVA or make contact with TVA administration within 48 hours after being notified by email of their grounded status will be required to transfer to in-person learning at the end of the semester.

When a student is identified as truant (5 or more unexcused absences) due to missing assignments and/or lack of active time in Canvas, the TVA director will begin the truancy intervention process. The student and their parent(s) will be required to meet with the TVA director to discuss the lack of engagement and develop a plan of action for moving forward. Data from the student's access records to the school's learning management system (Canvas) as well as TVA's other digital resources will be reviewed to determine if the student is simply not spending enough time engaging in their coursework or if there are other barriers to success.

### **LIVE Points**

Though we believe the virtual learning format is a better fit for some students, we know that human interaction and connection is vital for students' well-being. Therefore, students enrolled as full-time virtual students are required to accumulate LIVE points in order to maintain their full-time virtual status. Students must earn a minimum of 18 LIVE points each (9) week grading period (6 live hours per quarter for 8th grade). Failure to meet this requirement may result in the temporary loss of virtual privileges (grounded to the TVA office) and ultimately being required to return to in-person classes at THS. LIVE points can be earned by:

- Engaging in a live discussion with one of your TVA teachers (not including weekly live assessments)
- Visiting the TVA Cafe and engaging in a discussion with the Career and Graduation coach and/or TVA Director

- Participating in a study group at the TVA Cafe
- Attending a student advisory team meeting
- Attending a THS sporting event
- Attending a THS fine arts performance
- Participating in extracurricular activities
- Other activities/events as approved by the TVA Director

LIVE points are recorded by completing the form at [bit.ly/TVA-LIVE](https://bit.ly/TVA-LIVE) and clicking on the Location link after submitting the form. Failure to record your location will result in not receiving credit for the event/activity. Students who participate in a sport, activity, or organization which meets weekly may request to be exempt from recording LIVE points.

### **Maintaining Virtual Status - Updated**

Students who choose to engage in virtual learning demonstrate the ability to be successful with the online format in order to remain a virtual student. Ideally, every virtual student would be self-disciplined, organized, and intrinsically motivated to learn. That simply isn't realistic. However, in the absence of those three characteristics, students must still engage and achieve at a satisfactory level in order to maintain status as a virtual learner.

Criteria for maintaining virtual status include:

- Logging (at least) an hour per day actively working in each enrolled course
- Meeting weekly assignment submission deadlines
- Maintaining passing averages for the majority of enrolled classes
- Responding to teacher and staff emails
- Attending required synchronous (LIVE) sessions
- Successfully earning the required number of LIVE points each quarter
- Adhering to all TVA guidelines for behavior and academic integrity

Failing to meet one or more of the above criteria can result in a student being required to return to in-person learning.

### **TVA Cafe**

Any student enrolled in at least one TVA class can utilize the TVA Cafe. The Cafe is open every day from 8:00 AM to 3:30 PM. When visiting, please use the doors at the south end of the building on Franklin Street. When you arrive, ring the doorbell. Someone will let you in. Students may bring (1) non-TVA guest to the cafe. However, the guest must be enrolled as a

student at THS. The TVA Cafe is primarily intended as a quiet space for students to complete their coursework. Though students are welcome to simply hang out, we ask that all visitors be respectful of those trying to complete coursework. Disruptive visitors will be asked to leave. Though the TVA Cafe will often provide food and beverages for visiting students, there is no wait-staff. Please clean up after yourself.

### **Food Services**

TVA does not have a daily food service. However, TVA students may purchase and pick up school lunches from Tullahoma High School if they choose to do so. This also applies to students who qualify for the free or reduced program. Please notify the TVA director if you would like more information on school lunches.

### **Discipline Policy**

Students enrolled in Tullahoma Virtual Academy courses are expected to practice appropriate digital citizenship at all times. Inappropriate written or spoken communication with teachers, classmates, and/or TCS personnel will not be tolerated. When engaging via video conferencing, the TVA video conferencing guidelines must be followed. Students utilizing the TVA Cafe are expected to behave appropriately and follow the Cafe usage guidelines. When attending events sponsored by other TCS schools, students enrolled in the Tullahoma Virtual Academy are subject to the rules of the sponsoring school. Choosing not to adhere to the above rules or violating the terms of the TVA Student Code of Conduct will result in the following consequences:

First offense:	Warning
Second offense:	Parent Notification
Third offense:	Conference with TVA Director
Fourth offense:	Reverse Suspension - Grounded to TVA Office
Fifth offense:	Removal from Tullahoma Virtual Academy

\*In response to a severe offense, the TVA administration reserves the right to move directly to suspension and/or removal from the virtual learning program.

## **TVA Student Code of Conduct (Acceptable Use Policy)**

Internet access is required for all Tullahoma Virtual Academy (TVA) students to be able to complete classwork, but access must be used in a responsible, safe, efficient, ethical, and **legal** manner. With expanded access to electronic information, availability of improper material is not uncommon. Content on school computers is filtered, but students may access content via other devices and off campus that is not managed or filtered. It is impossible to control such misuses, but with responsible use, the benefits of the internet as an educational tool outweigh the negatives. We consider parents our partners in teaching responsible internet use.

Please review the following TVA **expectations** carefully:

- **Students are responsible for good behavior** on all school provided networks. Devices should always be used in a way that shows consideration and respect. It is unacceptable to use obscene, profane, threatening, or disrespectful language.
- We take the **integrity and authenticity of student work** very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. TVA instructors utilize technologies to check for authenticity of all online work completed. Copying, knowingly allowing others to copy your work, and/or misusing Internet content will result in removal from the course.
- **It is illegal to create harmful computer viruses** and offenders will be punished to the full extent of the law.
- **Email is NOT private.** Never say anything via email that you don't mind school officials seeing.
- **Beware of emails from anyone, particularly adults you do not know,** asking for personal information, attempting to arrange a meeting, or engage in personal contact. Alert your teacher and TVA Director of any message you receive that is inappropriate or makes you feel uncomfortable.
- **All TCSEDU.Net emails should be class related.** Use your school issued email for all communications within your online course. This includes all communication between you, your online teacher, and other TVA personnel. Do not allow any other person to use your TCS email account. You are responsible for all emails sent from your email account
- **Protect your password.** Keep it secret from everyone except your parents. Keep a copy of your username and password in a safe place in case you forget it.

**TVA and the Tullahoma City School System administrators will cooperate fully with local, state, or federal officials** in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim in which you have violated this policy, you will be

provided with notice of the suspected violation and have the opportunity to present an explanation. Any violations will result in removal from TVA course(s), as well as disciplinary or legal action to the full extent of the law.

### **Bullying and Harassment**

It is an expectation that all TVA students and employees shall use all equipment and programs for the intended educational purpose. TVA is committed to protecting its students and employees from bullying, harassment, or inappropriate uses of TVA computers or programs to participate in bullying behavior. Bullying and Harassment will not be tolerated and shall be just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

Bullying, harassment, cyberbullying, cyberstalking is defined as inflicting physical or psychological distress, communicating words, images, or language using electronic mail or social media that causes emotional distress and for which there is no legitimate purpose.

Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

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

- \* Student//parent/TVA director conference
- \* Suspension of email privileges
- \* Removal from TVA courses

**If you experience bullying or harassment in any form, please contact your TVA instructor or the TVA director for assistance.**

TULLAHOMA CITY SCHOOLS  
*Class of 2026 & Class of 2027*  
**Industry 4.0**

## **Diploma Distinction**

**Industry 4.0 Diploma Distinction Allows Students to Pursue a  
High-Skill, High-Need Industry While in High School**

### **Industry 4.0 Diploma Distinction Requirements**

- \*Enroll in at least one Work-Based Learning (WBL) or Dual Enrollment (DE) course multiple years & enroll in WBL or DE courses for senior year.
- \*Meet no less than once per month with a career coach.
- \*Earn at least 9 credits of WBL or DE prior to graduation.
- \*May earn 1 science credit or the 4th math credit through WBL or DE courses.

**Contact the School Counseling Office for More Information**





## **Industry 4.0 Distinction Diploma**

### **Letter of Intent for Parent/Guardian Signature**

**Student Name:** \_\_\_\_\_

**Student Current Grade Level:** \_\_\_\_\_

**High School Name:** \_\_\_\_\_

Listed below are the requirements for students seeking to pursue the Industry 4.0 Diploma Distinction:

**(1)** Before the end of the student's sophomore year:

- Notify the student's counselor or school principal of the student's intent to pursue an Industry 4.0 diploma distinction;
- Provide the student's counselor or school principal with documentation signed by the student's parent or legal guardian indicating that the student's parent or legal guardian is aware of the requirements for the parent's or legal guardian's student to obtain an Industry 4.0 diploma distinction and consenting to the student's participation;
- Register with a regional American Job Center or other career counseling or community partner approved by the student's school; and
- Enroll in work-based learning or dual enrollment courses for the student's junior year.

**(2)** Beginning in the student's junior year, meet, no less than once per month, with a career coach who meets the requirements of the subsection and who has been approved to provide career coaching services by the student's school

**(3)** Before the end of the student's junior year, enroll in work-based learning or dual enrollment courses for the student's senior year (must earn at least 9.0 credits of WBL or DE by end of the senior year); and

**(4)** Successfully complete all coursework required for graduation.

× You consent to and intend for your student to participate in the activities required to earn the Industry 4.0 Diploma Distinction.

× My student does not intend to participate in the activities required to earn the Industry 4.0 Diploma Distinction.

By signing below, you acknowledge that you have been informed of the requirements of the student & parent to earn the Industry 4.0 Diploma Distinction.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the student's school counselor or principal**



## **Industry 4.0 Diploma Distinction Overview for Classes of 2026 & 2027**

### **Overview**

The Industry 4.0 Diploma Distinction is a diploma distinction that allows students to pursue a career in a high-need, high-skill industry while in high school, as outlined in T.C.A. 49-6-420. The Industry 4.0 Diploma Distinction was developed for high school students interested in pursuing a career in a high-need, high-skill industry after graduation.

Students who earn the Industry 4.0 Diploma Distinction will complete at least nine dual enrollment or work-based learning (WBL) credits aligned with their career goals. They will receive monthly career coaching and counseling to better prepare them for the transition into the workforce. Additionally, they will have the option to substitute a WBL or dual enrollment credit, as approved by the State Board of Education, for one math credit and one science credit.

### **Student and Parent Requirements**

Students interested in pursuing an Industry 4.0 Diploma Distinction must provide the counselor or school principal with documentation signed by the student's parent or legal guardian indicating that the parent or legal guardian is aware of the requirements for the student to obtain the diploma distinction and consenting to the student's participation. Students must also register with a regional American Job Center (AJC) or other career counseling or community partner, known as a career coach, and enroll in at least one WBL or dual enrollment course for the student's junior year.

Tullahoma City Schools has a work-based learning coordinator, school counselors, and a career coach available to serve as the career coach for these students.

Students must meet with their career coach no less than once per month during the school year to help the student develop the personal attributes required for success in the workforce, assist the student in applying for dual enrollment grants and other available financial aid opportunities, identify the best combination of dual enrollment and WBL courses, and help the student prepare for standardized assessments. A combination of stakeholders who meet the career coach requirements may collaboratively provide these services to students.

### **Grade 11**

#### **Student Requirements**

The student must be enrolled in at least one WBL or dual enrollment course and enroll in WBL or dual enrollment courses for the student's senior year. The student must also meet no less than once per month during the school year with a career coach.

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**Grade 12****Student Requirements**

The student must successfully complete all coursework required for graduation for his/her diploma type. Students may earn at least one science credit and at least one math credit through course substitutions approved by the State Board of Education, including, but not limited to, dual enrollment and WBL courses aligned to a student's chosen career path. These substitutions may only fulfill the student's third credit of science or fourth credit of math. A list of WBL and dual enrollment courses that qualify as science and math substitutions will be published upon State Board of Education approval.

By the end of the student's senior year, the student must earn at least nine credits of dual enrollment or WBL, meet no less than once monthly during the school year with a career coach, and fulfill all other graduation requirements to earn the Industry 4.0 Diploma Distinction.