

BARRY TATUM
VIRTUAL LEARNING
ACADEMY



STUDENT HANDBOOK
2023-2024

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The Student Handbook is intended to inform students of the expectations of the Virtual Learning Academy, as well as

some of the Wilson County School System's policies and administrative rules, regulations, guidelines and procedures. This is not an exclusive list of student policies. For a complete list of policies refer to the Wilson County Board of Education Policies which can be found online at <https://www.wcschools.com>. The policies or procedures set forth in this Handbook may be revised, modified or amended, in which case the most current policy or procedure will govern. The online version of this publication is the governing document. Therefore, all printed versions of this document are unofficial copies. For electronic access, please visit <https://www.wcschools.com>.

General Information about the Virtual Learning Academy

The Wilson County Schools Virtual Learning Academy ("VLA") is a public, comprehensive school for grades 6-12 that offers standards-based curriculum aligned with standards provided by the Tennessee Board of Education. All instruction is provided by certified teachers in a digital learning environment developed by Wilson County Schools to provide innovative, alternative educational opportunities that parallel with the rigors of the daily instruction occurring in traditional school buildings.

The VLA offers core content (english language arts (ELA), math, science, and social studies) and select exploratory classes in grades 6-8 and high school courses that teach required core content and a select group of elective courses to ensure students meet graduation requirements.

The VLA will use Schoology, via ClassLink, as the central Learning Management System. VLA students will also access approved software applications and programs via ClassLink.

Virtual Learning Academy Address and Phone Number

Virtual Learning Academy

415 Harding Drive

Lebanon, TN 37087

Phone: 615-444-3282 ext. 7501

Program Application

Only students residing within the Wilson County Schools' district are eligible for enrollment in the VLA program. **Students must apply for VLA enrollment on an annual basis.** Applications will be made available online and provided to parents/guardians at the time of enrollment. Late applications will not be accepted or considered. Students moving into the Wilson County Schools' district or students who have missed the application deadline due to hardship may apply for a hardship approval and may contact the VLA administrator for more information on this process.

Parents and students must also agree to all student and parent expectations as a condition of enrollment. Acceptance into the VLA requires a one-year commitment from the student and parent/guardian.

*Please note, enrolling students are **not** eligible to participate in TMSAA or TSSAA interscholastic athletics.*

Continuation in the VLA will be based upon successful completion of the 2023-2024 school year and approval of the supervising VLA administrator. Additionally, a meeting may be requested by the school principal if the student is demonstrating poor academic progress following each progress reporting period to discuss methods to support the student. If the student continues to not make adequate progress, the VLA administration may revoke the privilege of the virtual option. If the virtual option is revoked, the student will be returned to their school of zone.

Program Guidelines and Expectations

Families choosing to enroll in the VLA must meet the expectations included in this Student Handbook for the duration of the 2023-2024 school-year. If a student wishes to transfer to their school of zone, they may withdraw from the VLA and return to their school of zone.

Families participating in VLA are expected to follow federal and state laws regarding student privacy and the Family Education Right to Privacy Act (FERPA); this includes refraining from recording lessons and posting photos or videos of lessons with other students visible online or on social media.

Student Expectations

Virtual Learning students will be required to:

- Dedicate appropriate time to learning daily, using the time on task schedule set by the District and/ or as guided by your teacher(s) to maintain course pacing;
- Check Schoology, Skyward, wilsonk12 Gmail, and other online platforms shared by the school or teacher for information on classes, assignments, and resources on a daily basis;
- Exclusively use the device issued by Wilson County Schools for online learning;
- Respond to teacher communication within 24 hours during the school week;
- Ensure they know their username(s) and password(s) for instructional resources;
- Be an active participant in virtual assignments and discussions as assigned by the teacher;
- Submit all assignments by due dates established by teacher(s);
- Adhere to the WCS Code of Conduct (found in the [Student Handbook 2023-2024](#), WCS [Acceptable Use Guidelines for technology](#) and the [Student Device Agreement](#));
- Complete online assignments that students are instructed to complete individually following the same academic honesty policy as if the student were present in the school building. Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.

Student Engagement

Consistent student engagement is necessary for success in the Virtual Learning Program. Student engagement is measured through pacing in the course which will include: participating in online sessions, completing assignments on time, and responding to teacher communications. If a student does not fully engage in the course, the following steps will be initiated.

- *Step 1:* Learning Coach/Parent/Teacher/Student conference - digitally, in person, or by phone - to determine areas of need.
- *Step 2:* Should disengagement continue, then the Learning Coach and teacher will develop a two-week action plan for the student identifying the services necessary for the student to be successful.
- *Step 3:* Should disengagement continue beyond the two-week action plan, the student will be referred to the District Attendance staff for truancy review and/or a meeting will be held to determine placement in the traditional classroom at the student's school of zone.

Zoom Expectations

Virtual Learning Academy teachers will be utilizing Zoom as the technology platform for synchronous lessons. Students should be attending a Zoom meeting for each class, every day. Every teacher's Zoom links will be available in Schoology. Students must have their cameras turned on in each of their Zoom meetings. Cameras should have an appropriate placement, where teachers are able to view the student's face accordingly. Zoom documents when a student enters and exits a Zoom meeting.

Therefore, if there is an attendance question, regarding a tardy or an absence, VLA administration will review the Zoom time-stamp log.

- The log time-stamps every single time a student enters or exits a meet, despite the length of time the student was in the meet. For example, a student may log-in for one minute, leave the meet, and then re-enter the meet. The Zoom log will list each time the student entered and exited.
 - Student Entered Zoom: 7:45 a.m.
 - Student Exited Zoom: 7:46 a.m.
 - Student Entered Zoom: 7:55 a.m.

Parent/Guardian Expectations

It is required for 6th-8th grade students and strongly encouraged for high school students to have a designated Learning Coach at home (parent, guardian, or other qualified adult). The Learning Coach will need to be available and committed to serving in this capacity during school day hours every school day, Monday through Friday.

The role of the Learning Coach will be to:

- Ensure access to Broadband internet;

- Monitor District communications for up-to-date information regarding school closures, instructional continuation plans, and digital learning resources. Please ensure you have an email address listed in Skyward. Communication from administration and teachers will be sent to the email address that is listed in Skyward. If you do not have an email address listed, you will not receive the information being sent.
- Ensure your child(ren) know their usernames and passwords for instructional resources;
- Maintain communication with your child(ren)'s teacher and school counselors;
- Attend or participate in all required orientation activities as scheduled;
- Provide academic support, motivation, and guidance throughout the school year;
- Ensure the student is on track with assignments and coursework;
- Communicate regularly with teachers and attend Parent-Teacher Conferences as requested;
- Keep track of attendance and alert teachers of any absence(s);
- Assist students in learning time-management and responsibility;
- Ensure students attend required live whole-group and/or small-group online classes;
- Spend 4-6 hours per day, five days a week, working and/or supporting the student;
- Lead offline activities and help the student develop foundational skills and deepen understanding of content;
- Create a location in the home that can serve as a dedicated learning space;
- Ensure student adherence to the Wilson County Schools Code of Conduct.

Administration

BTA Administration		
Shaun Caven	VLA Principal	cavens@wcschools.com
Kristie Buhler	VLA Assistant Principal	buhlerk@wcschools.com

Faculty & Staff List/Contact Information

Virtual Learning Academy Faculty & Staff		
Dana Ables	Registrar/SIS/Attendance	ablesdan100@wcschools.com
Cory Freeland	6-12 /School Counselor/Alternative	freelandc@wcschools.com
Patti Huffman	6-12 School Counselor	huffmanp@wcschools.com

Virtual Learning Academy Faculty & Staff		
Cynthia Kirkwood	MS Social Studies	kirkwoodc@wcschools.com
Kimberly Miller	MS ELA	millerkn@wcschools.com
Jayme Stewart	MS Math	stewartj@wcschools.com
Brad Udulutch	MS Science	udulutchb@wcschools.com
Savannah Hale	TN Hist/Cont. Issues/Pers. Fin./SDC Am. Hist.	halesav100@wcschools.com
Anna Sharpe	6-12 PE & Wellness	sharpea@wcschools.com
Chris Renaud	Business & Computer	renauchr100@wcschools.com
Caleb Humphreys	SDC Am. History/US Gov/Econ/Psych/Soc	humphcal100@wcschools.com
Gaileen Otis	Biology/Human Anatomy/Chem/Earth Space	otisg@wcschools.com
Kalin Carpenter	Eng 1 & Eng 2	carpekal100@wcschools.com
Leah Rommel	Eng 3 & Eng 4	rommell@wcschools.com
Lauren Brian	Algebra 1 & Algebra 2	briani@wcschools.com
Michaela Warren	Geometry, Applied Math, Statistics & Vis Lit	warremic100@wcschools.com
Makenna Futtrell	Spanish 1 & Spanish 2	futremck100@wcschools.com
Cynthia Dushek	Exceptional Education	dushekcc@wcschools.com
Sloan Upshur	6-12 Visual Art	upshurc@wcschools.com

Daily Schedules

Middle School Schedule	High School Schedule
Block 1: 7:45-8:45	Block 1: 7:45-9:10
Block 2: 8:50-9:50	Block 2: 9:15-10:40
Block 3: 9:55-10:55	Block 3: 10:45-12:10
Lunch: 11:00-11:30	Lunch: 12:15-12:45
Block 4: 11:35-12:35	Block 4: 12:50-2:15
Block 5 Focus: 12:40-1:40	Focus: 2:15-2:45
Block 6: 1:45-2:45	Office Hours: 2:45-3:00
Office Hours: 2:45-3:00	

Middle School Schedule:

Middle school students will follow a six period schedule. This includes, Math, ELA, Science, Social Studies, Focus, and an Exploratory period. All students will be scheduled to a Focus block. Focus time for middle school students will be utilized to provide remediation, enrichment, as well as discuss student career interests and integrate SEL components as well.

High School Schedule:

High school students will follow block scheduling. Students will have 4 content area blocks and a Focus period, each semester. All students will be scheduled to a Focus block. Focus time for high school students will be utilized to provide remediation, enrichment, as well as help adequately prepare students for the ACT. We will also utilize our Focus time to discuss student career interests and integrate SEL components as well. All seniors will have the Civics Assessment listed on their schedule as well. Students must pass this assessment as a graduation requirement. The Civics Assessment is not a scheduled class, it is solely an assessment.

Wednesday Work Day/Intervention Schedule

Wednesday Intervention Schedule
Block 1: 7:45-8:30
Block 2: 8:35-9:20
Block 3: 9:25-10:10
Block 4: 10:15-11:00
Lunch: 11:05-11:35
Block 5: 11:40-12:25
Block 6: 12:30-1:15
Clubs: 1:15-2:00

Students that have a D or F, students that have missing assignments, or students that have numerous absences in a class, will be required to attend intervention for applicable classes on Wednesday. For students that are required to attend intervention days, attendance will be taken per block the student is supposed to attend. If the student is required to attend and is absent, the student will be marked absent for that particular block in Skyward.

EVERY student will be receiving assignments for each class period every Wednesday as well. Students are expected to complete the assignments each Wednesday, or they will be marked absent for the class periods where assignments were not completed. If a student is required to attend intervention, he/she must attend the intervention classes, as well as complete the assignments assigned per block on Wednesday.

Clubs

Below, you will find a list of the clubs offered in the Virtual Learning Academy. In addition, you will also find a description of each club, along with the sponsor of the club. Students have the opportunity to select a club of their choice each nine weeks. Clubs will be hosted on Wednesday of each week. In order for a student to attend a club, parent permission must be provided, unless the student is 18 or older. If your child is interested in attending a club, please complete and return the parent permission form provided by the club sponsor. Students will not be permitted to attend any club, until the permission form is completed and returned. Please note, students or parents may opt out of a student attending a club. If there is a specific club that you do not want your child to attend and would like to opt out, please email Mrs. Buhler via email at buhlerk@wcschools.com.

High School Clubs

Photography Club

Sponsor: Mrs. Upshur

Students will learn about the basics of photography. We will cover things like aperture, shutter speed, basic composition, printing methods, and more! Students will need to have a cell phone with a camera or an actual camera, unless they would like to participate without completing the activities.

American Sign Language

Sponsor: Ms. Otis

Have you ever wanted to learn a new language? How about ASL? Join the ASL club, in order to learn the basics of sign language and practice a new skill together in a fun and relaxed setting.

Trivia Club

Sponsor: Mrs. Hale and Mrs. Rommel

Students will compete against each other using Kahoot! games to show their knowledge of various

topics. Students will vote on topics for the trivia Kahoot! games. Topics can range from geography, brand logos, or Disney trivia.

Drawing Club

Sponsor: Ms. Brian

Students decide by voting on a drawing tutorial video for the day. Students then follow along by creating their drawing using paper and pencil or digitally with a drawing table.

Film Club

Sponsor: Ms. Futrell and Mrs. Carpenter

Do you love movies? Do you hate to miss the trailers every time you visit the theater? Film Club is an opportunity to discuss all your favorite films with your peers. We'll talk about anything from directors to cinematography to which sequels should have never been made! Join us for Film Club every Wednesday!

Online Gaming Club

Sponsor: Mr. Humphreys

A club designed to connect gaming students with each other and talk about upcoming games.

Outdoor Adventure Club

Sponsor: Ms. Sharpe

A club to discuss places in Middle Tennessee to go for outdoor adventures. This will include hiking, kayaking, biking, scenic drives, waterfalls, and places to go visit. Students in this club will gain knowledge of local areas to go to participate in outdoor adventures.

Brain Games

Sponsor: Michaela Warren

We're going to watch clips of TV episodes from "Brain Games" to explore how our brain works! What you find out may surprise you! We'll also share our experiences and reactions to each clip.

Middle School Clubs

Travel Club

Sponsor: Mrs. Miller

We will discuss different ways to travel and different locations around the world to visit. Videos may be shown of the different locations and attractions around the world.

Cooking Club

Sponsor: Mr. Udulutch

We will learn some basic cooking techniques, learn how to read recipes, how to make your favorite dishes, and learn about dishes from around the world.

Attendance Requirements and Verification

The VLA provides one hundred and eighty (180) days of instruction per academic year and students will be expected to work on a paced synchronous and asynchronous learning schedule totaling six and one-half (6 ½) instructional hours per day, with individual and collaborative assignments due each week.

Attendance Verification

Students will follow the virtual schedule each day for their grade band as set by the Wilson County Schools Supervisors of Curriculum and Instruction.

- Synchronous class attendance: If a student misses 15 minutes or more of a class period, the student will be marked absent for the class period. If a student is less than 15 minutes late, the student will be marked tardy for the class period. Repeated tardiness or leaving early from live sessions may result in disciplinary action by the VLA administration.
- Wednesday Intervention class attendance: Students that have a D or F, students that have missing assignments, or students that have numerous absences in a class, will be required to attend intervention for applicable classes. For students that are required to attend intervention days, attendance will be taken per block the student is supposed to attend. If the student was required to attend and was absent, the student will be marked absent for that block in Skyward. All students will be receiving assignments for each class period each Wednesday as well. Students are expected to complete the assignments each Wednesday, or they will be marked absent for blocks where assignments were not completed. If a student is required to attend intervention, he/she must attend the intervention classes, as well as complete the assignments assigned per block on Wednesday.

Driver's License Documents

Students that are planning to take their driver's permit assessment or take their driver's license course, must request an attendance verification form from Ms. Ables. This document is required, in order for students to obtain their permit or license. The form must be requested prior. Ms. Ables will not process same-day requests for the forms. In addition, the forms are only valid for 30 days.

After 30 days, a new form must be requested. You may contact Ms. Ables via email at ablesdan100@wcschools.com or by phone at 615-444-3282 ext. 7501.

Absences

When a student is unable to participate in daily instruction, parent notes/physician notes should be submitted to the VLA attendance staff within 3 days of the absence. All VLA students are held to the same attendance policies/guidelines as Wilson County Schools students in traditional school settings. Please review Wilson County Schools Procedure regarding absence documentation.

You may contact Ms. Dana Ables via phone at 615-444-3282 ext. 7501 or email at ablesdan100@wcschools.com for all attendance notes and questions regarding Skyward.

Wilson County Schools Attendance Policy
<https://www.wcschools.com/Domain/2041>

- Parents may utilize 5 parent excuse notes per semester.

Student Attendance Policies and Procedures

State Compulsory Attendance Laws

Tennessee Code Annotated 49-6-3001 requires students between the ages of 6 and 17 to attend school each day. This

Written documentation must include the reason for absence, date, time, parent signature, and phone number.

means a student is required to attend school from the time they turn 6 years of age until their 18th birthday. Pursuant to the State statute, parents are responsible for

ensuring their child attends school and failure to do so can make them subject to truancy penalties.

Excused Absences

Students who are absent from school, shall receive an excused absence in the event of one of the following:²

1. Personal injury or illness;
2. Illness of an immediate family member, with immediate family defined as a parent, sibling, or grandparent;
3. Death of an immediate family member or other individual with principal's permission;
4. Extreme weather conditions;
5. Religious observances;
6. College or postsecondary visits;
7. Pregnancy;
8. School-sponsored or endorsed activities;
9. Parent/Guardian military deployment or return; or
10. Summons, subpoena, or court orders.

Make-Up Work

Students will be afforded the opportunity to complete all assignments covered during their absences.

Unexcused Absences

If a student is absent for reasons not listed under "Excused Absences," their absence is considered "Unexcused." The accumulation of 5 or more unexcused absences within a school year will require the student's name to be reported to the District's Attendance Supervisor. This refers to a total of 5 days, and does not necessarily mean 5 consecutive days.

The Attendance Supervisor will then provide written notice to the parent stating that attendance is required.

Out of School Suspension or Expulsion

Out of School Suspension or expulsion is considered an unexcused absence, but will not count against the total unexcused absences for purposes of establishing truancy.

Driver's License Revocation

Any student 15 years of age or older who becomes deficient in attendance shall be reported to the Department of Safety for driver's license revocation. A student shall be deemed deficient in attendance when they have more than 10 consecutive or 15 days total in unexcused absences during a semester. Suspensions shall be considered unexcused absences. Students with attendance deficiencies will have their driver's license revoked after 10 consecutive or 15 unexcused absences. In order to reclaim a driver's license, the student must make a passing grade in at least 3 full unit subjects or their equivalency at the conclusion of a subsequent grading period (due to block scheduling, the "subsequent grading period" shall be defined as the subsequent semester in which the student earns a final course average

Documentation for Excused Absences

Written documentation supporting reasons for absences must be submitted to the school principal or uploaded to Skyward within 3 school days. Even though a parent may verbally contact the school, a written notice must also be sent to the school, e-mailed to the attendance clerk, or uploaded to Skyward. *After 3 days has elapsed, the absences will become permanently unexcused.* Specific documentation will be required for:

1. Personal illness: Documentation from the student's parent will be required upon the student's return to school. The school may accept a written note from a parent verifying a student's illness for up to five (5) accumulated days per semester, for a total of ten (10) days, during the school year. The principal, with proper documentation, may make exceptions for students with diseases, chronic health problems, or special needs and circumstances. A doctor's note excusing the absence should include the beginning and ending date, as well as, time period. School administration may require additional medical information for excessive doctor notes.
2. Death of a family member: The principal may approve as an excused absence with appropriate documentation.
3. Religious observances and holidays are those observed by persons of the student's faith because the day is set aside as sacred by a recognized religious denomination of which the student is a member, where such religion calls for special observances of the day. The principal may require a statement from the minister or other person recognized by the given religious group.
4. College visits: The student must submit a signed letter from a campus official verifying the college or postsecondary visit.
5. Summons, subpoena or court orders: documented verification from the summons, subpoena or court order are required to be submitted to school administration.

Progressive Truancy Intervention³

Tier 1

- Each school will be responsible for implementing school-wide prevention-oriented supports for student attendance. These supports must be published annually to parents and students prior to the start of the school year.

Tier 2

- When a student accumulates 5 unexcused absences, a progressive truancy intervention plan shall be implemented, that will include the following:
 - A conference with the student and student's guardian;
 - An attendance contract will be created based on the conference;
 - Administration will continue to follow-up on the attendance contract to discuss the student's progress.

Tier 3

- When a student accumulates 9 unexcused absences, a school team will review the attendance contract and interventions. This team will adjust the plan as needed and verify that all interventions are age appropriate. The Attendance Supervisor must approve the finalized plan.
- 10 unexcused absences will result in a referral to Wilson County Juvenile Court once all 3 tiers have been completed.

³ For more information on the Progressive Truancy Interventions used by the District, please refer to Board Policy 6.200.

Curriculum

VLA will provide standards-based curriculum aligned with standards provided by the Tennessee Board of Education. All instruction is provided by certified teachers in a digital learning environment

developed by Wilson County Schools. Virtual classroom sizes will comply with applicable State Board rules and regulations. All students will have access to the following on a weekly basis:

- Synchronous classes in each subject and grade level;
- Scheduled office hours available with the student's teacher to review and support the student's individual progress, if needed;
- Asynchronous activities that must be completed by the student by the assigned due date.

6th - 8th Grade Curriculum

Teachers will assign daily assignments in each of the four subjects: English/Language Arts (ELA), Math, Science, and Social Studies. Students will also be enrolled in two exploratory classes during the year.

Additionally, middle school students will be assigned to a Focus class for activities including but not limited to the following: intervention, enrichment, school-wide assessments, and social-emotional learning.

9th - 12th Grade Curriculum

Students will have four blocks each semester with teachers certified in their respective subject areas. Students may also be assigned to a Focus class for activities including but not limited to the following: intervention, enrichment, school-wide assessments, and social-emotional learning. High

Syllabus

Students will be provided with a syllabus for each class. The syllabus will also be emailed to parents/guardians as well.

Instructional Technology Programs

ClassLink- ClassLink is the Learning Management System that is utilized in Wilson County Schools. After logging into a student issued chromebook device, ClassLink will appear. Students must log-in using their school username and password. Please note, do NOT use @wilsonk12tn.us at the end of the username, when logging into ClassLink.



Example of ClassLink log-in

Student: John Collins

Username: collijoh000

-The username is the first five letters of the student's last name, the first three letters of the student's first name, followed by 000 or 001.

Password: Col12345

-The password is the first three letters of the student's last name (with the first letter capitalized), followed by the student's lunch code. The lunch code is listed as "Library Card" under the student's profile in Skyward.

Schoology- Schoology is the program utilized by all Virtual Learning Academy teachers to access course content and materials. You may log-in to ClassLink then select the Schoology app. All class Zoom links, course content, and additional information will be listed in each teacher's Schoology course.



Gmail- All Virtual Learning Academy students have a wilsonk12tn.us gmail account. Their gmail account is the same as their ClassLink username, however, you add @wilsonk12tn.us at the end. Students may access their gmail account by logging into Google.

After successfully locating the Google page. Select the following icon in the top right corner.



Then, select the Gmail icon. This will lead to the student's email inbox. Virtual Learning Academy students are expected to check their emails daily. When administration or teachers email important information, this is the student email address where the emails are sent.



Example of Gmail log-in:

Student: John Collins

Username: collijoh000@wilsonk12tn.us

Password: Col12345

Virtual Learning Suggested Supply Lists

- Chromebook compatible headphones with a microphone
- Notebook paper / Notebook / Composition book
- #2 pencil
- Blue or black ink pens
- Calculator (High School and 8th Algebra I: TI-NSpire CX II)

Students who enroll in the virtual learning Visual Art classes may need additional supplies to be determined by the teacher.

Assessments

VLA teachers will provide a variety of assessments to determine student mastery of the course content. Assessments may include discussion-based assessments, essays, project-based, and formative assessments.

Students are **REQUIRED** to complete TE21, TNReady, EOC and ACT assessments in-person. Students will be required to take these assessments at the Administrative & Training Complex located at 415 Harding Drive in Lebanon.

All middle school students are required to complete state assessments such as TNReady. All high school students are required to complete their End of Course assessments. These assessments count for 15% of the student's final grade for high school and 10% of the student's final grade for middle school. In addition, for non-tested content areas, students will be required to take a final exam that counts for 10% of their final grade.

Wilson County Schools District Assessment Schedule

[District Assessment Schedule 23-24](#)

Student Grading System

Grading Procedure for Grades Second-Twelve (2-12)

This grading system shall be uniform throughout the school system for each grade and shall be outlined in Administrative Procedure 4.6001 and State Board of Education Policy 3.301.

Grades Nine-Twelve Grading Scale and Lottery Scholarships

Schools teaching grades nine through twelve (9-12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, student's grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistant Corporation. Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Pass/Fail Grades

Pass/fail grades may be issued for certain non-credit bearing courses. However, these courses shall not be included in the credit calculation for the HOPE Scholarship Eligibility GPA for students in grades nine through twelve.

Weighted Grades

Weighted grades will be awarded as follows:

Students completing an Honors class will receive an additional three (3) points added to their final average.

Students completing Local and Statewide Dual Credit Courses, Capstone Industry Certification-Aligned Courses, and Dual Enrollment Courses will receive an additional four (4) points added to their final average.

Students completing an Advanced Placement (AP) class will receive an additional 5 points added to the student's reporting period average.

With regard to a Dual Enrollment Course taken by a student at an institute of higher education (IHE), if the IHE does not provide the District with numerical grades, the District will convert the letter grade to a numeric grade based upon the following conversion and an additional four points will then be added to the student's final grade:

Letter Grade Numerical Grade Conversion

A 95

B 85

C 75

D 65

F 55

Assigning additional quality points above 4.0 for Honors courses, Advanced Placement (AP), Dual Credit, Dual Enrollment, and Industry Certification-aligned courses is outlined below.

Final grades in Honors classes will be increased by 0.5 quality point. Final grades in any courses designated as an early postsecondary (EPSO) course, with the exception of local dual credit courses, will be increased by 1.0 quality points. This includes Dual Enrollment Courses, State-Wide Dual Credit Courses, Tennessee Specific Industry Certification Courses, and National Industry Certification Courses.

Final grades in Local Dual Credit courses will be increased by 1.0 quality point, if the student takes the corresponding Local Dual Credit exam. If a student elects not to take the Local Dual Credit Exam, the student will receive an increase to his/her G.P.A. by 0.5 quality points.

Final grades in Advanced Placement Courses will be increased by 1.0 quality point, if the student takes the corresponding Advanced Placement Exam. If a student elects not to take the Advanced Placement Exam, the student will receive an increase to his/her G.P.A. by 0.5 quality points.⁴ Assigning quality points above a 4.0 for any course(s) is not allowed for the purpose of determining eligibility for the lottery scholarship.

Attendance Records

Attendance records will not be used in determining the awarding of grades. However, a student's attendance can be considered in the passing of a course or promotion or retention of a student pursuant to School Board Policy 6.200.

Make-Up Work

The student shall be responsible for making up work missed during excused and unexcused absences. The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (I). An incomplete grade shall be changed to a final grade within the designated time period.

In addition, the VLA has established a school-wide late assignment grading policy as well. Students that turn in late assignments, will not be able to receive a grade higher than a 79 C. If a student has a missing assignment for the nine weeks, the student has until the Wednesday before Progress Reports to turn in assignments for weeks 1-4. For assignments in weeks 5-9, the student has

until the Wednesday before Report Cards to complete the assignments. All assignments that are not completed by the required due dates, will result in a student receiving a zero for the assignment.

Student Services

Wilson County Schools offers a variety of programs aimed to support students and ensure high level of academic attainment and growth.

CAREER & TECHNICAL EDUCATION

Career-Technical Education (CTE) prepares students for success in a variety of skilled/high demand jobs. CTE classes are offered at both middle and high schools and provide students various workplace competencies, hands-on experiences, and training necessary to succeed in their chosen careers. *Speak with your student's guidance counselor for more information.*

The high school graduation rate for students with a CTE concentration is 99.4%!

workplace competencies, hands-on experiences, and training necessary to succeed in their chosen careers. *Speak with your student's guidance counselor for more information.*

ENGLISH AS A SECOND LANGUAGE PROGRAM

Federal funding is provided to help ensure that students who are limited English Proficient attain English language proficiency, develop high levels of academic attainment in English, and meet the state academic standards. *For more information, contact Julie Harrison at 615-444-3282.*

EXCEPTIONAL EDUCATION

Students who are eligible for an individualized education program (IEP) are served by our Exceptional Education Department. When deemed appropriate by an IEP Team, the District provides a variety of services to students.

If You Suspect Your Student Has a Disability Families who suspect their student has a disability may request in writing that their student's school start the support team process (S-Team process). *For more information, call the Exceptional Education Department at 615-444-3282, ext. 7316.*

THE FAMILY RESOURCE CENTER

The Family Resource Center provides educational support and resources to all students and families in all schools in Wilson County. The Family Resource Center provides the following services: Referrals for public services; Referrals for eye exams and glasses; Parenting information; Backpack or Kids Weekend food program; Group meetings and home visitation through Wilson County Parents as Teachers; Aid with needs such as food, clothing, school supplies, etc. *For more information about the Family Resource Center, please contact your student's school counselor.*

KIDS CLUB

The extended school program provides quality care in an enriching environment for each child. This service is provided before and after school, during summer vacation, on snow days, and on school holidays for students. *More information about our Kids Club Program, including registration, can be found online.*

VOLUNTARY PRE-KINDERGARTEN PROGRAM

The Voluntary Pre-Kindergarten program targets at-risk four year olds, with first priority given to children whose families meet federal income poverty guidelines. The Pre-K Program helps prepare children for school by providing an opportunity for them to develop school readiness skills. *More information about our Pre-K Program can be found online in the "Students and Families" tab.*

PROGRAMS FOR ADULTS

[Barry Tatum Academy Adult High School](#)
 The Adult High School offers an opportunity for adults who strive to earn a high school diploma. The program offers a self-paced, virtual curriculum. Certified teachers provide essential individual student instruction.
For more information, call 615-453-3400.

The Adult Learning Center

The Adult Learning Center provides free academic instruction to adults preparing for the HiSET exam. In addition, basic literacy instruction in reading, writing, and math is individualized for adults who seek to improve those skills. Remediation in math and language arts is available for students who need to refresh their skills prior to entering college or vocational training. *For more information or assistance, call 615-443-8731.*

SECTION 504

Section 504 of the Rehabilitation Act of 1973 guarantees students with disabilities the right to equal education opportunities. In order to qualify as a protected student with a disability, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation or access to an aspect of the school program. Qualifying students may be eligible for accommodations and services as deemed appropriate by their Section 504 team. *For more information about Section 504, please contact your school counselor or the 504 Coordinator at 615-444-3282.*

GIFTED/TALENTED STUDENT ENRICHMENT PROGRAMS

Wilson County Schools offers gifted and talented education programs to students in Grades 2-8. The objective of the program is to provide academically challenging work that goes beyond the experiences within the regular classroom setting. *More information about these programs, including a program FAQ, can be found online.*

MCKINNEY-VENTO PROGRAM

The program is designed for the benefit

of students in transition who qualify for services under the McKinney-Vento Homeless Assistance Act of 1987. If qualified, your child has the right to attend their school of zone no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice, it is feasible, and determined to be in the best interest of the child) and receive transportation to the school last attended prior to becoming homeless if requested and necessary to prevent barriers to the child's education. *For further information, contact the McKinney-Vento Liaison at 615-444-3282.*

Connect with the VLA

For important information, upcoming events, important dates, etc. you may view our Barry Tatum Virtual Learning Academy webpage.

VLA Website:

<https://www.wcschools.com/btavla>



In addition, you may connect with us on social media as well. Find us at Barry Tatum Academy of Wilson County on Facebook.



I have read and understand the Virtual Learning Academy Student Handbook. I agree to adhere to all Virtual Learning Academy expectations, policies, procedures, and guidelines. I understand that failure to adhere to Virtual Learning Academy policies may result in removal from the program.

Date: _____

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____