

Claiborne Virtual Learning Academy

2025-2026

Handbook

“Providing Innovative Educational Opportunities for Students”

“Home of the Hawks”



Contact Information:

Dr. Charles “Chuck” Painter, Principal

Phone: (423) 626-1228

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Welcome & General Information

Welcome to Claiborne Virtual Learning Academy (CVLA)

CVLA is a non-traditional K-12 school within the Claiborne County School District. Classes are taught asynchronously and virtually by certified Claiborne County teachers. All courses are aligned with the district's instructional goals and Tennessee's academic standards, curriculum frameworks and assessments. Courses are accredited and approved by the Tennessee Department of Education and Tennessee State Board of Education. CVLA courses are free for Claiborne County students meeting the eligibility requirements. Students enrolled at CVLA are full time students.

CVLA is governed by the policies and procedures adopted by the Claiborne County School Board and the Tennessee State Board of Education; as well as all applicable laws adopted by the Tennessee General Assembly. Except those policies and procedures presented herewith, all other policies and procedures adopted by the school board apply to CVLA. The policies and procedures below are designed to ensure the efficient and effective operations of CVLA and to ensure the ultimate academic success of enrolled students.

School Mission & Vision

Mission Statement

The Mission of Claiborne Virtual Learning Academy is to provide our students an opportunity to receive a high quality academic education and career and technical experience which will enable them to continue their education or enter employment upon graduation from high school.

Vision Statement

The Vision of Claiborne Virtual Learning Academy is to provide our students educational experiences that will enhance student learning through an online and blended learning program in preparation for post-secondary education and for future employment.

Communication

Remind Access Code for CVLA students	*will be available during Open House
School Website	https://cvls.claibornecountyschools.com/
Facebook Page Link	https://www.facebook.com/share/1949h1DRpg/?mibextid=wwXIfr

CVLA faculty may communicate with students by email, phone, and the Remind app.

Academics

Important Dates for the 2025-2026 School Year - CVLA

CVLA Open House	Aug. 5th (3:30-5:30)
Parent Teacher Conferences	Sept. 25th (3:00-4:00), Nov. 13th (3:00-4:00), Feb. 26th (3:00-4:00), April 9th (3:00-4:00)
Progress Reports	August 4th, Sept. 18th, Nov. 6th, Dec. 4th, Jan. 22nd, Feb. 19th, Apr. 23rd
Reports Cards	Oct. 9th, Jan. 8th, Mar. 26th, May 22nd
CVLA ASVAB	Sept. 11th
CVLA Graduation*	May 19th (*subject to change)
Senior Chromebook Collection	May 19th
ACT*	*see 2025-2026 Assessment Calendar on page 13.

In-Person Instructional Days

8th grade, Freshmen, and Sophomore students will attend in-person instruction on Wednesdays from 8:30-11:30 am.

Juniors and Seniors will attend in-person instruction on Thursdays from 8:30-11:30 am.

Application for Enrollment

CVLA is a virtual public school within the Claiborne County School District in which students may take courses online in a home setting instead of at their local zoned school.

Parents who are interested in enrolling in CVLA should contact the Claiborne County School Board office for information and an application. Because the online learning environment is not appropriate for every student, students applying for full time enrollment will attend a meeting to establish whether virtual school will best serve their individual learning needs. If the student meets eligibility requirements and virtual learning will best serve the learner's needs, the student

then completes a registration form for CVLA. Upon reviewing the student's application, the CVLA Administration Staff will notify the school of primary enrollment, student, and parent/guardian whether the enrollment request has been approved. See First Page of Handbook for Contact Info.

If a parent wishes to transfer a student from CVLA to any brick and mortar school in the Claiborne County School District, the parent should contact the CVLA Administration Staff. Students will not be transferred mid-semester. Students may only transfer out of CVLA back to a brick and mortar school at the end of each semester (December and May).

If the parent chooses to withdraw from CVLA and Claiborne County Schools in order to homeschool, a homeschool affidavit must be filed with Claiborne County Schools Central Office.

Students must commit to working 6.5 hours per week per course, on average, to stay on pace in all subjects. Students who do not meet these expectations will not be eligible for continued enrollment in the program. Students are evaluated for enrollment each year and may not be allowed to re-enroll if expectations have not been met. Other than in pre-approved extenuating circumstances, the enrollment requirements for high school are as follows.

Enrollment requirements for High School students

Enrolling Fall Freshmen: Same as above

Enrolling Spring Freshmen: Minimum of 3 credits earned

Enrolling Fall Sophomores: Minimum of 6 credits earned

Enrolling Spring Sophomores: Minimum of 10 credits earned

Enrolling Juniors Minimum of 14 credits earned

Enrolling Seniors Minimum of 18 Credits earned

Characteristics of a Successful Virtual Student

We believe that by becoming a virtual leader in learning, all students will be confident in their ability to learn, work, and be successful in an asynchronous and synchronous virtual environment as well as in face-to-face settings. Virtual courses offer students opportunities to learn in new, engaging ways and students must be active learners. In general, to be successful at CVLA, virtual students must continuously demonstrate the following competencies:

- * The virtual student strives to achieve his or her full potential.
- * The virtual student takes ownership of his or her learning.
- * The virtual student is an excellent communicator both orally and in writing.
- * The virtual student constantly displays academic professionalism.
- * The virtual student is self-motivated and self-disciplined.
- * The virtual student exhibits attention to detail, reading and following all instructions.
- * The virtual student is adaptable and able to manage competing demands in various virtual courses.
- * The virtual student takes responsibility for actions and in keeping commitments.
- * The virtual student has excellent time management skills completing virtual assignments on time and remaining on pace.

- * The virtual student seeks help when support is needed, or speaks up if a problem arises.
- * The virtual student has a “no excuses” attitude.
- * The virtual student maintains a positive attitude toward learning.

Physical Education

Physical education may be defined as “the development and maintenance of skills related to strength, agility, flexibility, movement, and stamina, including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle; and the development of positive attitudes regarding sound nutrition and physical activity as a component of personal well-being.”

CVLA does offer an online version of physical education and fitness program for grades 7-12. We encourage all CVLA students to engage in cardiovascular exercise daily that promotes healthy living. Student attendance in Physical Education is required at 90 minutes per week.

Course Grading Policies

We believe that by inspiring academic virtual excellence in learning, all students will be college and career ready and expect all of our learners to master and apply the content provided. Grades are based on learning. Our school believes that our students should be afforded every opportunity to succeed.

For virtual students this means the following:

- * When the virtual student scores less than 70% on an assignment the learner is allowed to retake the assignment during the current quarter.
- * Missed assignments are considered incomplete.
- * Additional attempts to quizzes may require submission of notes by the student and/or tutoring before attempts are granted.

Claiborne Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 07/14/22
		Rescinds:	Issued:

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.¹

The Director of Schools shall submit a copy of the grading and assessment systems to the Board before the system is implemented.² These guidelines shall be communicated annually to students and parent(s)/guardian(s).¹

Conduct grades are based on behavior and shall not be reflected in scholastic grades.

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students’ grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

GRADING SYSTEM: GRADES SEVEN – EIGHT

- A (93-100)
- B (85-92)
- C (75-84)

- D (70-74)
- F (below 70)

This grading system shall be uniform throughout the school district for each grade. Students enrolled through our virtual school program may use Buzz to access grades at any time and pay to request a physical grade sheet be printed if desired.

Advanced coursework grades shall be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points shall be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

LOTTERY SCHOLARSHIPS³

Each school counselor shall provide incoming freshmen 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.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

Cross References

- Alternative Credit Options 4.209
- Credit Recovery 4.210
- Reporting Student Progress 4.601
- Honor Roll, Awards, & Class Ranking 4.602
- Promotion and Retention 4.603
- Transcript Alterations 4.608

Graduation Requirements (HS)

Following the implementation of the Tennessee Diploma Project in 2009, high school students must complete 22 credits to graduate. They also will be tested in core subject areas with End of Course exams, part of the Tennessee Comprehensive Assessment Program, or TCAP. Their performance on these exams will factor into their semester grade for the course.

To receive a regular high school diploma, all students enrolled in a Tennessee public school during their eleventh (11th) grade year must take either the ACT or SAT.

Total Required Credits: 22

- Math: 4 credits, including Algebra I, II, Geometry and a fourth higher level math course (Students must be enrolled in a mathematics course each school year.)
- English: 4 credits
- Science: 3 credits, including Biology, Chemistry or Physics, and a third lab course
- Social Studies: 3 credits, including U.S. History and Geography, World History and Geography, U.S. Government and Civics, and Economics
- Physical Education and Wellness: 1.5 credits
- Personal Finance: 0.5 credits (Three years of JROTC may be substituted for one-half unit of Personal Finance if the JROTC instructor attends the Personal Finance training.)
- Foreign Language: 2 credits (May be waived by the local school district for students, under certain circumstances, to expand and enhance the elective focus)
- Fine Arts: 1 credit (may be waived by the local school district for students, under certain circumstances, to expand and enhance the elective focus)
- Elective Focus: 3 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

Field Trips

CVLA may sponsor optional outings for students and families on a regular basis that enhance the curriculum/learning activities. While attendance is not mandatory, it is an opportunity to socialize with other school participants, have conversations, share practices that work and academic enrichment. Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

CVLA parents and students are expected to conduct themselves appropriately at all optional student outings. Parents /guardians are responsible for the supervision of their children at all times and must attend outings with their students.

Academic Support Services

Special Education Services

The Claiborne County Department of Special Education will provide a free appropriate public education to all disabled students ages 3-21 who reside within the jurisdiction of Claiborne County. Appropriate instruction and special education services will be provided in accordance with the "Rules, Regulations, and Minimum Standards" of the Tennessee State Board of Education.

The Claiborne County Special Education Department and the Claiborne County Board of Education assure that all children with disabilities living within the school district will be able to obtain a free, appropriate public education that will provide special education and related services to meet the individual needs of the student. The rights of disabled children and their parents are protected.

The Claiborne County School District, Claiborne Virtual Learning Academy, Claiborne County Dept. of Special Education and Claiborne County Board of Education ensure that students with special needs, including students with disabilities and students with limited English proficiency, are not excluded from enrolling and participating in the Claiborne Virtual Learning Academy.

The Claiborne County School District, Claiborne County Dept. of Special Education, and Claiborne Virtual Learning Academy will follow all federal and state laws, rules and regulations relative to administration of special education and ELL services, including the district's plan to identify, provide and monitor special education/ related services to eligible students enrolled in the Claiborne Virtual Learning Academy.

The aims of the Special Education Department of Claiborne County are as follows:

1	To establish and carry out a comprehensive screening and assessment plan that emphasized early identification and evaluation of disabled students.
2	To use Individualized Education Program (IEP) Teams to review assessment, formulate programs, and determine placement for disabled students. IEP teams will also review proposed suspensions when deemed appropriate and make decisions in accordance with the State Board of Education Rules, Regulations, and Minimum Standards.
3	To ensure that placements are made which educate disabled children in the least restrictive environment and in their home school with non-disabled peers to the maximum extent possible.

4	To provide support for disabled students who are placed in the general education classroom. This support may take the form of consultation and technical support for the regular education teacher, a special education teaching assistant assigned to the regular education classroom, a special education/regular education co-teaching situation, or other staffing arrangements which provide support for the regular education teacher and the special education student assigned to the regular education classroom. Also, consideration will be given to the class size of the regular education teacher who has special education students placed in the general education setting, with a lower class size depending upon the number and severity of the students placed in the regular education classroom.
5	To provide all disabled children with an individualized education program that is designed to meet the individual needs of the student.
6	To provide continued evaluations of each disabled child's progress with at least an annual meeting to assess progress and to complete a re-evaluation at least every three years.
7	To ensure that procedural safeguards required by state and federal laws are strictly followed.
8	To include and involve parents to the extent that they understand the process of referral, identification, and placement of their child within the special education program.

For more information please contact:

Sherry Rowe

Supervisor of Special Education

Email: Sherry.Rowe@claibornecsd.org
 (423) 626-7979 Phone (423) 626-1977 Fax

Dr. Charles Painter

Claiborne Virtual Learning Academy

Email: Chuck.Painter@claibornecsd.org
 (423) 626-3543 Phone (423) 626-5945 Fax

English Learners Policy

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English Learners (“EL”) shall be identified, assessed, and provided appropriate services. No child shall be

admitted to or excluded from any program or extra-curricular activity based on the student's surname or EL status.¹

The director of schools shall evaluate the effectiveness of the district's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

English Language Instruction Program

The board directs the administration to develop and implement language instruction programs that:²

1. Appropriately identify EL students in a timely, valid, and reliable manner.
2. Determine the appropriate instructional environment for EL students.
3. Provide EL students with a language assistance program that is educationally sound and proven successful.
4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program.
5. Monitor the progress of students that have exited the EL program.

Parental Notification

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year, or within the first two weeks of a student being placed in a language instruction educational program (LIEP). At a minimum, the notice will include the following:³

1. The reason for identifying the child as an EL student;
2. The child's level of English language proficiency, including how the level was assessed, and the status of the child's academic achievement;
3. Methods of instruction used in the program, methods of instruction in other available programs, and how they differ;
4. How the program meets the educational strengths and needs of the student, and how the program will help the student reach English language proficiency and meet academic standards;
5. Program exit requirements, rate of transition to a standard instructional program classroom, and expected rate of high school graduation;
6. How the program meets the goals of an EL student with an IEP; and

7. Information on the parents' right to withdraw the student from the program or choose another program or method of instruction if available.

Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.⁴

Legal References

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D)
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B)
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A)
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C)

Equal Access To and Promotion of Educational Excellence

Claiborne County Schools do not discriminate on the basis of race, sex, color, religion, age, veteran status or disability in provision of education programs and services or employment opportunities and benefits in pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other state and federal laws.

Title I-“Parents’ Right to Know”

Parents of children in Title I schools have the right to request and receive timely information on the professional qualifications of their children’s classroom teachers. Parents may request the following:

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether paraprofessionals have met state qualifying criteria.

Access the full ESEA Document at <https://bit.ly/2C9Biuo>

- *High Schools only:*
 - Parents of secondary school students have the right to request their child’s name, address, and telephone number not be released to a military recruiter without their prior written consent.

Parent Involvement

Families and community members should be engaged in the education of students. Claiborne County’s Family Engagement Policy can be found online at the following web address:

<http://web.claibornecountyschools.com/parentinv/tennessee-education-standards-review-social-studies/>

Student Equal Access (Limited Public Forum) School Board Policy 4.802

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of the proposed club or group. If permitted, school administrators shall ensure that all clubs have the same abilities to access facilities and advertise their meetings.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires notification of parents to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings. If an activity is scheduled during the school year, parents and guardians will be notified and given the opportunity to opt-out their student from participating.

Claiborne County Board of Education Policy 6.4001 – Student Surveys, Analysis, and Evaluations defines the rights of students and families and can be found online at: http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/64001_15.pdf

Assessments & Testing

Students are required to participate in all state and district mandated testing in a face to face environment. This may require students to be present at the CVLA Center for multiple days.

Claiborne County

2025–2026 Assessment Calendar

Tentative Dates

Assessment Name	Administration	Administration Window
TCAP end-of-course (EOC)	fall block	Dec. 1-18, 2025
	spring block/traditional	April 13 – May 5, 2026
TCAP ACH grades 2-5	spring	April 13 – May 1, 2026 (paper-based)
TCAP ACH grades 6-8	spring	April 13 – May 5, 2026 (computer-based)
TCAP ALT ELA/Math	fall block	Sept. 8 - Dec. 19, 2025
	spring block/traditional	Feb. 2 - May 15, 2026
TCAP Alt 2nd Grade ELA/Math	spring	March 9 – April 24, 2026
ACT	fall	Fall Testing (Senior Retake) Online: Oct. 1-3 & 6-10, 2025
ACT	spring	Spring 2026 (All Juniors) Online: March 24-27 & 30-31, 2026
ASVAB (Juniors)	fall	CGHS – September 18, 2025 CHS – September 18, 2025 CVLA – September 11, 2025
NAEP	winter/spring	Jan. 27 – March 7, 2026
ELPA for ELLs	spring	Feb. 2 – March 27, 2026
District Assessments		
AimsWeb Plus	fall/winter/spring	Sept. 2-26, 2025 Dec. 1- Jan. 30, 2026 April 27 – May 15, 2026
Mastery Connect	fall/winter/spring	Sept. 22 - Oct. 10, 2025 Dec. 8 - 19, 2025 March 2-13, 2026

The State of Tennessee passed Public Chapter No. 978, allowing students and parents to request additional time at the end of each subpart, if needed, to complete the subpart of the assessment. The Requested Time amount is calculated at 20% additional time, once the subpart time is completed. The Requested time begins immediately following the end of each subtest. The test administrator will read testing directions that offer the requested time to all students in the testing room.

Attendance Policy & Schedules

Students are required to complete at least 6.5 hours per school day engaged in learning. This includes the students log in time on the student's courses in Buzz and CVLA Center required weekly minimum attendance of 32.5 hours per week. Weekly Attendance will be checked every Monday morning to ensure that login time and center attendance is being maintained in Buzz and at the Center. Full attendance credit will be given when a student accrues a minimum of 6.5 hours per school day.

Virtual School Attendance

CVLA is required to monitor student attendance in accordance with all applicable statutes set forth by the state of Tennessee, as well as to report all truant learners to the appropriate legal authorities. Parents/Guardians with legal responsibility for a student between the age of six (6) and seventeen (17) are accountable for the student's attendance in a public school unless otherwise exempt by law. Virtual school attendance is based upon the completion of 6.5 hours per day engaged in lesson activities. In the event that a student is truant, CVLA will intervene with the parent/guardian and student, with all parties subject to penalties provided for under **Tennessee's Compulsory School Attendance Law**.

Our guidelines for a successful virtual student include attending to daily work in a systematic manner. The virtual student dedicates the time needed to successfully master the content in the course.

CVLA students are expected to attend and participate in their online education courses as fully as they would attend and participate in a traditional classroom course. Students will be given weekly due dates and are responsible for completing those assignments in a timely manner. Both CVLA personnel and parents/guardians are expected to monitor student attendance and class progress. If a student falls behind the prescribed weekly requirements, we reserve the right to mandate that the student do any or all of the following:

- * Keep a daily log of time spent on each activity
- * Weekly virtual check-ins with teachers or administrators
- * Be required to attend additional face to face sessions

All absences are unexcused unless a doctor note is provided. Excuses must be turned in to the administrator within 3 school days. These may be submitted via email.

Each work week begins on Monday at 12:00am and ends at 11:59pm on Friday.

Students have the weekend to make up any missed work.

Absenteeism Schedule:

If a student fails to maintain 6.5 hours per school day engaged in learning per day, absences will be accrued based on the following scale:

6.5 hours not maintained per week: 1 day absent
13 hours not maintained per week: 2 days absent
19.5 hours not maintained per week: 3 days absent
26 hours not maintained per week: 4 days absent
32.5 hours not maintained per week: 5 days absent

School Hours

Students are expected to be present at CVLA during the instructional hours between 8:30 am to 11:30 am.

Arrival Procedures

Students may be dropped off each in-person day between 8:15 and 8:30 a.m. Students are permitted to park in the front parking area of the CVLA. Students should enter at the main entrance at the top of the ramp on the right end of the building. Students must sign in as they enter. Students will be considered tardy after 8:35 a.m.

Dismissal Procedures

All students must be picked up no later than 11:40 a.m.

Arrival and Dismissal Procedures will be actively monitored by school personnel.

Claiborne County Truancy Guidelines

Effective July 1, 2018

Tier I is initiated at 3 unexcused absences and will consist of the following:

- **Three day notification letter.** The parent/guardian is notified that their student has three (3) unexcused absences. The names of these students are sent to the Director of Schools.
- **Conference with student and parent/legal guardian.** A conference will be conducted in order to assess reasons why the student has been absent. The conference will include the principal or designee, parent/guardian and the student.
- **Contract.** The contract will include attendance expectations and penalties for continued absences. The contract is signed by parent/guardian and student and will be valid for the remainder of the current school year.

Tier II is initiated at 5 unexcused absences and will consist of the following:

- **Five day notification letter.** The parent/guardian is notified that their student has 5 unexcused absences and is considered truant. The names of these students are sent to the Director of Schools.

- **Individual Assessment.** An individual assessment made by a school employee to assess reasons the student has been absent.
- Possible referrals for services in the home, such as, but not limited to Family Support Services (FSS).
- **Truancy Board Meeting.** At 6 or more unexcused absences, the parent/guardian is scheduled for a meeting with Judge Estep's Truancy Board to address on-going attendance issues.
- **Attendance Contract.** An attendance contract is signed by the parent/guardian and student, placing the student on one calendar year of attendance probation.

Tier III is initiated by additional unexcused absences following the Attendance Contract and will consist of the following:

- **Notification of violation.** The parent/guardian will be notified that the student is in violation of the Attendance Contract and is subject to a petition to Juvenile Court.
- **Petition to Juvenile Court.** If absences remain unexcused, the child is petitioned to Juvenile Court.
- **Juvenile Court.** At the judge's discretion, the parent/guardian may be fined; the student may be placed on probation and assess community service hours; and the family may be referred to the Department of Children Services.

A student who has accumulated ten (10) or more unexcused absences reported in the Student Information System for the current year will be ineligible to attend extracurricular activities.

On-Site (CVLA–Center) Supplemental Instruction for Full-Time Students

The Principal of CVLA may require that a truant student attend the school's student learning center for the purposes of intervening and helping the student get back on-pace. This authority only extends to truant learners. Further, the Principal, when mandating attendance for truant learners, may submit student absences consistent with Tennessee's Compulsory School Attendance Law when the learner fails to report to the learning center (without an excusable absence).

Code of Conduct

All virtual students enrolled are subject to the Claiborne County Schools Student Code of Conduct and all rules contained therein. Internet access is required for all virtual students and must use this access in a responsible, safe, efficient, ethical, and legal manner. Use of the Internet must be in accordance with the Claiborne County Student Technology Acceptable Use Policy. Virtual students agree to Claiborne County Schools Student Technology Acceptable Use policy when enrolling in CVLA.

[See Complete Student Code of Conduct including Tobacco and Zero Tolerance here:](#)

Academic Integrity

Academic integrity is fundamental to a successful virtual learning experience and ultimate student mastery. For learners, this means that the student, without unauthorized help of any kind, completes all academic work consistent with the following:

- * The student completes each assignment independently and without help.
- * The student does not practice plagiarism in any form.
- * The student does not cheat in any form.
- * The student does not allow other individuals to copy work.
- * The student does not misuse content from the Internet.

Plagiarism is defined as copying or using ideas or words from another individual and presenting those ideas or words as the student's without properly citing the source. Cheating is defined as submitting work that is not completed by the student. Note that collaboration with another individual on any assignment must be pre-approved by the teacher.

Specific examples of plagiarism that will not be tolerated are:

- * Copying, paraphrasing or summarizing another person's work without citing that source.
- * Using material, including photographs, from the internet or any other source and representing as your own, even if you have changed some of the words.
- * Having someone else write the assignment or rephrase any portion of that assignment.
- * Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.

Teachers suspecting that a virtual student has violated this policy, the teacher will intervene in accordance with the guidelines listed below. The minimum consequence for plagiarism is clearing all answers in the lesson and starting over. The maximum consequence is dismissal from the program.

Academic Integrity Schedule

Violation # 1

The teacher notifies the student and the parent that it is suspected that the student has violated the Academic integrity policy. Consequently, all answers will be cleared and the student must redo the assignment for credit. The teacher will also inform the virtual student and parent that a second violation will be reported directly to the principal which may result in failure of the course.

Violation #2

The teacher will notify the principal of the second violation. The student will receive a zero on all assignments submitted in violation of the policy. The principal will contact the virtual student and parent notifying them of a mandatory face-to-face conference in the administrative office.

Violation #3

The teacher will notify the principal of the third violation. The principal will send an official notification to the student and the parent noting that the student will receive no credit for any remaining assignments and class credit will be nullified. The student may be subject to removal from the program.

Student Expectations

Students are required to be an effective communicator while enrolled at CVLA. This is vital to the success of our virtual students. The virtual student is expected to maintain consistent and regular communication with their teachers. The following expectations are required for all virtual students enrolled in CVLA:

- * Maintain internet access at all times.
- * Have a working telephone and provide the number to CVLA for distribution to our teachers and staff.
- * Must read CVLA's weekly newsletter.
- * Must respond to all teacher and administrative questions within 24 hours on regular school days (Monday-Friday).

Parent & Guardian Expectations

- * Facilitate student learning by checking grades in Buzz
- * Assure student is following a structured schedule
- * Provide consistent and high speed internet access
- * Provide all necessary enrollment paperwork
- * Attend parent/student orientation session
- * Check email daily

Virtual Student Etiquette

Most of our communication between our teachers, virtual students and parents is written. It is important to note that the words that we use are choices. Respect the power of those decisions and choose words with care. Email and other communications should always be professional. The following are etiquette expectations for virtual students:

- * Always use correct spelling and grammar. Do not use any acronyms associated with social media.
- * Provide a brief and concise summary in the subject line of the electronic communication.
- * Keep communications brief and to the point.
- * Do not discuss multiple subjects. Be sure to focus on one subject per communication.
- * Always include a professional greeting and closing.

- * Address the contact with the appropriate level of formality.
- * Read communications for tone and avoid sarcasm.
- * Do not write messages in all capital letters.
- * Remember that your electronic communication is not private and you are representing yourself and CVLA.

Withdrawal from CVLA

CVLA strives to ensure that online learning is the best educational placement for each student enrolled. When in the best interest of the learner, the student may be withdrawn from the virtual school, enrolled in a more appropriate educational placement, and prevented from re-enrolling until the student demonstrates virtual learning readiness. Reasons include, but are not limited to, the following:

- * During the first two (2) weeks of the semester, the learner has not demonstrated progress in the virtual courses as demonstrated by the following: (1) not attending orientation, (2) not logging into the virtual course, and/or (3) not completing the assigned lessons and progressing forward in the course.
- * The student has extensive, documented, virtual truancy issues and is better served by the accountability associated with physical attending, daily, a brick-and-mortar school
- * The student is no longer attending CVLA.

Students not actively participating in the virtual courses during the first two (2) weeks of the semester will be transitioned to the zoned school or another choice school. Full-time students with extensive virtual truancy will be transitioned back to the zoned school or another choice school at the end of the quarter (i.e., nine-week period).

If a student chooses to voluntarily withdraw from CVLA, he or she may only transition into their zoned Claiborne County School at the end of each semester.

Discipline Procedures

Dress Code

CVLA students are required to follow the Claiborne County Dress Code:

Claiborne Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 06/09/22
		Rescinds: 6.310	Issued: 06/13/13

Claiborne County Schools respects students’ rights to express themselves in the way they dress. All students who attend Claiborne County Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning and the health and safety of students and the adults who supervise them. This policy is intended to guide students, staff, and parents.

Claiborne County Board of Education prohibits students from wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.

1. Students must wear clothing, including both a shirt with pants or skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes.
2. All shirts and blouses must be long enough to go past the waistline to overlap the pants/ skirt/shorts, etc. covering the back, with no cutouts or see-through elements.
3. Clothing of a type, or worn in such a manner, so as to reveal bare skin between the upper chest and mid-thigh is not permitted.
4. Clothing must cover the front and back with no cutouts or see-through elements. See through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
5. Clothing must be worn appropriately and must cover undergarments at all times.
6. Clothing must cover areas from one armpit across to the other armpit. The length of bottoms cannot be shorter than **mid-thigh**. Rips or tears in clothing should be lower than **mid-thigh**.
7. All pants and shorts must fit at the waist. No sagging or low riding will be permitted.
8. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, woodshop, and other activities where unique hazards exist. In addition, specialized courses may require specialized attire, such as athletic apparel or safety gear.
9. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers should not be worn).
10. Students are prohibited from wearing clothing, headwear, jewelry, tattoos or other articles of personal appearance that:

- a. Depict profanity, obscenity, the use of weapons, or violence.
 - b. Promote the use of tobacco, drugs, alcohol, or other illegal products.
 - c. Contains sexually suggestive messages.
 - d. Contain language or symbols that degrade gender, culture, religion, sexual orientation, endanger health and/or safety, or ethnic values.
 - e. Endanger health or safety.
6. Some examples of prohibited clothing include, but are not limited to:
- a. Belly shirts/crop tops
 - b. Capes
 - c. Off the shoulder tops
 - d. Bathing suits
 - e. Tank tops
 - f. Tops that expose undergarments
 - g. Sleep attire
11. The wearing of hats, caps, bandanas, or sunglasses is not allowed at school. Medical exceptions will be considered by the administration.
12. Non-jewelry chains that could be used to injure others, such as wallet chains, cannot be worn or carried at school.
13. Athletes are to leave their team bags with equipment with a coach or teacher upon arriving at school.
14. Shop and lab rules will be adhered to in the school setting.
15. Exceptions to policy shall be given consideration when a school authorized activity requires different attire. Other exceptions may be granted by the administration upon request. The administration at each school reserves the right to determine what constitutes appropriate dress. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.
16. The school administration reserves the right to disapprove any items not addressed in this policy but considered disruptive to the school.
17. Decisions to disapprove items will be based on the goal of providing a safe and disruptive free environment for the education of all students.

18. Principals will have the authority to suspend or waive restrictions of this policy for events such as but not limited to school sponsored activities.

19. Violation of the dress code will result in the following actions at the Principal's or Vice Principal's discretion:

First offense: Warning, correcting, and/or possibly sending home.

Second offense: Parents called and in school detention (1 day).

Third offense: Parents called and in school detention (3 days).

Fourth offense: Suspension for one to three days.

Fifth offense: Discipline Committee meeting resulting in ten days' suspension, thirty days at the alternative school, or expulsion from school.

Legal References Cross References

1. TCA 49-6-4009; TCA 49-6-4215(a)(1) ; TCA

49-1-302(j) Discipline Procedures 6.313 Suspension/Expulsion/Remand 6.316

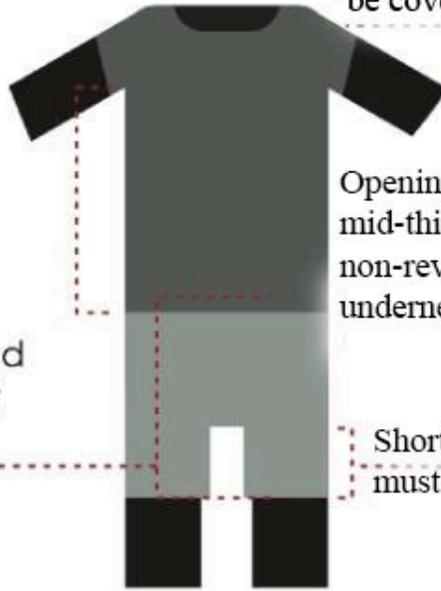
no headwear except
for religious purposes

underarm area must
be covered

Openings in clothing above
mid-thigh require
non-revealing fabric covering
underneath opening. *See note.

shirt must extend
past pant waist
line

Shorts, skorts, and skirts
must be mid-thigh.



* For example, a student wearing jeans that have a tear above the mid-thigh should wear leggings under the jeans.

Legal References

1. TCA 49-6-4009; TCA 49-6-4215(a)(1) ; TCA 49-1-302(j)

Cross References

Discipline Procedures 6.313 Suspension/Expulsion/Remand
6.316

CVLA expects students will dress neatly and appropriately according to the Claiborne County Dress Code at the CVLA center and on any and all Claiborne County school facilities and at sponsored field trips.

Display of Affection

Display of affection between students will be limited to hand holding. Students violating this policy will result in disciplinary action.

Cyberbullying/Bullying Policy

Every CVLA student has the right to an educational environment that is reasonably free from intimidation, harassment, harm or threat by another student. Bullying and/or cyber-bullying is prohibited during school, via school equipment, at school-sponsored events, or by any electronic act that results in the disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment.

Student Discrimination, Harassment, Bullying, Cyber Bullying and Intimidation Policy:

<http://web.claibornecountyschools.com/resources/files/2015/08/Policy-6.304.pdf>

*****While the Student Code of Conduct is intended to provide as much specific guidance as possible, special circumstances may arise, and considerations must be made for any other conduct prejudicial to good order or discipline in any public school.***



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Parent Notification About School Safety Events & Reunification Procedures

Dear Parent or Guardian,

At Claiborne County Schools, student and staff safety is our top priority. While we hope to never experience a crisis situation, we are committed to being fully prepared. Our schools follow emergency procedures developed in partnership with law enforcement and safety experts. In the event of a safety incident, we will use the **“I Love U Guys” Foundation’s Standard Response Protocol (SRP)** and **Standard Reunification Method (SRM-R)** to manage and communicate throughout the emergency.

What to Expect During a School Safety Event

In the event of a safety situation (such as a lockdown, evacuation, or shelter-in-place), the school will initiate its emergency protocols. Once first responders have secured the scene and it is safe to do so, the school will begin reunification procedures to ensure that students are safely returned to their families.

How You Will Be Notified

We will contact parents and guardians through the following communication channels:

- **Remind Notifications**
- **BlackBoard Connect Phone Call**
- **District Website and Social Media** (if appropriate)

Please make sure your **contact information is always up to date** with your child’s school to avoid missing important messages.

What is Reunification?

Reunification is the process of safely reuniting students with their families after an emergency. We use the **Standard Reunification Method** developed by the “I Love U Guys” Foundation, which is a nationally recognized best practice. This process ensures student safety, confirms authorized pick-ups, and provides accountability.

What Parents Should Do During a Reunification

Bring a Photo ID: You will be required to show identification to pick up your child.

Follow the District's Instructions: Reunification may occur at a different location than your child's school. You will be informed where to go and when.

Be Patient: The process is structured and may take time. Safety and accuracy are our top priorities.

Do Not Go to the School Site: This can interfere with emergency personnel and delay reunification.

How You Can Help

- Keep your contact information current with your child's school.
- Discuss your family's emergency plan with your child.
- Reassure your child that schools are safe places and that practicing drills is an important part of staying prepared.
- Follow school communication during a crisis and avoid spreading unverified information.

Final Note

We thank you for your continued partnership in supporting school safety. By following these protocols, we can ensure that in the event of a crisis, all students are accounted for and returned to their families as quickly and safely as possible.

If you have any questions about these procedures, please contact your child's school or the district safety coordinator.

Sincerely,
Dr. Whitney Bowling
Secondary Supervisor and Safety Coordinator
Claiborne County Schools

Asbestos Hazard Emergency Response Act (AHERA)

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Claiborne County School District's Asbestos Management Plan and information regarding planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities can be found on the district website's Maintenance Department page.

McKinney-Vento Homeless Assistance Act

Claiborne County Board of Education Policy 6.503 – Homeless Students - requires that homeless students (youth in transition) shall have equal access to the same free, appropriate public education as provided to other children and youths. The Director of Schools has developed procedures to ensure that youth in transition are recognized administratively and that appropriate and available services are provided. Those procedures can be found online at:

<https://www.dropbox.com/home/Claiborne%20County%20Procedures%20Manual/6%20Students?preview=AP+6.503+Homeless+Students+Procedures.pdf>

School placement of youth in transition shall be determined on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth. Procedures for school placement of youth in transition and information regarding dispute resolution processes can be found online at:

<http://web.claibornecountyschools.com/parentinv/dispute-resolution-procedure/>

Policy 6.305 Concerning Student Concerns, Complaints, and Grievances

Student Concerns and Complaints

Decisions made by school personnel – such as aids, teachers, or assistant principals – which students believe are unfair or in violation of pertinent policies of the Board of individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within ten (10) school days. However, if the principal does not make a decision within ten (10) school days following the date of complaint, students or parents may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

Discrimination/Harassment Grievance Procedures

Filing a Complaint – Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time, and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

Investigation – Within twenty-four (24) hours of receiving the student’s complaint, the complaint manager shall notify the complaining student’s parent/guardian and the principal who shall inform the Director of Schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student’s allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student’s advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaint. A school representative will meet with and advise the complainant regarding the findings and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator, and the Director of Schools. One copy shall be kept in the complaint manager’s file for one (1) year beyond the student’s eighteenth (18) birthday. The Director of Schools shall keep the Board informed of all complaints.

Decision and Appeal – If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made within five (5) work days to the Director of Schools. The Director of Schools will review the investigation, make any corrective action deemed necessary, and provide a written response to the complainant. If the complainant is not in agreement with the Director of Schools’ findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the Director of Schools and may support, amend, or overturn the actions based upon review and report their decision in writing to the complainant.

Appointing Complaint Managers

The Director of Schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. The Director of Schools shall insert into this policy the names, addresses, and telephone numbers of current complaint managers.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Complaint Managers:

Sharon Tolliver
P.O. Box 179 1403 Tazewell Rd.
Tazewell, TN 37879 Phone: (423) 626-3543

Mandatory Child Abuse/Neglect Reporting

It is an offense for a parent or guardian to knowingly fail to provide notification as required by subsection (a). A violation of this subsection (g) is a Class B misdemeanor, punishable by a fine only. For the purpose of this subsection (g), parent or legal guardian does not include the Department of Children’s Services. If it becomes apparent that any employee of the Department of Children’s Services knowingly failed to notify the school as required by subsection (a). The commissioner of children’s services shall be notified and take appropriate action against the employee.

Unsafe School Choice

If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district. Parents of students in a school identified as unsafe are notified in writing of their rights.

Student’s Privacy Rights

As governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), each student over 18 (eighteen) years of age (an “eligible student”) or his/her Parent, if the Student is under 18 (eighteen) or is the Parent’s dependent, has a right to:

- Inspect and review the student’s education records;
- Seek correction of items in the record which are believed to be inaccurate, misleading, or in violation of the student’s rights, including the right to a hearing upon request;
- File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
- Obtain a copy of Claiborne County Board of Education Policy 6.601 and a copy of such educational records; and
- Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information” (that which

is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed).

High School Students Only:

- Parents of secondary school students have the right to request their child’s name, address and telephone number not be released to a military recruiter without their prior written consent.

Board Policy 6.601 Student Records Annual Notification of Rights

Claiborne County Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term:	Descriptor Code: 6.601	Issued Date: 01/11/07
	Student Records Annual Notification of Rights	Rescinds:	Issued:

Within the first three weeks of each school year, the school system will notify parent(s) of students and eligible students* of each student's privacy rights.¹ For students enrolling after the above period, this information will be given to the student’s parent(s) or the eligible student at the time of enrollment.²

The notice will include the right of the student’s parent(s) or the eligible student to:

1. Inspect and review the student’s education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student’s rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of such educational records;
5. Exercise control over other people’s access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as “directory information.” Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student’s parent(s) or the eligible student.

Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level,

enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.³

Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.⁴

*The student becomes an “eligible student” when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student’s rights.⁵

Legal References:

1. 34 CFR § 99.4
2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 U.S.C. §503(c)
5. 34 CFR § 99.5

Visitor Code of Conduct

Claiborne County School System Visitor Code of Conduct

Parents, community members, and any other visitors to school property or during school programs/activities **MUST NOT**:



1. Act in a threatening manner toward another or others.
2. Injure or threaten another or others.
3. Damage school property, or the personal property of another or others.
4. Disrupt classes, school programs or other school activities in any way.
5. Communicate with another or others in an abusive, harassing, or threatening manner.
6. Audio or video record where there is an expectation of privacy (*i.e.*, classroom instruction, locker rooms, etc.).
7. Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
8. Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.
9. Harass or discriminate against another or others based on protected class status (*e.g.*, race, color, religion, etc.).
10. Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
11. Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
12. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
13. Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
14. Gamble or encourage another or others to gamble.

15. Violate any applicable federal or state statute, local ordinance, or board policy.

If you have questions about this Code of Conduct; please refer to Tennessee Code Annotated, Title 49, Chapter 6, Part 40, or the school system's online Policy Manual, or contact Central Office using the following telephone number: 423-626-3543.

No Pets/Animals: In accordance with district policy and health regulations, animals are not allowed on school property. Exceptions may be made for service animals or pre-approved educational purposes with administrative approval.

Bus Safety Complaint Process

Bus Complaint Form and Procedure

Purpose

To ensure a consistent and timely process for addressing concerns related to student transportation, this procedure outlines how to document, investigate, and resolve bus-related complaints involving behavior, safety, or operations.

Scope

This procedure applies to:

- Parents/guardians
- School staff
- Bus drivers and transportation personnel
- Students (as witnesses or subjects)

Step-by-Step Procedure

1. Complaint Submission

All bus complaints should be submitted through one of the following methods:

- **[Bus Complaint Form](#)**
- **Phone call or email** to the school office or transportation department
- **Written statement** from bus driver or school staff

The complaint should include:

- Date and time of the incident
- Bus number and route
- Names of individuals involved (if known)
- Description of the issue or concern

- Contact information for follow-up

2. Documentation

- All complaints must be documented
- If a student must be disciplined due to a bus complaint, it must be documented in Aspen.
- If a parent makes a complaint to the principal about a driver, the principal must direct them to the [bus complaint form](#).

3. Initial Review and Referral

- Complaints involving **student behavior** will be referred to the **school administrator** responsible for discipline.
- Complaints involving **driver conduct, safety, or mechanical concerns** will be referred to the **transportation supervisor**.

4. Investigation

The appropriate supervisor or administrator will:

- Interview relevant parties (driver, students, witnesses)
- Review bus camera footage (if available)

The investigation should be completed **within 3–5 school days**, depending on severity.

5. Response and Resolution

- If the complaint is substantiated, corrective action may include:
 - Student disciplinary measures (warnings, bus suspensions)
 - Driver retraining or performance review
Adjustments to seating or bus assignments
- If unsubstantiated, the complainant will still receive a response indicating the matter has been reviewed.

A written or verbal follow-up will be provided to the complainant **within 10 school days**.

6. Recordkeeping

- All findings and outcomes must be documented and retained for **at least one school year**.
- Incidents involving serious misconduct or repeated complaints may be escalated to Human Resources or the Director of Schools.

Confidentiality

- The identity of complainants and students will be protected to the extent possible.
- Bus video footage will only be reviewed by authorized personnel and is not released publicly.

Annual Review

The transportation supervisor and school administrators will review bus complaint trends annually to:

- Identify recurring issues
- Improve training and communication
- Update safety protocols as needed

Child Nutrition Programs

All Claiborne County students will receive breakfast and lunch at no cost. Claiborne County Schools will be participating in Community Provision Eligibility (CEP) for the school year 2025-2026.

Emergency Procedures

School Closures/Inclement Weather

Information regarding school closures and/or inclement weather will be shared via the Remind app or phone calls from CVLA.

Cell Phone Policy

Claiborne County Board of Education's Student Use of Cellular Phones Policy 6.312 can be found online at:

http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6312_15.pdf

You may request a paper copy of this policy from the school if necessary. Please review this policy in-depth, discuss it with your child, and feel free to ask any questions for clarification. Please note from the policy that while students are allowed to bring a cell phone to school, the

phone must remain off and kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. This will be enforced. Please note the specific consequences for students who are not following this policy:

- First Offense: Confiscation of the phone or device to be picked up by a parent/guardian.
- Second Offense: Confiscation of the phone or device to be held for a 5-day period then picked up by a parent/guardian.
- Third Offense: Confiscation of the phone or device to be held for a 14-day period then picked up by a parent/guardian.
- Fourth Offense: Confiscation of the phone or device to be held for a 30-day period then picked up by a parent/guardian.
- Fifth Offense: Confiscation of the phone or device to be held for the remainder of the school year then picked up by a parent/guardian.

***As an added measure of safety and precaution, upon arrival, CVLA students will be required to place their cell phones in the designated area of the classroom for the duration of instructional time. Cell phones may be retrieved at the end of the instructional day. In the event of an emergency, students will be allowed cell phone access.**

The Claiborne County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs, activities or employment policies and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance on the non-discrimination policies should be directed to 504/Title IX Coordinator at (423)626-7979.

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