

**KCS**

**2025-2026**

# **KNOX COUNTY VIRTUAL SCHOOL**



## **Student Handbook**

Visit Our Website

**[www.knoxschools.org/Domain/12070](http://www.knoxschools.org/Domain/12070)**

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*A message from*  
**Jennifer Garrett**  
**Executive Principal**

Welcome to Knox County Virtual School! My name is Jennifer Garrett, and I am the executive principal for Knox County Virtual School. I am excited that you decided to join our school, and I look forward to serving you this school year.

Virtual learning is an innovative approach to instruction that creates opportunities for students to have deep engagement and ownership in their learning. We combine rigorous instruction and a flexible learning schedule to help meet students where they are and support them in their academic success. The connections and relationships we establish with students allow us to support their social-emotional health and academic achievements.

All students receive high-quality instruction from Knox County Teachers who are Tennessee licensed. Daily instruction consists mainly of synchronous learning, with one day a week of asynchronous instruction for middle and high school students. The unique instructional schedule allows teachers to monitor student progress and set up individual times to meet and provide additional learning support. We are preparing our students to be global citizens who are deeper thinkers and problem solvers!

If you have any questions, please be sure to reach out (865) 622-3902. Our school staff is here and ready to support and serve you!

All the best,

Jennifer Garrett  
Executive Principal

## Knox County Schools District Priorities



### Dr. Rysewyk's Four Priorities

- Excellence in foundational skills, particularly early literacy and middle-school math;
- Providing great educators in every school;
- Career empowerment and preparation; and
- Success for every student.

*“Knox County is blessed with incredible educators and talented students,” said Dr. Rysewyk. “By setting a clear vision of our goals and strategies, I believe our community can work together to achieve great things.”*



## School Information

### Vision:

The Vision of Knox County Virtual School is to provide a safe environment which empowers students in breaking down barriers and expanding their potential through self-driven learning, with whole-student support, while celebrating diversity and honoring achievements that contribute to the global world.

### Mission:

The Mission of Knox County Virtual School is to create innovative, safe, self-driven learning environments where students will find challenging opportunities and individualized successes to reach their personal-best in an ever changing world.

### School Address:

**East Campus:** 600 N. Chilhowee Dr.  
Knoxville, TN 37924

**West Campus:** 2925 Gray Hendrix Rd.  
Knoxville, TN 37931

### School Phone Number:

(865) 622-3902

Press 1 for elementary and 2 for secondary

### Social Media:

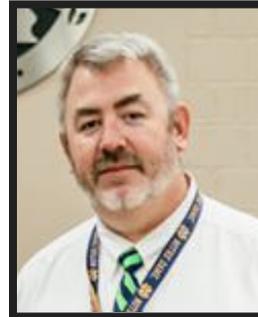
**Facebook** - Knox County Virtual School

**Twitter** - @kcs\_virtual, @kcs\_virtualMS,  
@kcs\_virtualhigh

## Administrative Team



Executive Principal - Jennifer Garrett  
jennifer.garrett@knoxschools.org



Assistant Principal - Chris Layton  
chris.layton@knoxschools.org



Assistant Principal - Amy Jones  
amy.jones1@knoxschools.org

## Faculty

Department	Name	Contact
Secretary	Chelsey Hunley	chelsey.hunley@knoxschools.org
Bookkeeper	Cassandra Wiltshire	cassandra.wiltshire@knoxschools.org
School Counselor	Maria Castle	maria.castle@knoxschools.org
School Counselor	Michelle Pacleb	michelle.pacleb@knoxschools.org
Social Worker	Darwin Guerrero	darwin.guerrero@knoxschools.org
Behavior Interventionist	Michelene Deisher	michelene.thompson@knoxschools.org
Instructional Coach Math & Science	Abbie Merrill	abbie.merrill@knoxschools.org
Instructional Coach ELA & Social Studies	Nicole Buchanan	nicole.buchanan@knoxschools.org
<b>Staff</b>		
4th & 5th Math 4th Social Studies & Science	Charcee Day	charcee.day@knoxschools.org
4th & 5th ELA 5th Social Studies & Science	Nichole Ragon	nichole.ragon@knoxschools.org
6th Grade ELA	Jamie Lynch	jamie.lynch@knoxschools.org
6th Grade Math	Hunter Keith	hunter.keith@knoxschools.org
6th Grade Science	Lisa Stalans	lisa.stalans@knoxschools.org
6th Grade Social Studies	Monique Miller	monique.miller@knoxschools.org
7th Grade ELA	Missy Carter	missy.carter@knoxschools.org
7th Grade Math	Andy Tippitt	andy.tippitt@knoxschools.org
7th Grade Science	Naomi Adcock	naomi.adcock@knoxschools.org
7th Grade Social Studies	Heather McCleary	heather.mccleary@knoxschools.org
8th Grade ELA	Jordan Edwards	jordan.edwards@knoxschools.org
8th Grade Math	Amy Long	amy.long@knoxschools.org
8th Grade Science	Susanne Brunson	susanne.brunson@knoxschools.org
8th Grade Social Studies & Film Studies	Catherine Corkern	catherine.corkern@knoxschools.org
CTE: Business & Marketing	Denise Buckner	denise.buckner@knoxschools.org
CTE: Social Human Studies & Nutrition	Heather Nealon	heather.nealon@knoxschools.org
Geometry & Honors Geometry	Alicia Signore	alicia.signore@knoxschools.org
Algebra 1 & Honors Algebra 1	Mary Anne Kolhepp	maryanne.kolhepp@knoxschools.org

<b>Department</b>	<b>Name</b>	<b>Contact</b>
Algebra 2 & Honors Algebra 2	Bob Johnson	robert.johnson@knoxschools.org
Mathematical Reasoning for Decision Making, Honors Pre-Calculus, & Statistics		@knoxschools.org
Computer Science & 8th Grade Social Studies	Karah Loveland	karah.loveland@knoxschools.org
English 1, Honors English 1, Mythology, & AP Language	Heather Green	heather.green@knoxschools.org
English 2, Honors English 2, Creative Writing, & Advanced Creative Writing	Jennifer Driskill	jennifer.driskill@knoxschools.org
English 3 & 4	Rebecca Maples	rebecca.maples@knoxschools.org
English 4, Journalism 1 & 2, & ACT Prep	Misty Brown	misty.brown@knoxschools.org
Biology/Environmental Science	Shawn Peters	shawn.peters@knoxschools.org
Chemistry & Physical Science	Laura Muck	laura.muck@knoxschools.org
Science & Math	Jack Adamson	jack.adamson@knoxschools.org
World History, Psychology/ Sociology, African-American History, & Ancient History	Mary Catherine Drake	marycatherine.drake@knoxschools.org
US History, Government, & AP Government	Matthew Malcolm	matthew.malcolm@knoxschools.org
AP Human Geography, AP US History, US History, TN History, & Economics & Personal Finance	Connie Higgins	connie.higgins@knoxschools.org
Spanish 1, Honors Spanish 1, Spanish 2, & Honors Spanish 2	Satonya Cox	satonya.cox@knoxschools.org
Honors Spanish 1, Spanish 2, & Spanish 3	Melissa Newman	melissa.newman@knoxschools.org
Visual Art & Advanced Art	Breanna Rockstad-Kincaid	breanna.rockstadkincaid@knoxschools.org
Visual Art	Tanya McDavid	tanya.mcdavid@knoxschools.org
General Music	Kingsley Keys	kingsley.keys@knoxschools.org
General Music, General Music History, Development of Rock and Roll, & Music Theory	Lindsey Cope	lindsey.cope@knoxschools.org
Physical Education & Strength and Conditioning	Mitchell McGill	mitchell.mcgill@knoxschools.org
Lifetime Wellness, Physical Education, & Advanced Physical Education	Jason Boyd	jason.boyd@knoxschools.org

<b>Department</b>	<b>Name</b>	<b>Contact</b>
Library	Lindsay Jones	<a href="mailto:lindsay.jones@knoxschools.org">lindsay.jones@knoxschools.org</a>
SPED/Student Support Services	Lori New	<a href="mailto:lori.new@knoxschools.org">lori.new@knoxschools.org</a>
SPED/Student Support Services	Lynn Shuryan	<a href="mailto:lynn.shuryan@knoxschools.org">lynn.shuryan@knoxschools.org</a>
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SPED/Student Support Services	Kitty Menhinick	<a href="mailto:kitty.menhinick@knoxschools.org">kitty.menhinick@knoxschools.org</a>
Interventionist	Lauren Sisk	<a href="mailto:lauren.sisk@knoxschools.org">lauren.sisk@knoxschools.org</a>
ELA Interventionist	Ashley Hurst	<a href="mailto:ashley.hurst@knoxschools.org">ashley.hurst@knoxschools.org</a>
Math Interventionist	Shayna Holmes	<a href="mailto:shayna.holmes@knoxschools.org">shayna.holmes@knoxschools.org</a>



# 2025-2026 Knox County Schools Calendar

Thursday, July 31	First Day for Teachers (School Based In-Service Day)
Friday, August 1	Systemwide In-Service Day (PreK-12)
Monday, August 4	Administrative Day (Teacher Work Day)
Tuesday, August 5	Systemwide In-Service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day); 6 <sup>th</sup> and 9 <sup>th</sup> Grade Orientation
Wednesday, August 6	Administrative Day (Teacher Work Day)
Thursday, August 7	First Day for Students (½ Day)
Monday, September 1	Labor Day Holiday (Knox County Schools Closed)
Friday, September 5	End 4½-weeks Grading Period
Wednesday, September 17	Constitution Day (Knox County Schools Open), Half-Day for Students
Monday, October 6 - Friday, October 10	Fall Break
Tuesday, October 14	End First 9-weeks Grading Period
Tuesday, November 4	Systemwide In-Service Day (PreK-12) (Student Holiday)
Thursday, November 13	End 4½-weeks Grading Period
Wednesday, November 19	Half-Day for Students
Wednesday, November 26 - Friday, November 28	Thanksgiving Holidays (Knox County Schools Closed)
Friday, December 19	Half-Day for Students; End Second 9-weeks Grading Period; End First Semester
Monday, December 22 – Friday, January 2	Winter Break
Friday, January 2	Systemwide In-service Day (½ Day School-based); Administrative Day (½ Day Teacher Work Day)
Monday, January 5	First Day for Students after Winter Break (Full Day)
Monday, January 19	Martin Luther King, Jr. Day (Knox County Schools Closed)
Wednesday, January 28	Half-Day for Students
Thursday, February 5	End 4½-weeks Grading Period
Monday, February 16	Systemwide In-Service Day (PreK-12) (Student Holiday)
Monday, March 9 – Friday, March 13	Spring Break
Tuesday, March 17	End Third 9-weeks Grading Period
Wednesday, March 25	Half-Day for Students
Friday, April 3	Holiday (Knox County Schools Closed)
Monday, April 20	End 4½-weeks Grading Period
Tuesday, May 5	Systemwide In-Service Day (School-based)
Thursday, May 21	Last Day for Students (½ Day); End Fourth 9-weeks Grading Period; End Second Semester
Friday, May 22	Administrative Day (Teacher Work Day) – Last Day for Teachers
Friday June 19	Juneteenth Holiday (Knox County Schools Closed)

### Calendar Summary

180	Instructional Days*
4	Administrative Days
2	Unscheduled In-Service Days
1	Unscheduled Parent-Teacher Contact Hours Day
6	Scheduled In-Service Days
10	Vacation Days

*\*In accordance with T.C.A. § 49-6-3004 – 177 student instructional days plus 3 days accumulated under daily 7-hour schedule.  
Note: This calendar allows cancellation of up to 8 instructional days due to inclement weather or serious outbreaks of illness before any make up days will be required.*

## Tentative Testing Dates for School Year 2025-2026

Test(s)	Time Frame/Window
Civics Exam	Available at all times
Fall 9-12 TCAP End-Of-Course	December 1-18, 2025
1st Semester Final Exams	December 17-18, 2025
Make-ups for 1st Semester Final Exams	Makeups December 19, 2025
Pre-ACT 8/9	December 16, 2025
ASVAB for Grades 10-12	October 14, 2025
ACT - Senior Fall Retake	October 1, 2025
ACT - Junior Day	March 17, 2026
Pre-ACT 10th Grade	TBD
RTI <sup>2</sup> Universal Screening Assessments	August 18-29, 2025 December 2-16, 2025 April 29-May 13, 2026
Mastery View Predictive Assessment	October 13-24, 2025 March 2-20, 2026
Access for English Learners	February 2 - March 27, 2025
World Language Assessment ACTFL	February 20-27, 2026 Makeup: March 2-3
Spring 9-12 TCAP End-of-Course	April 13 - May 5, 2026
Spring 3-5 TCAP Testing	April 13 - May 1, 2026
Spring 6-8 TCAP Testing	April 13 - May 5, 2026
2nd Semester Senior Final Exams	May 13 -14, 2026, Makeup: May 15, 2026
2nd Semester Underclassman Finals	May 19-20, Yearlong Course: May 15-20, 2026
Make-ups for 2nd Semester Underclassman	May 21, 2026
AP Testing	May 4-8 & 11-15, 2026

## **Attending KCVS**

As a school of choice, Knox County Virtual School follows the same transfer windows as magnet schools. To attend KCVS, parents/guardians must apply for a transfer through the Knox County Schools [Transfer Office](#).

## **Transfer Requests**

**Required Approval.** No out-of-zone student may be enrolled without a transfer approved by the Supervisor of Enrollment based upon parental application submitted within the transfer period established by the Director of Schools.

**Available Capacity.** All transfers are subject to limitations of available capacity. Determination of capacity will take into consideration physical space available, program offerings and the staffing level.

**Duration.** Approved general transfers are generally effective through the terminal grade level of the school to which the student is assigned. Students granted transfers will be expected to maintain an appropriate academic, disciplinary and attendance record at the receiving school. If a student does not meet these expectations, the principal of the receiving school may recommend that the transfer be revoked, and the student be returned to the base school. The Director of Schools or his/her designee shall review and approve or deny any principal's recommendation to revoke a student transfer.

Students who are directed to return to their base school shall do so at the end of the school year, unless the Director of Schools determines it is in the best interests of the student and/or the school system to do otherwise.

*Student Transfers Board Policy J-152*

The Knox County Transfer window opens two times each year. Please check the Knox County Transfer site for more information.

## **Withdrawal Process**

In order to withdraw from Knox County Virtual School a parent or guardian should reach out and contact our secretary, Chelsey Hunley. The new receiving school should send a request for records verifying the student's enrollment with another institution. At this time, the student's records are brought up-to-date. Parental consent is necessary prior to the withdrawal if the student is under the age of 18. Documentation of enrollment in another institution is required. Students must clear their records (return student Chromebooks, textbooks, other materials and pay fines or fees) before a withdrawal request can be completed. The school office should be contacted to set up a time to return all school materials and complete a withdrawal form.

## **Enrollment Criteria**

Students must be Knox County residents and zoned for a Knox County School. Students should be in good standing with their base school with no outstanding fees or holds. The student should have a good attendance record and a history of good conduct. High school students should be on track to graduate with 28 credits. Successful students are motivated, prepared to learn each day, and active participants in class.

## Attendance

The Board recognizes that good attendance at school is basic to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present virtually each day that school is in session. Attendance is taken for each class period. Students should have their camera on and be actively responding during class. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session. For these reasons, the Knox County Board of Education has adopted the following policy on student absences.

Acceptable (excusable) conditions for students being absent from school include:

- Personal illness;
- Illness in family temporarily requiring help from the child;
- Death in family;
- Recognized religious holidays regularly observed by persons of the student's faith;
- Verifiable family emergency
- For students with a parent or guardian who is deployed as a member of the US Armed Forces, the following excused absences shall apply provided the student furnishes appropriate documentation of the service member's deployment:
  - An excused absence for one day when the member is deployed,
  - An excused absence when the service member returns from deployment, and
  - Excused absences for 10 days for visitation when the member is granted rest and relaxation leave and is stationed out of the country.

In order to be counted present on any and all accounting attendance records, students shall attend school for a time period of three (3) hours and thirty (30) minutes per school day. Students participating in school-sponsored activities whether on or off campus shall not be counted absent. In order to qualify as "school sponsored," the activity must be school-planned, school-directed, and teacher-supervised.

*Reference KCS Board Policy J-120 - Attendance*

Excuses for absences must be made in writing to the student office by a parent or guardian. **Written excuses must be submitted within five (5) days of the student's return to school.** All absences, absence corrections and/or changes must be recorded within the respective 20-day attendance reporting period or no later than ten (10) days following the end of each 20-day attendance reporting period.

If parents want to appeal an unexcused absence, they should communicate with the principal. The principal's decision will be final at the school level.

### **Submit absence documentation to the following corresponding email address:**

Elementary School Students: [virtuales@knoxschools.org](mailto:virtuales@knoxschools.org)

Middle School Students: [virtualms@knoxschool.org](mailto:virtualms@knoxschool.org)

High School Students: [virtualhs@knoxschools.org](mailto:virtualhs@knoxschools.org)

### **Driver's License or Learner's Permit Attendance Policy**

Students obtaining a Learner's Permit or transferring an out of state license to a Tennessee Driver's License must request an SF1010 (Compulsory Attendance) form before proceeding to the DMV. Students or parents may contact the school office or complete the form on the website to obtain the form. The SF1010 form expires 30 days after its issuance.

# Schedules

## Elementary School Schedule

Regular Day		½ Day		1 Hour Delay		2 Hour Delay	
8:30 - 10:05	1st Period	8:30 - 9:40	1st Period	9:30 - 10:40	1st Period	10:30 - 11:30	1st Period
10:05 - 10:30	Recess	9:40 - 10:05	Encore	10:45 - 11:15	Encore	11:35 - 12:05	Encore
10:30 - 11:15	Encore	10:05 - 11:10	2nd Period	11:15 - 11:45	Recess	12:05 - 12:35	Lunch
11:15 - 11:45	Lunch	11:10 - 12:00	3rd Period	11:45 - 12:15	Lunch	12:35 - 1:00	Recess
11:45 - 1:15	2nd Period			12:15 - 1:25	2nd Period	1:00 - 2:00	2nd Period
1:15 - 1:55	Core Extension			1:30 - 2:10	Core Extension	2:00 - 2:30	Core Extension
1:55 - 2:10	Recess			2:15 - 3:30	3rd Period	2:30 - 3:30	3rd Period
2:10 - 3:30	3rd Period						

## Middle School Schedule

Regular Day		½ Day		1 Hour Delay		2 Hour Delay	
8:30 - 9:35	Period 1	8:30 - 9:00	Period 1	9:30 - 10:30	Period 1	10:30 - 11:20	Period 1
9:40 - 10:40	Period 2	9:05 - 9:35	Period 2	10:35 - 11:25	Period 2	11:25 - 12:05	Period 2
10:45 - 11:45	Period 3	9:40 - 10:10	Period 3	11:30 - 12:20	Period 3	12:05 - 12:35	Lunch
11:45 - 12:15	Lunch	10:15 - 10:45	Period 4	12:20 - 12:50	Lunch	12:35 - 1:15	Period 3
12:15 - 1:15	Period 4	10:50 - 11:20	Period 5	12:50 - 1:40	Period 4	1:20 - 2:00	Period 4
1:20 - 2:20	Period 5	11:25 - 12:00	Period 6	1:45 - 2:35	Period 5	2:05 - 2:45	Period 5
2:25 - 3:30	Period 6			2:35 - 3:30	Period 6	2:50 - 3:30	Period 6

## Middle School Friday Abbreviated Schedule

Friday Middle School	
8:30 - 9:25	Period 1
9:25 - 10:25	Period 2
10:30 - 11:25	Period 3
11:25 - 11:55	Lunch
11:55 - 12:50	Period 4
12:55 - 1:50	Period 5
1:55 - 2:50	Period 6

## High School Wednesday Abbreviated Schedule

Wednesday High School	
8:30 - 9:45	1st Block
9:50 - 11:00	2nd Block
11:05 - 12:15	3rd Block
12:15 - 12:45	Lunch
12:45 - 1:55	4th Block
2:00 - 3:00	5th Block

## High School Schedule

Regular Day		½ Day		1 Hour Delay		2 Hour Delay	
8:30 - 9:50	Block 1	8:30 - 9:30	Block 1	9:30 - 10:40	Block 1	10:30 - 11:20	Block 1
9:55 - 11:15	Block 2	9:15 - 9:55	Block 2	10:45 - 11:55	Block 2	11:25 - 12:15	Block 2
11:20 - 12:40	Block 3	10:00 - 10:40	Block 3	11:55 - 12:25	<i>Lunch</i>	12:15 - 12:45	<i>Lunch</i>
12:40 - 1:10	<i>Lunch</i>	10:45 - 11:25	Block 4	12:25 - 1:35	Block 3	12:45 - 1:35	Block 3
1:10 - 2:30	Block 4	11:30 - 12:00	Block 5	1:40 - 2:50	Block 4	1:40 - 2:30	Block 4
2:35 - 3:30	Block 5			2:55 - 3:30	Block 5	2:35 - 3:30	Block

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## Behavioral and Virtual Learning Camera Expectations

As a Knox County public school, the Knox County Virtual School adheres to all Knox County Board of Education policies and procedures including expectations of behavior and dress code as well as disciplinary policies. Teachers and administrators shall strive to create a school environment favorable to the development of self-discipline and self-direction. Acceptable behavior is essential to an effective school program. Each teacher is responsible for and has such authority as is necessary for the maintenance of good order within the classroom for the promotion of an environment conducive to learning. The authority to control pupil conduct extends to all activities of the school, including all field trips, excursions, required testing, and other school activities and groups.

<b>Expectation</b>	<b>Description</b>
<b>Camera On During Instruction</b>	Students are expected to have their cameras on during live class sessions.
<b>Face Clearly Visible at All Times</b>	Students should be clearly visible on screen, with their <b>full face</b> in view (not just the forehead or ceiling). This helps teachers better connect and support students and encourages student engagement.
<b>Appropriate Virtual Backgrounds</b>	If using virtual backgrounds, they should be school-appropriate and not distracting to others. Students should avoid rapidly changing or animated backgrounds and not use the likeness of another student or staff member.
<b>Dressed for School</b>	Students should be dressed as they would for in-person school—school-appropriate clothing is required. Please see the <a href="#">Knox County Board of Education's Dress Code Policy</a> (J-260) for grade level specific details.
<b>Stay Present and Engaged</b>	Students should remain seated and focused on the lesson unless instructed otherwise. Avoid moving around with the device during instruction.
<b>Minimize Distractions</b>	Cameras should show a quiet, distraction-free environment as much as possible. Students should avoid chatting with others off-camera, or multi-tasking.
<b>Mute When Not Speaking</b>	Stay muted unless called on to reduce background noise for everyone.
<b>No Filters or Effects</b>	Avoid using face filters, funny hats, or effects that change your appearance unless approved by the teacher for a specific activity.
<b>Notify the Teacher If Camera Can't Be Used</b>	If a student cannot use their camera due to technical or personal reasons, a parent/guardian should notify the teacher in advance if possible. A <a href="#">Technical Incident Ticket</a> should also be entered immediately to address the problem.
<b>Respect Others' Privacy</b>	Do not record or take screenshots of the class or classmates or instructors without permission.

# Records, Grading, and Testing

## Grading Procedures

Grading procedures are the result of the prescribed plan of study established by the teacher. Normally, grades are based on student performance in such areas as class participation, class work, homework, special assignments/projects, meeting deadlines, quizzes, tests, and final examinations. Final examinations for middle and high school represent a percentage of the final semester grade. (Percentage of EOC's is subject to change over a four year period.) **Students are required to participate in all applicable state testing.**

## Scholastic Credit and Grades

In order to receive a high school credit for a course, the student must have a passing grade (A, B, C, D). Credits are recorded on the student's cumulative record when the course has been completed.

## Knox County Grading

### Grades K-5 Grade Scales and Grading Period Information

The elementary period consists of a nine-week format. There are four nine-week grading periods in a school year. Report cards are to be sent home no later than ten days after a grading period ends. Each elementary school will also send home a comprehensive interim report for each child at the halfway point of each grading period, ensuring that parents can monitor their child's performance on a monthly basis.

### The Report Card

The report card in grades K-5 will be issued by the school for each of the four nine-week grading periods. These grading periods are defined by the Knox County Schools annual system-wide school calendar. (page 9 of the Student/Parent Handbook)

## Elementary School Grading

<b>Work Habits</b>  This grade scale is for grades 1-5.	E (Excellent) = 93-100
	S (Satisfactory) = 92-75
	N (Needs Improvement) = 74 and below
<b>Grades 3-5 and Behavior/Conduct</b>  This is the grade scale for Reading, Language/Writing, Art, Mathematics, Music, Social Studies, ELL, Physical Education, and Science.  This grade scale is also for Behavior/Conduct for grades 1-5.	A (Excellent) = 93-100
	B (Good) = 85-92
	C (Average) = 75-84
	D (Below Average) = 70-74
	U (Unsatisfactory) = 70 and below

## Middle and High School Grading

All class grades are cumulative, representing all class work from beginning of the course to the date of the report. Each successive report is not the average of previous grade reports; rather, it represents the compiled scores of all daily lessons, homework, projects, quizzes, examinations and other classroom assignments during the entire 22, 45, 67, or 90 days covered by the report. Progress reports and report cards will be distributed within 5 days of the end of the grading period.

### Grading Scale

Grades	Descriptor	Percent Scale	Grade Pts
A	Excellent	90-100%	4
B	Good	80-89%	3
C	Average	70-79%	2
D	Below Average	60-69%	1
F	Failure	59 and below	0

The above grade scale is based on [KCS Board Policy](#).  
*Students desiring to receive recovery credit or dual credit must be pre-approved to do so.  
 See your School Counselor for details and grading procedures.*

Advanced Course Level Designation	Additional GPA Quality Point Guide	Percentage Points Added to Final Grade
Honors	Additional 0.5 quality point used for GPA calculation	Three (3) points added to final grade
Advanced Placement	Additional 1 quality point used for GPA calculation	Five (5) points added to final grade
Dual-Enrollment	Additional 1 quality point used for GPA calculation	Not applicable
National Industry Certification	Additional 1 quality point used for GPA calculation	Four (4) point added to final grade for those who sit for the identified industry certification exam
Statewide Dual Credit	Additional 0.75 quality point used for GPA calculation	Four (4) points added to final grade for those who sit for state challenge exam

## Transcript Request

A student may request an unofficial copy of their transcript at any time throughout their high school years. Official transcripts may also be requested for colleges and universities. Official and unofficial transcripts may be obtained by submitting a [Transcript Request Form](#) to the counselor.

Official transcripts are submitted to Colleges and Universities from Knox County Virtual School through the TN Transcript Exchange.

## Dual Enrollment

Students in the 11 or 12th grades, who are in good standing, may earn high school credit by enrolling in college level courses at an institution of higher education. The institution shall be accredited by the state or by a state-approved accrediting agency. In order to qualify for dual enrollment, a student shall:

1. Meet all the requirements for dual enrollment of the college/university
2. Have a planned high school program endorsed by school counseling personnel as appropriate, including the college level course
3. Agree to assume all financial costs associated with the college level course
4. Obtain written permission of the high school principal and the acceptance of the college admissions officer
5. Continue to be enrolled in his/her school

Upon receipt of the course grade transmitted directly from the institution of higher education, the high school shall grant credit on a term-to-term basis. Such grades shall be included in the computation of the student's cumulative grade-point average as consistent with the district's grading policy. The [TSAC Grant](#) is available for students to cover the cost of dual enrollment.

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## Required High School Testing

The following tests are required. The window for fall testing runs from the end of November to the beginning of December. The window for spring testing is in April. Exact dates will be communicated to students and families as the windows approach. ***Students will have to report to a KCS building to take the state exams including state End of Course Exams and TNReady exams. Please plan accordingly to take these state mandated tests. Students are required to report for state testing and it may lead to a revocation of transfer if a student does not report for state testing.***

- **End of Course exams (EOCs):** These exams are given in selected academic subjects. EOCs count as a percentage of the student's grade. (This is subject to change during a four-year period.)
- **TNReady exams:** Students will complete a series of comprehensive exams that also count as a percentage of the student's grade. These exams are required to be taken in person on campus. They are taken in each of the following subject areas: English I, English II, Algebra I, Algebra II, Geometry, Biology, and US History
- **American College Test (ACT):** A standardized, multiple-choice test which covers four skill areas:

English, mathematics, reading, and science. Students take this test their junior year and retake it their senior year. This is a state mandated requirement for graduation. Students who are considering early graduation must score a 21 or higher on the ACT or complete an equivalent examination to show they are college or career ready.

- **Civics Test:** Students must take and Pass (with a 70 or higher) a state mandated Civics Exam

# Graduation Requirements

## Knox County Virtual High School 4-Year Graduation Checklist

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

**Graduation Year** \_\_\_\_\_

**Postsecondary Plan (Circle One):** 4yr College/University      Community College  
 Technical School      Military      Apprenticeship      Work      Unknown

### **Graduation Requirements: KCS = 28 Total Credits**

<b><u>English: 4 Credits</u></b>	<b><u>Math: 4 Credits</u></b>	<b><u>Science: 3 Credits</u></b>	<b><u>Social Studies: 3 Credits</u></b>
English I	Algebra 1	Biology	World History & Geography
English II	Geometry	Chemistry/Physics	US Government
English III	Algebra 2	Additional Lab Sci.	US History
English IV	Advanced Math		Economics (½ credit) Personal Finance (½ credit)

<b><u>Wellness &amp; PE: 1.5 Credits</u></b>	<b><u>World Language</u></b>	<b><u>Fine Art</u></b>
Lifetime Wellness (1 credit) PE or School Activity Credit (.5 cr.)	2 credits World Language	1 Credit

**\*\*\*BEGINNING WITH THE CLASS OF 2028: COMPUTER SCIENCE IS A GRADUATION REQUIREMENT.**

**Elective Focus - 3 credits (circle one):**      AP/DE      Humanities      CTE      Fine Arts      PE      Math/Science

**Ready Graduate Requirements**

- 21 ACT / 1060 PSAT
- 4 EPSO's
- 2 EPSO's + Industry Certification
- 2 EPSO's + 31 ASVAB

**EPSO's:**

- Complete AP course & Exam
- Complete DE course
- Earn Industry Certification
- Dual Credit Course & Exam

9th Grade (8 credits)	10th Grade (8 credits)	11th Grade (8 credits)	12th Grade (8 credits)
English I / Honors	English II / Honors	English III/ AP / D-E Eng	English IV / AP / D-E Eng
Math:	Math:	Math:	Math:
Science:	Science:	Science:	Science or Elective:
World History & Geography	US Government	US History	Economics/Personal Finance
Lifetime Wellness	Physical Education (PE)	Elective:	Elective:
Computer Science	World Language or Elective:	World Language or Elective:	Elective:
Elective:	Elective:	Elective:	Elective:
Elective:	Elective:	Elective:	Elective:

**HS Credits earned in 8th grade:**    \_\_\_ Algebra 1    \_\_\_ Physical Science    \_\_\_ World Language    \_\_\_ Other

## Tennessee Honors Diploma

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

## Graduating with Distinction

Students may graduate with distinction by meeting the criteria established for the Tennessee diploma with distinction. Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

1. Earn a national and/or state recognized industry certification
2. Participate in at least one of the Governor’s Schools
3. Participate in one of the state’s All State musical organizations
4. Be selected as a National Merit Finalist or Semifinalist
5. Attain a score of 31 or higher composite score on the ACT or SAT equivalent
6. Attain a score of 3 or higher on at least two Advanced Placement exams
7. Successfully complete the International Baccalaureate Diploma Programme
8. Earn 12 or more semester hours of transcribed postsecondary credit

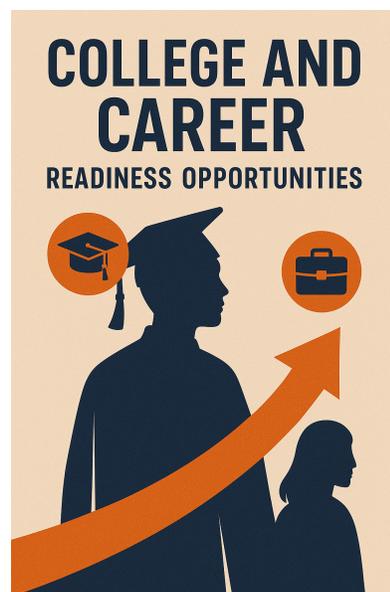
Some of the data used to identify students as graduates with honors or distinction may not be available prior to commencement. Therefore, all students who potentially meet the requirements will become candidates for a diploma with honors or distinction and will be recognized at individual schools’ ceremonies. A final classification of all candidates will be completed once all relevant data is received.

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## College & Career Planning

Knox County Virtual School will provide state and local testing, College and Career Planning to meet [Student Milestones for College & Career Readiness](#) for students grades 6th through 12th, and provide Parent Engagement opportunities for both our middle and high school families. Students and their families will have access to the following:

- Scoir
- YouScience
- Career Fairs
- College Visits
- FAFSA meetings
- Scholarship meetings
- College Application meetings
- Provide opportunities for eligible students to connect with post-secondary institutions, employers, community leaders, and organizations
- Transition support from secondary to post-secondary training and/or employment
- State TNReady assessments
- Local End-of-Course assessments
- PSAT
- State-wide ACT test (11th grade)
- Advanced Placement (AP) exams
- Administration of NAEP and ASVAB



## Technology Guidelines

Students will be issued a [Chromebook](#) at the beginning of the school year. In order to check out a device, parents must complete a device agreement. Students are expected to have their device charged and prepared for virtual school each day for instructional purposes.

- **Chargers** - Students are responsible for their school-issued charger. If the charger is lost and needs to be replaced, KCS will send an invoice to the student to replace the charger. Chargers ARE NOT covered by the optional insurance.
- **Lost/Stolen Devices** - If a device is lost or stolen, the student or parent should inform the student's principal immediately.

Documents and Links	Shortened Link	QR Code
<a href="#">Technology Support Request</a> Report technology incidents through this link.	<a href="https://rb.gy/0xtyes">https://rb.gy/0xtyes</a>	
<a href="#">Technology Device Agreement 2025/26 (PDF)</a>	<a href="https://rb.gy/8oi4pv">https://rb.gy/8oi4pv</a>	
<a href="#">Device Insurance (PDF)</a>	<a href="https://help.knoxschools.org/en_US/givebacks-student-fees">https://help.knoxschools.org/en_US/givebacks-student-fees</a>	
<a href="#">Technology Device Procedures and Expectations</a>	<a href="https://rb.gy/8mqvqe">https://rb.gy/8mqvqe</a>	

## Descriptions

### Device Agreement

A device agreement is required to be signed by parents when receiving devices such as a Chromebooks or document camera for educational use during the school year. As outlined in the device agreement, any damage or loss of these items will require the family to pay for repairs or replacement of the device. This is in accordance with Knox County Schools device usage policy. The district does offer an insurance policy for the Chromebook, which can be purchased at the beginning of each school year through the Cash Online System.

### Device Insurance

Knox County Schools offers families the option of purchasing insurance for their student's device. The insurance can help cover the cost of broken equipment or repairs that could occur during the school year. Families are highly encouraged to purchase device insurance to keep from incurring costly repair bills. Device insurance can be purchased through the School Cash Online system.

### Device Use/Misuse

Improper use of any computer or the network is prohibited.

#### **This includes the following:**

- Use of racist, profane, or obscene language or materials
- Using the network for financial gain, political or commercial activity
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing of information resources, files, and documents of another user without permission
- Vandalism, any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks to which the district has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
- Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. Forgery or attempted forgery of documents or currency is prohibited. Deliberate attempts to create, copy or modify official documents or currency using district technology resources may be viewed as a violation of district guidelines and, possibly, as criminal activity under applicable state and federal laws. Failure to comply with these standards may result in temporary or permanent removal of user access to KCS Virtual Instruction.

# **Knox County Schools Wireless Device Agreement**

## **Knox County School Board Policy: J-240 - Use of Wireless Communication Devices in School**

### **PURPOSE**

Wireless communication devices have many applications, some of which may be appropriate for student use during the school day. This policy outlines the permissible and appropriate use of such devices during school hours.

### **DEFINITIONS**

A “wireless communication device” (WCD) is a personal portable wireless device that has the capacity to provide voice, messaging, or other data communication between two or more parties.<sup>1</sup> WCDs include, but are not limited to cell phones, smart watches, smart glasses, and tablets.

A “district-issued device” refers to an electronic device, such as a laptop or tablet, purchased for student educational use during and outside of instructional time.

For the purposes of this policy, “instructional time” refers to scheduled in-class time in which students are expected to be learning during the school day. “Non-instructional time” refers to scheduled out-of-class time during the school day, such as breakfast and lunch or transition time between classes. The “school day,” for the purposes of this policy, is further defined as on-campus time between the designated start and end of the school day, as defined in Policy A-140.

### **USE OF DISTRICT-ISSUED DEVICES**

Knox County Schools is a 1:1 district, meaning every student is equipped with a district-issued device to assist with learning in and outside of the classroom. Use of district-issued devices are therefore exempt from the parameters outlined within this policy and may be used at the discretion of the school to facilitate learning.

### **USE OF WIRELESS COMMUNICATION DURING THE SCHOOL DAY**

WCDs may be stored in backpacks, purses, or personal carry-alls. However, the use of the devices during the school day is prohibited for all students except in the following circumstances:

1. The principal authorizes a teacher to approve the use of WCDs for educational purposes during instructional time;
2. A student uses a WCD in the event of an emergency or to manage the student’s health;
3. A student’s use of a WCD during instructional time is included in the student’s Individualized Education Program (IEP), Section 504 plan, or Individual Learning Plan (ILP); or
4. A student with a disability uses a WCD to operate assistive technology to increase, maintain, or improve the student’s functional capabilities.

These restrictions are not intended to discourage the use of these devices for instructional purposes, but to establish parameters and appropriate oversight for their use. Improper use or storage of WCDs may result in confiscation of the device until it can be released directly to a student’s parents and/or legal guardians. A student in violation of this policy is subject to related disciplinary action as defined in Policy J-191.

Knox County Schools is not liable for loss or damage to any wireless communication devices brought onto school campuses. Although Knox County Schools will take reasonable steps to protect a student’s

WCD should it be confiscated, KCS does not expressly or implicitly assume, and does not assume, any responsibility for loss of or damage to any WCD.

### **LOSS OF DEVICE PRIVILEGES**

Any device used outside these parameters may result in confiscation until it can be released directly to the student's parent or legal guardian. A teacher may withhold a WCD from a student during a class if the device is a distraction to the class or student. A student who possesses a WCD in violation of this policy is subject to related disciplinary action, as defined in Policy J-191. Continued violation of this policy may also result in loss of WCD privileges. Additionally, students may lose WCD privileges for any policy violation that is related to or is the result of the use of a WCD.

### **PROHIBITED USE OF WIRELESS COMMUNICATION DEVICES**

In addition to the parameters established above, use of a WCD to bully, harass, or intimidate others will be subject to related disciplinary action, as defined in Policy J-191. Using a WCD for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

### **COMMUNICATION IN THE EVENT OF AN EMERGENCY OR POSSIBLE EMERGENCY**

Students will be authorized to use WCDs for communication purposes in the event of an emergency or possible emergency. However, the principal or principal's designee will remain the primary point of contact for families in the event of an emergency or possible emergency. All emergency communication from the school or district will be shared through the district's mass communication system.

#### Legal References:

1. T.C.A. § 49-6-(cite pending).
2. T.C.A. § 49-6-4002.
3. T.C.A. § 37-1-403.

Wireless Communication Device FAQ School Year 2025-2026 [LINK](#)

Spanish Wireless Communication Device FAQ School Year 2025-2026 [LINK](#)

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## **Student Platforms**

### **Student Technology Directions**

To access student devices and platforms, students will need their student id number and their password. Passwords are not reset from year-to-year, but if you are a new Knox County student, you will receive your information at Orientation. Passwords must contain 3 of the following: upper case letter, lower case letter, number, and/or special character. This password is known as your Active Directory password.

## Accessing Microsoft TEAMS

This is your source for live, virtual instruction. Class meeting links will be provided on classroom Canvas pages.

The primary way to access your TEAMS account is to download the Microsoft TEAMS app on your computer. The District often does this prior to device deployment, but you can also go to [www.microsoftteams.com](http://www.microsoftteams.com) to log-in if you experience a technical difficulty. When asked to log-in, your student ID number in the email format (s[KCS student ID]@[student.knoxschools.org](http://student.knoxschools.org)) and your Active Directory password.

## Accessing Canvas

Canvas by Instructure is a learning management system being used by teachers in Knox County Schools. This product allows teachers to provide online content to students in an organized and easy to use fashion. The Canvas learning management system provides teachers with ways to create and deliver content, monitor student participation, and assess student performance. Canvas also provides students with the ability to use interactive features such as threaded discussions, video conferencing, and discussion forums.

The Canvas app should be downloaded on student Chromebook. Canvas can be accessed through the [KCS website](http://KCS website). If a student is logged into a KCS device, they will select Students/Teachers Canvas Auto Log-in and be automatically routed to their Canvas account.

## Accessing Knoxschools.org Student Email Account

1. One way to access your student email account is to go to the [knoxschools.org](http://knoxschools.org) website.
2. Once there click on the Staff tab at the top then select "Email" under the Online Services heading. (This link isn't just for staff.)
3. Once you select the email link, a student will need to enter the same username that they do for their chromebook, (s123456@[student.knoxschools.org](http://student.knoxschools.org)). The password should be the same as well. If the password doesn't work, then try just your student id number.
4. This should take you to your Microsoft Outlook account.
5. You can also download the Microsoft Outlook app on your phone or computer to have access to your email.

## Accessing Edgenuity

In order to log-in, you need to navigate to log in to your school email address. Once there, go to the upper left corner where there are 9 dots. Click on the dots select Edgenuity. This will automatically log you into the Knox County Portal for Edgenuity. You must enter through this portal. If you must log in, use your Active Directory information: sKCSnumber@[student.knoxschools.org](http://student.knoxschools.org) [example: s123456@[student.knoxschools.org](http://student.knoxschools.org)] and Password.

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## Parental Involvement

Parents play a crucial role in their child's education. With Hapara, parents can be assured that their children are using technology safely and productively. We encourage parents to engage with teachers and stay informed about their child's progress and online activities. Knox County Schools is dedicated to using innovative tools like Hapara, Canvas, Aspen, and ParentSquare to enhance the educational and family experience.

## **What is Hapara?**

Hapara is a digital classroom management system that helps teachers create a more organized, efficient, and secure learning environment. It integrates with Google Workspace for Education, providing teachers with a comprehensive suite of tools to manage digital learning activities effectively.

### **How Hapara Benefits Students:**

- **Focused Learning:** By helping teachers keep students on task, Hapara ensures that learning time is used effectively.
- **Individualized Support:** Teachers can quickly identify students who need extra help and provide the necessary support.
- **Enhanced Collaboration:** Hapara Workspace promotes collaboration among students, fostering a more engaging and interactive learning experience.
- **Digital Citizenship:** Using Hapara helps students develop responsible online behaviors, preparing them for the digital world.

## **Canvas Parent/Observer Account**

As a parent, you can create a Canvas login that will allow you to check on upcoming assignments, view class materials, and follow your student's progress. To create your Canvas Observer account, go to the [KCS website](#) and select Parents/Observers Canvas. Follow this [step-by-step guide](#) to set up your account and begin following your student(s).

## **Aspen Parent/Observer Account**

[Aspen Family Portal](#) is your online access point for important student information and teacher communication.

This secure site provides an easy way to view student academic information including:

- Grades
- Upcoming assignments
- Attendance
- Progress reports/report cards
- State testing scores

Family Portal also allows you to email teachers and set automatic email notifications if a grade falls below a specific threshold.

Additionally, some teachers use the site to build classroom pages and to manage parent communication. These pages are accessed only by logging in and may include announcements, a course syllabus, dates for important assignments and links to classroom information.

## **ParentSquare Parent/Observer Account**

Knox County Schools is now using ParentSquare for school communication, primarily with email, text and app notifications. Invitations to join ParentSquare will be sent via email and text message during the summer by KCS.

Please click the link in the invitation to activate your account. It takes less than a minute.

You can use ParentSquare on any device. You can download the free mobile [app for iOS](#) or [Android](#) or use the desktop version at [parentsquare.com](https://parentsquare.com).

Our goal is for every family to join ParentSquare and engage with our school community. We encourage parents to activate their accounts so they can download the mobile app and update their preferences on when and how they are notified.

Here's what you can do with ParentSquare:

- Receive phone calls from your child's school and the district with important information. District calls come from 865-594-4400.
- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once with a daily digest at 6pm
- Communicate in your preferred language
- Comment on school postings to engage with your school community
- Direct message teachers, staff and other parents
- Participate in group messages
- Sign up for parent-teacher conferences
- Send sign forms & permission slips, sign up to volunteer and more, all from your desktop or mobile device

## Mental Health Supports

Nicole Dykes [nicole.dykes@knoxschools.org](mailto:nicole.dykes@knoxschools.org)

Virtual Behavioral Health Facilitator

National Suicide Prevention Lifeline: Call 988 to talk to a trained mental health crisis counselor 24/7, 365 days a year.

Tennessee Suicide Prevention Network Crisis Text Line: Text "TN" to 741-741 to be connected to a crisis counselor. The line will provide immediate support and referrals for suicidal thoughts, anxiety, depression, child and domestic abuse, substance abuse, eating disorders, human trafficking and more.

Mobile Crisis Unit Hotline: 865-539-2409 is a 24-hour crisis response system for individuals experiencing a behavioral health crisis. The program provides assessments, triage, and access to appropriate levels of care.

[Mental Health Walk-In Center](#) is open seven days a week, from 8:00 a.m. - 8:00 p.m.

[Mental Health Association of East Tennessee](#) is a non-profit organization dedicated to educating the community about mental health issues.

[Tennessee Suicide Prevention Network](#) is the public-private organization responsible for implementing the Tennessee Strategy for Suicide Prevention.

[Help Yourself, Help Others](#) offers screening tools for mental health issues, including adolescent depression.

**NATIONAL**  
**SUICIDE**  
**PREVENTION**  
**LIFELINE**  
1-800-273-TALK (8255)  
suicidepreventionlifeline.org

**STATEWIDE**  
**CRISIS LINE**  
HELP IN A MENTAL HEALTH CRISIS  
855-CRISIS-1 TN.gov/CrisisLine  
855-274-7471 **TN** Department of Mental Health & Substance Abuse Services

# **Knox County School Policies**

## **Unsafe School Choice Notice**

Beginning in the 2003-04 school year, every local education agency (LEA) shall implement the Unsafe School Choice Policy approved by the State Board of Education as mandated under Section 9532 of the No Child Left Behind Act of 2001. The LEA shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502. For more information see Tennessee Board of Education Policy: Unsafe School Choice Policy (J-290)

## **Harassment, Intimidation, and Bullying or Cyberbullying**

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyberbullying. 1, 2 A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment; and since students learn by example, administrators, faculty, staff and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. All Knox County Schools teachers and administrative personnel are responsible for ensuring this policy is faithfully implemented in all areas under their purview or direct supervision. "Cyber-bullying" means bullying undertaken through the use of electronic devices; "Electronic devices" include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants (PDAs), computers, electronic mail, instant messaging, text messaging, and web sites; "Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance; and:

(A) If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of: Physically harming a student or damaging a student's property; Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; Causing emotional distress to a student or students; or Creating a hostile educational environment; or (B) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

All students are expected to refrain from acts of harassment, intimidation and bullying or cyberbullying in any form and to be aware that such disciplinary measures as are appropriately assigned in Board policy J-191 will be utilized for the unacceptable behavior described above. Students who feel they are being harassed, bullied or intimidated may report this concern to any teacher or school administrator or the office of the Superintendent using any means of communication with which they feel comfortable. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. The appropriate action will be consistent with established Board Policy, case law, Federal and State statutes. To view this policy ([J-211](#)) in its entirety visit Knox County Board of Education Policy on [knoxschools.org](http://knoxschools.org).

## **Response to Uncivil Behavior**

Knox County Virtual School does not condone a lack of civility by anyone. A student who believes that he or she has not been treated in a manner reflective of the Knox County Schools Code of Civility should report such behavior to the appropriate building level administrator.

For more information see Knox County Policy: KCS Student Rights and Responsibilities (J-180), Civility Code(B-230)

## **Knox County Board of Education Civility Code**

### **Philosophy of Personal Conduct**

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, parents and the general public. This policy provides rules of conduct that both permit and encourage participation in school activities and communication between parents, community members and school district personnel. This policy also identifies those behaviors that are considered inappropriate and disruptive to the operation of a school or other school district facility. It is not the intent of the Board to deprive any person of his or her right to freedom of expression.

### **Expectations**

Students, faculty, staff, parents, guardians and all other members of the community shall:

1. Treat one another with courtesy and respect at all times.
2. Take responsibility for one's actions.
3. Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
4. Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.

### **Response to Uncivil Behavior Redress**

The Board does not condone a lack of civility by anyone, and recognizes the following appropriate administrative avenues for aggrieved parties to seek action or redress.

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate building level administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor or the student's appropriate building level administrator.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should address the concern through the appropriate supervisory chain. If personal harm is threatened, the employee shall notify their supervisor and may also contact law enforcement. If a communication such as voice mail or e-mail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.
4. Any visitor on school district property who has breached the Civility Code may be directed to leave the premises by an administrator or security officer. If such a person does not immediately and willingly leave, law enforcement may be called.

## **Knox County Schools Statement of Compliance**

Knox County Schools (KCS) is an equal opportunity provider of services and employment. KCS respects, celebrates and encourages diversity that positively contributes to the community. KCS believes diversity encompasses but is not limited to: ethnicity, race, age, gender, economic circumstances, sexual orientation, physical and mental abilities, education level, philosophy and geographic location. The Knox County Schools will not discriminate or limit access to any educator, principal, student, or community member on the basis of gender, race, national origin, religion, color, disability, or age. The participants of this proposal are reflective of the above commitment to compliance. The resources of the Knox County Schools (TN) and their grant partners are broad in their support of the various needs of the students and families and ensure equitable access. At a minimum, reasonable accommodations are offered as defined by federal law. KCS will also meet the needs of participants' if/when unique situations and circumstances occur. Support services include but are not limited to hearing, speech and vision services, physical access management, health related support for various limitations, curricular differentiation and advice for multiple skill levels and learning sites, academic mentorship, and broadly focused guidance for students.

The Knox County Schools (TN) continue to be committed in its support of all equity statutes as required by Federal law and actively pursues compliance on an ongoing basis. A formal grievance process that is open and accessible has been established for monitoring compliance and addressing concerns. Inquiries regarding nondiscrimination policies should be made to the Knox County Schools, Director of Human Resources, 912 S. Gay Street, Knoxville, TN 37902.

## **Child Abuse and Neglect**

An employee of Knox County Schools who suspects a child is abused or neglected is required by Tennessee Law to immediately make a report to the Department of Children Services or the Chief Law Enforcement Officer. For more information, see Knox County Policy: Child Abuse and Neglect (J-400) or to report, contact 877-237-0004 or <https://apps.tn.gov/carat/>

## **Equal Opportunity Notice**

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that Knox County Schools has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to the Section 504 Compliance Coordinator, (865) 594-1540. Complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, or veteran status should be

directed to the Title VI, Title IX and ADA Coordinator, (865) 594-1918 and/or the following:

Title VI Coordinator, Tennessee Department of Education

**and/or**

The Office for Civil Rights, U.S. Department of Education

P.O. Box 2048, 04-3010

Atlanta, Georgia 30301-2048

## **Knox County Schools Equal Opportunity Statement of Compliance**

All students shall have the same opportunities with regard to programs and activities regardless of race, color, creed, religion, national origin, sex or disabilities.

The Board of Education fully supports the rights of all students to be free from discrimination based on discrimination as discussed herein, and will seek to investigate and as applicable, remedy any such discrimination within the Knox County Schools.

Students may submit complaints when they believe they have been discriminated against because of race, color, creed, religion, national origin, sex or disabilities.

### **Coordinator**

The Director of Schools or the Director's designated representative (Coordinator, Ombudsman) shall be responsible for coordinating the system's efforts to comply with non-discrimination laws.

The Ombudsman may be contacted in person at the Knox County Schools administrative offices at 865-594-1192.

### **Procedures**

All complaints may be presented to a student's teacher, and/or the building level administrator (Principal), and/or directly to the Ombudsman. If satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the complainant may discuss the matter with the Director of Schools. After review of the case, the Director of Schools shall take such action as the Director deems appropriate and shall notify all parties concerned of the decision. The complainant may appeal the Director's decision to the Board. The Board will hear only complaints which have been carried through the proper procedure from the point of origin.

### **Title IX Public Notice**

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, Title VI and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

No person shall, on the ground of race, color, national origin, sex, religion, age, disability or veteran status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity

receiving Federal financial assistance or be subjected to discrimination in employment opportunities or benefits.

Anyone who believes that the Knox County School System has discriminated against them or another individual may file a complaint. Knox County Schools has designated the following people to handle such grievances to comply with the law. Student complaints of discrimination on the basis of disability should be directed to:

Executive Director of Student Supports  
Office telephone number (865) 594-1540

All other complaints of discrimination on the basis of disability, sex, race, color, religion, national origin, age, genetics or veteran status should be directed to

Director of Employee Relations  
Title VI, Title IX and ADA and OCR  
P.O. Box 2188  
Knoxville, TN 37901-2188  
Fax (865) 594-5014

**and/or**

Title VI Coordinator  
Tennessee Department of Education

**and/or**

The Office for Civil Rights  
U.S. Department of Education  
P.O. Box 2048, 04-3010  
Atlanta, Georgia 30301-2048

# Instructional Glossary

**Academic Intervention** is supported through Response to Instruction and Intervention (RTI<sup>2</sup>). RTI<sup>2</sup> is designed to empower educators to give every student the opportunity to meet high expectations and the support to reach them. This three-tiered system helps educators differentiate instruction and provide extra support for ALL students from those who are advanced as well as those who have skill deficits.

**ASPEN** is the student information system used by Knox County Schools. The Aspen Family Portal is the online access point for important student information and teacher communication. This secure site provides an easy way to view student academic information including:

- Grades
- Upcoming assignments
- Attendance
- Progress reports/report cards
- State testing scores

**Asynchronous Instruction** is instruction provided by a certified educator to students who participate in instruction at a separate time from when the teacher delivered the instruction. This may include but not be limited to methods such as printed work materials, teacher-assigned individual or group projects, audio- or video-recorded lessons, or online course modules, or other appropriate methods as determined by the district.

**Canvas** is the learning management system used by Knox County Schools. Virtual students will use Canvas to access all of their courses and learning materials. Assignments are provided and submitted using the learning management system. Parents are encouraged to become Canvas observers to monitor due dates and student work submissions.

**Edgenuity** is KCS online course credit for initial credit or recovery credit.

**Incident IQ** is the service management platform that Knox County Schools uses to submit help tickets for requesting repair assistance for a technology device. You can click [HERE](#) if you need assistance with your technology device.

**Microsoft Teams** is the secure online platform that will be used in Knox County for teachers to communicate with students and parents and to deliver synchronous instruction.

**Synchronous Instruction** is instruction provided by a certified educator to a student or students at the same time but not necessarily in the same place who engage in instruction while it occurs. This may include but not be limited to in-person instruction or telephonic, Internet-based, or other appropriate methods of communication as determined by the district and may include full-class or small-group instruction or one-on-one instruction between student and teacher.

**ParentSquare** allows parent/school communication, primarily with email, text and app notifications. Our goal is for every family to join ParentSquare and engage with our school community. You can use ParentSquare on any device. You can download the free mobile [app for iOS](#) or [Android](#) or use the desktop version at [parentsquare.com](https://parentsquare.com).