



VIRTUAL VOYAGERS

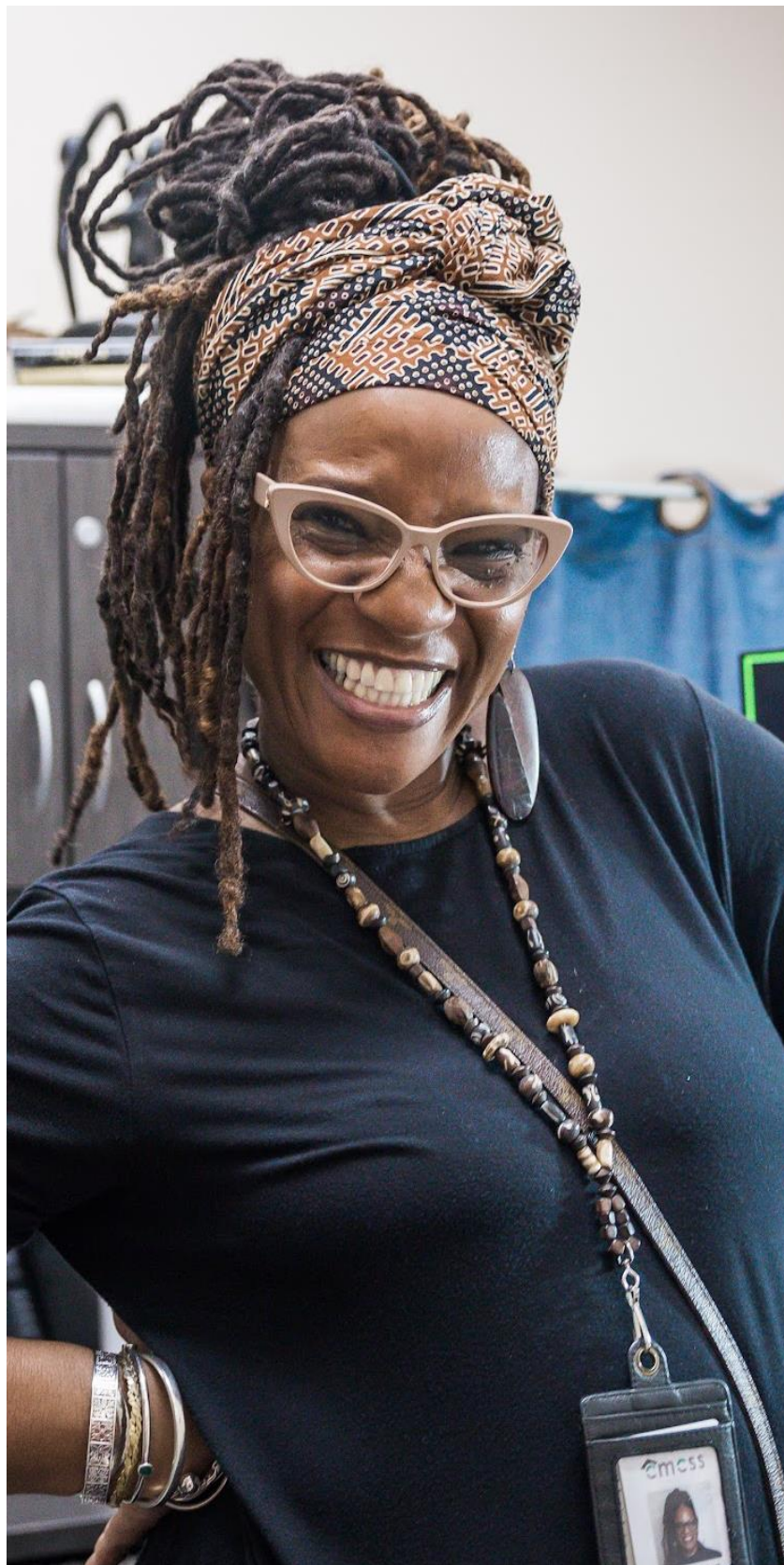
CMCSS K-12 VIRTUAL SCHOOL



STUDENT-PARENT HANDBOOK

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GENERAL INFORMATION

Vision Statement

Our vision is for all students to become confident, motivated, and innovative learners.

Mission Statement

Our mission is to provide rigorous online learning opportunities to enhance student preparedness necessary for success as productive citizens in a diverse world.

Introduction

CMCSS K-12 Virtual School is a full-time school of choice, offering families and students a comprehensive kindergarten through twelfth-grade instructional program that can be accessed from the student's home. It is the district's only K-12, full-time, virtual instructional program. The school year follows the CMCSS district calendar. As a school of choice, it provides students with an opportunity to learn through an interactive platform as well as live instruction by state-certified CMCSS teachers. Students who are enrolled in CMCSS K-12 Virtual are subject to all State of Tennessee and School Board policies governing promotion, retention, and graduation.

CMCSS K-12 Virtual Design

CERTIFIED CMCSS VIRTUAL TEACHERS

CMCSS Virtual students are assigned to Tennessee-certified CMCSS teachers who are responsible for teaching and assessing Tennessee state content standards through weekly virtual classes, scheduling assessments, grading assignments, and monitoring student progress. The student and teacher will enhance their academic relationship using technology, which may include a combination of email, video chats, phone calls, messaging, and teacher feedback videos. Teachers will review each student's progress, document their interactions with each student, and develop strategies to improve each student's online education. Teachers will also provide students with challenges to raise the academic bar and create education plans for struggling students.

DESIGNATED LEARNING MENTORS

The Learning Mentor (LM) is a parent, legal guardian, or approved adult trained by CMCSS K-12 Virtual staff in a face-to-face or virtual session. The LM is responsible for making sure the student has an appropriate learning environment and is on task during learning.. Learning Mentors are tasked with monitoring the student, and communicating with teachers via email. Learning Mentors should not engage with learning during live virtual instruction. It is important for our students to experience productive struggle, as part of the learning process.

The Virtual Program

Virtual students will have access to multiple learning management platforms that will assist them in online learning. The learning platforms used will vary based on age, level, and content being taught. These platforms provide rigorous and interactive content and courses that have been designed to match Tennessee State Standards and have been vetted by CMCSS teachers. The learning management systems ensure that virtual school students are learning the same standards as their peers in a traditional school setting.

KINDERGARTEN-FIFTH GRADE

Students will be enrolled in classes with certified elementary teachers. Live instruction will occur daily through scheduled Zoom meetings. The teacher(s) will assign daily assignments in each of the four subjects (English/Language Arts (ELA), Math, Science, and Social Studies). Students will also participate in live classes for music, art, counseling, and physical education. Individual and small group sessions will be scheduled to review each student’s progress and target specific skills. The teacher will evaluate the assignments for an official grade. Grades will be entered in PowerSchool. Students and parents will be able to access PowerSchool for updates on student progress. Additionally, some students may have math and/or reading RTI interventions based on their needs.

SIXTH-EIGHTH GRADE

Students will be enrolled in English/Language Arts, Math, Science, and Social Studies. Students will meet daily with teachers for live instruction for the four core classes. Once a week, at a defined time, students will attend related arts classes. Additionally, some students may have math and/or reading RTI interventions based on their needs. RTI² groups meet daily. To monitor progress, students and parents will be able to access PowerSchool for updates on attendance and grades on student progress.

NINTH-TWELFTH GRADE

High school students will be enrolled in six courses. The LM and students in ninth-twelfth grades are responsible for monitoring participation in the system every day, reviewing assignments by each of the teachers, and assuring they have been completed and submitted successfully. Live classes in each subject will be held daily.

STUDENT ELIGIBILITY

Students are only eligible for CMCSS K-12 Virtual if they are physically residing within Clarksville-Montgomery County, Tennessee, and meet the following requirements:

	Criteria	Verification
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<p>Student Eligibility for K-12 Virtual Instruction</p>	<ul style="list-style-type: none"> • An application must be submitted for enrollment • Student must be a resident of Montgomery county 	<p>CMCSS will verify the student's information in accordance with district guidelines.</p>
<p>*Typical Indicators of Student Success</p>	<ul style="list-style-type: none"> • Students have minimal absences • Students in grades 1-9 have a record of meeting grade level expectations • Students in grades 10-12 have obtained a 2.7 minimum GPA 	<p>Case reviews will be conducted to determine if the virtual option will need to be supported by additional methods to meet individual student needs. CMCSS staff will reach out to parents/guardians if there are concerns about student success in the virtual program.</p>
<p>Enrollment Requirements</p>	<ul style="list-style-type: none"> • The parent must complete the required open enrollment application • Parent/Designated Learning Mentor must complete Learning Mentor training • Parent must sign a Privacy Release and Consent for Virtual Instruction • Student must attend an orientation session • 	<p>CMCSS will verify that the student meets these requirements by taking note of timely and appropriate submissions of required documents, attendance and positive participation during the mandatory training, and review of cumulative records and/or previous report cards.</p>

Enrollment Periods

CMCSS K-12 Virtual School is a CMCSS School of Choice. Parents and students may apply to the program during the district-specified enrollment dates.

Parent or Legal Guardian Identification

Parent or legal guardian identification must be confirmed when student information is discussed. The parent or legal guardian must be present and produce identification for activities involving enrollment, withdrawals, and change of address and/or phone numbers. Only the parent or legal guardian may enroll, withdraw, or transfer the student.

ADMISSIONS

The application process consists of an online application completed by the student's parent or legal guardian.

ENROLLMENT APPLICATION SUBMISSION

Parents and students should become familiar with the virtual option and determine if it is a good fit for them. After obtaining the necessary information, they must apply during the application period. Prior to beginning virtual/online learning, the parent and/or Learning Mentor must complete the associated LM training.

Before the student can be fully enrolled in K-12 Virtual, the student must complete the required registration process and produce all associated documents.

ENROLLMENT STATUS

In order to be enrolled in K-12 Virtual, the parent must agree to the following:

- agree to complete LM training
- agree to ensure student attends live instruction
- agree to ensure the student completes and submits work on time
- agree to ensure student participation in district and state assessments (with the understanding that some assessments will require attendance in the brick and mortar setting)
-
- sign the [CMCSS Privacy Release and Consent for Virtual/Remote Learning](#).

There will be a distribution plan in place and communicated by the school for obtaining student devices and learning materials.

MAINTAINING ENROLLMENT STATUS

Students must meet the expectations outlined below in the areas of attendance, grades, and behavior to remain a virtual student in good standing. Students who fail to meet the requirements will be required to return to the traditional school setting at their zoned school.

	Attendance	Grades	Behavior
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<p>K-2</p>	<p>No more than 10 unexcused school day absences or 10 unexcused absences in any class period (Reading, Math, Science, Social Studies, Related Arts, Special Education Intervention, Small Group Instruction, RTI Instruction)</p> <p>*Probation - 5 unexcused absences (total absences OR class period/subject area absences)</p> <p>*Parents will be notified in writing that the student is on probation due to 5 or more unexcused absences (total absences OR class period/subject area absences). This will serve as an alert that the student is nearing the maximum number of unexcused absences to remain a virtual student.</p>	<p>Any student at risk of not meeting grade-level expectations (i.e. developmental skills, mastery of standards, or social-emotional development) at the end of each nine weeks will be required to conference with the teacher and/or school team to determine if Virtual School is the best learning environment for the student.</p>	<p>All students are expected to follow the policies and procedures of the K-12 Virtual School outlined in the Student Handbook and the CMCSS Code of Conduct. Repeated or serious offenses could result in removal from CMCSS K-12 Virtual.</p>
<p>3-12</p>	<p>No more than 10 unexcused school day absences or 10 unexcused absences in any class period (Reading, Math, Science, Social Studies, Related Arts, Special Education Intervention, Small Group Instruction, RTI Instruction)</p> <p>Probation - 5 unexcused absences (total absences OR class period/subject area absences)</p> <p>*Parents will be notified in writing that the student is on probation due to 5 or more unexcused absences (total absences OR class period/subject area absences). This will serve as an alert that the student is nearing the maximum number of unexcused absences to remain a virtual student.</p> <p>Students must attend district/state-mandated tests in person at the assigned location.</p> <p>Students without an approved medical exemption who do not attend state-mandated or district assessments will not be allowed to return to virtual school the following school year.</p>	<p>Must earn passing grades in at least 50% of all subject areas (Reading, Math, Science, and Social Studies) for the semester.</p> <p>Probation will occur for any student with a failing grade (F) in any subject in a 9-week period.</p> <p>*Parents will be notified in writing at the end of the nine weeks when a student is on probation for any class with a failing grade.</p>	<p>All students are expected to follow the policies and procedures of the K-12 Virtual School outlined in the Student Handbook and the CMCSS Code of Conduct. Repeated or serious offenses could result in removal from CMCSS K-12 Virtual.</p>

PROBATION EXPLAINED

Students will be placed on probation, if needed, at the mid-point or end of the nine-weeks grading period. Students have until the end of that same semester (Fall or Spring) to meet the minimum requirements to remain enrolled in Virtual School. Students will only transition after the first or second

semester unless another appropriate transition time is deemed necessary and approved by a district level director..

LATE ADMISSIONS

There may be circumstances when a parent/legal guardian must request late enrollment in K-12 Virtual. Parents/guardians will have the opportunity to make their request by completing a Late Enrollment Application (INS-F148). Requests will be reviewed if there is space available to accommodate the student.

Additional documentation may be required. The K-12 Virtual office will accept Late Enrollment Requests during two main periods if space is available:

- Period 1: May 1 - May 30
- Period 2: July 15 - August 15
- Period 3: November 15 - January 15

Parents/legal guardians will not be able to apply after August 15th for the fall semester or after January 15th for the spring semester. Parents will be notified in writing by letter of approval or letter of denial by May 15 for Period I and by August 1 for Period II. It should be noted that late requests will be approved or denied based on individual circumstances as well as the capacity to meet the student's needs based on enrollment.

FAMILY COMMITMENT

Parent and Learning Mentor Responsibilities

ATTENDANCE

Every minute a student spends in live instruction or assigned asynchronous work accumulates into hours of attendance. In order to be counted present, students must have their full face in camera view. The parent is responsible for their child's attendance as required by law. If the student is absent for any reason, parents must ensure that the child completes make-up assignments for all absences from their teachers upon return to their online academic program. Parents will be required to make a plan for any make-up work that occurs while the student is absent from K-12 Virtual. If a student has excessive absences, the parent is responsible to appear before the Attendance Review Committee at the scheduled time to provide information relating to their child's absences and to support prescribed activities. A student with excessive absences and/or failing is subject to being withdrawn from CMCSS K-12 Virtual to the student's CMCSS enrolled school.

MONITOR TIME IN SCHOOL

Students in grades K-12 must attend 180 school days as required by Tennessee state law. Students will be required to attend live sessions, work in the online platforms, and complete independent assignments. LMs must insure students are logged in to class on time and remain on task.

Student Responsibilities

The goal of every child should be that of a “model student.” A model student is expected to be present at school every day, follow scheduled courses, and demonstrate appropriate behavior and a readiness to learn.

STUDENT EXPECTATIONS

- Attend classes one hundred and eighty (180) days each school year or the number of instructional days prescribed for the school the student attends.
- Attend live sessions with the camera on and pointed toward the student with an appropriate background.
- Attend live sessions wearing school-appropriate attire.
- Request the make-up assignments for all absences/tardiness from teachers upon return to school or class.
- Complete the make-up assignments for classes missed. Per district policy, students will have the same number of days as absent to complete and submit make-up work.
- Participate in appropriate State of Tennessee assessments that will require physical attendance at a designated CMCSS location.
- Complete all required school days, assignments, quizzes, tests, and projects prior to the time designated by the teacher..
- Communicate with your parents/teachers regularly about progress.

ATTENDANCE

Virtual School Attendance

CMCSS K-12 Virtual follows the district's policy on attendance. The school district must verify student attendance; therefore, students are expected to log in every school day and complete the appropriate work for each class.

Students are expected to attend ALL live instructional sessions including core content, intervention, and/or special area classes. Attendance for all students, including RTI Intervention, and students receiving services under the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, and/or English Language Learners is essential for a student's success. Due to the nature of this individualized instruction, attendance at these sessions is mandatory. Students with individualized plans follow the same truancy rules when it affects their service time as well as their general education time. Students should enter the Zoom session on time and should remain for the duration of the class/session. Failure to do so could result in an absence. Parents and Learning Mentors are responsible for ensuring a student's attendance each day. If a student does not regularly attend his/her classes, the student is subject to removal from K-12 Virtual learning.

Attendance record keeping will be kept based on the student's participation in live instructional sessions

Attendance may be recorded using the number of days a student receives instruction through a virtual program. CMCSS K-12 Virtual must report days present and days absent annually. There are 180 days of attendance required.

Only absences as specified in the CMCSS Attendance Policy may be recorded as excused. K-12 Virtual may use disciplinary actions for excessive absences including placing on probation, reporting to the Federal and State Compliance Office for truancy and withdrawing to the student's zoned school. If a student does not attend the required Zoom sessions, the parent/guardian would need to provide an excuse. If a student encounters technical issues during the time of class, the parent is expected to report this time to the student's teacher and contact Virtual Support. If a student's device is being repaired, the student will have three days after notification of repair to pick up the computer. The student is expected to make up any missed work. The same valid excuse reasons as listed in the CMCSS Attendance Policy are applicable in K-12 Virtual. The CMCSS semester dates are the official end-of-term dates. Extensions and makeup work after the end of the semester date are not acceptable.

TRUANCY

CMCSS K-12 Virtual will follow the Progressive Truancy Intervention Plan as outlined in [STS-P010](#).

VIRTUAL SCHOOL ATTENDANCE EXPECTATIONS

In order to be counted present for attendance purposes, a student must:

- Join and participate in live Zoom sessions with the student's full face visible in camera
- Complete and submit all assigned tasks on time
- Join and attend small group instruction or intervention with the camera on (General Education or Special Education)
- Conference with the teacher when requested

Daily attendance will be monitored and absences will be recorded and acted upon as follows:

CLASS ABSENCES

- Text notification to parent

TWO CONSECUTIVE UNEXCUSED ABSENCES

- Parent contacted via email

THREE CONSECUTIVE UNEXCUSED ABSENCES

- Phone call home

FOUR to SIX ABSENCES

- Phone call home
- At 5 days, CMCSS five-day letter sent home

SEVEN to TEN CONSECUTIVE ABSENCES

- At 10 days, CMCSS ten-day letter sent home
- CMCSS Truancy process implemented

If a student has an IEP or 504 Plan, a meeting is scheduled to include a PWN if the parent/guardian does not respond within 48 hours from the time the truancy letter/phone call occurred.

Students who do not meet attendance expectations are subject to removal from K-12 Virtual and placed back in the traditional school setting.

DEVICES AND RESOURCES

DEVICES and CONNECTIVITY

Students will be provided a laptop or suitable device to be used for instruction. Students may use their own internet connection. If an internet connection is needed, a request for a hotspot may be completed and submitted to the school.

LIBRARY AND MEDIA CENTERS

CMCSS K-12 Virtual students will have access to Sora, an online digital library. This can be accessed through a student's Classlink.

FINANCIAL OBLIGATIONS

All financial obligations incurred, i.e., school fees, textbook loss or damage, overdue, lost library books, any assessment fees, or hardware damage must be paid at the appropriate CMCSS location.

EMERGENCY CONTACT INFORMATION

CMCSS policy requires that each student have emergency contact information submitted by his/her parent or legal guardian when he or she enrolls in school. This information provides the school with important information regarding how to contact a parent or responsible adult in case of an emergency. It is important that the information is kept up-to-date at all times and should include a functional and frequently used email address. Failure to keep this information current may result in an inability to access important curriculum information and/or correspondence from teachers or other CMCSS staff.

RELEASE OF RECORDS

Parents or legal guardians who wish for CMCSS or the contracted vendor to discuss student information with another party, including non-parent/legal guardians, must submit a signed Permission for Release of Records. A release end date must be included and kept on file. Parents or legal guardians may rescind the release at any time.

WITHDRAWALS

Only a parent or legal guardian may withdraw or transfer a student, and parent identity must be verified. Student attendance and grades will be verified and updated before a withdrawal is completed. If the student withdraws before completing a nine-weeks or semester, the student will transfer to the next school without quarter or semester grades.

HEALTH SCREENINGS

CMCSS K-12 Virtual students will be allowed to participate in annual vision and hearing health screenings. Parents and legal guardians will be informed of when these opportunities are scheduled and will receive communication on how to participate.

IMMUNIZATIONS

([HEA-A010](#)) CMCSS K-12 Virtual follows the same immunization requirements as the traditional school setting. Per the Department of Education and T.C.A. 49-6-5001, no child can be permitted to attend any public school until proof of immunization is presented to the admission officer of the school. It is the parent/guardian responsibility to have their children immunized as required. This does not apply to any child whose parent/guardian files a signed and written statement that such immunizations conflict with

the parent/guardian's religious practices, under penalty of perjury, or if a child has not been immunized due to medical reasons, and presents a written statement from the child's physician, excusing the child from such immunization.

For students transferring to CMCSS, from another U.S. school whether from in-state or out-of-state, the students and parents will have 30 days from the date of enrollment to obtain required immunizations and present them to the school. If proof of immunizations are not provided to the school within 30 days of the date of enrollment, the student will not be able to remain at school.

A provider may issue a Temporary Certificate for a child who has not received all required vaccines but is in the process of completing required immunizations. A Temporary Certificate must have an expiration date that is one month after the date the next required immunization is due. An expired Certificate is not valid proof of immunization. The parent shall obtain and provide a current Certificate to the school no later than the expiration date of a Temporary Certificate. If the parent/guardian is unable to provide a valid Temporary Certificate or completed Official Tennessee Certificate of Immunization, the child will not be able to remain at school.

T.C.A. 49-6-5002 requires schools through 12th grade to accept only an Official Certificate of Immunization provided by the Department of Health, completed and signed by a physician or health care provider administering immunizations, as proof of immunization for enrollment purposes. Official certificates may be completed by local health departments or by a Tennessee health care provider. It is not acceptable to staple records to a copy of the official certificate or to use any unofficial version of a certificate for enrollment. School nurses cannot transcribe immunization records. Records will need to be transcribed at the child's healthcare provider's office or the health department.

**For students entering 7th grade who are already enrolled in Tennessee schools, proof of receiving a booster dose of tetanus-diphtheria-pertussis vaccine (TDAP) is required.

REQUIRED IMMUNIZATIONS

Children enrolling in child care facilities, pre-school, pre-Kindergarten: Infants entering child care facilities must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due by 18 months of age.

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Varicella (1 dose or history of disease)
- Haemophilus influenza type B (Hib) – age younger than 5 years only

- Hepatitis B (HBV)
- Pneumococcal conjugate vaccine (PCV) – age younger than 5 years only
- Hepatitis A – 1 dose, required by 18 months of age or older

CHILDREN ENTERING KINDERGARTEN

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate) If 4th dose was given on or after the 4th birthday, the 5th dose is not needed.
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday
- Varicella (2 doses or history of disease)
- Hepatitis A: 2 doses, spaced at least 6 months apart

CHILDREN ENTERING 7TH GRADE

- Tetanus-diphtheria-pertussis booster (“Tdap”): Not required if a Td booster dose given; can only be given once and age seven is the minimum age to receive

CHILDREN WHO ARE NEW ENROLLEES IN A TN SCHOOL IN GRADES OTHER THAN K OR 7TH

- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate) If 4th dose was given on or after the 4th birthday, the 5th dose is not needed.
- Measles, Mumps, Rubella (2 doses of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV): final dose on or after the 4th birthday
- Varicella (2 doses or history of disease)
- Hepatitis B (HBV): 3 doses

CHILDREN WITH MEDICAL OR RELIGIOUS EXEMPTION TO REQUIREMENTS:

- Medical – Physician or health department authorized to indicate specific vaccines medically exempted (because of risk of harm) on the TN immunization form. Other vaccines remain required.
- Religious – Where a parent or guardian, or in the case of an adult student, the student, provides to the school a written, notarized statement, affirmed under penalties of perjury, that vaccination conflicts with the religious tenets and practices of the parent or guardian, or in the case of an adult student, the student.

MINIMUM AGES OR DOSE INTERVALS

Tennessee follows published CDC guidelines. For vaccines with critical minimum age requirements (e.g., MMR, varicella) or minimum dose intervals, doses are considered valid if given up to 4 days before the minimum age or dose interval. Doses administered more than 4 days early are considered invalid and should be repeated as recommended.

ALTERNATIVE PROOF OF IMMUNITY FOR CERTAIN DISEASES

A positive serology (year of test documented) is acceptable as an alternative to immunization for measles, mumps, rubella, hepatitis A, hepatitis B or varicella. For varicella, documentation of provider-diagnosed varicella (year) or provider-verified history of disease given by a parent or guardian (year) also is acceptable. By documenting a history of the disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

FOREIGN BORN CHILDREN AND TUBERCULOSIS TESTING

All children who were born in and/or are arriving from outside the U.S. will be required to present current evidence of freedom from infectious tuberculosis. The evidence should not be more than a year old and should include a report of a negative tuberculin skin test done in the United States, or if the skin test is positive, a chest x-ray or other necessary examinations to certify the absence of clinical tuberculosis.

That evidence may include a letter from any personnel from the Montgomery County Health Department or a licensed medical provider (MD, DO, NP, PA only if they are not part of the Montgomery County Health Department) that states that the child is free from symptoms of active TB and that the child is safe to attend school.

ACADEMICS

Students must take a full complement of courses. There is a specified curriculum for students in grades K-8. Students in grades 9-12 must take at least five credit-bearing courses from CMCSS K-12 Virtual each semester. Course loads for secondary students must be monitored so that students are not reported for more than twelve successful half-credit completions each school year. Courses through Adult Education do not count as one of the five required courses.

In order to provide students with the best virtual learning experience, CMCSS K-12 Virtual will offer a specific menu of courses to meet graduation requirements. When available, students who qualify may opt to take dual enrollment classes rather than the general education courses listed in the course menu.

Students with an Individual Education Plan (IEP) will be scheduled for appropriate courses based on an IEP team decision.

***Some assessments will require attendance in the brick and mortar setting.*

PROMOTION AND GRADUATION

CMCSS K-12 Virtual students are subject to the promotion and progression requirements of public schools and the State of Tennessee. CMCSS K-12 Virtual School offers all courses to meet the graduation requirements for the Clarksville-Montgomery County School System and the State of Tennessee.

State of Tennessee graduation requirements are as follows:

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)

CMCSS K-12 Virtual school counselors review student records for purposes of placement, promotion, and to evaluate progress towards meeting graduation requirements.

GRADUATION CEREMONIES

Students meeting the state of Tennessee graduation requirements will be welcome to participate in a scheduled K-12 Virtual graduation ceremony. This ceremony will be an in-person event.

GRADES

The following grading systems shall be used in the Clarksville-Montgomery County School System:

ASSIGNMENT OF GRADES

Students will receive mid-term progress reports once during the nine-week grading term. Students will receive a report card at the end of each nine-weeks grading period. The assignment of grades and the final evaluation of students is the responsibility of the teachers.

EARLY WITHDRAWAL OR LATE ENROLLMENT

Students withdrawing from the district before the end of the semester will be given in-progress grades and the decision regarding grades and credits shall be the responsibility of the school to which the student transfers. Students enrolling in the district when two weeks or less remain in the evaluation period shall receive evaluation marks based on the records/transcript from the sending school. Parents will be notified of this at enrollment.

ELEMENTARY SCHOOL (K-5)

- Kindergarten through 2nd Grade: Standards-based grading scale includes Approaching Expectations (AE), Below Expectations (BE), and On Track (OT)
- 3rd, 4th, and 5th Grade: TN Uniform Grading Scale (see table)

MIDDLE SCHOOL (6-8)

- 6th, 7th, and 8th Grade: Middle school courses follow the TN Uniform Grading Scale (see table below). Middle school courses taken for high school credit will follow high school grading policies.
- Students enrolled in Algebra 1 may not withdraw from the course after the first nine weeks.

HIGH SCHOOL (9-12)

- The Clarksville-Montgomery County School System has adopted the State's Uniform grading policy as per the State Board of Education (April 15, 2005 per Public Chapter 679). Effective July 1, 2006, for the purposes of determining eligibility for the lottery scholarships, Tennessee's Uniform Grading System should consist of the following (see table below)

UNIFORM GRADING SYSTEM

Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

HS WEIGHTING FOR ADVANCED COURSEWORK

Honors Courses	Local and Statewide Dual Credit Courses, Industry Certification-Aligned Courses, and Dual Enrollment Courses	Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses
Shall include the addition of 3 percentage points to the grades used to calculate the semester average.	Shall include the addition of 4 percentage points to the grades used to calculate the semester average.	Shall include the addition of 5 percentage points to the grades used to calculate the semester average.

END OF YEAR ASSESSMENTS

For students in grades 3-8, the end of year assessments in language arts, math, and science will be calculated at 15% of the yearly grade. Additionally, students in grades 6-8 will participate in an end of year assessment in social studies, which will be calculated at 15% of the yearly grade.

HIGH SCHOOL COURSES WITHOUT END-OF-COURSE EXAMS

The average is calculated with every 9 weeks 40% and the semester exam of 20%. When a student is exempt from a 2nd semester exam, the average is calculated with each 9 weeks grade 50%. Students are exempt if they earn an A for the third nine weeks and an A for the fourth nine weeks in a year-long course.

HIGH SCHOOL COURSES WITH END-OF-COURSE EXAMS

First semester average is calculated with each 9 weeks 40% and the semester exam 20%. Second semester average is calculated with each 9 week grade 35%, end of course exam 15%, the semester exam 15%. When a student is exempt from 2nd semester exam, count each 9 weeks 42.5% and the end of course exam is 15%. Students enrolled in high school courses with End of Course examinations may not withdraw from such courses for the remainder of the course after being enrolled in the course for at least twenty-five percent (25%) of the instructional days in the course.

ADVANCED PLACEMENT (AP)

Students must complete the AP assessment to receive additional 5 points on grades used to calculate the semester average.

SEMESTER EXAMINATIONS

Semester examinations will be administered each semester for all students taking high school courses. Semester Examination exemptions: A student will be exempt from a second semester course examination provided the student has a 90% or higher for each 9-week grading period during the second semester and the course is a full year class.

INCOMING TRANSFER RECORDS

Students transferring from an accredited school:

- Students entering a district high school during a semester, who have been previously enrolled in an accredited school, shall be graded on the basis of their transfer in-progress grade and their performance in CMCSS for the remainder of the semester.
- Students that were not previously enrolled in school shall declare at the time of enrollment if they will participate in the class on an audit or credit basis. If choosing a credit basis, students will be responsible for completing semester work provided by the teacher. Grades will be assigned based upon the declared intention at the time of enrollment.
- CMCSS will make every effort to accommodate those students transferring from a different school structure. Students transferring from one schedule structure to another (block, nonblock, trimesters, etc.) will be allowed to complete benchmarks or teacher assessments to determine placement and credit.
- Students transferring with completed credits from an accredited school will have all credits transferred to the CMCSS school.

Students transferring from a non-accredited school:

- Students entering a district high school from a non-accredited school will complete a district benchmark or teacher assessment to determine credits that will be added to the CMCSS transcript. State law requires the completion of certain courses at an accredited school.

Students transferring from a foreign country:

- Transcripts from foreign countries will be evaluated by a district committee for placement. Foreign students who have a diploma from their own country shall not be a candidate for a diploma from CMCSS.

Foreign Exchange Students:

- All foreign exchange students will be enrolled as juniors at the high school level and are not eligible to earn a diploma.

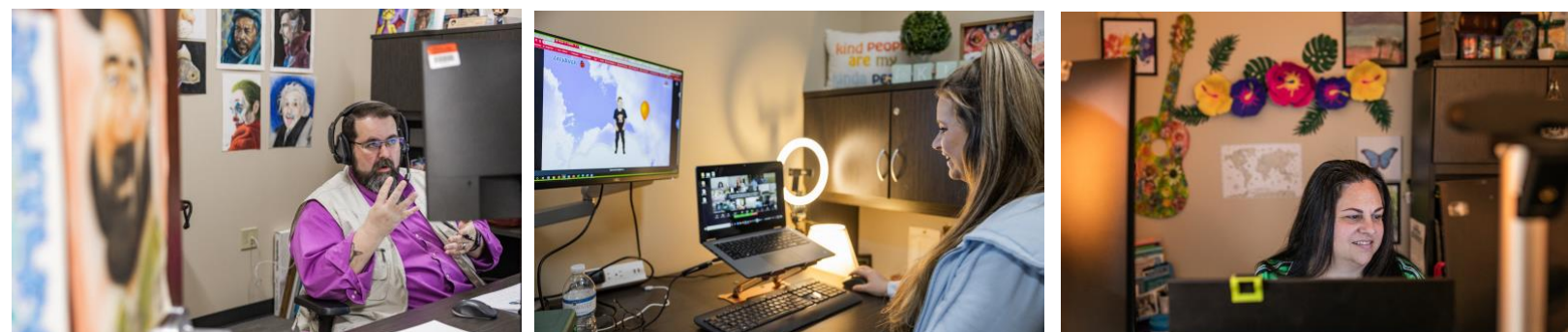
GRADE CONVERSION

It is the intent of the district to attain the numerical grade from a secondary school or post-secondary institution. When the numerical grade is not provided, the following scale will be used to convert the letter grade that is provided.

A+ = 98	B+ = 88	C+ = 78	D+ = 68	F = 55
A = 95	B = 85	C = 75	D = 65	
A- = 92	B- = 82	C- = 72	D- = 62	

CREDIT RECOVERY

Students may complete credit recovery to earn credit for graduation required courses. The original failing grade will not be included in the HOPE Scholarship calculation. It will be listed on the transcript. Credit recovery courses receive a grade of 60.



VIRTUAL RELATED ARTS

Physical education, music, art, and counseling courses are part of the offerings for students in grades K-8. These scheduled classes will be part of the student's required academic day. Attendance is not an option in these courses. Students are required to attend related arts classes, just as they are with any core content course. Physical education is an essential component of a student's coursework. We want our students to be safe and healthy. Daily movement and designated recess time will be essential for growth and successful learning in a virtual setting. Movement will be part of the student's weekly expectations.

MEAL OPTIONS

Purchasing school meals is not an option for CMCSS K-12 Virtual School students except when they are on-site for state-mandated testing.

STUDENT CODE OF CONDUCT

CMCSS K-12 Virtual School follows the CMCSS Student Code of Conduct

ASSESSMENTS

Students are required to participate in all district and state-mandated testing. All state assessments require students to report to a CMCSS-designated location. Any assessment given in the traditional or virtual setting will be subject to test security protocol.

UNIVERSAL SCREENING

Universal screeners in K-12th grade evaluate the skill performance and skill development progress of all students through brief assessments in reading and math. Universal screenings assist schools in identifying students who may need more skill support or other types of instruction through RTI2 services. CMCSS currently utilizes FastBridge screeners.

KINDERGARTEN DEVELOPMENTAL MILESTONES

Kindergarten Developmental Milestones is a norm-referenced assessment designed to screen skills that are critical predictors of school success, including physical development, language, academic/cognitive, self-help, and social-emotional skills.

PERFORMANCE ASSESSMENTS/TESTS

Just like students in a traditional setting, CMCSS K-12 Virtual students will be assessed using formative assessments for each content area. This will give the teacher, student, and parents a clear picture of how the student is progressing toward mastery of the content standards.

DISTRICT BENCHMARKS

District Benchmarks are utilized to inform teachers and students about progress toward mastering grade-level content area standards.

TNREADY 3-8 ACHIEVEMENT

Assessments for English language arts, math, science, and social studies are timed summative standards-based assessments. The results of these examinations are factored into the student's grade at 15% in accordance with T.C.A. §49-1-302 (2).

TNREADY HIGH SCHOOL END OF COURSE ASSESSMENTS (EOC)

EOCs are timed summative standards-based assessments in English I, English II Algebra I, Geometry, Algebra II, Biology, and U.S. History. The results of these examinations are factored into the student's grade at 15% in accordance with T.C.A. §49-1-302 (2).

ACT

ACT is a college readiness assessment and is considered a curriculum- and standards-based educational and career planning tool that assesses students' academic readiness for college. ACT is currently a graduation requirement for all 11th-grade students enrolled in a TN School.

WIDA/ACCESS

WIDA/ACCESS is an English Language proficiency assessment and is administered to all K-12 students identified as NELB [non-English Language Background] upon their arrival in the district. The summative assessment, which identifies the growth in English Language acquisition, is administered to all K-12 EL students in the spring of the academic year.

HIGH SCHOOL SEMESTER EXAMS

Semester exams are summative assessments administered at the end of each semester for each enrolled course.

UNITED STATES CIVICS EXAM

The United States Civics exam is required for all high school students in Tennessee for graduation. In CMCSS, students take the United States Civics test either in U.S. Government & Civics or in JROTC II.

SPECIAL POPULATIONS (IDEA & SECTION 504)

The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act states that parents of a child with a disability have specific procedural safeguards. The Notice of Procedural Safeguards for Parents of Students with an Individual Education Plan (IEP) and/or 504 Service Plan explains all parent/guardian and student rights. Students with an IEP and/or Section 504 plan may apply to CMCSS K-12 Virtual. These individualized plans document the services and/or supports the student needs to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). Related services such as speech, language, and occupational therapy may be provided through a FERPA/HIPAA compliant platform, drop-in services at the student's CMCSS enrolled school, or other options as necessary. Transportation will be provided as deemed appropriate based on decisions made by the student's IEP and/or Section 504 team. At any time, an IEP or Section 504 team may convene to determine if the traditional or virtual setting best meets the needs of the student. If a student with an IEP or Section 504 plan is enrolled in CMCSS K-12 Virtual, it is the responsibility of CMCSS to ensure the school system meets all requirements of the Individuals with Disabilities Education (IEP) Act and Section 504.

CMCSS K-12 Virtual will follow all modifications and accommodations documented on the IEP or Section 504 plan as appropriate. There are some instances in which accommodations listed in the individualized plan are not conducive to the virtual environment resulting in adjusting the accommodation or modification to best meet the needs of the student. In this case, the school of zone will be responsible for providing such accommodations to help the student be successful in the virtual setting.

CMCSS K-12 Virtual is a part of the CMCSS public school online/virtual program and is committed to enrollment being administered in a fashion that is not discriminatory based on disability to not violate the Individuals with Disability Act and Section 504 of the Rehabilitation Act.

Educators and experts that have studied virtual instruction have identified the following effective features of virtual programs for serving students with disabilities:

- On-going feedback, self-pacing, and a higher potential for individualized instruction
- Greater opportunity for students to control their learning
- Multimodal presentation of content
- Social interaction via alternative means
- Lack of peer distractions or conflict
- Online archiving of student work for ease of assessment and progress monitoring
- Potential for highly differentiated instruction
- Alternative options for students with severe allergies, chemical sensitivities, chronic health conditions, and other types of impairments that make attendance in traditional schools difficult or impossible
- Additional choices and flexibility

CMCSS ENROLLMENT PROCESS FOR STUDENTS WITH DISABILITIES PARENT/LEARNING MENTOR ROLE

The inherent nature of web-based and online programs envisions an active and important role for a parent/legal guardian or designated learning mentor in implementing and monitoring the program. A parent/legal guardian or designated learning mentor assists in the implementation of the program by facilitating the attendance and participation of the student in the web-based and online school, and ensuring that the student remains on-task as required for participation and progress in CMCSS K-12 Virtual. A parent/legal guardian or designated learning mentor will be provided training for the applicable technology and their role in CMCSS K-12 Virtual. A parent/legal guardian or designated learning mentor will also be expected to communicate and coordinate frequently with the online teacher and case manager with respect to the student's performance and progress. Failure of a parent/legal guardian or designated learning mentor to play their expected role with respect to enrollment in CMCSS K-12 Virtual may jeopardize a student's performance and continued enrollment in CMCSS K-12 Virtual school of choice.

INDIVIDUAL EDUCATION PLAN AND/OR 504 SERVICE PLAN TEAM MEETING

CMCSS K-12 Virtual is a school of choice and requires specific enrollment requirements outlined in the CMCSS K-12 Virtual Handbook. The IEP or Section 504 team will determine the type and amount of services necessary to meet the student's needs while enrolled in CMCSS K-12 Virtual. Upon enrollment, the committee may meet at any time to determine the appropriate and individualized accommodations, modifications, aids, and/or services, including parent training and orientation necessary. If the program is appropriate for the student to receive a FAPE in light of their unique needs, then the IEP or Section 504 plan will be revised to include the services, aids, supports, accommodations and modifications that will be required in order for the IEP or Section 504 plan to be reasonably calculated to confer educational benefit in CMCSS K-12 Virtual. The IEP or Section 504 team may determine that based on some students' unique needs, CMCSS K-12 Virtual is not appropriate to confer a FAPE, even with the provision of appropriate and individualized accommodations, modifications, aids, and/or services. Such a determination may be made in the initial application process, or after the student has participated in the program for some time. Moreover, such a determination is subject to the parents' rights and procedural safeguards under IDEA and Section 504 of the Rehabilitation Act.

SPECIAL STAFF AND CASE MANAGERS

All students with disabilities enrolled in CMCSS K-12 Virtual will be supported by their assigned general education teacher in the least restrictive environment. Students that have an IEP will also have access to a licensed, highly qualified special education teacher.

Students with disabilities who have a current IEP or Section 504 plan through CMCSS will be

assigned a teacher or other staff to serve as their case manager. The case manager will ensure compliance and appropriate services, facilitate communication between home and school, and coordinate the annual review and re-evaluation.

INSTRUCTION

Students enrolled in CMCSS K-12 Virtual will have access to a scientifically based, research-validated curriculum. Students with disabilities will participate in the general education program to the greatest extent possible offered by CMCSS K-12 Virtual and as determined by the IEP or Section 504 team. Additionally, students with disabilities will have the opportunity to fully participate in all general education grade-level classroom activities with their classmates including outings and field trips. The student's teachers will have access to the IEP or Section 504 accommodations document once the student is placed and assigned classes.

If deemed necessary by the student's IEP, CMCSS special education teachers will support students with disabilities and provide specially designed instruction through synchronous learning web-conferencing. All IEP services will be synchronous to support students with a disability and assess progress towards IEP goals. Academic services provided through web conferencing could be presented within a co-taught online classroom, small group, or individual session with the special education teacher. In addition, parent/legal guardian education and support can be effectively delivered using web conferencing and other training resources.

Attendance for all services under IDEA and/or Section 504 are essential for students' success. Due to the nature of this individualized instruction/service, attendance at these sessions is mandatory. Students with individualized plans follow the same truancy rules when it affects their service time.

ACCESSIBILITY

Despite the web-based and online nature of CMCSS K-12 Virtual instructional programs, the District will ensure that students with disabilities enjoy equal access to the educational benefits and opportunities offered by the technology, as well as equal treatment in the use of such technology. Students with disabilities shall not be excluded from, or be denied the benefits of, the web-based and online program on the basis of disability as long as their respective committee of knowledgeable persons determines that the web-based and an online program is appropriate to provide them a FAPE with or without the provision of appropriate and individualized accommodations, modifications, aids, and/or services.

Students with disabilities enrolled in CMCSS K-12 Virtual may require access to assistive technology in addition to the equipment provided to every CMCSS K-12 Virtual student as outlined in the student's IEP or Section 504 plan. Should CMCSS K-12 Virtual use a device or feature that is not fully accessible, the District will provide accommodations, assistive technology,

or modifications that permit students with disabilities to receive all the educational benefits provided by the technology in an equally effective and equally integrated manner, and with substantially equivalent ease of use.

EQUIPMENT

Parents/Legal guardians must understand and acknowledge that any equipment provided by the District remains the property of the District and must be returned if the student withdraws from CMCSS K-12 Virtual, graduates, or services are otherwise terminated. Parents/legal guardians and students must commit to using the technology as directed and make best efforts to avoid damage to either hardware or software. Misuse of, or damage to, the technology despite warnings and training is a factor that the student's IEP or Section 504 team may consider in determining whether CMCSS K-12 Virtual school of choice is appropriate to meet the student's needs.

RELATED SERVICES

A student with an IEP or Section 504 plan enrolled in CMCSS K-12 Virtual may need to receive certain related services outlined in the student's individualized plan. These may include speech services, occupational therapy, physical therapy, nursing, and/or vision services. As a District, we are required to supply students with the services that are outlined in the IEP or Section 504 plan. Some related services can feasibly and appropriately be provided to the student on a web-based or online basis, while some services, such as occupational therapy, may require in-person delivery of services. Should transportation be necessary in order for a student to access related services, the District will provide transportation from and to the home.

CMCSS K-12 VIRTUAL MEETING PROCESS

The meeting processes for an IEP or Section 504 plan will remain the same for all CMCSS students with disabilities except for the location of the individualized plans for students enrolled in CMCSS K-12 Virtual. Most IEP or Section 504 meetings for K-12 Virtual students will be held virtually unless otherwise requested or deemed necessary. Also, after the meeting, all members of the IEP or Section 504 team will be asked individually if they agree to the content of the IEP or Section 504 plan and the decisions discussed during the meeting. If all are in agreement, the meeting will be adjourned and the documents will be signed electronically. The final copy of the individualized plan will be sent to the parent/guardian electronically via the Parent Portal.

For further information regarding CMCSS IEP meeting process or procedure, please visit CMCSS Special Populations Parent Site by [CLICKING HERE](#).

CMCSS K-12 COMPLIANCE AND STUDENTS WITH DISABILITIES

CMCSS is responsible for providing a Free and Appropriate Public Education (FAPE) under the

federal guidelines of the Individuals with Disabilities Education Act IDEA. As a public school, CMCSS K-12 Virtual is required to provide access to the curriculum for students in their least restrictive environment. For students with a current Individualized Education Program (IEP) or Section 504 plan, teachers and supporting staff members are expected to follow the components within the individualized plan. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability in any program or activity. CMCSS K-12 Virtual has the responsibility to identify, evaluate, and provide access to appropriate educational services if a child is determined eligible. Students who are identified as students with disabilities and served under an Individual Education Plan (IEP) or Section 504 plan must follow school compliance requirements unless exempt or adjusted within the IEP or 504. The non-compliant process should be followed consistently for all students at the school. When a student reaches the last level of noncompliance where the school would normally institute administrative transfer from CMCSS K-12 Virtual into the student's home school, the special education or Section 504 case manager needs to be notified and an IEP or Section 504 meeting will be held with the entire IEP or Section 504 team, including parent/legal guardian as mandated by state guidelines to determine if a change of placement is necessary.

ENGLISH LANGUAGE LEARNERS

The ESL State Policy 3.207 allows a virtual platform as a means to provide English learner (EL) services. However, CMCSS is responsible for ensuring the service delivery model is an effective model for the student. The following guidelines are in place to help meet EL students' needs.

Each English learner has an Individualized Learning Plan noting how services will be provided to the English learner student. This plan will be provided to families outlining details of how EL services will be delivered.

If the EL student is accepted to CMCSS K-12 Virtual, the student will receive an adaptive English language learning software program. Adaptive programs provide immediate feedback to students. This will provide teachers with the information on how to best meet the student's needs based on the student's responses. The EL teacher will work with the students to ensure they are able to access the program with ease.

Information about the required time that the student must be actively engaged within the program will be shared with families. An EL teacher or assistant will follow up with the student based on how the student performs within the program.

ATHLETICS / EXTRA/CO-CURRICULAR ACTIVITIES

As a participant in a CMCSS school of choice, students will not be permitted to participate in school-sponsored athletics or sports teams, extra-curricular, or co-curricular activities at the student's home- zoned school. CMCSS K-12 Virtual does not have athletics. Co-curricular and extra-curricular activities are offered based on the interests of the students.

CMCSS CAREER ACADEMIES

Students enrolled in CMCSS K-12 Virtual will have the opportunity to enroll in CMCSS Academies during their 9th grade year. Several options are offered throughout the district. Please visit cmcss.net/academies for more information.

JROTC

CMCSS K-12 Virtual will not offer JROTC courses.

K-12 VIRTUAL HANDBOOK ACKNOWLEDGMENT FORM

Student: _____

Student ID: _____

By signing below, I agree that my child and I have access to a copy of the CMCSS K-12 Virtual Student- Parent Handbook for the current school year. I understand that the handbook includes the roles and responsibilities of the student, parent/learning mentor. I understand that my child and I are expected to read and become familiar with all of the information herein. I understand that failure to abide by the rules, policies, procedures and responsibilities described in the handbook will subject my child to removal from CMCSS K-12 Virtual.

Signature of Parent

Date

Signature of Student

Date