

K-12 VIRTUAL

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM



STUDENT-PARENT HANDBOOK

2020-2021



CONTENTS

1.....	General Information
3.....	Student Eligibility
4.....	Admissions
5.....	Family Commitment
6.....	Attendance
8.....	Devices/Connectivity
	Library/Media Centers
	Financial Obligations
	Emergency Contact Information
	Release of Records
	Withdrawals
9.....	Health Screenings
	Immunizations
12.....	Academics
13.....	Grades
16.....	Virtual Related Arts K-8
	Middle School Electives
	AVID
	Meal Options
17.....	Student Code of Conduct
23.....	Assessments
25.....	Special Populations
26.....	English Language Learners
27.....	Athletics
	Academies
	JROTC
	Co-curricular Activities
	Extra-curricular Activities
28.....	Promotion and Graduation

GENERAL INFORMATION

Vision Statement

The vision of the Clarksville-Montgomery County School System is that all students will graduate college and/or career ready.

Mission Statement

Our mission is to educate and empower students to reach their potential.

Introduction

CMCSS K-12 Virtual is a full-time school of choice, offering parents and students a comprehensive kindergarten through twelfth grade virtual instruction 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 begins on August 31, 2020 and follows the regular CMCSS calendar. As a school of choice, it provides students with an opportunity to learn through an interactive platform as well as live instruction through state-certified CMCSS teachers. CMCSS K-12 Virtual does not offer a summer school program. 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 today's 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 the strategies to improve each student's online education. Teachers will also provide students with academic challenges to raise the academic bar and create education plans for struggling students. Teachers will individualize each plan based on a student needs and academic capability.

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 monitoring the student's learning environment and daily academic progress. Learning Mentors are trained to monitor the students, communicate with the teachers, and manage school at home.

The LM should help create and implement the daily schedule for his/her student. The LM guides the student on how to follow the schedule and ensures that the student works on coursework each day. The student works with his/her LM every day to follow the course work assignments. Depending on the student's maturity level, the LM gradually teaches the student how to pace himself/herself to work independently, but always continues to monitor the student's daily progress. Without the physical presence of the trained Learning Mentor (LM) this program will not be successful.

The Virtual Program

Virtual students will have access to multiple learning management platforms that will assist them in online learning. These platforms provide rigorous and interactive content and courses that have been designed to match Tennessee State Standards and has 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 four online courses with certified elementary teachers. The teacher/s will assign daily assignments in each of the four subjects (English/Language Arts (ELA), Math, Science, and Social Studies). The LM will be responsible for creating the daily schedule for independent learning assignments. The Learning Mentor will organize the assignments and be ready for the next school day guiding the student through the lessons in each subject. The LM will review the student's work and supervise attendance/participation. The teacher will schedule live classes in each subject and grade level per participation, and will schedule individual sessions to review each student's progress. 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.

SIXTH-EIGHTH GRADE

Students will be enrolled in four online courses with a teacher for each of the content areas (English/Language Arts, Math, Science, and Social Studies). The teacher will schedule weekly live classes in each subject and grade level per participation, and will schedule individual sessions to review each student's progress. Students and parents will be able to access PowerSchool for updates on student progress.

NINTH-TWELFTH GRADE

High school students will be enrolled in five to seven courses depending on needs of the student. 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 successfully. The teacher will schedule live classes in each subject with all the students in the course as well as individual or small group sessions.

Student Eligibility

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

	Criteria	Verification
<i>Student Eligibility for K-12 Virtual Instruction</i>	All students, including home education and private school students, are eligible to participate in the CMCSS operated full-time kindergarten through twelfth grade virtual instruction program.	CMCSS will verify the student's age and address in accordance with district guidelines.
<i>*Typical Indicators of Student Success</i>	<ul style="list-style-type: none"> • Students in grades 10-12 have obtained a 2.7 minimum GPA • Students in grades 1-9 have a record of meeting grade level expectations • Student have minimal absences 	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.
<i>Enrollment Requirements</i>	<ul style="list-style-type: none"> • The parent must complete required application • The student must be enrolled at a CMCSS school • Parent/Guardian must submit proofs of residence • Parent/Designated Learning Mentor must complete Learning Mentor training 	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.

**A case review will be conducted for each student application.*

Enrollment Periods

CMCSS K-12 Virtual is a school of choice. Parents and students may apply to the program during the district-specified open enrollment time period.

Parent/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 enrollment process at the CMCSS K-12 Virtual consists of three major parts:

OPEN ENROLLMENT SUBMISSION

Parents and students should become familiar with the virtual option and determine if it is a good fit for them. They can then check the student's eligibility by reviewing the student eligibility requirements listed in the handbook. After obtaining the necessary information, they must apply during the open enrollment 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 be registered or currently enrolled in a CMCSS traditional school. If the student is new to the district, the parent or legal guardian will need to register the student at the Enrollment Center or at the student's home-zoned school. All registration paperwork and required documents must be completed and on file at the traditional school. If the student is already a CMCSS student, no further action is needed.

ENROLLED STATUS

In order to be fully 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 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)
- agree to receive progress reports and report cards digitally

In addition, the parent/legal guardian must:

- sign the [CMCSS Privacy Release and Consent for Virtual/Remote Learning](#).

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





FAMILY COMMITMENT

Parent/LM Responsibilities

ATTENDANCE:

Every minute a student spends online or offline working on his or her approved courses, time accumulates into hours of attendance. 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. Note: If the attendance is entered and the school work does not equate to the attendance, the attendance entered will be immediately removed and the parent or LM will be contacted.

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 platform, and complete independent assignments.

MONITOR ASSIGNMENTS AND ASSESSMENTS

In lieu of the daily presence of a face-to-face teacher, the LM must take the lead in guiding the students through the curriculum, submission of assignments, online class sessions, producing projects, reviewing for quizzes and tests, as well as making sure they participate in the state tests. Students not meeting attendance, academic, and testing expectations will be required to return to their CMCSS enrolled school for the remainder of the current academic year.

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.
- Request the make-up assignments for all excused absences/tardiness from teachers upon return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed. Students will have the same number of days as absent to complete and submit make-up work.
- Participate in appropriate State of Tennessee assessments which could require physical attendance at the student's enrolled school.
- Complete all required school days, assignments, quizzes, tests, and projects prior to the end of each semester.
- 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 to include core content and intervention. Attendance for all students including RTI Intervention, students receiving services under the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, and/or English Learners are essential for a student's success. Due to the nature of this individualized instruction, attendance to 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 is provided to the virtual teacher by the platform provider, who must maintain an auditable management system that records the student's participation in the virtual instruction. 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





ATTENDANCE

of attendance required. The information collected by the provider and reported to the district on a semester basis determines the official school attendance. For students present fewer than the total number of days in the semester, the absences are recorded beginning with the last day of the semester.

Virtual School Attendance

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 enrolled school. Due to the nature of virtual instruction, CMCSS K-12 Virtual students are not confined to attend school or access their course work at a specific time of the day. Therefore, the parent/guardian should monitor their student's daily online accumulated hours, the daily schedules, assignments, quizzes and tests to assure their student does not fall behind during the semester. The student's work should match the attendance. If they do not match, the school will have the authority to remove the attendance and begin the truancy process. If a student does not complete the daily required login time, the parent/guardian would need to provide an excuse. If a student encounters technical issues during the time of the class, the parent is expected to report this time to the student's teacher. If a student's device is being repaired, the student will have three days after notification of repair to pick up the computer. After three days, the student will begin accruing unexcused absences. The student is expected to make up the 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](#).

DEVICES/CONNECTIVITY

Students will be provided a laptop or suitable device to be used for instruction. If the household does not have access to reliable internet service, the parent or guardian may request access to a CMCSS-provided hot spot.

LIBRARY/MEDIA CENTERS

CMCSS K-12 Virtual students will have access to their enrollment school's library/media center. The child's virtual teachers will communicate the process for accessing the library/media center and/or those materials.

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 CMCSS enrolled school.

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. It is strongly encouraged to commit to the virtual option one semester at a time.

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.*



IMMUNIZATIONS

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 influenzae 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

IMMUNIZATIONS

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 disease, the provider is asserting that he or she is convinced that the child has had chickenpox.

FOREIGN BORN CHILDREN/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 absence of clinical tuberculosis.

That evidence may include a letter from the 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. The appropriate number of instructional minutes should be reflected in each student's attendance log. The virtual teacher and the designated LM will work together to track student attendance. Students in Grades 9-12 must take at least five 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 an authentic high school experience, CMCSS K-12 Virtual will offer the same traditional high school courses to the greatest extent possible. It should be noted that there may be some classes that are not possible to replicate in the virtual setting. School counselors are dedicated to working with each student to maintain a schedule that will:

- *Continue students on the graduation track they are already working toward*
- *Allow them the greatest variety of options as is possible*



GRADES

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

ASSIGNMENT OF GRADES

- Students will receive mid-term progress reports once during the 9-weeks grading term.
- Students will receive a report card at the end of each 9-weeks grading term.
- The assignment of grades and the final evaluation of students is the responsibility of school administrators and 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

- Grades K, 1 and 2 – Standards based grading scale includes Approaching Expectations (AE), Below Expectations (BE) and On Track (OT)
- Grades 3, 4 and 5 – TN Uniform Grading Scale (see table)

MIDDLE SCHOOL

- Grades 6-8 – Middle school courses follow the TN Uniform Grading Scale (see table).
- Middle school courses taken for high school credit will follow high school grading policies.
- 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.

HIGH SCHOOL

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):

GRADES

Uniform Grading System - Weighting for Advanced Coursework					
Grade	Percentage Range		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
A	93	100	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.
B	85	92			
C	75	84			
D	70	74			
F	0	69			

END-OF-YEAR ASSESSMENTS

For students in grades 3-8, the end of year assessments in Language Arts, Math, Science and Social Studies will be calculated as 15% of the yearly grade.

HIGH SCHOOL COURSES WITHOUT AN END-OF-COURSE EXAM

Average is calculated with each 9 weeks 40% and the semester exam 20%. When a student is exempt from 2nd semester exam, the average is calculated with each 9 week grade 50%. Students are exempt if they earned an A for N3 and an A for N4 in a year-long course.

HIGH SCHOOL COURSES WITH AN END-OF-COURSE EXAM

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 93% or higher for each 9 week grading period during the second semester and the course is a full year class.

GRADES

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 sending 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+=91	C+=83	D+=74	F=65
A=95	B=88	C=80	D=72	
A-=93	B-=85	C-=76	D-=70	

CREDIT RECOVERY

Students may complete credit recovery to earn credit for graduation requirements 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 a 70.

K-12 VIRTUAL

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM



VIRTUAL RELATED ARTS K-8

Virtual Art, Music, and Library courses are optional for students in grades K-8. These virtual courses provide opportunities for students and are led by the LM. If these optional courses are desired, please communicate the request with your child's virtual teacher. Physical Education is an essential part of a student's coursework. We want our students to be safe and healthy. Daily movement will be essential for growth and successful learning in a virtual setting. Movement will be a part of the student's weekly expectations. Learning Mentors will assist in tracking student movement and reporting to the child's virtual teacher.

MIDDLE SCHOOL ELECTIVES

Middle School students who wish to participate in Band or Chorus should request participation. Case reviews will be completed for feasibility.

AVID

Students selected for the Advancement Via Individual Determination (AVID) program by their enrolled schools may continue in the program in the K-12 Virtual School.



MEAL OPTIONS

K-12 Virtual students will have the option to purchase meals from the school cafeteria of their enrolled CMCSS school. A process will be communicated by each school. Applications for free/reduced lunches will follow the same process as applications for free/reduced lunches in the traditional school setting.

STUDENT CODE OF CONDUCT



LEGAL AUTHORITY (T.C.A. § 49-6-4216)

The Board of Education of the Clarksville-Montgomery County School System is required by state statute to make and adopt rules setting forth standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend schools in this district. The rules shall take into account the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted, even though such rules may result in the ineligibility of pupils who fail to observe the required standards and may require the suspension and/or expulsion of such pupils.

APPLICATION OF CODE

The following regulations concerning standards of conduct and behavior will apply to every student in ClarksvilleMontgomery County Schools.

THIS CODE OF CONDUCT APPLIES TO ANY STUDENT WHO IS ON SCHOOL PROPERTY, WHO IS ON A SCHOOL BUS OR AT A SCHOOL BUS STOP, WHO IS IN ATTENDANCE AT SCHOOL OR AT ANY SCHOOL SPONSORED ACTIVITY, OR WHOSE CONDUCT AT ANY TIME OR PLACE (I.E., OFF-CAMPUS CONDUCT) HAS A DIRECT AND IMMEDIATE EFFECT ON MAINTAINING ORDER AND DISCIPLINE IN THE SCHOOLS. THIS INCLUDES ALL SOCIAL MEDIA, BUT NOT LIMITED TO, INSTAGRAM, TWITTER, FACEBOOK, ETC. A TEACHER, PRINCIPAL, SCHOOL EMPLOYEE OR SCHOOL BUS DRIVER MAY USE REASONABLE FORCE IN COMPLIANCE WITH T.C.A. § 49-6-4107.

School officials may question students at any time regarding suspected violations of school policies or State laws by the student or others. A student's failure to answer and otherwise cooperate maybe grounds for further disciplinary action.

STUDENT CODE OF CONDUCT

ACADEMIC INTEGRITY

Student assignments must be developed by the student; this ensures that they acquire the knowledge, and the ability to apply the information to assessments and real-life situations. Students may not use another student's submission as their own. Group projects must have the teacher's prior approval. Academic integrity violations will not be tolerated at any level.

- Level 1 Plagiarism: copying or using ideas or words (from another person, an online classmate, or any Internet or print source) and presenting them as your own; submitting another student's work or sharing files with other students; and/or inconsistencies between written assignments and oral assessments.
- Level 2 Security: breaches such as misuse of passwords, accessing another student's account, providing access to one's account to another student, misrepresenting oneself as another student, or illegally accessing any resources that are intended for instructional evaluation purposes.

CONSEQUENCES TO ACADEMIC INTEGRITY VIOLATIONS

All violations or suspected violations of school policy will result in a phone conference and or face-to face meeting with the parent and student. We may respond in any of the following ways:

- Denying credit for any assignment
- Denying credit for any course
- Suspension or expulsion from the course or school
- Denial of re-enrollment for the next school year or beyond

CMCSS is committed to providing a safe teaching and learning environment for students, staff, and members of the community. The Student Code of Conduct identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. Parents may be required to meet face-to-face with the school's administration regarding the Code of Student Conduct. The following excerpt can be found in the Code of Student Conduct link above:

Clarksville-Montgomery County School System (CMCSS) has developed an extensive technology infrastructure, including hardware, software and connectivity equipment toward the purpose of improving the District's educational, administrative and clerical functions.

The significant ongoing investment in technology is in part justified by two promises:

- to better prepare students for life and work in a future filled with technology-laden changes, and use
- to increase the productivity of current and future staff.

STUDENT CODE OF CONDUCT

This investment must be protected from potential misuse and deliberate abuse. CMCSS uses a Children's Internet Protection Act (CIPA) compliant solution for the challenging work of preventing student access to materials the district deems harmful and to block internet access to inappropriate sites, including child pornography and obscenity. This policy clarifies roles and responsibilities in the use of CMCSS technology, both hardware and software, to preserve the integrity and usability of these resources to benefit and serve all clients. Failure to comply with this policy may result in the suspension of privileges, internal investigation, and/or criminal prosecution. CMCSS must be strict in these matters, not only because of the value of the resources, but also to ensure a safe and productive learning and working environment for our students, faculty, and staff. These rules apply to all CMCSS computing resources. The intent of this policy is to raise awareness about what is appropriate, ethical, legal and professional use of a valuable shared resource, not to enumerate all uses that are or are not appropriate.

Acceptable use of CMCSS information technology resources is based on common sense, common decency, and civility applied to the networked computing environment. There is no expectation of privacy by users when using the internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without any prior notice) all usage of district computers, computer systems, and electronic communications. The district may access district-owned or networked computers for maintenance, upgrades, and at any time of suspected abuse of district policy. Appropriate use of these resources must be consistent with the purpose for which the computer/security accounts (log-ins) were originally requested and provided. Privately owned devices connected to the CMCSS network, whether wired or wireless, are subject to monitoring, inspection, possible confiscation, and investigation. Attaching privately owned devices to the CMCSS network is a privilege and is subject to all provisions within the Technology Acceptable Usage Policy.

Expressly prohibited are any uses:

- Which benefit any political, religious, or commercial organization.
- Which are illegal, obscene, or for profit.
- That adversely affect the reputation or image of CMCSS.
- Of unauthorized attempts to log in to any network as an administrator. This could result in cancellation of user privileges.
- Of unauthorized disclosure of personal information.
- Involving vandalism. Vandalism is defined as any malicious attempt to harm or destroy CMCSS data, data of another user, or other CMCSS computing facilities or equipment. This could result in cancellation of privileges.
- Any other actions that are in violation of the CMCSS Student Code of Conduct.

STUDENT CODE OF CONDUCT

NETWORK SECURITY

Network passwords and account information are only given to authorized personnel. Only users with valid CMCSS network accounts are authorized to use the CMCSS network and computer equipment. Employees and students must only use their assigned network account. All computer users must always secure their computer(s) and network log-in before leaving their room or office. Do not allow anyone to use your computer (with the exception of a CMCSS Technology Department employee). The individual assigned a computer/security account is accountable for any and all transactions entered under that computer/security account login. For the protection and security of the CMCSS data, all equipment attached to the CMCSS physical network (equipment located at a CMCSS facility either wired or wireless) must be CMCSS property or have received approval from the IT Department management. Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". The intent to obtain unauthorized access is a violation of State and Federal law. Violators will be prosecuted. Should you inadvertently discover passwords or any other method used to control unauthorized access; this must be reported immediately to supervisory personnel in the room (in case of students) or the Chief Technology Officer (in case of staff).

The following activities and uses of the CMCSS network are prohibited:

- Downloading, installation or use of programs that infiltrate computing systems and/or damage software components, including "viruses" and "worms".
- Downloading, installation or use of any program or software not listed on CMCSS software approval list is prohibited without prior written authorization of the CMCSS Technology Department management. Updates of existing software installed by the Technology Department are permitted.
- Intentionally disrupting network traffic, crashing the network, or gaining unauthorized access to the files of another user.
- Use of the network to personally attack, harass, threaten, or bully another person intentionally or recklessly publish false information about another person.
- Use of inappropriate language in any type of communication, including, but not limited to, language that is illegal, vulgar, profane, abusive or threatening.
- Any access to the network through false identity including anonymous communication, falsifying, concealing, or misrepresenting the user's identity or sharing or loaning network accounts.
- Mass e-mailing of unsolicited and unwanted messages ("spamming"), including text, software, video images, graphics and chain letters.
- Downloading sound, music, or other electronic media for non-instructional purposes.
- Downloading, installation, or use of any software with the intent of hiding or masking internet traffic to bypass firewall policies; including but not limited to, Virtual Private Network clients/agents or browser extensions.

STUDENT CODE OF CONDUCT

WORKSTATION/COMPUTER USE

All employees and students are prohibited from installing any software on any computer unless authorized in writing by the CMCSS Technology Department management. Illegal download or use of copyrighted software, music, videos, pictures, or other files is strictly prohibited. Students are prohibited from installing any software not on the Student Approved Software list. All employees and students are prohibited from using any computer for illegal or commercial activity. Any desktop application designed to limit access to students or staff, other than those used by the IT Department for network security purposes, is prohibited. Changing or tampering with any computer's vital system configuration is strictly prohibited. Any action which violates Board or Administrative policies, local, state, or federal law is prohibited. Computers found to be tampered with or computers with unapproved software or files will be re-formatted and restored to compliance. All loaned computer equipment loans must comply with the district Equipment Loan Agreement (BUS-F012).

INTERNET CONNECTIVITY

CMCSS provides internet connectivity to improve the District's educational, administrative and clerical functions. Responsible and ethical use of the wired and wireless network system is required. Internet use is intended for valid and legitimate district related purposes. Classroom use of the internet is intended for instructional related purposes only. Internet connectivity may not be used for personal gain or political or religious views or in any illegal, offensive or unethical manner, to include bullying-related acts. All internet traffic is subject to review at any time by authorized CMCSS personnel. In the event of a violation of this policy, the device used in such violation (either private or property of the CMCSS) may be confiscated and searched. There is no expectation of privacy. It is the responsibility of all members of the CMCSS staff to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and the CIPA.

VIRUSES AND VIRUS PROTECTION

The CMCSS Technology Department will provide all virus protection and related software for all CMCSS workstations and servers. Virus protection and related software will be installed by authorized Technology Department personnel unless otherwise approved by the CMCSS Technology Department. Do not open any email attachments from anyone you do not know. Never send anyone an email you suspect may contain a virus. The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted. If you suspect your computer may contain a virus, contact the IT Department immediately. There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with the IT Department to ensure the virus is valid and not a hoax.



STUDENT CODE OF CONDUCT

COPYRIGHT POLICY

All students and employees will comply with all applicable copyright laws in the use of all media and materials and model legal and ethical practices related to technology. CMCSS students may create work in the classroom individually and with the assistance of CMCSS employees. Such work is owned by the student upon creation. Students and their legal guardians agree that any and all such student created work may be used by CMCSS in its publications, including but not limited to websites and other distributed materials promoting CMCSS, provided that such original student work will be reported as having been created by the student. Any student who desires not to authorize CMCSS to publish his/her work or to publish his/her name as the owner of such work, shall provide written notice to CMCSS that such authorization is not granted.

EMAIL

The CMCSS and student e-mail systems have been provided for the internal and external communication of employees, board members, and students. Responsible and ethical use of the e-mail system is required and should reflect professional standards at all times. The e-mail system may not be used for personal gain or political or religious views or in any illegal, offensive or unethical manner, to include bullying-related acts. Personal emails should be limited. All e-mail is the property of CMCSS and should not be considered private or confidential and as such, is subject to review at any time by authorized CMCSS personnel.

SERVER SOFTWARE

Only authorized CMCSS Technology Department personnel will install software to servers. When a suspected violation of the above agreement becomes known, the incident should be reported to the appropriate supervisor and the Chief Technology Officer. If the incident is in violation of Board or Administrative Policies, the supervisor shall take appropriate action. In order to prevent further possible inappropriate activity, the user's computer/security account access may be temporarily blocked. If this is deemed necessary, every effort will be made to inform the user prior to this action and to re-establish the connection as soon as deemed appropriate. Any determination of inappropriate use, serious enough to require disconnection, should also be promptly communicated to the user's supervisor.

TECHNOLOGY ABUSE

In the event a CMCSS employee becomes aware of the misuse or abuse of CMCSS technology, he or she should act in accordance with the district's Computer Abuse Discovery Procedure (TCH-P026).



ASSESSMENTS

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

UNIVERSAL SCREENING

Universal screeners in K-12th 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 Fast Bridge screeners.

KINDERGARTEN BRIGANCE SCREEN III

Kindergarten BRIGANCE Screen III is a norm-referenced assessment designed to screen skills which 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).

ASSESSMENTS

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 the 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 of all high school students in Tennessee for graduation. In CMCSS, students take the United States Civics test either in US 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 plan explains all parent/guardian rights. Students with an IEP and/or Section 504 plan may apply to CMCSS K-12 Virtual. The IEP and 504 plan document the services and/or supports the student needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). The IEP and/or 504 plan should be reviewed before enrollment in CMCSS K-12 Virtual to determine whether the services and/or accommodations on the IEP and/or 504 plan will be provided virtually or via another method. 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. 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 to these sessions is mandatory. Students with individualized plans follow the same truancy rules when it affects their service time. Transportation will be provided as deemed appropriate based on decisions made by the student's IEP and/or 504 team. At any time, an IEP or 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 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 504 plan as appropriate. There are some instances in which accommodations listed in the IEP or 504 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 in order to help the student to be successful in the virtual setting.



ENGLISH LANGUAGE LEARNERS

The ESL State Policy 3.207 allows a virtual platform as a means to provide English learner (EL) services. CMCSS is responsible for ensuring the service delivery model is an effective model for the student. To determine if the virtual model may benefit an EL student, each application will be reviewed considering the following:

- ***Language proficiency scores***
- ***Previous assessment scores***
- ***English learner teacher recommendation***

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 providing details of how EL services will be provided. If the families of EL students choose partial or all learning by remote, the district will provide an adaptive language learning program for each student. (Adaptive programs provide immediate feedback to students as they interact with the language program and provide teachers behind the scenes information on how to best meet the students' needs based on student responses.) The EL teacher of the school will work with the students to ensure students are able to access the program with ease. The EL teacher from the school communicates with the families the required time that the student must be actively engaged within the program. An EL teacher or assistant under the guidance of an EL teacher will follow up with the student based on how the students perform within the language learning program.

ATHLETICS

Students may participate in athletic programs at their CMCSS enrolled school. Students must declare their intention to participate/try out to the school's athletic director before the beginning of the season. The virtual platform (SchoolsPLP) used at CMCSS K-12 Virtual is approved by the National Collegiate Athletic Association (NCAA), by meeting the following criteria:

- The courses must meet NCAA core-course requirements.
- The courses must have ongoing and regular teacher-initiated interaction for the purposes of teaching, evaluating, and providing assistance throughout the duration of the course. This may include synchronous or asynchronous instructive interaction, including emails, videoconferencing, online chats, phone calls, and feedback on assessments.
- The courses must have a defined time period for completion. This means the nontraditional program must identify the fastest and slowest paths to successfully complete a course (i.e., maximum and minimum time frame for completion).
- Students of CMCSS K-12 Virtual are eligible for NCAA scholarships.

ACADEMIES

CMCSS K-12 Virtual will do everything possible to accommodate the course load, to include CTE courses, that are part of the Academy pathway. Counselors will reach out to individual families regarding specific course requests and nontraditional options for students to enroll in virtual courses. Case reviews will be conducted to determine feasibility.

JROTC

CMCSS K-12 Virtual will offer JROTC courses to students returning to the program as well as students who wish to select JROTC as their focused elective group.

CO-CURRICULAR ACTIVITIES

Co-curricular activities such as Marching Band and Show Choir will require students to participate in the associated on-site course. Case reviews will be conducted to determine feasibility.

EXTRA-CURRICULAR ACTIVITIES

CMCSS K-12 Virtual students may participate in on-campus clubs or extra-curricular activities when they occur outside the regular school day. Information about clubs can be obtained from the student's enrolled school. K-12 Virtual high school seniors meeting eligibility requirements at their CMCSS enrolled school will have the opportunity to participate in the Prom that is sponsored by that school.



PROMOTION AND GRADUATION

CMCSS K-12 Virtual students are subject to the promotion and progression requirements of public schools 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 guidance staff reviews 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 scheduled graduation ceremonies at their CMCSS enrolled school.