

# Parent and Student Handbook 2025- 2026 School Year



**LEGENDS  
VIRTUAL ACADEMY**  
POWERED BY K12

**Phone: 205-722-6050**

**Fax: 251-439-6188**

**[www.lva.k12.com](http://www.lva.k12.com)**

Welcome & Overview .....2  
Vision Statement.....2

Letter from Executive Director .....	2
School Calendar .....	3
LVA Contact List.....	4
Mandatory Reporters .....	6
Enrollment Guidelines and Admission Policy .....	6
Enrollment Appeal/Re-Entry Process .....	9
Non-Resident Students .....	9
Enrollment of Homeless Children and Youth (McKinney-Vento).....	10
McKinney-Vento Dispute Policy and Procedures .....	10
Medical Guidelines and Immunization Policy .....	12
Reporting Medical Needs .....	13
Family Education Rights and Privacy Act (FERPA) .....	14
LVA Expectations & Responsibilities .....	16
New Student Onboarding.....	16
Teacher Responsibilities.....	16
Administrator Responsibilities.....	17
Learning Coach/Legal Guardian Responsibilities .....	17
Communication.....	18
Instructional Time & Academic Procedures .....	19
Instructional Time .....	19
Live Class Sessions .....	19
Live Classes & Web Conferencing .....	20
Continued Engagement Plan .....	20
Student Learning Expectations & Grading Policies .....	21
LVA Elementary School Requirements .....	21
Exemptions for Newly Enrolled Students .....	21
Gradebook .....	22
Progress Reports and Final Grade Breakdown .....	22
Late Work.....	24

Physical Education Requirements .....	25
Back on Track Plans .....	25
Honor Roll .....	25
K-5th Grades Summer Learning Program .....	25
Secondary Expectations & Grading Policies .....	26
LVA Secondary Grading Scales .....	26
Exam Policy .....	28
6-11th Grade Summer Extended Learning Program .....	29
Appealing of Final Grades and Awarding of Credit .....	29
Credit Recovery .....	29
CTE (Career and Technical Education) Clusters & Pathways .....	30
Academic Advancement.....	31
Retention Process and Procedure .....	31
End of Year Grade Level Promotion/Retention .....	31
Testing Information.....	36
Benchmark and Progress Monitoring Assessments .....	37
Mandatory State Testing .....	37
Alabama Civics Exams Requirement.....	38
Financial Literacy Course Requirement and Exam.....	38
Additional ALSDE Requirements .....	38
Alabama Literacy Act .....	38
Alabama Numeracy Act .....	38
Free Application for Federal Student Aid (FAFSA) .....	39
Student Services .....	39
Child Find .....	40
Special Education Services .....	40
Related Services .....	41
English Language Learners (ELL) .....	42
Gifted Students .....	43

Response to Intervention (RTI) .....	44
Hearing and Vision Screenings.....	45
Extended Leave for Medical Treatment.....	46
Dual Enrollment/Dual Credit .....	46
Advanced Placement (AP) Courses .....	47
Obtaining an Enrollment form to for Learner’s Permit/Driver’s License .....	48
Work Permits.....	49
Internet Service Provider (ISP) Supplement Policy .....	49
Lost Checks.....	49
High School Promotion and Graduation Requirements .....	50
Promotion.....	51
Graduation Requirements.....	51
College and Career Readiness.....	52
Diploma Options.....	52
ALTERNATE ACHIEVEMENT STANDARDS PATHWAY .....	53
ESSENTIALS PATHWAY .....	53
GENERAL EDUCATION PATHWAY.....	53
Valedictorian & Salutatorian.....	53
Community .....	55
In Person Events & Strider Squads - coming soon.....	56
Leaching Coach and/or Legal Guardian Connections .....	56
Student Clubs and Organizations - coming soon.....	57
Honors Societies -coming soon .....	57
School Created Clubs- coming soon.....	58
Photography Policy and Release Statement .....	58
Directory Information.....	58
Directory Opt-Out Policy and Procedures .....	59
Student Code of Conduct .....	59
Acceptable Use Guidelines for the Internet .....	60

Audio and Video Use .....	61
Dress Code .....	61
Location of Camera Usage.....	61
Bullying .....	61
Jamari Terrell Williams Student Bullying Prevention Act Policy.....	62
Definition of Bullying .....	62
Description of Behavior Expected of Students .....	63
Reporting, Investigation, and Complaint Resolution Procedures .....	63
Inappropriate Behavior.....	64
Violation Consequences.....	65
Internet Safety .....	65
K12 Zone Student Discipline Policy.....	65
Network Etiquette .....	66
Drugs, Alcohol, Weapons, Violence, Physical Harm or Threatened Physical Harm .....	66
Threats to School Personnel.....	67
Gang Affiliations.....	67
Student Fees, Fines and Charges .....	68
Student and Property Searches .....	68
School Property.....	68
Personal Property .....	68
Personal Searches .....	69
Use of Recovered Items .....	69
Restraint and Seclusion Policy.....	69
Objectional Materials Policy.....	70
Home Visit Policy .....	70
Academic Integrity Policy.....	71
Elementary School (K-5) .....	71
Middle School and High School (6-12).....	71
Academic Review .....	72

Expulsion.....	74
School Policy .....	75
Student Offenses and School Action.....	75
Required Expulsion Offense .....	77
Attendance and Truancy.....	77
Attendance Policy.....	78
Absences .....	78
Technology and School Materials.....	79
Technology Clause .....	79
School Issued Computers.....	79
School Property .....	80
Materials Reclamations.....	80
Computer Reclamations.....	81
Data Use and Governance Policy .....	82
Data Collection Process .....	82
Data Categories .....	82
Data Security .....	82
External Data Requests .....	83
Third Party Data Use Assurances.....	83
Local School and School System Data Use Compliance.....	83
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) .....	83
Expulsion.....	85
School Policy.....	85
Student Offenses and School Action.....	85
Required Expulsion Offense .....	87
Attendance and Truancy.....	88
Attendance Policy.....	88
Absences .....	88
Absences and Truancy Process.....	89

Excused Absences .....	89
Truancy Process .....	90
Records .....	90
Parents Right to Know .....	90
Teacher Qualifications—ESSA, Section 1112 (c)(6).....	90
Emergency Procedures .....	92
Student Records .....	92
Address Changes .....	93
Media Release .....	93
Withdrawals.....	93
Transcripts.....	94
Complaint Response Procedures .....	94
Questions or Concerns .....	94
Right to Amend .....	94
Acknowledgement of Handbook .....	94

# **Welcome & Overview**

## **Vision Statement**

At LVA, we believe...

- That the school community of Legends Virtual Academy encompasses our students, learning coaches, parents/legal guardians, administrators, faculty, staff, and district partners.
- In establishing a culture of continuous learning for all members of our school community.
- In developing respectful, active partnerships between all members of our school community to foster student success with high expectations of growth.
- In providing a virtual public-school option that meets the diverse needs of its learners through a high-quality education.
- In an education which prepares students for today's dynamic digital and information society by using a variety of technologies to cultivate responsible citizens in a global community.
- In engaging students through a rigorous curriculum which prepares them for an appropriately challenging career path.
- In creating a positive learning environment that is individualized, supportive, and student-centered, with a focus on fostering growth-mindsets that prepare students for continued success.

## **Letter from Executive Director**

Welcome to Legends Virtual Academy,

We are delighted you have chosen to join us for this school year. At LVA, we are committed to building strong partnerships among students, families, teachers, and school staff to ensure continued academic growth and student success through our partnership with the Tuscaloosa County School System.

Our goal is for every student to achieve at least one year of academic growth this school year—and we truly believe this is possible when we work together. The shared commitment of teachers, parents, learning coaches, and students creates a powerful foundation for success.

Parents and Learning Coaches are vital to our students' achievements. We ask that you partner with us by:

- Providing academic support, motivation, and encouragement throughout the year.

- Ensuring your child stays on track with assignments and coursework.
- Reading school and teacher communications and maintaining regular communication with staff when questions arise.
- Making use of the resources provided to support you and your student.
- Reviewing the Parent-Student Handbook to become familiar with LVA policies, procedures, and expectations.

In return, we commit to our mission of using a strong partnership model to prepare students for the next steps in their educational journey. We challenge every student to meet—and, when possible, exceed—the expectations set for them. We ask that students do their best, participate fully, and take advantage of the support our staff is ready to provide.

At LVA, students are empowered to reach their full potential through personalized online learning. We will offer engaging live class sessions, ongoing communication, and a strong support system to help students accomplish their goals and celebrate their successes.

We are excited to begin this journey with you and look forward to a wonderful year of growth, learning, and achievement.

Sincerely,

A handwritten signature in black ink that reads "Kelli R. Nichols". The signature is written in a cursive style with a large, stylized initial "K".

Dr. Kelli R. Nichols  
Executive Director & Academic Administrator

# School Calendar

Legends Virtual Academy						
2025-2026 School Calendar						
<b>August 2025</b>						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
<b>September 2025</b>						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
<b>October 2025</b>						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>November 2025</b>						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
<b>December 2025</b>						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>January 2026</b>						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>February 2026</b>						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
<b>March 2026</b>						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>April 2026</b>						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
<b>May 2026</b>						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

  

<b>Aug 1 - 4</b>	Teacher Work Days	<b>Jan 5 - 6</b>	Teacher Work Days
<b>Aug 7</b>	First Day of School for Students	<b>Jan 19</b>	MLK Jr. Day
<b>Sep 1</b>	Labor Day	<b>Feb 16</b>	President's Day
<b>Oct 13 - 14</b>	Fall Break for Students	<b>Feb 17</b>	Teacher Work Day
<b>Oct 13 - 14</b>	Teacher Work Days	<b>Mar 16 - 20</b>	Spring Break
<b>Nov 11</b>	Veterans Day	<b>Apr 17</b>	Teacher Work Day
<b>Nov 24 - 28</b>	Thanksgiving Break	<b>May 21</b>	Last Day of School for Students
<b>Dec 22 - Jan 6</b>	Holiday Break	<b>May 22</b>	Final Teacher Work Day
		<b>May 25</b>	Memorial Day

  

<b>Grading Periods</b>		<b>3rd 9 weeks</b>	Jan 7 - Mar 13 (46 days)
<b>1st 9 weeks</b>	Aug 7 - Oct 10 (46 days)	<b>4th 9 weeks</b>	Mar 23 - May 21 (43 days)
<b>2nd 9 weeks</b>	Oct 15 - Dec 19 (42 days)		

\*Please note that the LVA Student calendar follows the

[Tuscaloosa County Schools Student Calendar](#)

## LVA Contact List

The following is a list of all managers, coordinators, and liaisons referenced herein along with their contact information. Should anything need to be sent via U.S. mail to any of the people listed below, it can be sent to:

**Legends Virtual Academy**

3504 Rainbow Drive

STE D PMB 411

Rainbow City, Alabama 35906

TITLE	NAME	EMAIL	PHONE
504 Coordinator	Dr. Gwen Hardnett	ghardnett@legendsva.org	205-722-6582
AP (Advanced Placement) Coordinator	LaTonya Jemison	ljemison@legendsva.org	205-722-6582
Student Chronic Absenteeism	Taylor Cornelius	tcornelius@legendsva.org	205-722-6582
Child Find Contact	Laura Hall	lahall@legendsva.org	205-722-6582
Community Engagement Specialist	Amanda Rocha	arocha@legendsva.org	205-722-6582
CTE Administrator	Cindy Cates	ccates@legendsva.org	205-722-6582
CTE Coordinator	Crystal Merron	crmerron@legendsva.org	205-722-6582
Driver's License Form Liaison	Elizabeth Wittner	ewittner@legendsva.org	205-722-6582
Dual Enrollment Coordinator	Marcie Rome	mrome@legendsva.org	205-722-6582
Dyslexia Coordinator	TBD		
ELL (English Language Learners) Coordinator	Dr. Gwen Hardnett	ghardnett@legendsva.org	205-722-6582
Executive Director	Dr. Kelli Nichols	knichols@legendsva.org	205-722-6582
Foster Care Liaison	Katt Boxley	kboxley@legendsva.org	205-722-6582
Gifted Coordinator	Laura Hall	lahall@legendsva.org	205-722-6582
Homebound Hospital Contact	Marcie Rome	mrome@legendsva.org	205-722-6582

McKinney-Vento Homeless Liaison	Katt Boxley	kboxley@legendsva.org	205-722-6582
Nurse	Amber Noffke	anoffke@legendsva.org	205-722-6582
Operations Manager	Candace Doak	cdoak@legendsva.org	205-722-6582
Operations Assistant Manager	Stephanie Hood	shood@legendsva.org	205-722-6582
Registrar: K-6 <sup>th</sup> Grade	Pamala Lynn	plynn@legendsva.org	205-722-6582
Registrar: 7 <sup>th</sup> – 12 <sup>th</sup> Grade	Elizabeth Wittner	ewittner@legendsva.org	205-722-6582
Special Programs	Laura Coleman	lcoleman@legendsva.org	205-722-6582
Testing Coordinator	LaTonya Jemison	ljemison@legendsva.org	205-722-6582
Title IX Coordinator	TBD		
Translated Materials Coordinator	Laura Coleman	lcoleman@legendsva.org	205-722-6582

## **Mandatory Reporters**

All LVA school personnel are considered “Mandatory Reporters” by the State of Alabama Department of Human Resources (DHR). If any staff member suspects that your student is being abused, neglected or is otherwise in a crisis or harmful situation, we are required by law to report our suspicions to DHR.

# **Enrollment Guidelines and Admission Policy**

Legends Virtual Academy (LVA) will be open for new enrollment in kindergarten through 11<sup>th</sup> grade during the initial school year of 2025-2026, with the addition of 12<sup>th</sup> grade in the following year of 2026-2027.

Prospective students seeking enrollment in grades K-11 must meet the following requirements and agree to maintain these to stay enrolled:

- Have and maintain high speed internet in the home
- Have a learning coach available to monitor and assist in the virtual program. The learning coach must check to ensure assignments are turned in daily.
- Agree to attend the online class sessions with teachers as required by the program. Each student will be given an online attendance requirement based on individual needs. Students and Learning Coaches must agree to attend and participate to maintain enrollment in the program.
- Students with special needs must agree to participate in the services required by their learning plan or refuse these services in writing.
- Students enrolling must have consecutive school enrollment to qualify. If a student has not been in school, they will not be eligible.
- Students expelled or suspended from their previous school must be approved by an LVA administrator.
- Students must participate in all required testing (Beginning of the year testing, quarterly benchmarks and mandated state testing). Beginning and benchmarks are done from home, but the state testing requires in-person testing at a testing site (unless the state testing has been approved to be virtual by the Alabama State Department of Education (ALSDE)).
- Students up to age 19 who are on track to graduate may be enrolled. School personnel will complete a transcript audit with the student to determine the student's standing with credits and needs to meet graduation requirements and develop a plan to ensure timely graduation.
- Based on the IEP team's decision, students with disabilities may return to the school district up to the age of 21 to address transition services (only applies to students working towards essential and alternate achievement pathways).
- Students seeking enrollment in grades 9-11 must meet the following requirements.
  1. Must have been present in school 90% of the time for the previous school year and the first part of the current school year (if applying after the 1st day of school). If absent more than 18 days, the student may not be eligible. Full-year attendance must be documented to prove attendance. Prospective students who have extenuating circumstances regarding the missed time may submit to the LVA administrator for review.
  2. Must be on their cohort year and are on track to graduate on time. Being on track means:

- a. That the student has not failed more than one or two classes and has the credits needed to be considered a student at an appropriate grade level and is on track to graduate on time.
- b. That the student is scheduled to graduate high school within 4 years from 9th grade entry.
3. If the student has withdrawn from school or did not attend for one or more semesters or delayed starting high school due to dropping out for a time, they are not eligible.
4. Homeschooled Students: Homeschooled students must submit transcripts with credits meeting the above qualifications from a homeschool organization. All homeschool transcripts that have high school credits posted to them must be reviewed and students must attend in-person testing to validate mastery of material to earn transfer credit.

Enrollment procedures and collection of documents are the same for all students, whether they reside inside or outside the Tuscaloosa County Schools System district.

### **Kindergarten Enrollment**

A child whose fifth (5th) birthday is on or before September second (2<sup>nd</sup>) shall be entitled, based on age, to admission to kindergarten classes. No child shall be admitted to kindergarten or first grade until their parent(s)/legal guardian(s) meet the following requirements:

1. Present proof of residency
2. Proof of age
3. Present proof the child has received immunization for all communicable diseases as required by law (or a valid exemption)

Kindergarten students who were enrolled in an Alabama private school, church school, or were being tutored in accordance with the Code of Alabama (1975) and who seek admission to kindergarten in the public schools must meet the age requirements of being five (5) years old on or before September second. The minimum age for admission to first grade (2<sup>nd</sup>) for admittance or the opening date of school in the enrolling district. The minimum age for admission to first grade is 6 years of age on or before December 31<sup>st</sup>.

### **Additional Enrollment Information**

LVA is meant to be a home-based virtual public-school program and is not intended to be done in a group learning center. Any groups wishing to enroll would need to be approved by the Administration at LVA prior to enrollment.

LVA is not required by law to admit a student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. LVA, however, may admit a student who was expelled from a brick-and-mortar school for attendance reasons only. LVA will not under any circumstances admit a student who has been expelled or in

the process of being expelled from another institution if the reason is related to the safety of students or staff, which includes but is not limited to the offenses related to drugs, alcohol, weapons, gang activity, physical harm to a living being, threatened physical harm to a living being, etc.

Students enrolled in a previous virtual school or academy may not be eligible for enrollment at LVA if withdrawn for compliance or truancy issues. Students will need to be reviewed by an LVA administrator prior to approval, and approvals will be made on a case-by-case basis.

All Migratory, Immigrant, Limited English Proficient Children and Students in Foster Care shall have equal access to the same free appropriate public education provided to other children and youth. Such children will be provided with the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized. There will be no barriers to enrollment at Legends Virtual Academy.

### **Enrollment Appeal/Re-Entry Process**

All appeals for re-entry must be submitted in writing to the Executive Director and will be evaluated on a case-by-case basis. Students who have been administratively withdrawn for truancy may not be approved for re-entry.

### **Non-Resident Students**

A student whose parent/legal guardian resides outside of the limits of Tuscaloosa County may be eligible to attend Legends Virtual Academy if the following criteria are met:

- Availability of space at the grade level and school
- Acceptable previous school attendance
- Average or above academic performance as determined through a review of educational records, including standardized test scores
- Attendance and participation at required state and school testing
- Satisfactory student behavior as determined through a review of discipline records
- Agreement by the parent/legal guardian, and the student, when appropriate, that the student will follow the rules and regulations established by the virtual program within the system, and the rules and regulations established by the Tuscaloosa County Board of Education.
- Agreement by the parent/legal guardian to assume responsibility for transporting their child(ren). Tuscaloosa County Schools and Legends Virtual Academy will not provide transportation. An example of required transportation would be to attend required ALDSE state testing locations.
- Internet access and ability to be online for most of the school day. Failure to comply with these rules and regulations may be the cause for expulsion and the withdrawal of permission to attend LVA.

LVA has the right to revoke enrollment of any non-resident student based on any of the following:

- Inappropriate behavior or poor disciplinary record
- Excessive poor live class attendance or poor overall school attendance record
- Unsatisfactory academic performance
- Attempts to circumvent the policies/procedures of the school and/or school system
- Lack of attendance and participation in required state and school testing

If at any point during the school year it becomes evident that guardianship or state residency has been misrepresented to obtain enrollment, the student will be withdrawn immediately. One of the qualifications for continued enrollment at Legends Virtual Academy is being an Alabama resident. You may be asked to provide proof of residence either prior to or during the school year. You must provide proof of residence at any time as requested by the school. If you do not submit the requested documentation in an acceptable format within thirty (30) days from the first request, your student may be withdrawn from LVA. If, at any time while your student is enrolled at LVA, we discover that any document submitted to obtain or retain enrollment at LVA was falsified or otherwise fabricated, your student will be withdrawn from LVA and will be ineligible to re-enroll.

## **Enrollment of Homeless Children and Youth (McKinney-Vento)**

This federal law ensures that the educational needs of homeless children and youth are met through immediate enrollment, comparable services, and supplemental services. All homeless children and youth must have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths and afforded the opportunity to meet the same challenging state student academic achievement standards to which all students are held. *Authority: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et seq. Alabama Administrative Code 290-3-1-.02(7)(c) through 290-3-1-.02(7)(i)(iv).* Any questions regarding homelessness can be directed to the McKinney-Vento Homeless Assistance Liaison.

## **McKinney-Vento Dispute Policy and Procedures**

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school and homeless students and their parents/guardians. Disputes arising between or among the school, the school district of residency, another school district or the parent, homeless youth, or person in parental relationship to the homeless student regarding the school that the child shall attend, or the educational placement of the homeless student shall be resolved through the following procedures:

1. All concerns regarding the education of a homeless child should be referred to the school liaison in writing.
2. If a complaint arises about services or placement of a homeless student, the school liaison shall inform the representative of the homeless student or the unaccompanied youth of

their rights under this process and the McKinney-Vento Act, generally. The child shall remain enrolled throughout.

3. The school liaison shall decide within a reasonable number of days as to the request. The liaison will document this and all subsequent communications, determinations, and evidence in writing.
4. If the complaint is not resolved, the complainant will be advised to present a written request for mediation to LVA's Executive Director, which shall include the specific points of conflict.
5. The mediation shall be scheduled within a reasonable number of days of the written request and shall be convenient to the needs of the representative of the homeless student. The school liaison, the Executive Director, a representative from Tuscaloosa County Schools System, and the child's representative shall be present.
6. During the mediation, they shall discuss considerations that led to the placement decision and the specific point in issue determined previously. The mediation may also include discussion of the ability of the school to provide continuity in educational programs, the need of the homeless student for special instructional programs, the age of the homeless student and the school placement of siblings, and the time remaining until the end of the semester or the end of the school year. Documentation regarding those proceedings must be provided with an appeal to the district's homeless coordinator.
7. In cases where an agreement cannot be reached among all involved parties, either party may request review by the state's homeless children's education coordinator. Upon written request, the state coordinator shall make a decision and communicate with the involved parties to discuss available alternatives and seek to resolve the dispute. Any party requesting review by the state coordinator must provide reasoning for the review, including specific questions of law and/or facts.
8. Copies of any documentation used up to that point including reasoning for district decisions, appropriate evidence to substantiate reasoning, and other evidence the school sees relevant. The state coordinator shall collect appropriate evidence, review such evidence, and provide a final decision.
9. The placement and services for the homeless student shall continue pending the resolution of the dispute by the Department of Education.

State Homeless Liaison Alabama Department of Education:

5348 Gordon Persons Building 50 North Ripley St.

Montgomery, AL 36130-2101

Phone: (334) 242-8199

Fax: (334) 242-0496



## **Medical Guidelines and Immunization Policy**

Pursuant to Alabama Code: “The State Health Officer is authorized, subject to the approval of the State Board of Health, to designate diseases against which children must be immunized or for which they must be tested prior to, or, in certain instances after entry into the schools of Alabama.” *(Code of Alabama, 1975, § 16-30-1)* It shall be the responsibility of the parents or guardians of children to have their children immunized or tested as required by Section 16-30-1. *(Code of Alabama, 1975, § 16-30-2)*

The provisions of this chapter shall not apply if: (1) In the absence of an epidemic or immediate threat thereof, the parent or guardian of the child shall object thereto in writing on grounds that such immunization or testing conflicts with his religious tenets and practices; or (2) Certification by a competent medical authority providing individual exemption from the required immunization or testing is presented the admissions officer of the school. *Code of Alabama, 1975, § 16-30-3)*

The boards of education and the governing authority of each private school shall require each pupil who is otherwise entitled to admittance to kindergarten or first grade, whichever is applicable, or any other entrance into an Alabama public or private school, to present a certification of immunization or testing for the prevention of those communicable diseases designated by the State Health Officer, except as provided in Section 16-30-3. Provided, however, that any student presently enrolled in a school in this state, not having been immunized upon initial entrance to school, is hereby required to present a certification of immunization as described in this section upon commencement of the next school year. Section 16-30-1 and this section shall apply only to kindergarten through 12th grade and not to the institutions of higher learning. *(Code of Alabama, 1975, § 16-30-4)*

### **Reporting Medical Needs**

In order to ensure student safety at in person events such as school wide events, outings, and testing, it is imperative to identify students who may need medical support or assistance. Families **must** notify LVA if students have any medical concerns. Examples include physical, hearing or vision impairment, diabetes, severe allergies, seizures, autoimmune concerns, asthma, migraines, anxiety, and ADHD. If your student has a medical need, please complete this [medical survey](#).

### **Medication for Students**

School staff are strictly forbidden to administer any medication to students except in the case of a life-threatening situation.

### **Parent Administered Medication**

Legends Virtual Academy’s policy is that any medication needed to be administered to a student

be done by the student's parent or legal guardian and that the parent or legal guardian stay at an event or state testing site if the student has a medical condition that requires medication.

## **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) provides parents and students over 18 years of age ("eligible students") certain rights regarding students' education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. To request an inspection and review, the parent or eligible student should submit a written request to the Academic Administrator that identifies the record(s) they wish to inspect. The Academic Administrator arranges access and notifies the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the Academic Administrator; clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school notifies the parent or eligible student of the decision and advises him/her of his/her/their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA allows disclosure without consent. One exception that permits the school to disclose information without consent is when the school discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Ave., S.W.  
Washington, D.C. 20202-4605

5. FERPA (Family Education Rights and Privacy Act) requires that the school, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the School may disclose "directory information" without written consent, the parent or eligible student, have advised the school in writing that he/she/they do not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the school to include the following information from education records in certain school publications or disclose it to certain parties. Examples include:
  - A playbill, showing your student's role in a drama production;
  - The annual yearbook;
  - Honor roll or other recognition lists;
  - Graduation programs; and
  - Sports activity sheets, such as for wrestling, showing weight and height of team members
6. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]
7. FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:
  - To other school officials, including teachers, within the educational agency or institution for whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided

that the conditions listed in § 99.31(a)(1)(i)(B)(l)-(a)(1)(i)(B)(3) are met. [§ 99.31(a)(1)]; and/or

- To officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. [§ 99.31(a)(2)].

## **LVA Expectations & Responsibilities**

Families and staff have certain responsibilities for our students to facilitate a healthy and productive learning environment. The responsibilities of teachers, administrators, and learning coaches/legal guardians are listed below.

### **New Student Onboarding**

Each new student, along with the legal guardian/learning coach, will complete a list of tasks before and during their first day of school.

1. Attend Welcome to LVA session.
2. Attend other Orientation and Welcome Sessions listed on your student's schedule on the first day and/or week of school.
3. Receive a welcome call from your homeroom teacher (or another staff member)
4. Log into your online school and courses on your first day of school.
5. Complete the Online Learning course on your first day of school. You will find this course listed alongside your other courses.

### **Teacher Responsibilities**

- Help families start out strong and support them throughout the year
- Support learning coaches in their role
- Support student engagement
- Create back on track plans for students who get behind
- Help students, learning coaches, and legal guardians to use the online school. Guide and direct students, learning coaches, and legal guardians through the Stride curriculum
- Provide instruction as needed using the Stride curriculum and other educational resources
- Develop and explain accommodations or modifications to the curriculum according to the student's Individual Education Plan (IEP) or 504 plan
- Communicate with Learning Coaches and Legal Guardians to discuss your student's academic progress
- Collect and review work assignments and provide constructive feedback
- Availability from 8:00 am – 4:00 pm

- Please note that teachers cannot answer their phone calls, text messages, or emails during the entire window of time due to teaching live classes.
- Respond within 24 hours (not including nights, weekends, and school holidays) to all emails, telephone calls, and voicemails
- Attend school functions
- Participate in benchmark, state, and other standardized tests as assigned
- Provide encouragement and support in all areas of student learning and achievement

### **Administrator Responsibilities**

- Maintain communication with legal guardians and learning coaches regarding the total school program, student achievement, placement, and behavior
- Inform parents of LVA/K12 updates, school activities, and information sessions through weekly newsletters
- Observe live class sessions regularly
- Review school policies and communicate these policies and procedures to the appropriate stakeholders
- Create and/or approve live class schedules
- Review student academic progress and approve courses based on a students' personalized plan

### **Learning Coach/Legal Guardian Responsibilities**

Serving as a learning coach is a full-time commitment. LVA's program is challenging. As a learning coach, you can expect to assist your student two to six hours per day (depending on your student's grade level) with your student providing guidance and support.

Responsibilities of a learning coach:

- Supporting your students throughout each day by ensuring that they are attending live classes, completing assignments, communicating with teachers, and meeting attendance requirements.
- Communicating with teachers and other LVA staff when they call, email, or text. Please respond to their call, email, or text within 24 hours.
- Checking the student's calendar to see if everything has been completed for the day.
- Checking your student's grades weekly.
- Checking your student's progress weekly.

LVA has chosen the K12 curriculum because it is designed to help children exceed state, national, and international standards. Lesson planning, materials preparation, progress planning, teaching, and the administration of a student's day-to-day education are both exciting and challenging. All these things require Legal Guardian and/or Learning Coach commitment to the discipline and organization implicit in the skills needed to manage a first-class education. While LVA has a

designated Learning Coach for every student, it is ultimately the legal guardian's responsibility to ensure their student is complying with all requirements at LVA.

## Communication

Ongoing and consistent communication is required between the student, parent, and teacher(s) for school compliance. Two-way communication includes phone calls; Telephone (leaving voicemail when necessary); E-mail; Texting; School Announcements; Newsletters; School Directory; Workshops (in person and online); Secure chat rooms (Engageli, K12 Zone); Faxing; First Class Mail.

Your teacher has a wealth of knowledge and thus should be your first point of contact for all questions that are academic. As your teacher contacts you, know that this is a team effort to ensure your student is making progress and demonstrating compliance in all areas.

Email is a primary source of contact between the LVA staff and the students, learning coaches, and legal guardians; therefore, learning coaches, legal guardians, and students are encouraged to check their email at least twice a day (morning and evening). Learning coaches, legal guardians, and students are asked to promptly reply to any email received from LVA or K12. Please allow 24 hours (excluding nights, weekends, and school holidays) for a return phone call, text message, and/or email. LVA does not reimburse learning coaches and legal guardians for long-distance calls. Learning coaches and legal guardians are expected to inform their homeroom teacher of any changes to contact information. The learning coach and legal guardian must also update contact information within the account setup in the online school.

The online school includes a home page for each learning coach and student account. The home page provides families with easier access to all aspects of the online school.

LVA staff also has the capability to text families. At or near the beginning of the school year, a DocuSign document will be sent out for you to opt-in to text messaging. Texting will be used for specific outreach regarding your student(s). The number of texts you can expect to receive varies. Only one LC per student can be opted into texting at a time. Message and data rates may apply.

Should you wish to OPT OUT of text messaging at any time, please inform your student's teacher and complete the survey at [LVA Texting Opt Out Survey](#). Please allow 24 hours (excluding nights, weekends, and school holidays) for your request to be processed.

If the phone number you wish to be texted changes at any time, please contact your student's homeroom teacher and you can fill out the survey at [LVA Texting Phone Number Changes Form](#). It is LVA's policy that school staff do not communicate with students outside of any Stride platform including any social media.

## **Academic and Engagement Conferences**

One of the strongest points of the school’s program is the close monitoring of each student’s educational progress. Academic Conferences may be set up if needed. Learning Coaches are required to participate in scheduled conferences with LVA staff. The conference is an opportunity to voice concerns, relay good news about the student, obtain enrichment ideas for the child, and discuss attendance and progress through the curriculum, which are vital to success in the program. It is expected that parents attend all their scheduled conferences, provide 24 hours’ notice if a cancellation is required for the conference, and reschedule when it is cancelled.

# **Instructional Time & Academic Procedures**

## **Instructional Time**

Alabama statute requires all public schools to offer a minimum of 1080 hours of instructional time per year. This attendance requirement is prorated for students enrolling after the first week of school.

<b>Required Hours of Instruction per Year</b>	<b>Recommended Average Daily Hours</b>	<b>Recommended Average Weekly Hours</b>
1080	6	30

What is Considered Instructional Time?

- Attending any Class Connect session
- Completing online lessons, quizzes, tests, and assignments

## **Live Class Requirements**

### **Live Class Sessions**

LVA teachers host live class sessions throughout the week that are scheduled based on student need. Live class sessions focus on the needed standards according to the pacing guide, provide for teacher instruction, time to practice and master skills, and offer interaction with other students. Teachers are also available to host remediation session, tutoring, and 1-on-1 sessions; however, students should attend their prescheduled live classes before requesting additional live sessions.

It is vital to each student's success that they attend the sessions they are invited to. LVA utilizes the skills of certified teachers to engage students daily in the virtual classroom and to provide opportunities for students to work with other students. Classes are designated as required or

optional. Attendance in live class sessions is a school requirement. Non-compliant students are at risk of administrative withdrawal based on the Non-Resident Students policy.

## **Live Classes & Web Conferencing**

Live class sessions provide students with a rich, collaborative environment for students to participate in real time, remote one-to-one, small group, or large group instruction with a certified teacher. While students are engaged in live web conferencing sessions, the LVA Code of Conduct is in effect. Abusive language, profanity, harassment, racial, religious, or ethnic slurs, cheating, disruptive behavior, unauthorized access, false information, or threats constitute a violation of the student code and are subject to disciplinary action or withdrawal. Additionally, it is important to ensure that the environment displayed in the background is school appropriate and free of distraction.

## **Continued Engagement Plan**

In a virtual learning environment, we depend heavily on technology to get us through the school day. However, systems sometimes are interrupted for a short or even a long period of time. In the event of a system outage, the following procedures will be followed by the school.

1. The school receives notice about the outage, and which system is experiencing the outage (online school, Engageli, email, K12, etc.)
2. A school representative will notify all families about the outage through social media and the learning coach community.
3. The post will detail what system is down and the approximate time of the outage, if known.

Please Note:

- You can still reach your teachers via email. If email is down, you may reach your teacher by phone.
- If a live class session is interrupted or the session cannot be held due to the outage, your teacher will notify you in class announcement and/or email.
- Required attendance may be excused due to a system outage.
- If an outage is experienced during online testing with your teacher, your teacher will let you know the plan to complete the online testing. Please work in the online school instead of the testing platform. Your testing window may be extended due to an outage. This is not related to In-person state testing.

Each school level (Elementary, Middle or High School) will provide you with a specific Continued Engagement Plan at the start of the school year. These are general guidelines only.

# **Student Learning Expectations & Grading Policies**

## **LVA Elementary School Requirements**

The following are LVA school requirements:

- Complete all benchmark and state testing requirements
- Work daily in the curriculum as assigned on the daily plan in the online school
- Submit work samples to teacher in a timely manner
- Attend and participate in live class sessions
- Participate in conferences and calls with teachers, counselors, and additional support staff
- Complete assignments in a timely manner in the asynchronous online platform
- Complete back on track plans if applicable

## **Progress**

Students must score at least 80% (mastery) on their assignments. Learning coaches should regularly check the student's progress and look to see if the work is mastered. It is recommended that LC's check this daily and have students go back and redo work that does not earn mastery.

Students are expected to progress 2.5% to 3% each week in each core curriculum course.

Exceptions will be made when needed and are based on the start date. Students must complete 80% - 100% of their courses by the end of the school year to be prepared for the next grade level (prorated based on start date).

## **Exemptions for Newly Enrolled Students**

After the first few days of school, all newly enrolled students will start their coursework where the class is in the pacing guide. It is understood that the student has already received instruction for all previous lessons while enrolled at the previous school; therefore, lessons will be auto adjusted with the previous lessons automatically skipped. This will help the student to be ready to participate with Live class sessions and not fall behind.

## **Live Class Attendance Policy**

Elementary students receive an engagement grade for attending required live class sessions each quarter. This engagement grade is part of the school's requirements. All students begin the quarter with 100 points. To retain those 100 points each quarter, students must fulfill the following requirements:

- Attend class
- Participate in class using the classroom tools (microphone, camera, chat, and/or other tools)
- Complete the class exit ticket

If students do not attend the required class each day, points will be deducted from the engagement grade in the grade book. If students need to miss a class due to an unforeseen emergency, please

email your homeroom teacher in advance (if possible) and let them know of the upcoming absence. Students may go back and watch the recording and submit the required exit ticket for engagement credit.

Students are allowed 5 excused absences per semester to gain engagement credit for watching the recording and earning points for the absence. An excused absence consists of a parent or doctor's note submitted no later than 3 days after the missed absence. Once the student has exceeded 5 parent excused absences, then the student must have a doctor's note for further excused absences for engagement credit.

## **Gradebook**

LVA uses a gradebook to provide students and their learning coaches with a 24/7 live view of their weighted grades. Students and learning coaches can access the gradebook through their K12 School (OLS). Courses in the gradebook are managed by classroom teachers. If there are any errors or questions about posted grades, please contact the classroom teacher directly.

## **Progress Reports and Final Grade Breakdown**

Progress reports are unofficial grades based on student progress and graded assignments through the previous date.

<b>Quarter 1 End Dates</b>				
October 6, 2025	October 7, 2025	October 8, 2025	October 9, 2025	October 10, 2025
				Last Day of Quarter 1
October 13, 2025	October 14, 2025	October 15, 2025	October 16, 2025	October 17, 2025
Student Holiday	Student Holiday	Quarter 2 begins		All assignments from Quarter 1 due by 11:59 PM
<b>Quarter 2/Semester 1 End Dates</b>				
December 8, 2025	December 9, 2025	December 10, 2025	December 11, 2025	December 12, 2025
	Teacher Graded Work Due by 11:59 PM		Computer Graded Work Due by 11:59 PM	Notification of Exam Exemptions
December 15, 2025	December 16, 2025	December 17, 2025	December 18, 2025	December 19, 2025
Exams	Exams	Exams		All exams close at 11:59 AM
<b>Quarter 3 End Dates</b>				
March 9, 2026	March 10, 2026	March 11, 2026	March 12, 2026	March 13, 2026
				Last Day of Quarter 3
March 16, 2026	March 17, 2026	March 18, 2026	March 19, 2026	March 20, 2026
School Holiday	School Holiday	School Holiday	School Holiday	School Holiday
March 22, 2026	March 23, 2026	March 24, 2026	March 25, 2026	March 26, 2026
First Day of Quarter 4				All assignments from Quarter 3 due by 11:59 PM
<b>Quarter 4/Semester 2 End Dates</b>				
May 12, 2025	May 13, 2025	May 14, 2025	May 15, 2025	May 16, 2025
Teacher Graded Work Due by 11:59 PM		Computer Graded Work Due by 11:59 PM	Notification of Exam Exemptions	Exams
May 18, 2026	May 19, 2026	May 20, 2026	May 21, 2026	May 22, 2026
Exams	Exams	All exams close at 11:59 AM	Last Day of School	

For each grading period, the letter grade is based on the weighted grading scale below. Students' grades are based on K12 School (OLS) assessments and school requirements. School requirements include but are not limited to work samples and required testing.

Final Grade Breakdown K-5 Grades			
Course	K12 School Assessments	School Requirements	K12 School Completion
ELA	70%	30%	
Phonics (K-1 Only)	70%	30%	
Math	70%	30%	
Science	100%		
Social Studies	100%		
Health	100%		
Art			100%
Music			100%
<b>K-2 Grading Scale</b> S=Satisfactory 80-100% NI=Needs Improvement 60-79% U=Unsatisfactory 0-59% <b>3-5 Grading Scale</b> A=90-100% B= 80-89% C=70-79% D=60-69% F=0-59% Art and Music S and U			

### K-2 Grade Indicator Explanations:

#### **S=Satisfactory (80-100%)**

Earning an S indicates that the student does above average work, achieves mastery of almost all of the course objectives and learning outcomes, produces above average work demonstrating skill and awareness and is able to apply knowledge gained to many new situations.

#### **NI=Needs Improvement (60-79%)**

Earning an NI indicates that the student does below average work and is not making adequate progress toward mastering the course objectives and learning outcomes. Additional attention is needed to bring the student up to mastery of grade level standards.

#### **U=Needs Improvement (0-59%)**

Earning a U indicates that the student is well below adequate progress and is not mastering the course objectives and learning outcomes. Much attention is needed to bring the student up to mastery of grade level standards.

### Late Work

After an assignment due date, late work will automatically be graded with a Zero. This zero is to reflect that the student has not completed the assignment by the due date. Students can go back and complete the assignment to cancel out the zero. The assignment will automatically update to reflect the completed score. Any assignment not completed by the end of the school year will become a permanent zero.

Work samples that are submitted after the assigned due date will receive point deductions as follows:

- 2 points deducted submitted 1-3 days late
- 4 points deducted submitted 4+ days late
- Work samples will not be accepted from a quarter that has ended.

### **Additional School Requirements**

School requirements include diagnostic and benchmarks, engagement grades, quarterly work samples from core courses, state testing attendance requirements, and participation throughout the year.

### **Physical Education Requirements**

All K-5 students will participate in their grade level physical education course pursuant to the K12 curriculum. Alabama requires the completion of the Alabama physical fitness exam for all students.

### **Back on Track Plans**

At times, when students get behind in attendance and/or progress, teachers will develop a back on track plan. These plans will help students to catch up in those areas of deficiency, over time, in a manageable way. These plans will be reviewed weekly with the teacher and must be followed in the prescribed way. The initial meeting to discuss and implement the back on track plan will be done in a live class session, and the teacher will share a variety of tips and strategies to help the student be successful. Attendance in the back-on-track meeting and participation in the plan is required.

### **Honor Roll**

Honor Roll recognizes students for their hard work and provides an incentive to continue working diligently. Honor Roll status will be determined by teachers at the end of each quarter using the criteria below. Students will receive recognition after honor roll eligibility is determined.

K-2 Honor Roll: "S" in all core subjects (ELA, Phonics (k-1), Math, Science, Social Studies)

3-5 A Honor Roll: "A" in all core subjects (ELA, Math, Science, History)

3-5 Honor Roll: "A & B" in all core subjects (ELA, Math, Science, History)

## **K-5th Grades Summer Learning Program**

Students who failed to master coursework in Math and/or ELA and did not score proficient on the ACAP Summative Assessment (grades 2-5) will be recommended for the summer learning program. The summer learning program will consist of ten (10) days in June where students will have the opportunity to continue their coursework in Math and/or ELA. Teachers will be available for live help sessions and will communicate with students through open office hours, phone calls,

and emails to ensure students are successfully completing coursework and demonstrating mastery of standards.

Additionally, students in grade 3 who did not pass the ACAP Summative will be given the opportunity to earn promotion to grade 4 by successfully completing the ACAP Supplemental Reading Assessment, which will be administered at the end of June.

If your student is invited to attend the summer learning camp, you will have to commit to attend by designated date and to regular attendance and engagement throughout the 10 day program. This program is offered as a requirement under the Alabama Literacy Act and Alabama Numeracy Act.

## **Secondary Expectations & Grading Policies**

The LVA 6-11<sup>th</sup> grade program is teacher paced, graded and on a semester calendar. It is not mastery based, or learning coach directed like the Elementary program. Students work mostly on the computer and have online textbooks with specific assignment due dates.

Students often find that going to school online takes longer and is more difficult than going to school in a traditional setting. Be prepared for this course and online schooling in general to be a little more difficult than you might expect. If you are not spending at least 60 minutes on each course each day, you are probably not doing enough to pass the class. If this is happening, contact your teacher so you can review what you are doing each day. If you need help working out a personal schedule, staying motivated, or creating an effective home learning environment, contact your homeroom teacher.

### **Physical Education Requirements**

All students 6-8 will participate in their grade level physical education course pursuant to the K12 curriculum. All high school students will complete a 1 credit hour (1 full year) physical education course required by ALDSE for graduation. Students will have the opportunity to fulfill the physical activity portion of the course through a variety of activities. Alabama requires the completion of the Alabama Physical Fitness Exam for all students.

## LVA Secondary Grading Scales

### Middle & High School Grading

Course Percentage	Letter Grade
100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
59% and below	F

### High School Credit Recovery Grading

Course Percentage	Credit Recovery Final Grade
100%-90%	70
89%-80%	67
79%-70%	65
69%-60%	60
59% and below	No credit

### Graded Assignments

Whether teacher scored (TGA) or computer scored (CGA), students will have graded assignments each week. On average, students should have 2-3 assignments to complete per week for each core subject and 1-2 assignments per week for electives. State specific topics, benchmarks, and participation in school requirements will be added into the assignments for students and will be a part of their final grade.

### Late Work

All assignments at LVA have due dates throughout the semester to best pace student learning. If students do not complete the assignment by the due date, a temporary zero will be placed in the grade book. Students are permitted to submit assignments beyond the due date until the Quarter End Date. Assignments will not be accepted after the Quarter End Date, and temporary zeros will become permanent.

### Grade Determination

LVA Middle and High School grades are determined by the sum of points a student earns on all graded assignments and tests.  $\text{Points earned by student} / \text{Total points possible} = \text{Grade}$ . Example: In their math class, the student earns 563 points out of 700 points. The grade will be 80%.  $563/700 = 80\%$

- Regular High School courses are weighted using a 4-point scale where A = 4, B = 3, C = 2, D = 1 and F = 0. Honors, AP, and Dual Enrollment courses are weighted higher per district policy.
- High School credits are awarded at the end of fall semester if it is a .5 credit course and at the end of Spring semester if it is a 1.0 credit course.

### Semester End Due Dates and Final Exam Schedule

Exams are at the end of the fall and spring semesters. Final exam schedules are posted in course calendars at the beginning of the semester; further information is posted in course announcements

and emailed to families throughout the semester. Students who cheat and/or plagiarize on a final exam or project shall not be allowed to resubmit it for credit.

### **Exam Policy**

Students may be exempt from exams if they meet the following criteria:

1. A or B Average in the Course
2. Have turned in all assignments
3. Have no academic integrity occurrences in that subject; and
4. Meeting I-Ready Diagnostic testing requirements
5. CTE Courses are not eligible for exam exemptions

This Policy is “per course” therefore; a student may be exempt from one subject and not another. Example: If a student has an A average in their math course and meet all other requirements, they are exempt from the math final only but may need to take the final exam in other courses if they have not met all exemptions requirements.

### **Middle School Advanced Math Pathway**

Students entering 7<sup>th</sup> grade with LVA for the 2026-2027 school year will have the opportunity to enroll in the Advanced Math Pathway. Students will be invited to take the advanced pathway through I-Ready assessment data, teacher recommendation, and above average classroom performance to include class average, attendance, and participation.

Students in the Advanced Math Track, will follow the math class plan below:

- 7th Grade Year: Accelerated Math 7
- 8th Grade Year: Accelerated Math 8
- 9th Grade Year: HS Geometry
- 10th-12th Grade Years: Upper-level math courses

All other courses would remain consistent with the appropriate grade level.

### **Honors Course Policy (High School Only)**

- Honors placement is dependent upon student interest and teacher recommendation.
- Towards the end of each school year, teachers are asked to identify potential students for honors placement in the upcoming year. Families are then given the choice to enroll in honors courses based on the teacher’s recommendation.
- Honors courses cover the SAME content as the grade level, but have additional projects added to fulfill the Honors credit requirements.
- Students who do NOT complete the required Honors project per course will be removed from that Honors course.
- Once students are enrolled in honors courses, they are committed to completing all assignments for the course, and the final grade will reflect the student’s work throughout the semester.
- Students will not be allowed to drop down to the regular course during the school year without administrative approval.

- Administration may review honors student progress periodically and restrict students who are not in good academic standing from taking further honors or AP courses
- AP and Dual Enrollment courses use a 1.0 added value with a 5-point scale. Honors courses use a 0.5 added value with a 4.5-point scale.

### **Honor Roll**

- All A's in final course grades qualifies a student for the A Honor Roll
- All A-B's in the final course grades qualifies a student for the Honor Roll

### **Report Cards**

Report cards are issued at the end of each semester via email. Fall semester report cards will be emailed in January. Spring semester report cards will be emailed in June.

Parents and learning coaches should check their student's grades on the K12 School (OLS) weekly to ensure their student is successfully advancing in their coursework.

### **6-11th Grade Summer Extended Learning Program**

Summer course extensions will consist of five (5) days of 4 hours for each ½ credit the student wishes to recover (with a max of 2 allowed). Summer extensions will be offered for all core classes in middle school and high school. B term courses only are available for summer school. If your student is invited to summer extensions, you will have to confirm that they will or will not attend by the designated date.

### **Appealing of Final Grades and Awarding of Credit**

Students and legal guardians may appeal against a student's final grade or the school's decision to award credit for a course up to 30 days after the end of the semester. Appeals *will not* be considered later than 30 days after the end of the semester. You may appeal by reaching out to LVA administration.

### **Credit Recovery**

In accordance with guidelines established by the Alabama State Department of Education, the LVA offers students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring students to repeat the entire course.

In order to be qualify for credit recovery, students will:

- Have an overall average of 40-59 in the course they seek to recover credit
- Only complete the standards from the course that caused them to fail. The identification of the standards that caused the student to fail is performed through a computer- based course and skill-specific diagnostic tool. This prevents the student from having to redo the entire course and allows them to recover the lost credit in a much shorter time frame .

The maximum grade a student can receive in Credit Recovery is a 70. The original failing grade shall stay on the permanent record and be included in computing the student’s overall Grade Point Average. Any credit obtained for a course through this program is not approved by NCAA.

After the completion of the school year, counselors will review transcripts during the summer and decide which students are credit deficient and who qualify for Credit Recovery (CR) courses. Students who qualify for CR courses will be placed in up to 2 Credit Recovery (CR) courses. Students who prefer, for various reasons, to retake the full, regular course will need to reach out to their grade-level counselor to make that request prior to the start of the new school year.

## **CTE (Career and Technical Education) Clusters & Pathways**

LVA Career and Technical Education currently offers five (5) approved Career Readiness Education Pathways, with two additional in approval processes, leading to career skills and job ready credential opportunities students can list on their resume and/or college application. This credential sets the student(s) a step above the average applicant.

In LVA Career and Technical Education, students will have project-based learning opportunities, professional skills training, industry training, test and certification preparation, work-based learning, and state-aligned CTE program courses. These courses offer opportunities to earn a College and Career Readiness Indicator (CCRI), which is an ALSDE requirement for graduation for the Class of 2026 and beyond.

In the 2025-2026 school year, LVA high school students will have the option for one of the following CTE Pathways:

<b>ALSDE CTE Cluster coming 2026</b>	<b>ALSDE Program (Stride Pathway) coming 2026</b>
Management & Entrepreneurship (awaiting approval)	Business Administrative Services
Management & Entrepreneurship (awaiting approval)	Business Information Technology

Education (awaiting approval)	Early Childhood Education
Education (awaiting approval)	Educator in Training
Healthcare & Human Services (awaiting approval)	Health Science
Hospitality & Tourism (awaiting approval)	Travel & Tourism
Digital Technology (awaiting approval)	Information Technology Support and Services
Advanced Manufacturing (awaiting approval)	Additive Manufacturing

*\*This table shows the state alignment for CTE.*

Career Readiness credentials are made available to all students enrolled in a program where career and technical skill proficiencies are aligned with industry recognized standards. The credential provides proof that the student possesses the career skills and/or job ready skills required for entry-level employment. Completion of three courses within one CTE program pathway, earning a 70+, earns a student their CCRI. Credentials are recorded on the student’s high school transcript.

## **Academic Advancement**

### **Retention Process and Procedure**

The process and procedure described below is provided to assist Administrators and teachers in making decisions regarding the retention of students in grades Kindergarten through 8<sup>th</sup> grade:

1. Parents shall be notified in writing as early as possible that retention is under consideration. Such notification shall be by the end of the first semester, if possible. Notification shall indicate that while promotion is doubtful at the time, substantial progress during the remainder of the school year could lead to promotion.
2. The decision to promote or retain a child is the principal and teacher(s)'s responsibility. The teacher shall make the initial suggestion, but careful consideration shall be given by both teacher and Principal. **A legal guardian may suggest promotion or retention, but the decision is a professional one and shall not be made solely on the wishes of a legal guardian.** Risk of retention letters are sent prior to the end of the school year. Parent conferences can be scheduled upon request.

## **End of Year Grade Level Promotion/Retention**

### **K-5<sup>th</sup> Grade:**

The process for making decisions about promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. Students are promoted from grade to grade based on academic credit earned during the school year, in summer school programs, or in such other academic programs as may be approved or recognized by the Board in accordance with applicable law. Students who are eligible for promotion from grade to grade may nevertheless be retained by agreement of the parents and appropriate school officials. Students in K-2 grades must receive a grade of NI or higher in the grade book for course promotion. Students in 3rd-5th grades must receive a grade of D or higher in the grade book for course promotion.

### **6th-8th Grade:**

Students in grades 6, 7, and 8 must pass all four courses/subjects (English, mathematics, science, and social studies). Students who do not pass the required courses/subjects each year will be retained at their current grade level with the following exceptions:

1. Students who do not meet the established criteria for promotion may be retained one time in grades 6- 8 if the student has been previously retained in grades K-5
2. Students who do not meet the established criteria for promotion may be retained twice in grades 6-8 if the student has not been previously retained in grades K-5
3. A student should not be retained in middle school if the student will reach his/her sixteenth birthday during the following academic year.

Students will be provided an opportunity to recover up to two courses/subjects during a summer program. Students who do not pass the required core courses/subjects for promotion are strongly encouraged to attend the summer program to pass the required course(s) for promotion. Students may be promoted only at the end of the school year or after attending the summer program. No students will be promoted at mid year.

### **9th-12th Grade:**

Students must earn the minimum number of Carnegie Units (credits) necessary for grade placement above grade 9 as indicated below:

10th Grade – 5 credits	11th Grade – 12 credits
12th Grade – 19 credits	Graduation (Total) – 24

Students will be provided an opportunity to recover up to two courses/subjects during a summer program. Students who do not pass the required core courses/subjects for promotion are strongly encouraged to attend the summer program to pass the required course(s) for promotion. Students may be promoted only at the end of the school year or after attending the summer program.



# LVA FLEX Program

The LVA FLEX Program is crafted to encourage student independence while ensuring high academic achievement. It offers a flexible learning environment tailored to meet the diverse needs and lifestyles of both students and their families.

## Flexibility and Accountability

The program empowers Legal Guardians/Learning Coaches to support students while ensuring accountability to academic integrity and engagement standards. By removing non-essential live sessions, students can learn at their own pace, enriching their experience without affecting academic performance.

## Eligibility and Enrollment

Students' eligibility for FLEX placement is continuously assessed throughout the school year. Semester reviews are conducted to determine if the student remains eligible for the program. Families must participate in a program orientation and sign a commitment contract outlining the FLEX Plan requirements and expectations.

To qualify for FLEX, students must demonstrate a commitment to self-directed learning and meet at least one of the following criteria:

## Elementary FLEX Program:

Kindergarten through 3rd Grade students will be considered on a case-by-case basis by school administration, however, due to the requirements of the Alabama Literacy Act and Alabama Numeracy Act, FLEX Program approval for these grade levels may not be granted.

- **4th and 5th Grade:** To be considered for the FLEX Program
  - The student can express interest in placement in the FLEX program to their homeroom teacher.
  - The family can request placement in FLEX program to their homeroom teacher.
  - A student can be recommended by a teacher or administrator for the FLEX Program.
  - 4<sup>th</sup> and 5<sup>th</sup> grade students are still handled on a case-by case basis due to the requirements of the Alabama Numeracy Act.

### Additional Elementary FLEX Requirements:

- Students must score within two grade levels on benchmark assessments (BOY, MOY, EOY).
- Students must maintain a C (70%) or higher in all courses.
- Consistently participate in two-way communication with teachers via email, text, or phone call within 24 hours.

- Log into K12 Schools (OLS) regularly (**2-3 days a week**) and complete required assignments in a timely manner (by/before the quarterly due dates)
- *Students will receive one warning for not following the FLEX Program and then may be removed if the requirements are not met.*

## **Middle School FLEX Program**

Students are regularly reviewed for inclusion in the FLEX Program. All students who meet the requirements of the FLEX Program will be placed into the FLEX Program. Legal Guardians/Learning Coaches can opt out if they do not want their students to be included in the program.

### **Middle School FLEX Requirements:**

- Students must score within two grade levels on benchmark assessments (BOY, MOY, EOY).
- Students must maintain a C (70%) or higher in all courses.
- Consistently participate in two-way communication with teachers via email, text, or phone call within 24 hours.
- Log into K12 Schools (OLS) regularly (**2-3 days a week**) and complete required assignments in a timely manner (by/before the quarterly due dates)
- *Students will receive one warning for not being in compliance with the FLEX Program and then may be removed if the requirements are not met.*

## **High School FLEX Program**

Legal Guardians/Learning Coaches can request to opt out their student from the FLEX Program by emailing their student's homeroom teacher. Students are placed into the FLEX Program for all their courses except for the following:

- CTE Courses
- AP Courses
- Dual Enrollment Courses
- Credit Recovery Courses
- Low-Performing/Failing: 1 required TSA or 1-on-1 Session

### **High School FLEX Requirements:**

- Consistently participate in two-way communication with teachers via email, text, or phone call within 24 hours.
- Log into K12 Schools (OLS) regularly (**2-3 days a week**) and complete required assignments in a timely manner (by/before the quarterly due dates).
- *Students will receive one warning for not being in compliance with the FLEX Program and then may be removed if the requirements are not met.*

## **FLEX Program Features**

### **Attendance and Class Participation:**

- Live Class Connect sessions are generally optional unless a need for additional support or intervention arises.
- Mandatory attendance for specialized instruction (e.g., SPED, RTI, ELL) as per student IEPs and intervention requirements.

**Academic Expectations:**

- Students must maintain a passing grade (80% or higher).
- Weekly course login and consistent engagement in lessons and assignments are required.
- Submission of all assignments within specified deadlines, with communication to teachers for any delays.

**Assessment and Monitoring:**

- Regular academic check-ins and ongoing assessments (formative, interim, summative) conducted by teachers.
- Participation in state mandated assessments is mandatory, ensuring academic benchmarks are met.

**Program Compliance:**

- Students and Legal Guardians/Learning Coaches must maintain regular contact with teachers.
- Adhere to academic integrity policies, including independent test-taking and assignment submission.

**Engagement Requirements:**

- Students must log in to the learning platform no less than **2-3 days per week** and complete all outlined weekly assignments.
- School communications (emails and/or calls) must be responded to within 24-48 hours.

**Support and Intervention:**

- If a student's progress falls below expectations, targeted support and interventions, including additional check-ins and tailored assistance will be implemented.
- Continued failure to meet program standards may lead to probation, and ultimately, a return to the traditional learning program if compliance does not improve.

# Testing Information

## **Benchmark and Progress Monitoring Assessments**

At LVA, our goal is for every student to achieve at least one year's academic growth every school year. We monitor students' progress towards this goal with benchmark assessments conducted in Fall, Winter, and Spring. All students **MUST** complete the benchmark assessment to the best of their ability- this is not optional.

A student's failure to complete the growth assessment may result in administrative withdrawal based on the Non-Resident Students policy. Not only do the results of the assessment help measure students' academic growth, but teachers also use the results to plan personalized instruction for students.

## **Al ELI - Kindergarten and 1<sup>st</sup> Grade Readiness Assessment**

Al ELI (Alabama Early Learning Intervention) is the updated version of the AlaKids (Alabama Kindergarten Inventory of Developing Skills). Al ELI is a statewide whole child assessment for kindergarten students. It is used to provide early learning agencies, families, and teachers with information on what is taking place in the early years before the child transitions into the school environment. It is administered virtually by teachers in the first month of kindergarten. All 1<sup>st</sup> grade students entering with no kindergarten experience (public or private) or who may be retained are required to complete a First Grade Readiness Assessment. The assessment supports appropriate placement and instructional planning and is not used as a pass/fail measure. Families will receive assessment details following enrollment, and completion is required for full placement in first-grade coursework.

## **Mandatory State Testing**

Legends Virtual Academy students are required to complete their grade level state testing for each school year, whether in person or virtual. This is a requirement for continued enrollment at LVA. A student's failure to complete their grade level state testing may result in administrative withdrawal based on the Non-Resident Students policy. Please see the Testing Handbook (which will be provided to you prior to the first testing date listed below) for additional and more specific details.

<b>TEST</b>	<b>GRADE LEVEL</b>	<b>DATES</b>
Pre-ACT	10 <sup>th</sup> grade only	September 30 – October 2, 2025
ACT plus Writing	11 <sup>th</sup> grade only	March 10 <sup>th</sup> – 12 <sup>th</sup> , 2026
ACCESS	Special populations only	January 26 <sup>th</sup> – 30 <sup>th</sup> , 2026
ACAP Summative	2nd through 8 <sup>th</sup> grades only	March 16 <sup>th</sup> – April 24 <sup>th</sup> , 2026

ACAP Alternate	Special populations only	March 2 <sup>nd</sup> – 6 <sup>th</sup> , 2026
----------------	--------------------------	--

*\*Based on state guidelines in the Assessment Testing Dates Memorandum, we will just be testing students who have not earned CCRI credentialing.*

## **Alabama Civics Exams Requirement**

According to Senate Bill 32, all Alabama graduating seniors must pass the Civics test. The locally developed Civics test must use items that are published annually by the United States Citizenship and Immigration Services (USCIS) – along with state and local history, government, and geography components of the high school curriculum. The Civics Test is administered through the U.S. Government/Economics class.

## **Financial Literacy Course Requirement and Exam**

The Financial Literacy Examination, developed by the ALSDE, must be administered to all students at the completion of one of the state approved courses. The Financial Literacy Examination consists of fifty (50) multiple-choice questions that assesses each of the required instructional topics. To earn a passing score on the Financial Literacy Examination, students must answer a minimum of thirty (30) items correctly; however, a passing score is NOT required for graduation. At LVA, Career Preparedness fulfills the instructional requirements specified in Act #2023-179. To earn a passing score on the Financial Literacy Exam, students must answer a minimum of thirty (30) items correctly out of fifty (50).

## **Additional ALSDE Requirements**

### **Alabama Literacy Act**

AL HB388 established the Alabama Literacy Act in 2019 to improve the reading proficiency of kindergarten to third grade students to ensure that those students are able to read at or above grade level by the end of their grade by monitoring the progression of each student from one grade level to another, in part, by his or her proficiency in reading. Students will be assessed throughout the year using I-Ready Reading and Early Literacy assessment for benchmarks. Students who need further intervention will be invited to RTI Tier 3 sessions. An additional summer reading program will be offered each year to students who fall in the at-risk ranges. **Students who do not reach a proficient score on the third-grade state testing reading assessment (ACAP) will not be promoted to the fourth grade.** Students will have the opportunity to be promoted to the 4<sup>th</sup> grade by passing the ACAP Supplemental Reading.

## **Alabama Numeracy Act**

The Alabama Numeracy Act (Act 2022-249) builds the capacity of elementary educators and ensures that they have the support and tools needed to be successful in the classroom and improve student achievement. It is a comprehensive statewide plan to address Alabama’s math crisis. The legislation includes intensive support for schools such as:

- K-5 math coaches in every elementary school
- High-quality instructional materials & curricula that are aligned to our Alabama-teacher written & vetted standards
- Training for teachers and principals
- Intensive interventions for struggling students
- Accountability to ensure schools are making progress.

## **FOCUS Act (Internet Safety and Social Media Safety Course Requirement)**

In accordance with the Alabama Freeing Our Classrooms of Unnecessary Screens for Safety Act (FOCUS Act), students are required to complete an approved **Internet/social media safety course** prior to entering the eighth grade. The State Department of Education has developed an asynchronous online course addressing risks, responsible use of social media, and internet safety, and local boards of education must make it available to students prior to eighth grade and to students in grades 8–12 who transfer or have not yet completed the course. Completion of this state-required course is monitored by the school.

## **Free Application for Federal Student Aid (FAFSA)**

Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior’s transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the 12<sup>th</sup> grade counselor if the graduating senior chooses not to complete and submit FAFSA.

# Student Services

## Child Find

Child Find is a process based on the Individuals with Disabilities Act (IDEA) Part C. The purpose is to identify, locate and evaluate individuals with disabilities who may need special education services. Anyone can initiate the process: a parent, doctor, teacher, relative or friend.

To ensure that all LVA students are properly identified and served, the parent or guardian will be asked at least twice if their student has ever been evaluated for possible special education services, and if the student has ever received special education services as a student in a public or private school. If so, the parent or guardian will be asked if their student has an active Individual Education Plan (IEP).

## Special Education Services

LVA is responsible for providing free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). LVA Special Education professionals provide specially designed instruction as outlined in the student's current Individualized Education Plan. Parents should indicate that their child has an Individualized Education Plan on their enrollment form, so appropriate records can be requested from the student's previous school of attendance.

Special education services are available to students who have been identified with a disability which adversely impacts their academic achievement. Documentation of the disability must be provided, such as a previous Individualized Education Plan (IEP), eligibility report, and/or a psychological evaluation. Students with IEPs in need of adapted learning support services are those whose complex learning needs impact their academic achievement and their ability to make sufficient progress toward IEP goals in the general education setting.

Services and accommodations offered are outlined in the student's IEP: accommodations and/or modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing or timing. The LVA program is considered an **inclusion** program.

### What to expect

- Every special education student will be assigned a special education teacher (case manager) and regular education teachers for various subjects.
- The special education teacher will work with the learning coach to achieve IEP goals; on how to accommodate or modify the learning environment; and to discuss curriculum paths for success.

- The special education teacher will hold live class sessions online to assist students with their specific learning needs.
- The special education teacher is available to act as a resource for instructional strategies and adaptations and/or modifications to the curriculum.
- IEP meetings will be held online or through a conference call.
- The special education teacher will provide a progress report at the end of each grading period noting the progress towards the student's IEP goals.
- Special Education students are required to meet the same attendance, testing, and grading policies as their peers. The home environment, one on one instruction, and flexible schedule can help the students create a learning environment that meets their specific needs.

### **Mastery Model**

Special Education students may have accommodations met with the mastery model. Teachers will follow a student's accommodations and services outlined in the IEP. Teachers may accommodate by reducing the number of multiple-choice items, providing extended time, and/or modifying assignments and tests as outlined in each student's individual IEP. The special education teachers and regular education teachers will work collaboratively to ensure student's needs are being met in the classroom. IEP meetings will be held annually or as requested to discuss student's IEP and accommodations to ensure student's needs are being met.

### **Extended Time**

If a student with an IEP or 504 receives extended time, this allows them to have more flexibility within their workday. Extended time with assignments means that students have more time each day for subjects or assignments. It also could mean additional time on tests and quizzes (typically time and a half). Extended time does not mean that the monthly or end of semester deadlines are extended for all assignments. Students can request additional time on individual assignments that need more assistance prior to the deadline but cannot ask to extend all the work past the assignment deadlines. For further clarification, please discuss this during the IEP or 504 meeting.

## **Related Services**

LVA provides related services and special education evaluations through contracts with service providers (school psychologists, speech language therapy, occupational therapy, physical therapy, etc.). Legal Guardians should communicate with related service providers if a student is unable to meet their scheduled session by giving at least 24-hour notice for cancellation.

**It is important for students and legal guardians to attend all related services appointments in order for the student to receive maximum benefit and achieve IEP goals.** More than 3 absences will result in an IEP meeting, and subsequent absences may constitute a refusal of services. We understand that it is our responsibility to provide a free and appropriate public education to each enrolled special education student. Because LVA is a virtual school of choice, it is understood that speech and related services may be provided either virtually or face to face; however, not always in the home environment. Services will be offered at the nearest office to the family home.

## **English Language Learners (ELL)**

According to the Alabama Department of Education, English Learners (ELs) must be identified at the point of enrollment. LVA uses the Home Language Survey (HLS) to help identify language minority students. A language-minority student is one whose home language is other than English. Information obtained from the survey is helpful when considering appropriate placement for the student. If any response on the HLS indicates the use of a language other than English by the student or an individual in the home, then further assessment must be conducted to determine the student's English-language proficiency level. However, the presence of a language other than English does not automatically signify that the student is not a competent and proficient speaker of English.

Language minority students identified through the HLS during registration before the beginning of the school year must be assessed for English-language proficiency within thirty (30) days of enrollment if they have not previously been screened at a previous public school. Language minority students who register after the first day of the school year must be assessed within ten (10) days of enrollment.

The Alabama State Department of Education has adopted the *World-Class Instructional Design and Assessment (WIDA)-ACCESS Placement Test (W-APT™)* to help determine eligibility for placement in the English language development program. The W-APT™ assesses English language proficiency in all four domains of language development—listening, speaking, reading, and writing—as well as comprehension to ensure that students' language needs are properly identified and addressed through LVA's educational program.

Any student in grades 1-12 scoring an overall composite score of 3.9 or below on the W-APT™ /*MODEL* **must** be identified as limited-English proficient and **will** require placement in an English language instruction educational program.

Any student scoring an overall composite score of 4.0 or above on the W-APT™ /*MODEL* **may** be identified as limited-English proficient and **may** require placement in an English language instruction educational program. Further assessment of the student's English language proficiency

is needed to determine placement.

Concerning kindergarten placement, a W-APT™ score of 25 or above (out of 30) is considered proficient. The student **may** not need EL services, but their academic progress **may be monitored in case rescreening is needed** in first grade to determine reading and writing proficiency.

LVA will provide limited English proficient (LEP) parents with access to language assistance through translated materials or a language interpreter. Language assistance is free and provided by appropriate and competent outside resources. LVA will distribute information to LEP parents in a language they can understand about any program, service, or activity that is addressed to native English-speaking parents. LVA provides translation or interpretation services and does not rely on students, siblings, friends, or school staff to translate or interpret for parents. For translated materials, please contact the Translated Materials Coordinator (see contact list).

**English Learners whose parents have waived supplemental Title III** services must be assessed on the ACCESS for ELLs® English language proficiency test until they are proficient in English with a composite score of 4.8 or above. Students are coded on the ACCESS for ELLs® test as having waived services.

## Gifted Students

Many LVA students have participated in Gifted and Talented programs before enrolling in our program. Our curriculum is already very complex, and all students may work above level in their courses (if that is where they are placed) or at a faster pace. If you feel that your student needs enrichment or more challenging work, please speak with your LVA teacher and he/she/they will assist you with finding a way to meet the needs of your child.

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer to a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the Gifted Coordinator at your child's school.

## **Service Model**

### **Grades K-2: Consultative Services**

The Gifted Specialist will consult with the K-2<sup>nd</sup> grade teachers to provide advanced/ challenging content in the general education classroom setting.

### **Second Grade: Child Find**

All second graders are screened for gifted throughout their second-grade year using state mandated protocol.

### **Grades 3-8: Pullout Services**

Students in 3rd –5th grade will be provided 3 hours/week of direct services via live class Sessions. The curriculum covers challenging concepts and problem-based units, and social and emotional support is integrated into the service hours provided.

### **Grades 9-12: Advanced Courses**

Advanced/Honors Courses & Elective Options: Students in 9th–12th grade will be provided opportunities to enroll in Advanced/Honors courses to supplement the general education curriculum with more challenging program options to fit their individual needs.

**Helpful Link:** [Alabama Gifted Standards and Student Outcomes Manual](#)

## Response to Intervention (RTI)

Response to Intervention (RTI) Services at LVA are available for students who have been identified as academically “at-risk”. A student that is defined as “at-risk” has tested significantly below grade level expectations on his/her/their assessments, has demonstrated that he/she/they are struggling with the current curriculum he/she/they are enrolled in, or he/she/they have been identified with some type of need on the Child Find screening.

RTI is based on the concept of providing evidence-based instructional and behavioral strategies by highly qualified intervention teams that are matched to the student’s needs, and those needs are monitored on a frequently scheduled basis. This monitoring and identification are carried out via the school's Problem-Solving Team (PST).

The goals of the MTSS at LVA:

- Create a productive learning experience for all LVA students
- Use prevention rather than reaction to student difficulties
- Prevent unnecessary academic failure
- Prevent unnecessary special education referrals

How to request MTSS assistance and what to expect:

- **1<sup>st</sup>**: The learning coach will share concerns with the classroom teacher who will set up a 6-week plan of interventions. At the end of those 6 weeks, a determination will be made whether a referral should be made to the RTI Coordinator.
- **2<sup>nd</sup>**: The RTI coordinator will set up an initial meeting with the learning coach and regular education teacher to review the student's needs.
- **3<sup>rd</sup>**: After the team meets and reviews the given information, the student may be placed on an intervention plan to assist with the online school progress.
- **4<sup>th</sup>**: The MTSS Team will review the case after the student has had ample time to work through the online school with appropriate interventions to determine whether the student will need ongoing interventions or a referral for special education testing.

The process for RTI requires the student to move through three tiers of intervention (for a minimum of 30 days in each tier). The entire process of intervention before a possible referral will take a minimum of 90-120 days.

## Hearing and Vision Screenings

The vision and hearing guidelines in this handbook were developed to rule-out of vision and hearing deficits as the primary cause of a disability when a student is suspected to have a disability. Vision and Hearing Screenings are always the first step.

Evidence that vision/hearing screening results are satisfactory prior to proceeding with evaluations is the first step in evaluating students for MTSS and special programs. (AAC, 290-8-9-.03). LVA can provide these screenings to families if they cannot be obtained from the pediatrician or eye doctor. Consent must be given through the MTSS, Special Programs, and 504 process to proceed with the screening. Screenings can be performed around the state in central areas and public locations.

## **Extended Leave for Medical Treatment**

At LVA, we take great pride in our ability to aid and foster students with intensive physical and mental conditions. These conditions often make extended leave from school necessary. Students who must be absent for extended periods of time because of medical conditions may qualify for Hospital Homebound Services. The Hospital Homebound Committee (HHC) must receive documentation from the doctor or hospital. The HHC will meet to develop a Hospital Homebound Service Plan that will be followed by teachers and reviewed until the student is able to return. In the event a student requires therapy and/or treatment for an extended time period (more than 5 school days), the student is encouraged to use the catch-up days available to finish his or her work. However, if the illness/treatment/therapy makes completing assigned tasks impossible and an extension or an excusal of assignments is requested, you must provide your teacher with a signed and dated excuse from a doctor. Note that it is highly suggested that these occurrences/documents be presented as situations arise and not at the end of the semester.

## Dual Enrollment/Dual Credit

The Alabama State Board of Education has authorized dual enrollment programs between public colleges and universities and local boards of education. Eligible students may enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree. Our students are also offered in-house dual enrollment opportunities in some courses, with proper procedures completed. The following options may be offered in dual enrollment:

- Students may earn college credit (dual enrollment) or
- Students may earn both high school and college credits for the same course (dual enrollment/dual credit)

Students must meet the following criteria:

1. Students must be in grade 10, 11, or 12.
2. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
3. Students must have written approval from the Academic Administrator (Principal or Executive Director) and counselor. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity

The Tuscaloosa County School System currently has dual enrollment/dual credit agreements with the following colleges and universities:

- Auburn University
- Beville State Community College
- Shelton State Community College
- Snead State Community College
- Stillman College
- The University of Alabama
- The University of Alabama Birmingham
- The University of North Alabama
- The University of West Alabama
- Troy University

For more information regarding dual enrollment/dual credits, please contact the Dual Enrollment Coordinator.

## Advanced Placement (AP) Courses

Legends Virtual Academy offers Advanced Placement courses to current high school students. Students who enroll and complete AP courses demonstrate to college admission officers that they have sought an educational experience that will prepare them for success in college and beyond. AP courses give your student a chance to experience college-level courses in high school. Your student will have the opportunity to explore deeper into subjects they love while building the skills and confidence they need to succeed in college. The AP teachers work with their students to develop and apply the skills, abilities, and content knowledge they will need later in college. We strongly encourage students to participate in the College Board's AP Exam for all AP courses that they completed at Legends Virtual Academy. Students who receive qualifying scores on AP exams may receive college credits and/or advanced placement at participating colleges and universities. The cost of each AP exam is approximately \$99. If a student registers after the deadline or registers but doesn't take the exam, the student will pay a \$40 fee per AP exam. More information can be found at the [AP exam fees page](#).

### **We offer the following AP® Courses:**

- AP® Biology
- AP® Chemistry
- AP® Government & Politics
- AP® U.S. History
- AP® Macroeconomics
- AP® Literature & Composition
- AP® Language & Composition
- AP\* Computer Science Principles

\*Please note that an AP course may not be offered if enrollment for that course is insufficient.

## **Obtaining an Enrollment form to for Learner's Permit/Driver's License**

Pursuant to AL Code § 16-28-40, licensee applicants under the age of nineteen (19) years must present proof of enrollment in secondary education in order to obtain their permit/license. To obtain the permit, please visit [https://www.alea.gov/sites/default/files/inline-files/Enrollment%20Exclusion%20Form\\_0.pdf](https://www.alea.gov/sites/default/files/inline-files/Enrollment%20Exclusion%20Form_0.pdf).

Fill out section I "Applicant" and email the form to [ewittner@legendsva.org](mailto:ewittner@legendsva.org). The Registrar will complete Section II and will send it back to you. You will need to print the page to take to the DMV in order for your student to obtain their permit/license.

Students must be in excellent academic and attendance standing in order to request proof of enrollment documentation for driver's license and learner's permits. LVA has the right to withhold any student's proof of enrollment required for obtaining a driver's license or learner's permit if the student is truant.

Students ages 16 to 19 who have 10 or more consecutive or 15 cumulative days of unexcused absences during a single semester will be reported to the Alabama Department of Public Safety which may result in suspension of their driver's license. *Code of Alabama (1975) §16-28-40; Alabama Administrative Code 290-3-1-.02(7)(b)(1)*

## Work Permits

To obtain a student work permit (if required by your place of employment), please obtain the work permit from your place of employment, fill out the student information section, and send the request to your student's school counselor.

## Internet Service Provider (ISP) Supplement Policy

ISP checks are issued automatically to those families who qualify at the end of the school year. In order to be eligible for the ISP supplement, each LVA student in the family must meet all the following criteria:

- Qualify for free and reduced lunch through the State of Alabama
- Enroll in LVA by February 1
- Be enrolled on the last day of the school year
- Successfully complete assigned coursework and meet required attendance guidelines.

The amount of the supplement for those families who qualify is \$11 per eligible month per family. Please be advised that if you share the same family ID as other members in your household with eligible children, only one check will be issued per family ID. Additionally, if multiple children reside in the same household, only one check will be issued per household. These checks are automatically generated based on your students' qualification for free and reduced lunch based on their direct certified status through the State of Alabama. These checks are mailed out mid-July after the school year has concluded.

### Lost Checks

Please be aware that if an ISP check is lost, LVA does not automatically reissue a check to that family. If a check is lost, parents need to notify the Operations Manager within 90 days for a replacement to be issued.



# High School Promotion and Graduation Requirements

## Promotion

In high school grade level classification is based on credits. Students must have the appropriate number of credits to be considered on grade level.

- **Freshman:** 0 - 5 credits
- **Sophomore:** 5 units
- **Junior:** 12 units
- **Senior:** 24 units

Any deviation from this scale must be examined on a case-by-case study. Students may be moved from one grade level to the next at mid-term.

Students will not receive additional credit for any repeated course that they have already successfully passed and obtained credit. If this instance arises, they will be contacted and informed that they can either drop the course or continue in the course, but that they will not be awarded credit for it. This will be the same for students who must be placed into courses without a prior transcript on file and those who come to us with transcripts from previous schools indicating they repeated a course prior to enrolling with Legends Virtual Academy.

## Graduation Requirements

To earn a diploma, a student must have at least 24 credits in specific areas to qualify for graduation. Below you will find the links to the Alabama State Department of Education's Alabama High School Graduation Requirements spreadsheets by graduating class.

[Class of 2024 and 2025 Graduation Requirements](#)

[Class of 2026 and 2027 Graduation Requirements – Option A](#)

[Class of 2026 and 2027 Graduation Requirements – Option B](#)

[Class of 2028 and beyond Graduation Requirements – Option A](#)

[Class of 2028 and beyond Graduation Requirements – Option B](#)

## College and Career Readiness

Effective for students of the graduating Class of 2026, who entered Grade 9 for the first time during the 2022-2023 school year, the *Alabama High School Diploma: General Education Pathway* shall be issued to students who earn the required credits and earn one or more of the following college and career readiness indicators:

- Earning a benchmark score in any subject area on the ACT college entrance exam.
- Earning a qualifying score of three or higher on an Advanced Placement exam.
- Earning a qualifying score of four or higher on an International Baccalaureate exam.
- Earning a college credit while in high school.
- Earning a silver or gold level on the ACT WorkKeys exam.
- Completing an in-school youth apprenticeship program.
- Earning a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and Career Pathways (ACCQT).
- Being accepted into the military before graduation.
- Attaining Career and Technical Education (CTE) completer status.
- Completing an ALSDE-approved computer science course.
- Any additional College and Career Readiness (CCR) indicator approved by the Alabama State Board of Education.

Except for students who are pursuing the *Alabama High School Diploma: Essentials Pathway* or the *Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway*, no student shall receive the *Alabama High School Diploma: General Education Pathway* without earning one or more of the college and career readiness indicators. Any student not receiving the *Alabama High School Diploma: General Education pathway*, who later becomes in compliance, may only receive the *Alabama High School Diploma: General Education Pathway* if the remedy occurs within the two years of their initial failure to graduate.

More information can be found on the [Alabama Achieves Graduation Requirements page](#).

## Diploma Options

### ALTERNATE ACHIEVEMENT STANDARDS PATHWAY

The Alternate Achievement Standards (AAS) Pathway allows students access to credit-eligible courses. Students meet the required courses in English Language Arts, Science, Social Studies, and Math. Students participate in:

- AAS Life Skills
- AAS Pre-Vocational
- AAS Vocational

### AAS Community-Based Work Instruction

Students in this pathway take the Alabama Alternate Assessment. The AAS pathway is only an option for students who are eligible for and receive special education services.

## ESSENTIALS PATHWAY

The Essential Pathway allows students access to credit-eligible courses to meet the required courses. Students meet the required courses in English Language Arts, Science, Social Studies, and Math. In addition, students meet the requirements for graduation through Community-Based Work Training, Career Technical Education (CTE) courses, Workforce Essentials or Transition Skills II, Cooperative Education and/or Essentials Career Preparation.

Students who take four or more Essentials core course must complete all requirements of the pathway including the work component. This pathway is designed to allow students to participate in career/competitive employment.

This pathway is accepted by most community colleges but may not be accepted by most four-year institutions. This pathway is not accepted by NCAA for eligibility purposes.

The Essentials pathway is only an option for students who are eligible for and receive special education services.

## GENERAL EDUCATION PATHWAY

The General Education Pathway allows students access to general education, Advanced Placement (AP) and dual enrollment courses leading to the Alabama High School Diploma. This diploma is designed to prepare students for college and career. This includes diploma option B.

According to the Every Student Succeeds Act (ESSA), only students whose coursework is fully aligned to the state's core academic content standards or those with the most significant cognitive disabilities will count as graduates in calculating the USDOE Four-Year Adjusted Cohort Graduation Rate for the state, school systems and local schools.

## Valedictorian & Salutatorian

In an effort to encourage academic excellence and achievement on the part of students throughout the school system, the Board directs that each high school principal, with the assistance of appropriate staff members, select a valedictorian, a salutatorian, and honor graduates as a way of appropriately honoring those students who have pursued and attained high academic goals.

Following are the criteria for determining who may be eligible for these honors:

## **CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN FOR GRADUATING CLASS OF 2026 AND BEYOND**

- The candidates for valedictorian and salutatorian must have been enrolled at the high school for one full school year prior to the date of their graduation.
- The student with the highest numerical grade average who qualifies to receive an Academic Distinction to the Alabama High School Diploma will be the class valedictorian.
- The student with the second highest numerical grade average who qualifies to receive an Academic Distinction to the Alabama High School Diploma will be the class salutatorian.
- In the case of a tie (after carrying the grade average to 4 decimal places and rounding to 3 places), students having the same average will be recognized as co-valedictorians or co-salutatorians.
- The numerical grade average for the candidates will be computed on course work taken beginning with the freshman year (unless Carnegie units/credits had been awarded to the candidates from an accredited institution while the candidates were enrolled in eighth grade) through the second term/semester of the senior year. All final grades for half-credit and full credit courses will be used.
- Advanced Placement (AP) grades will be weighted by adding 10 points to each final grade earned in an AP class. All honors grades will be weighted by adding 5 points to each final grade earned in a honors class. In the case of a transfer student who has AP grades, only those courses recognized as AP by The College Board will be weighted. If a student fails an AP course, no weighted credit will be added to the configuration. Students must take a comprehensive final exam in each honors course to receive the weighted credit and are required to take the National AP Exam developed by the College Board in each AP course to receive the weighted credit.
- The candidates for valedictorian and salutatorian must have been enrolled at the high school for one full school year prior to the date of their graduation.
- The candidates for other end-of-year honors must have been enrolled prior to the beginning of the second term of the senior year.
- If letter grades are present on a candidate's transcript, the candidate must have the respective school(s) attended submit the grades in numerical form. If officials of the school that the student attended cannot or will not convert the letter grades to numerical grades, then the letter grades will be converted to numerical grades as follows:

A+ = 99 A = 95 A- = 90 B+ = 89 B = 85 B- = 80 C+ = 79 C = 75 C- = 70 D+ = 69 D = 65 D- = 60 F = 55

# Community

## In Person Events & Strider Squads - coming soon

LVA coordinates Strider Squads for students regularly that enhance the Stride curriculum/learning activities. While attendance is not mandatory, it is a wonderful opportunity to meet other school participants and have conversations about our children and programs and share practices that work. Strider Squads are opportunities for both the students, learning coaches, and legal guardians to socialize. The Strider Squad leader (assigned learning coach) will plan and implement these activities through coordination with the school counselors. Learning coaches/legal guardians are responsible for the cost of transportation and any entrance fees associated with Strider Squad events. Legal Guardians and/or Learning Coaches are required to stay with students during these events.

LVA expects students to dress appropriately when attending Strider Squad events. Examples, of inappropriate dress include:

- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, national origin, disability, or gang membership.
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso and/or undergarments.
- Any clothing that is excessively tight, is of transparent material, see through material, or that is ripped or torn, or has suggestive signs or symbols.
- Any clothing through which underwear or any type of undergarment may be seen.
- Spandex, clothing that does not cover backs, clothing that permits viewing of cleavage, halter tops, tank tops with open sides, spaghetti strap tops, and muscle/tank shirts.
- Spikes, dog chains/chokers, ball bearing chains, wallet chains, or other jewelry that increases the risk of accidents.

LVA learning coaches, legal guardians, and students are expected to conduct themselves appropriately at all Strider Squad events. Learning coaches and/or legal guardians are responsible for supervising their children.

## Leaching Coach and/or Legal Guardian Connections

Learning Coaches/Legal Guardians are encouraged to become involved in their school community through participation in Strider Squads and clubs and arranging other “non-official” gatherings with

LVA Learning Coaches/Legal Guardians. Learning Coaches/Legal Guardians may freely meet and organize unofficial gatherings as they wish. These gatherings are not considered “official” events unless an LVA representative attends.

Learning Coaches are encouraged to join the Learning Coach Community through their online account. Learning Coaches can access the LC Community by clicking on ‘Community’ once logged into their online account.

## Student Clubs and Organizations - coming soon

LVA encourages school-sponsored clubs and organizations that are directly related to the school curriculum and operate for the welfare and the best interest of the students. All school-sponsored clubs and organizations shall be under the direct control of school administration or their designated representative.

## Honors Societies -coming soon

National Junior Honor Society (NJHS): The NJHS elevates a school’s commitment to the values of scholarship, service, leadership, character, and citizenship. These five pillars have been associated with membership in the organization since its inception in 1929. Students meet monthly to discuss initiatives within our school and plan community service activities.

*To join the NJHS students should:*

- Be a 6<sup>th</sup> – 8<sup>th</sup> Grader
- Have all A’s or all A’s and one B

*Activities Include:*

- Monthly NJHS meetings
- Participate in NJHS induction ceremony during the Spring Semester
- Plan and perform community service activities

National Honor Society (NHS): NHS is a nationwide organization for the highest-performing students. Membership is based on four Areas: Scholarship, Leadership, Service, and Character.

*To join the NHS students should:*

- Be a sophomore, junior, or senior; and
- Have a GPA of 3.5 or higher.

*Activities Include:*

- Monthly NHS meetings
- Participate in NHS induction ceremony during the Spring Semester
- Perform 10 hours of community service per semester
- Usher during senior graduation (juniors only).

Students will also have an opportunity to run for NHS officers which consist of the President, Vice-President, Historian, and Secretary. Nominations occur at the second meeting during the fall semester.

## School Created Clubs- coming soon

Student Clubs are offered throughout the school year. Clubs facilitate student socialization and, in some cases, community service. Clubs are sponsored by LVA teachers. Any materials or supplies (outside of supplied curriculum) needed for the clubs are the responsibility of the family; neither K12 nor LVA will provide these materials or supplies. Students can ask their homeroom teacher about the clubs offered for their grade level.

## Photography Policy and Release Statement

Legends Virtual Academy makes use of photographs to increase student motivation and staff morale, and to help parents and the community celebrate the school's achievements. Photographs are used in a responsible way, respecting young people's and parents' rights to privacy. In order to protect these rights, LVA will obtain permission from parents before allowing photographs and/or children's names to be published in any form. Additionally, group shots will be used wherever possible, and we will avoid naming individual children. When named, only first names will be used.

Permission for use of images of children is implied by signing the Handbook Acknowledgement form. It is the parent's responsibility to inform LVA should they wish to amend their original decision. They must inform an LVA staff member in writing at all in-person activities (outings, state testing, etc.) that they do not want themselves or their child photographed. When a parent does not agree to their child being photographed, the staff will make every effort to comply sensitively.

## Directory Information

Directory information, generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. In addition, federal laws require the school to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised LVA in writing that they do not want their student's information disclosed without prior written consent. LVA has designated the following information as directory information:

- name
- address
- telephone number
- grade level
- e-mail address

- photo
- major field of study
- participation in officially recognized activities or clubs
- degrees/honors/awards
- colleges & scholarships
- student ID number or other unique personal identifier that would be displayed on a student ID badge (only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user)

## Directory Opt-Out Policy and Procedures

If you do not want LVA to disclose any or all the types of information designated above as directory information from your child's education records without your prior written consent, you must notify LVA by filling out the survey that can be found at [School Directory Opt-Out Form](#). Should you have any questions or concerns, please call the LVA Office at (205) 722-6582.

# **Student Code of Conduct**

LVA students are subject to the rules and restrictions implemented by Legends Virtual Academy at Tuscaloosa County Schools System and the Student Code of Conduct: Acceptable Use Guidelines for the Internet. Students enrolled in LVA should be aware of the following guidelines and expectations. Any activity not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Communications and Internet access should be conducted responsibly and professionally, reflecting the school's commitment to honest, ethical and non-discriminatory practices.

Therefore, the following is prohibited:

- Any use that violates federal, state, or local law or regulation.
- Knowing or reckless interference with the normal operation of computers, peripherals, or networks.
- The use of LVA Internet-related systems to access, transmit, store, display, or request inappropriate materials.
- Any use that is deemed to adversely affect LVA.
- Violation of LVA or Stride's Terms of Use for any LVA or Stride website.

## **Acceptable Use Guidelines for the Internet**

- Posting anonymous messages online is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own usernames and passwords and must not share these with anyone.
- Students must log into live class sessions through their student online school account.
- Students may not interfere with other users' ability to access LVA or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activities that are associated with their usernames and passwords.
- Students must not publicly post their personal contact information (address and phone number) or anyone else's.
- Students must not publicly post any messages that were sent to them privately.
- Students are not allowed to download, transmit or post material that is intended for personal gain or profit, non-LVA commercial activities, non-LVA product advertising, or political lobbying on an LVA owned instructional computing resource.
- Students may not use LVA instructional computing resources to sell or purchase any illegal items or substances.
- It is not allowed to upload or post any software on LVA instructional computing resources that is not required and approved for student assignments.

- Students may not interact with LVA staff via social media or other non-Stride platforms

## Audio and Video Use

Students and teachers utilize webcams and microphones as educational tools. So that we can maintain an environment that is conducive to learning, please help to ensure that anything within your student's workspace is appropriate for this educational environment.

During some computer-based testing, we require that the audio and video be activated so that our testing administrators or proctors can ensure that the student is not being helped in any way. No audio or video will be recorded, nor will it be shared.

FERPA regulations strictly prohibit LVA teachers and staff from sharing any audio or video recordings or pictures with anyone.

## Dress Code

Students must follow these guidelines when appearing on camera:

- Appropriate dress while on camera is required. Shirts and pants must be worn during meetings which require cameras to be on.
- No distracting or revealing clothing
- No clothing with content related to drugs, alcohol, weapons or any other controlled substance
- No clothing with explicit language or inappropriate content
- No gang-related attire
- No costume masks
- No hats, beanies, sunglasses, bandanas, or shower caps

## Location of Camera Usage

- Limit background noise
- Choose a quiet area without distractions
- Choose an area where other people in your work environment are not visible- siblings or other people in your home should not appear on camera to other students
- Include a neutral background to limit distractions
- Background should not display symbols, images, language, materials or items that demean an identifiable person or group or are reasonably perceived as promoting hatred, intimidation or harassment.

# Bullying

## Jamari Terrell Williams Student Bullying Prevention Act Policy

No student shall engage in, nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions, subject to the investigating school administrator's authority and decision.

### Definition of Bullying

**“Bullying”** means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student
- Have the effect of substantially disrupting or interfering with the orderly operation of the school
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function; or
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

**“Hostile environment”** means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

**“Violence”** means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

**“Threat”** means a statement of intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to

cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied, and the person communicating the threat has the ability to carry out the threat.

**“Threat of violence”** means an unjustified expression of intention to inflict injury or damage that is made by a student and directed at another student.

**“Intimidation”** means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

## Description of Behavior Expected of Students

Students are expected to treat other students with courtesy, respect, and dignity and comply with all policies of Legends Virtual Academy at Tuscaloosa County Schools System. Students are expected and required to:

1. comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation;
2. refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and
3. refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

## Reporting, Investigation, and Complaint Resolution Procedures

Complaints alleging violations of this policy may be made by filling out the anonymous complaint form at [LVA Anonymous Bullying Complaint Form](#). You will be given the opportunity to put in your contact information should you wish to be contacted regarding bullying, and an LVA counselor will contact you if requested.

Incidental or minor violations of the policy may be presented and resolved informally.

If a threat of suicide is reported, the Executive Director, Principal or their appropriate designee is authorized to inform the student's parent or guardian of the report unless, at the discretion of the administration, the cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

After investigation of the complaint, the administration will determine if the complaint alleges a serious violation of this policy. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the school.

Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined herein.

## Inappropriate Behavior

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory, or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.

LVA reserves the right to review any material transmitted using LVA instructional computing resources or posted to an LVA instructional computing resource to determine the appropriateness of such material. LVA may review this material at any time, with or without notice. E-mail transmitted via LVA for instructional computing resources is not private and may be monitored.

LVA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate, or offensive. LVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. LVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of LVA, its affiliates, or its employees. LVA assumes no responsibility for damage to the user's computer system.

Nothing in this policy negates any obligation the student and Learning Coach must use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the Learning Coach or guardian signed as part of the student's enrollment packet. If this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

## Violation Consequences

- Removal of student access to LVA instructional computing resources, which could result in their inability to complete learning activities
- Suspension or expulsion from LVA
- Involvement with law enforcement agencies and possible legal action
- LVA administration reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to LVA instructional computing resources. LVA instructional computing resources include any computer, software, or transmission system owned, operated, or leased by LVA.

## Internet Safety

Please consider the location of the computer your child works on. The K12 lessons sometimes have links to other sites. Before you leave the K12 website, there is a pop-up that verifies that you want to leave. Make sure a firewall is installed on your computer. While the internet is a fabulous tool, it can present dangers to students. Please take time to talk to your students about internet safety and take steps to protect them.

- Do not reveal on the Internet personal information about yourself or other people. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of the Legends Virtual Academy.
- Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with the Legends Virtual Academy.

## K12 Zone Student Discipline Policy

The K12 Zone is a new and innovative tool that Legends Virtual Academy is implementing to improve engagement, retention, and socialization among our students. Legends Virtual Academy's goal is to ensure that every student can communicate and collaborate in a safe and reliable environment. The purpose of this policy is to identify specific offenses that constitute disciplinary actions within the K12 Zone, identify the specific procedures for staff to respond to a reported offense, outline the Discipline Ladder for each ban from the system, as well as identify specific offenses that can result in automatic semester bans.

The following behaviors are specific offenses that constitute disciplinary actions within the K12 Zone (Specific Offenses including but not limited to):

- Violence, Threat of Violence, Nudity, Pornography, Self-Injury, Hate Speech, Hate Symbols, Harassment, Bullying, Sales or Promotion of Drugs, Alcohol, Weapons, Sexual Content or Objectification
- Other/Minor Offenses: Obscene language, materials, gestures or behavior, attendance problems, defiant behavior, deceitful behavior (false accusations, forgery, plagiarism, lying, cheating, etc.), as well as any offense that a teacher, staff, moderator, or administrator deems inappropriate for this specific virtual setting.

The duration of time of a student's ban will be determined by their school administration with consideration of their offense, ban history, and other necessary factors.

The following behaviors are specific offenses that constitute an automatic semester or year ban from the K12 Zone.

- Specific Semester Ban Offenses: Violence, Threat of Violence, Nudity, Pornography, Self-Injury, Hate Speech, Hate Symbols, Harassment, Bullying, Sales or Promotion of Drugs, Alcohol, Weapons, Sexual Content or Objectification
- 

## Network Etiquette

As an Legends Virtual Academy student, you are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health.
- Focus your responses on the questions or issues
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions and never reveal other people's email addresses.

## **Drugs, Alcohol, Weapons, Violence, Physical Harm or Threatened Physical Harm**

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Legends Virtual Academy has a commitment to providing a safe, quality-oriented, and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of our staff and students. Additionally, Legends Virtual Academy strives for an environment free of violence, weapons, physical threats and physical harm and, for these reasons, LVA is committed to maintaining a student body and workplace free from drugs, alcohol, weapons, violence, physical threats and physical harm.

The principal shall notify appropriate law enforcement officials when any person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant. If that person is a student enrolled in any public school in the State of Alabama, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing at the earliest possible date, which shall not be later than five school days. The decision to suspend or initiate criminal charges against a student, or both, shall include a review and consideration of the student's exceptional status, if applicable, under Chapter 39, or appropriate federal statutory or case law. [*Code of Alabama (1975) § 16-1-24.1(b)*]

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be readmitted to the public schools of this state until (1) criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the local board of education as a condition for readmission. [*Code of Alabama (1975) § 16-1-24.1(c)*]

### **Threats to School Personnel**

Any threats directed toward LVA or Tuscaloosa County Schools System employees will not be tolerated, and the individual making such threats could be banned from Tuscaloosa City Schools System' property, LVA offices, school events, and other facilities. If the individual is banned and is then found on said property, the police will be notified immediately; criminal trespassing charges will be filed; and will be prosecuted to the fullest extent of the law.

### **Gang Affiliations**

Gang-related activity poses a serious threat to the safety of students and families and is strictly forbidden. For the purposes of this policy, "gang related activity" is defined as any conduct that is

engaged in by a student on behalf of a gang or as a result of the student's gang membership; and/or any conduct engaged in by a student to perpetuate, proliferate or display the existence of a gang. Conduct prohibited by this policy includes:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang
- Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang
- Requiring payment of protections, insurance or otherwise intimidating or threatening any person related to gang activity;
- Inciting others to intimidate or to act with physical violence upon any other person related to gang activity
- Soliciting others for gang membership
- Committing any other illegal acts or other violation with school policies in connection with gang related activity

## **Student Fees, Fines and Charges**

Reasonable fees, fines, and charges not prohibited by law may be established by the Superintendent of Tuscaloosa County Schools System. All such fees, fines, and charges will be collected and accounted for in accordance with the procedures, rules, and regulations to be developed by the Chief School Financial Officer or as provided in the Board finance or local school finance manual.

No fees of any kind shall be collected from children attending any of the first six grades during the school term supported by public taxation (AL Code of 1975 § 16-10-6)

## **Student and Property Searches**

### **School Property**

All school/school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by school administrators. Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to Board-owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices, however and wherever kept, stored, or maintained. This includes all rented (free or paid) and owned properties, facilities, and grounds.

### **Personal Property**

Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and personal electronic devices may be searched by authorized school

officials, including school administrators or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community, provided that the nature and extent of the search shall be reasonably related and limited to the suspected violation.

### **Personal Searches**

Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community or individuals. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a may include a frisk or “pat down” of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action.

### **Use of Recovered Items**

Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

## **Restraint and Seclusion Policy**

LVA complies with Rule 290-3-1-.02(1)(f) adopted by the Alabama State Board of Education on Seclusion and Restraint for ALL students, which prohibits the use of seclusion and limits the use of restraint to those situations in which students are a danger to themselves or others. Physical restraint is prohibited as a form of discipline or punishment and should only be used if the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Designated person(s) must be trained. Only those people(s) have the authority to use physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians, or other staff members. This must be done in a reasonable fashion to protect all parties involved. The restraint should be removed as soon as the student is no longer a danger to himself/herself or others. Written parental notification will be provided to the parent/ guardian when physical restraint is used to restrain their student within a reasonable time of the incident-not to exceed one school day from the use of restraint. Staff should notify parents when their child is injured in a restrained and/or is removed from the school setting by law enforcement or medical personnel.

The restraint should be documented in an incident report and given to the school or program administrator.

The report must include:

- Date
- Student's name
- Location of restraint
- Precipitating behavior
- De-escalation efforts attempted
- Description of the restraint used
- Observations of student behavior and physical status during the restraint
- Injuries to the student or staff (if any)
- Total time spent in restraint
- Staff participating in the restraint
- Staff signatures

## Objectional Materials Policy

There may be times a parent finds certain lessons, books, or materials objectionable for various reasons. If a parent finds objectionable material, they should contact their LVA teacher via e-mail. Teachers work with parents to find alternative lessons to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met. Parents should also contact Stride directly using the feedback option of the online school.

## Home Visit Policy

The Alabama Legislature passed Act 93-672 stating that parents are responsible for enrolling their children in school, ensuring that they attend school regularly, and that they conduct themselves properly as pupils. The Tuscaloosa County Schools System recognizes the privilege and responsibility of parents and guardians in supporting and demanding responsible behavior from their children. In an effort to ensure parental awareness and acceptance of that responsibility, reasonable efforts will be made to contact parents regarding misconduct. Reasonable efforts will be made on all misconduct if such misconduct is continuing, and notification is needed.

Reasonable efforts may include one or more of the following: telephone calls, copies of referrals, parental conferences, letters to parents, registered/certified mail and, if necessary, home visits.

***[Parental Responsibility Act (Act 93-672; Alabama Code 16-28-2.2)]***

Below are some examples of reasons that LVA staff would feel it necessary to conduct a home visit are:

- No contact with the student or family in thirty (30) days
- Excessive absenteeism (10 or more days)
- Wellness check
- Suspected fraudulent address, or
- Other reasons determined on a case-by-case basis

Should a home visit be necessary, LVA staff will notify the parents by email and a phone call. To ensure everyone's safety, LVA staff may request an escort by a local law enforcement agency

## Academic Integrity Policy

### Elementary School (K-5)

At times, students will mark work complete that doesn't have assessments in order to increase their progress overall. This is usually done when they go to Units that haven't shown up on their plan, and they strategically mark everything done. Even if a lesson does not have an assessment, there are activities that should be done for the assignment (for example: math problems done in a notebook, drafts of an essay, etc.). If a teacher notices this, they will call the LC and discuss what they see. If needed, this will be noted as an academic integrity violation, and the following procedures will be used.

- 1<sup>st</sup> Offense: Teacher will call the family; discuss the incident. Lessons will be put back on plan to be redone.
- 2<sup>nd</sup> Offense: Teacher will schedule a conference with the family, work samples will be requested to show the work that was done, and lessons will be put back on plan to be redone.
- 3<sup>rd</sup> Offense: LC and Student will meet with the administrator. Administrative action will be determined.
- 4<sup>th</sup> Offense: Curriculum will be locked until in-person conference can be held with an administrator.

### Middle School and High School (6-12)

LVA students are expected to uphold the highest standards of Academic Integrity by expressing their own thoughts, language, and expressions, and to respect and acknowledge any other author's works with proper documentation in all assignments. Academic Dishonesty or plagiarism is the act of using another person's work to claim it as your own. Examples of Academic Dishonesty are:

- Copying answers word for word from any portion of any outside source such as Yahoo Answers, Wikipedia, Ask.com, Brainly.com, etc.
- Intentionally paraphrasing ideas from any outside source without proper acknowledgement
- Submitting in whole, or in part, the work of another student
- Submitting in whole, or in part, an assignment written for another course by someone else
- Intentionally allowing one's essay, assignment, or test answers to be copied by another student
- Plagiarism includes using AI software

Plagiarism and cheating are taken very seriously. Students who use all or part of someone else's work, without appropriate credit or citation, are in violation of these policies. Students will receive a zero on any submitted assignment containing all or partial work not completed as their own work or properly cited within the assignment. Students assisting other students to cheat or plagiarize are also in violation of this policy and will receive a grade of zero on their assignment submission.

- **1st Offense:** This will be handled between the teacher and the student. The teacher will call the student and parent to provide additional instruction as to what constitutes academic integrity and send the student an email explaining and documenting the academic integrity offense. The student may have a chance to make up the assignment, at the teacher's discretion.
- **2nd Offense:** The student will receive an email from the teacher documenting and explaining the academic integrity offense. The teacher will call the student and family to provide additional instruction and feedback regarding academic integrity. The student will earn a grade of zero without any chance to make up the assignment.
- **3rd Offense:** The student will receive an email explaining from the teacher explaining and documenting the offense. The teacher will call the student and family to provide additional instruction and feedback regarding the incident. The teacher will schedule a live session with the student, family, and principal or other administrators. The student will earn a grade of zero without any chance to make up the assignment.
- **4th Offense:** The student will receive an email explaining and documenting the academic integrity incident. The student will earn a grade of zero without any chance to make up the assignment. The teacher will provide the documentation to the principal or other administrator. The student's curriculum will be locked, and the student and parent must meet with the principal or other administrator before being allowed to return to school at LVA.

*NOTE: Offenses are cumulative for the year regardless of the class questionable work is submitted in. If a student gets a first offense in History, and another incident occurs in math, then this is their "second offense", and so on.*

## **Academic Review**

### **What is an Academic Review?**

Our goal is for every student to be successful at LVA. In the event that a student is not meeting the requirements of attendance, engagement, or academic achievement, an added layer of support will be provided to address the deficiencies.

### **When is a student placed on Academic Review?**

Students meeting the following criteria can be placed on *Academic Review*:

- Current grade of D or F

- Not attending required live class sessions
- Lack of participation in required live class sessions
- Chronic absenteeism
- Not attending state required testing

As a public-school program, Legends Virtual Academy at Tuscaloosa County Schools System is required to monitor student attendance as well as overall progress, in accordance with all applicable statutes set forth by the State of Alabama. If placed on Academic Review, LVA staff will inform the student's Legal Guardian/Learning Coach via phone, email, and U.S. mail.

### **What is the student's/parent's/guardian's role while student is on Academic Review?**

Students on academic review will be required to:

- meet with a support staff member once a week,
- attend and participate in all required live sessions,
- complete all assignments as assigned on the daily plan

The Learning Coach will be required to:

- Ensure the student's progress and online school time is comparable to attendance logged
- Attend the weekly support session with the student and support staff via online methods or over the phone.
- Keep all lines of communication open with the teachers and other support staff

### **What is LVA's role while student is in Academic Review?**

- Support staff and teachers will monitor the student's progress
- Support Staff will hold weekly chat and progress sessions with student and parent
- Teachers will provide support as needed, including tutoring sessions.
- Teachers and support staff will communicate with students and parents weekly and as needed.

### **What are the outcomes of an Academic Review?**

For non-attendance related issues, LVA staff will review student progress towards engagement and academic achievement after a period of 6 weeks. If requirements are not met and adequate progress is not shown, it may result in administrative withdrawal based on the Non-Resident Students policy.

If requirements have been met, the student is showing progress and attendance is up to date; the student will no longer be designated under Academic Review. Please be advised that should the student become disengaged, it will result in administrative withdrawal based on the Non-Resident Students policy.



# Expulsion

## School Policy

A good faith effort shall be made by the Principal, Executive Director or their designated representative, to employ parental assistance or other alternative measures prior to expulsion.

### **Student Offenses and School Action**

<b>Student Offense</b>	<b>Possible School Action</b>
Academic Dishonesty (Plagiarism, cheating on Coursework, standardized testing, and/or submitting an assignment, in final form, that is AI generated)	LVA students are required to attend, complete, and submit all work as their own for all schoolwork and state assessments. Teachers closely monitor academic integrity in all areas. If a student is found to have plagiarized, cheated, or falsely identified themselves, the LVA teacher will intervene immediately to research the possible infraction. A meeting may be scheduled by faculty or staff with LVA administration, possibly leading to disciplinary consequences including expulsion.
Assault, verbal threats, or intimidation; battery	School expulsion may occur. Notification of appropriate local law enforcement as needed.
Bullying (in-person or cyber) based upon race, gender, color, national origin, sexual orientation, disability, etc.	School expulsion may occur.
Inappropriate behavior or actions during live class sessions	School expulsion may occur for repeated infractions or infractions of a severe or profane nature.
Inappropriate Computer Use Specific procedures, conditions, and legal restrictions guide the use of school owned computers. Learning guardians/learning coaches should review appropriate usage of computers with their students before using school computers. Legal Guardians/learning coaches are the responsible adults for logging into the	Depending on the misuse of the school computer, the Academic Administrator (Principal) or Executive Director will determine disciplinary consequences, including loss of privileges up to expulsion. Notification of appropriate law enforcement agency as necessary.

computer and should maintain a confidential user password.	
<p>Disrespectful Behavior or Inappropriate Conduct:</p> <p>Students and legal guardians/learning coaches are expected to comply with reasonable directives of school personnel in a timely and cooperative manner. Any refusal to comply or any use of profane means of expression toward school personnel will be assigned a range of consequences.</p>	School expulsion may occur.
<p>Weapons:</p> <p>Weapons are not permitted in any facility utilized by LVA during school events or outings, including any standardized testing locations. Weapons may be defined as firearms, knives, cutting tools, or any instrument capable of inflicting serious bodily injury. Small pocket knives are considered weapons under this definition and should not be brought on any premise used by LVA.</p>	LVA administration will take all necessary action to protect students, teachers, and staff. If a weapon is discovered, local law enforcement will be notified. Possession of a weapon could ultimately lead to expulsion, pending investigation outcome.
<p>Vulgar/Obscene Language, Gestures, or Display:</p> <p>To establish and maintain a proper atmosphere for education, students are to refrain from inappropriate, vulgar, and/or obscene language or gestures.</p>	School expulsion may occur.
Bomb/Terror Threat/False Report	Notification of appropriate law enforcement agencies, disciplinary action including expulsion may occur pending investigation results.
<p>Sexual Harassment:</p> <p>Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with an appropriate educational atmosphere.</p>	School expulsion may occur. Notification of appropriate law enforcement agency as necessary.

<p>Controlled Substances, Unauthorized Prescription Medications, Purported Substances, Alcohol, etc.:</p> <p>Illegal drugs (including prescription medications not in possession of the legal guardian or appropriate school officials), purported drugs, tobacco, and alcohol products will not be permitted on school outings or at any sites utilized by LVA for any school related activities or events, including testing.</p>	<p>Local law enforcement will be contacted, and students will be required to leave the premises once the investigation has concluded. School expulsion may occur pending results of the investigation.</p>
<p>Having possession of a cell phone in a testing session.</p>	<p>Students test(s) will be invalidated. The student will not be allowed to continue testing. Disciplinary action including expulsion may occur.</p>

**Required Expulsion Offense**

It is a violation of Board policy for any student to have in his/her possession weapons or firearms of any kind at any time and at any place on school property. Students who are found in violation of this policy may be placed on immediate suspension from school. In addition, the authorities from the criminal justice and/or juvenile delinquency system will be notified. If a student is determined to be in possession of a firearm, he or she will be expelled from the school system for a period of not less than one (1) year. In accordance with the Gun-Free School Act, the Superintendent may modify the expulsion requirement on a case-by-case basis to meet the requirements of IDEA and Section 504 of the Rehabilitation Act. ITEMS FORBIDDEN INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- knives of any kind and any length
- razors or razor blades
- box openers
- firearms
- explosive devices including fireworks of any description
- any items which may be used as clubs
- all sharp/pointed objects designed for use as weapons, including weapons used for recreation
- tear gas or other chemical weapons or devices

# Attendance and Truancy

## Attendance Policy

Every child between the ages of six (6) and seventeen (17) years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday, every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7.

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe.

As a public school, Legends Virtual Academy at Tuscaloosa County Schools System is required to monitor student attendance in accordance with all applicable statutes set forth by the State of Alabama and the Tuscaloosa County Schools System. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior may result in the withdrawal of the student, shall be reported by the Academic Administrator (Principal or Executive Director) to the superintendent of education of the school system in which the suspected violation occurred.

Enrolled Kindergarten students will be held to the same attendance standards as the rest of the grade levels while they are enrolled with LVA.

## Absences

Every parent, guardian, or other person having control or charge of any child required to attend public school, shall as soon as practical, explain the cause of any absence of the child under his control or charge which was without permission of the teacher, and a failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he/she/they had no knowledge of such absence and that he/she/they has been diligent in his efforts to secure the attendance of such child. All work and time missed must be made up in a reasonable timeframe, and attendance added for the days missed.

Students are not permitted to be absent from assigned live class sessions unless there is an emergency, extenuating circumstances, or students are approved to be on the FLEX program with pre-approval (Grades 4-12). Reasonable excuses allow students to miss live class sessions, but

students are still responsible for the work they miss. Students are permitted to make up missed work and time in a reasonable timeframe.

Excessive absences may result in a loss of academic credit, and possible referral of the matter to juvenile truancy officials, or other appropriate legal authorities for investigation.

#### **What is Considered Absence?**

- Not logging into the K12 School (OLS) and completing assignments
- Not accessing courses
- Not attending required Class Connect sessions

## **Technology and School Materials**

### Technology Clause

By enrolling in an online school program, you have exhibited understanding that the ability to access the internet is required daily. With that being said, errors in technology do occur, and it is understandable that time off from school may be warranted by lack of acceptable computer equipment and internet malfunctions. However, if your internet or computer will be out-of-commission for more than a day or two, it is the responsibility of the student and/or legal guardian/learning coach to (1) notify the instructor and (2) seek other methods of online access, such as local libraries or a relative's home. Also, K12 Tech Support can be contacted with any technology issues that arise <http://help.k12.com> or 866-512-2273.

### School Issued Computers

LVA approves a loaner computer for each student unless the family denies the computer during the application process. All students in grades 2–8 will receive a Stride-issued loaner computer.

Families are required to return the student computer at the time the student withdraws from school, graduates or in any other way terminates the student's enrollment at the school. Families are also financially responsible for any damaged or lost computer hardware.

All issues regarding Stride computers can be directed to Stride technical support directly.

Technical support is available at 866-512-2273 between 7 am and 7 pm central time. If you do not feel you are receiving tech support in a sufficient manner, you can escalate this to your teacher. We must have a ticket number in order to escalate your issues. Access to the Internet via equipment and resource networks provided to families due to their enrollment in LVA are intended to serve

and pursue educational goals and purposes. In addition, parents are to comply with the Use of Instructional Property Agreement completed as part of the enrollment process.

## School Property

LVA provides materials, computers (if applicable), printers, books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. A list of property that must be returned is provided to parents. All property and equipment must be returned in good working condition upon withdrawal from the program or completion of the school year. All printed materials are copyrighted, and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her/their studies while enrolled in the school. Parents are to comply with this policy and all the terms and conditions of the Use of Instructional Property Agreement submitted with the enrollment materials.

## Materials Reclamations

Material reclamation is the process wherein families return the material leased by the school to Stride's logistics vendor. There are several ways in which reclamations are triggered for a student's materials:

1. The student has been promoted to the next course by the school (the student's course has been assigned a final grade and the online school termination date has passed).
2. The course has been removed from the student's course list.
3. The student has withdrawn from the school.
4. At the end of the year, materials reclamations are triggered for all enrolled students as an 'end of year' event. Emails and ground mail packets (referred to as 'reclamations packets') are sent to all enrolled families within two weeks of the school year ending. The packets provide families with information and tools to return the materials promptly after the school year has ended.

Not all course materials are required to be returned. A list of materials that are required to be returned will be included in the reclamations packet. Learning Coaches can also view this materials reclamation list in the "My Info" section in K12 School. To learn more regarding the materials return process including shipping labels and more, please visit one or more links below:

- [Course Materials Return List](#)
- [Materials Shipping and Returning FAQ's](#)

If a course is removed from a student's class schedule, or student withdraws from school, Stride issues the student's family appropriate UPS shipping labels so the family can return the designated materials to Stride. Families are responsible for appropriately packaging the materials, attaching

the Stride-provided UPS shipping labels, and delivering the packaged materials to a UPS Store or other UPS drop-off facility. **PLEASE NOTE: Families should not return materials until coursework is completed.** If you do not receive a label to return the materials, or should you need additional labels, please go to [UPS Return Shipping Labels](#)

## Computer Reclamations

All Stride issued computers must be reclaimed when the student ceases to be enrolled in the school or if the family no longer wishes to use a Stride issued computer as Stride is leasing the computer equipment to the students. It is important that the Operations Manager verifies and ensures that each student's Learning Coach contact information, including home and email address are accurate in PowerSchool, so that computer reclamation labels are sent to the accurate email address. Families are responsible for appropriately packaging the materials, attaching the Stride-provided UPS shipping labels, and delivering the packaged materials to a UPS Store or other UPS drop-off facility. **PLEASE NOTE: Families should not return student computers at the end of the school year if your student is re-registered for the following school year.**

### **Instructions for Reclaiming Stride Issued Computers or Components:**

<b>Computer Equipment Returned If:</b>	<b>Return Process:</b>
Student withdraws from school	Stride will automatically email the parent the return label and instructions to return the computer within 7-10 business days.
A component failed or needs replacement.	When a component has failed or needs replacement, the family should be directed to contact K12 Customer Support directly at 866-512-2273 to communicate issues and needs. Stride will then email the return label and instructions to return the computer within 7-10 business days.
The family wants to decline the K12 computer equipment issued.	If a legal guardian does not want a computer, they will notify their enrollment team member during the enrollment process. If the family would like to send a computer back, the family can contact Customer Support directly (1-866-512-2273) or the teacher notify the Operations Manager.

NOTE: Labels are sent through email by the K12 corporate team and include instructions regarding the scheduled pick-up of the equipment. Legal guardians can schedule pick-ups and will personally accrue the costs themselves. For information specific to returning Computer Equipment, see the [Computer Equipment Returns FAQs](#) article at <https://www.help.k12.com/s/article/Computer-Equipment>Returns-FAQs?r=6&ui-force-components-controllers-recordGlobLVAueProvider.RecordGvp.getRecord=1>.

If you do not receive a label to return the hardware, or should you need additional labels, please go to <https://www.help.k12.com/s/article/UPS-Return-Shipping-Labels>

## Data Use and Governance Policy

The Alabama State Board of Education's Data Use and Governance Policy is based upon, but not limited to, maintaining compliance with the Family Educational Rights and Privacy Act (FERPA). Said policy is also based on the knowledge that the appropriate use of data is essential to accelerating student learning, program and financial effectiveness and efficiency, and policy development.

This policy serves the purpose to ensure that all data collected, managed, stored, transmitted, used, reported, and destroyed by the department is done so in a way to preserve and protect individual and collective privacy rights and ensure confidentiality and security of collected data.

### **Data Collection Process**

The Alabama State Department of Education (ALSDE) does not collect individual student data directly from students or families. This function is retained at the local school and system level through our state-funded and state-owned student data management system. Local school and system student data is transmitted daily to the state's data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of the student and his or her parents/guardians. No personally identifiable individual student data is shared in either state or federally required reporting.

### **Data Categories**

All data elements collected and transferred to the U. S. Department of Education are based on the reporting requirements contained in ED Facts and include only aggregated data with no personally identifiable data. A listing of those reports can be accessed at <http://www2.ed.gov/about/inits/ed/edfacts/index.html>. This data is used by the USDOE for policy development, planning, and management and monitoring of individual states' federally funded programs under the *Elementary and Secondary Education Act (ESEA)*.

### **Data Security**

Data collected by the ALSDE is maintained within a secure infrastructure environment located within the department and within a remote location for backup. Access to data is limited to pre-identified staff that are granted clearance related to their job responsibilities of federal reporting, state financial management, program assessment, and policy development. Training in data security and student privacy laws is provided to these specific individuals regularly to maintain their data use clearance and a signed Data Use Policy assurance of confidentiality and privacy.

### **External Data Requests**

The ALSDE maintains a managed external data request procedure managed through a Data Governance Committee. Each external data request is measured against a pre-determined set of

qualifiers that includes, but are not limited to, applicability to the goals of the Alabama State Board of Education, data availability, report format ability, cost of report development, and adherence to FERPA requirements.

### **Third Party Data Use Assurances**

The ALSDE provides one-way data feeds to approved service providers to carry out goals of the Alabama State Board of Education. These data feeds are sub-sets of the data system limited by executed agreements or individual Memorandums of Use (MOU) that meet all state and federal privacy laws and re-disclosure assurances set by the state.

### **Local School and School System Data Use Compliance**

All of Alabama's Local Education Agencies (LEAs) shall have a locally adopted student records governance and use policy. These policies and their implementation shall be monitored by the ALSDE as part of our Comprehensive Monitoring that requires annual assurances of compliance, on-site monitoring on a three-year cycle or more often based on deficiencies noted in annual assurances or prior comprehensive monitoring cycles, and investigations of reported non-compliance activities.

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include, but are not limited to, the right to:

- *Consent* before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice* and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law or the Individuals with Disabilities Act; and
  3. Activities involving collection, disclosure, or use of personal information collected from students to marketing, selling or otherwise distributing the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use:
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum if the instructional material will be used in connection with any survey, analysis, or evaluation as part of any survey funded in whole or in part by a program of ED.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Legends Virtual Academy has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. LVA will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. LVA will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. LVA will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.

- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202

# Expulsion

## School Policy

A good faith effort shall be made by the Principal, Executive Director or their designated representative, to employ parental assistance or other alternative measures prior to expulsion.

### Student Offenses and School Action

Student Offense	Possible School Action
Academic Dishonesty (Plagiarism, cheating on Coursework, standardized testing, and/or submitting an assignment, in final form, that is AI generated)	LVA students are required to attend, complete, and submit all work as their own for all schoolwork and state assessments. Teachers closely monitor academic integrity in all areas. If a student is found to have plagiarized, cheated, or falsely identified themselves, the LVA teacher will intervene immediately to research the possible infraction. A meeting may be scheduled by faculty or staff with LVA administration, possibly leading to disciplinary consequences including expulsion.
Assault, verbal threats, or intimidation; battery	School expulsion may occur. Notification of appropriate local law enforcement as needed.
Bullying (in-person or cyber) based upon race, gender, color, national origin, sexual orientation, disability, etc.	School expulsion may occur.

<p>Inappropriate behavior or actions during live class sessions</p>	<p>School expulsion may occur for repeated infractions or infractions of a severe or profane nature.</p>
<p>Inappropriate Computer Use Specific procedures, conditions, and legal restrictions guide the use of school owned computers. Learning guardians/learning coaches should review appropriate usage of computers with their students before using school computers. Legal Guardians/learning coaches are the responsible adults for logging into the computer and should maintain a confidential user password.</p>	<p>Depending on the misuse of the school computer, the Academic Administrator (Principal) or Executive Director will determine disciplinary consequences, including loss of privileges up to expulsion. Notification of appropriate law enforcement agency as necessary.</p>
<p>Disrespectful Behavior or Inappropriate Conduct: Students and legal guardians/learning coaches are expected to comply with reasonable directives of school personnel in a timely and cooperative manner. Any refusal to comply or any use of profane means of expression toward school personnel will be assigned a range of consequences.</p>	<p>School expulsion may occur.</p>
<p>Weapons: Weapons are not permitted in any facility utilized by LVA during school events or outings, including any standardized testing locations. Weapons may be defined as firearms, knives, cutting tools, or any instrument capable of inflicting serious bodily injury. Small pocket knives are considered weapons under this definition and should not be brought on any premise used by LVA.</p>	<p>LVA administration will take all necessary action to protect students, teachers, and staff. If a weapon is discovered, local law enforcement will be notified. Possession of a weapon could ultimately lead to expulsion, pending investigation outcome.</p>
<p>Vulgar/Obscene Language, Gestures, or Display: To establish and maintain a proper atmosphere for education, students are to refrain from inappropriate, vulgar, and/or obscene language or gestures.</p>	<p>School expulsion may occur.</p>

Bomb/Terror Threat/False Report	Notification of appropriate law enforcement agencies, disciplinary action including expulsion may occur pending investigation results.
Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with an appropriate educational atmosphere.	School expulsion may occur. Notification of appropriate law enforcement agency as necessary.
Controlled Substances, Unauthorized Prescription Medications, Purported Substances, Alcohol, etc.: Illegal drugs (including prescription medications not in possession of the legal guardian or appropriate school officials), purported drugs, tobacco, and alcohol products will not be permitted on school outings or at any sites utilized by LVA for any school related activities or events, including testing.	Local law enforcement will be contacted, and students will be required to leave the premises once the investigation has concluded. School expulsion may occur pending results of the investigation.
Having possession of a cell phone in a testing session.	Students test(s) will be invalidated. The student will not be allowed to continue testing. Disciplinary action including expulsion may occur.

**Required Expulsion Offense**

It is a violation of Board policy for any student to have in his/her possession weapons or firearms of any kind at any time and at any place on school property. Students who are found in violation of this policy may be placed on immediate suspension from school. In addition, the authorities from the criminal justice and/or juvenile delinquency system will be notified. If a student is determined to be in possession of a firearm, he or she will be expelled from the school system for a period of not less than one (1) year. In accordance with the Gun-Free School Act, the Superintendent may modify the expulsion requirement on a case-by-case basis to meet the requirements of IDEA and Section 504 of the Rehabilitation Act. ITEMS FORBIDDEN INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- knives of any kind and any length
- razors or razor blades
- box openers
- firearms

- explosive devices including fireworks of any description
- any items which may be used as clubs
- all sharp/pointed objects designed for use as weapons, including weapons used for recreation
- tear gas or other chemical weapons or devices

## Attendance and Truancy

### Attendance Policy

Every child between the ages of six (6) and seventeen (17) years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday, every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7.

Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe.

As a public school, Legends Virtual Academy at Tuscaloosa County Schools System is required to monitor student attendance in accordance with all applicable statutes set forth by the State of Alabama and the Tuscaloosa County Schools System. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior may result in the withdrawal of the student, shall be reported by the Academic Administrator (Principal or Executive Director) to the superintendent of education of the school system in which the suspected violation occurred.

Enrolled Kindergarten students will be held to the same attendance standards as the rest of the grade levels while they are enrolled with LVA.

### **Absences**

Every parent, guardian, or other person having control or charge of any child required to attend public school, shall as soon as practical, explain the cause of any absence of the child under his control or charge which was without permission of the teacher, and a failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he/she/they had no knowledge of such absence and that he/she/they has been diligent in his efforts to secure the attendance of such child. All work and

time missed must be made up in a reasonable timeframe, and attendance added for the days missed.

Students are not permitted to be absent from assigned live class sessions unless there is an emergency, extenuating circumstances, or students are approved to be on the FLEX program with pre-approval (Grades 4-12). Reasonable excuses allow students to miss live class sessions, but students are still responsible for the work they miss. Students are permitted to make up missed work and time in a reasonable timeframe.

Excessive absences may result in a loss of academic credit, and possible referral of the matter to juvenile truancy officials, or other appropriate legal authorities for investigation.

### **What is Considered an Absence?**

- Not logging into the K12 School (OLS) and completing assignments
- Not accessing courses
- Not attending required Class Connect sessions

## **Absences and Truancy Process**

### **Excused Absences**

When a parent/legal guardian knows that their student will be absent beforehand, it is requested that the parent/legal guardian give the homeroom teacher notice of the upcoming extended absence. If prior notice cannot be given, it is the legal guardian/learning coach's responsibility to call or email the student's homeroom teacher within 24 hours of the absence.

LVA considers the following factors to be "reasonable" excuses and will result in an "excused absence" for time missed from school:

- Personal illness (a written physician's statement verifying the illness may be required);
- Observance of a religious holiday; - Academic Administrator preapproval required
- Death in the immediate family; shall mean parents, legal guardians, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, aunts and uncles;
- Family emergency: circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the Academic Administrator, Academic Administrator's designee, on a case-by-case basis)—families are allowed 5 handwritten notes per semester;
- Other situations beyond the control of the student as determined by the Academic Administrator, Academic Administrator's designee, on a case-by-case basis, including, but not limited to, homelessness.

## Truancy Process

Students who do not attend required online sessions or fail to complete required assignments within the online school will be considered absent for the required amount of time.

Families who fail to notify the appropriate LVA staff are subject to unexcused absences. Parents or guardians are required to ensure that students under their care, custody, or control attend school regularly. Habitual or excessive absences from school may require school administrators to refer the matter to juvenile authorities or to initiate truancy proceedings.

Teachers, attendance specialists, and school administrators will continuously monitor and review attendance throughout the school year. Students may receive warning letters, support plans, or corrective actions in relation to their attendance.

In rare cases, students not meeting attendance requirements may be considered for an administrative withdrawal. Students are evaluated on a case-by-case basis for administrative withdrawal. All administrative withdrawals must have leadership approval.

In the event that a student's chronic truancy results from homelessness, the student's enrollment rights at LVA shall be based on the McKinney-Vento Homeless Assistance Act. In the event that a truant student is currently being served by our Special Programs teams, a manifestation meeting will be held to include the Student Attendance Specialist, Special Programs Manager, Academic Administrator, Executive Director and the parents of the student to determine and evaluate next steps. Attendance is mandatory of all students enrolled in the school during regular school days whether working in online coursework or offline assignments, and/or at live class sessions to which s/he has been assigned to attend. All absences and missed work must be made up and accounted for.

# Records

## Parents Right to Know

### **Teacher Qualifications—ESSA, Section 1112 (c)(6)**

#### (6) PARENTS RIGHT-TO-KNOW

(A) QUALIFICATIONS- At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- i. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- ii. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- iii. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- iv. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION- In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—

- i. information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
- ii. timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

(C) FORMAT- The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**Legends Virtual Academy at Tuscaloosa County Schools  
Parents Right-To-Know • Request Teacher Qualifications**

Title I, Part A, Section 1112(c)(6), *Every Student Succeeds Act*, Public Law 114-95

I am requesting the professional qualifications of \_\_\_\_\_  
Teacher/Paraprofessional Name (Please Print)

who teaches my child \_\_\_\_\_ at \_\_\_\_\_  
Child's Name (Please Print) School (Please Print)

My mailing address is \_\_\_\_\_  
Street (Please Print) City Zip

My telephone number is \_\_\_\_\_

My name is \_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This Section to be Completed by School/Central Office**

Date Form Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Subject: \_\_\_\_\_

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches?  Yes  No

Is the teacher teaching under emergency or other provisional status?  Yes  No

Undergraduate Degree \_\_\_\_\_ (University/College)  
 Major /Discipline \_\_\_\_\_

Graduate Degree \_\_\_\_\_ (University/College)  
 Major/ Discipline \_\_\_\_\_

Does a paraprofessional provide instructional services to the student?  Yes  No

If yes, what are the qualifications of the paraprofessional?

High School Graduate \_\_\_\_\_ (Year)

Undergraduate Degree \_\_\_\_\_ (University/College)  
 Major/Discipline \_\_\_\_\_

College/University Credit \_\_\_\_\_ (Hours)  
 Major/Discipline \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date Returned to Parent/Guardian

## Emergency Procedures

Should an emergency arise at any location while the students are in-person, the emergency procedures at the location where your student is located will be followed. An emergency is defined as but may not be limited to fire, medical emergency, inclement weather, active shooter, hazardous material exposure, etc. Once the immediate danger has passed, you will be notified by LVA staff either by phone or email, depending on the severity of the situation.

Should your student experience a medical emergency, 911 will immediately be called and you will be notified immediately by phone by an LVA staff member.

## Student Records

Student records are maintained electronically by the LVA Operations team. Parents/legal guardians may contact the LVA Operations team to obtain a copy of student records by emailing their request to [lvastudentdocs@legendsva.org](mailto:lvastudentdocs@legendsva.org). Student records are open for review and inspection by parents/guardians or students 18 years of age or older. Students 16 years of age or older or who are emancipated have the right to give informed consent regarding their records, with some exceptions

If parents change their address, telephone, e-mail address, or place of employment, they are asked to notify their teacher immediately. Parents are responsible for keeping contact information current within the account setup section of the online school.

## Address Changes

If legal guardians change their address, telephone, or e-mail address, they are asked to notify the student's homeroom teacher immediately. Legal guardians are responsible for keeping contact information current within the account setup section of the online school. If the address change is due to a move, a current proof of residence must be submitted too.

Approved Proof of Residency Documents – The document must include all pages.

- Utility Bill (water, electric, gas)
- Lease Agreement
- Mortgage Document

## Media Release

Unless the school is notified in writing by the parent/guardian stating otherwise, students may be photographed or videoed, and pictures may be used for public relations purposes through commercial print, television media, Internet, and/or system media productions. Students' names may also be listed in commercial print, television media, the Internet and/or system media productions. For questions regarding this procedure, contact the school principal.

## Withdrawals

Legal Guardians of students who are withdrawing from the Legends Virtual Academy must contact each student's homeroom teacher to request a withdrawal. Legal Guardians must provide a reason for the withdrawal and information regarding future educational plans for each student. A withdrawal form must be filled out by the legal guardian of the minor child. Written documentation or records request must be received from the newly enrolling school before your student can be withdrawn from LVA. Once we receive a records request from the newly enrolling school, we will forward your student's records accordingly. Records request can be emailed to [lvastudentdocs@legendsva.org](mailto:lvastudentdocs@legendsva.org)

## Transcripts

Beginning 2026-2027, the school will furnish transcripts to any college or other educational institution upon request. All transcript requests must be submitted through Parchment.com. Parchment.com is the electronic transcript request service used by LVA. The direct link can be found on the LVA website. Transcripts are sent within three days, and students are provided with a transcript tracking number.

## Complaint Response Procedures

The Legends Virtual Academy is interested in achieving and fostering student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people promptly. LVA prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, national origin, or religion.

The student and parent(s), custodian(s), or legal guardian(s), shall address in writing any concern or grievance to the Executive Director and they will respond within ten (10) working days. If the concern or grievance is not resolved, the parent(s), custodian(s) or legal guardian(s) may, within ten (10) working days of the Executive Director's response, request in writing a meeting (via phone or in person) with the Executive Director to discuss the concern or grievance. The Executive Director shall then investigate and respond within ten (10) working days.

## Questions or Concerns

LVA staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and parents must collaborate to solve them. LVA staff also realize that parents and students do not always know what to do or where to seek out answers and often give up and become frustrated when problems remain unsolved. Please follow these procedures for general information or for assistance in resolving a problem:

- Step 1: All concerns and issues should first be directed to the student's homeroom teacher via phone or email. If an LVA teacher cannot resolve the issue, they direct the parent to the appropriate contact for assistance.
- Step 2: If the concern is not resolved at this level, parents are advised to contact an administrator at the LVA office.

## Right to Amend

LVA reserves the right to amend this handbook or any of the policies contained herein at any time without notice.

# **Acknowledgement of Handbook**

## **“I Understand and Agree”**

The purpose of this “I Understand” section is to set expectations for LVA parents/guardians. Student success is a primary goal of LVA and that can only be achieved if you, the legal guardians, are successful. To be successful it is important that parents/guardians of LVA students understand and agree with the following curricular and attendance requirements:

\_\_\_ I understand that my student is enrolled in a public school with attendance requirements that I am expected to meet. The state requirement is an average of 6 hours per day. Please see the Instructional Time section of the Parent and Student Handbook for more information. Students who have poor attendance (insufficient hours recorded over time in the K12 School (OLS)) may be referred to the juvenile courts system as a truant student in need of supervision.

\_\_\_ I accept the responsibility to supervise my student in using the K12 curriculum, and I understand that I am expected to become knowledgeable about it. Any other work accomplished by the student is supplemental to, and not in place of, the K12 curriculum lessons. LVA does not consider it acceptable to leave a student home alone or unsupervised to complete coursework.

\_\_\_ I understand and agree that student progress is an expected part of the LVA program in addition to the hours completed online, and that my student is expected to complete the work of one grade level in one academic year. I understand that my student should be completing assignments each week in each subject. I am committed to ensuring that my student meets this expectation.

\_\_\_ I understand and agree that I am expected to follow the guidance and support of a certified teacher in implementing the LVA program with my student. I understand that the amount of time with the teacher in classes depends on my student's needs, and I agree to make sure the student attends the live sessions required.

\_\_\_ I understand and agree that I am expected to participate in regular conferences and meetings with my student's teacher, and that I must submit work samples as requested.

\_\_\_ I understand and agree that, as students in a public school, LVA students are required to participate in state testing (whether in-person or virtual), Benchmark testing, and other assessments as assigned by the teacher or program. I understand my child is expected to fully participate in the testing at their enrolled grade level and that I am required to provide transportation to all testing sites regardless of distance.

\_\_\_ I understand and agree that it is my responsibility to secure an Internet service provider and that I am reimbursed according to the school policy and compliancy with the program, as described in this handbook.

\_\_\_ I understand and agree that LVA is a full-time public-school program and that my student may not be enrolled in any other full-time or part-time school (not including Dual Enrollment Courses).

\_\_\_ I understand that if my child receives special services, they may not be provided in the home, and I must provide transportation to those services.

\_\_\_ I understand that if my phone number, address, email, or emergency contacts change, I must inform the LVA teacher in a timely manner.

\_\_\_ I understand that LVA is requesting a one-year commitment.

\_\_\_ I understand that all school policies and procedures must be met for continued enrollment in the school.

\_\_\_ I understand that learning coach absences are not an excused reason for student absence, and it is my responsibility to create a plan for continued study in LVA's curriculum in my absence.

\_\_\_ I hereby grant permission to Legends Virtual Academy to use photographs and/or video of me and/or my children taken at school events in publications, news releases, online and in other communications related to the mission of Alabama Virtual Academy.

\_\_\_ I understand that LVA reserves the right to amend this handbook at any time

***The Parent and Student Handbook was shared with you in the student's welcome email from LVA. The Acknowledgement of Handbook signature document was provided via a DocuSign email.***