



TLC Virtual Academy Student Handbook

Mission

Empower students to reach their highest academic potential and provide parents with the best tools to help their child succeed.

Vision

Transform the future of virtual learning with patience, compassion and collaboration.

Beliefs

We believe that every learner is unique and requires a unique approach to learning.

We believe that there should be flexibility in learning and every student with the right tools can reach their highest academic potential.

We believe that a well-rounded educational experience will enhance personal growth and development.

We believe that a strong partnership between students, teachers and parents will produce the best learning experience.

TLC Virtual Academy views the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the policy of TLC Virtual Academy to maintain an environment that promotes ethical and responsible conduct in all digital resource activities.

Digital Code of Conduct

Acceptable behavior, as it relates to the use of technology, is no different than acceptable behavior when attending in-person classes.

Students will practice safe and appropriate virtual learning. Unacceptable behavior includes, but not limited to:

- Using racist, profane, pornographic, sexually oriented, or obscene language or materials
- Attempting to send or sending anonymous messages of any kind
- Purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- Forgery or attempted forgery of electronic messages

TLC Virtual Academy promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving.

Successful completion of any course which is provided solely online requires a student to meet the requirements of the course as outlined in the course syllabus, including all projects, writing assignments, and assessments. Students must actively engage in their classes.



Communication policy

The student and teacher will communicate regularly and work together to set up a personalized assignment completion plan that meets the needs of each student.

Academic Intervention Policy

If a student is not making the required daily academic progress, the student's teacher will intervene. The interventions may include, but is not limited to:

- A phone call to student and parents
- Create and implement Student Individualized Intervention Plan
- Academic coaching
- Specific completion of specific daily and/or weekly goals determined by the teacher and accomplished by the student
- Increased time spent on coursework
- Remediation with a teacher to ensure success on assignments

The parent/guardian must agree to monitor student use at home (if applicable). The best way to keep students safe and on-task is to have a parent/guardian present and involved. If a student falls behind in assignment completion, the teacher will work with the student to develop a plan and create a strategy for completing assignments on time.

Absences

It is expected that students will adhere to their personalized learning plan and log on to live classes when applicable. In the event that attendance is not possible because of illness, family emergency, or personal necessity, the following procedures must be followed:

Notify your student's teacher of the absence and the reason for it. Students with a history of excessive absences may be required to sign an Attendance Contract while enrolled as a student. A student is considered to have excessive absences if they miss more than 10% of designated school days.

Regular attendance is extremely valuable to every student. Days missed can never be replaced. When your son/daughter is unable to work on his/her assigned course work please call the teacher to report an absence.