



Adult High School Diploma Completion Program
Student Handbook
2026-2027 School Year
In Partnership with Perry County Schools

Welcome Letter

We are honored that you have chosen to continue your educational journey through our Adult High School Diploma Completion Program. Making the decision to return to school as an adult requires courage, determination, and a commitment to creating new opportunities for yourself and your family. Whether your goal is to advance your career, pursue higher education, serve as a role model for your children, or achieve a lifelong personal goal, we are committed to supporting you every step of the way.

At TRAVA, we recognize that adult learners face unique challenges. Many of our students balance full-time employment, family responsibilities, military obligations, transportation concerns, financial commitments, and other personal responsibilities while pursuing their education. Our program is specifically designed to provide the flexibility adult learners need while maintaining the academic rigor and accountability necessary to earn a Tennessee High School Diploma.

Through personalized graduation planning, certified instructional support, flexible online learning opportunities, and ongoing academic coaching, TRAVA seeks to remove barriers and help students successfully complete their diploma requirements. We believe every student deserves the opportunity to achieve academic success regardless of their educational history or previous circumstances.

We are excited to partner with you on this journey and look forward to celebrating your accomplishments as you work toward graduation.

Mission Statement

The mission of Tennessee River Adult Virtual Academy is to provide adult learners with a flexible, supportive, and academically rigorous pathway to earning a Tennessee High School Diploma while preparing students for college, career advancement, military service, workforce training, and lifelong success.

Through individualized support, high-quality instruction, and meaningful educational opportunities, TRAVA strives to empower students to achieve their academic goals and create brighter futures for themselves, their families, and their communities.

Vision Statement

The vision of Tennessee River Adult Virtual Academy is to become Tennessee's leading virtual adult high school diploma completion program by providing innovative educational opportunities that increase graduation rates, support workforce development, and promote lifelong learning.

TRAVA envisions a future where every adult learner has access to a high-quality educational pathway that removes barriers to success and creates opportunities for personal and professional growth.

Program Overview

Tennessee River Adult Virtual Academy (TRAVA) is a fully virtual Adult High School Diploma Completion Program operated in partnership with Perry County Schools.

The purpose of the program is to provide adult learners who have not yet earned a high school diploma with an opportunity to complete graduation requirements and earn a Tennessee High School Diploma through a flexible online learning environment.

Students enrolled in TRAVA receive access to:

- Online coursework aligned to Tennessee academic standards
- Certified instructional staff
- Individualized graduation planning
- Academic coaching and support services
- Career and college readiness resources
- Technology support services
- Workforce development information
- Postsecondary planning assistance

TRAVA is not a GED, HiSET, or High School Equivalency (HSE) program. Students who successfully complete all graduation requirements earn a traditional Tennessee High School Diploma issued through Perry County Schools.

The program is designed to meet the needs of adult learners while maintaining high academic expectations and ensuring students are adequately prepared for future educational and career opportunities.

Enrollment Eligibility

Students seeking enrollment in Tennessee River Adult Virtual Academy must meet all applicable eligibility requirements established by Perry County Schools and the State of Tennessee.

Eligible students generally include:

- Adults who previously attended high school but did not graduate
- Adults seeking completion of remaining graduation requirements
- Individuals returning to school after an extended absence
- Individuals seeking a traditional high school diploma rather than a GED or HiSET credential

To be considered for enrollment, students may be required to provide:

- Government-issued identification
- Proof of Tennessee residency
- Official transcripts from previously attended schools
- Additional educational records when necessary
- Completed enrollment documentation

TRAVA reserves the right to request additional information or documentation as needed to verify eligibility and determine appropriate placement within the program.

Enrollment is not considered complete until all required documentation has been received and reviewed.

Enrollment Process

The enrollment process is designed to ensure that students receive appropriate credit for previous academic work and are provided with an accurate graduation plan.

The enrollment process generally includes:

Step 1: Completion of the enrollment application.

Step 2: Submission of required documentation including identification, residency verification, and educational records.

Step 3: Review and evaluation of transcripts and previous coursework.

Step 4: Development of an Individual Graduation Plan.

Step 5: Completion of student orientation and technology onboarding.

Step 6: Activation of coursework and program participation.

Students will not be permitted to begin coursework until all enrollment requirements have been satisfied.

Transcript Evaluation and Credit Transfer

The enrollment process is designed to ensure that students receive appropriate credit for previous academic work and are provided with an accurate graduation plan.

The enrollment process generally includes:

Step 1: Completion of the enrollment application.

Step 2: Submission of required documentation including identification, residency verification, and educational records.

Step 3: Review and evaluation of transcripts and previous coursework.

Step 4: Development of an Individual Graduation Plan.

Step 5: Completion of student orientation and technology onboarding.

Step 6: Activation of coursework and program participation.

Students will not be permitted to begin coursework until all enrollment requirements have been satisfied.

Individual Graduation Plan

Each student will receive an Individual Graduation Plan (IGP) upon completion of the transcript evaluation process.

The IGP serves as a roadmap toward graduation and includes:

- Credits earned
- Credits accepted for transfer
- Credits remaining
- Required courses
- Graduation timeline
- Postsecondary goals
- Career planning goals

Students are expected to review their graduation plan regularly and maintain communication with school personnel regarding their progress.

The Individual Graduation Plan may be updated as needed throughout the student's enrollment.

Graduation Requirements

Students enrolled in TRAVA are pursuing a Tennessee High School Diploma issued through Perry County Schools.

Graduation requirements are determined based upon Tennessee State Board of Education requirements, Perry County Schools requirements, transcript evaluations, and the student's educational history.

Students must successfully complete all required coursework and satisfy all applicable graduation requirements prior to receiving a diploma.

Because adult learners often enter the program with varying educational histories, graduation requirements are reviewed individually and outlined within each student's Individual Graduation Plan.

Students are encouraged to work closely with school personnel to monitor progress toward graduation and ensure timely completion of all requirements.

Testing and Assessment Requirements

Tennessee River Adult Virtual Academy is committed to ensuring that all students demonstrate mastery of academic standards and graduation competencies necessary to earn a Tennessee High School Diploma.

Because adult learners enter the program with varying educational backgrounds, assessment requirements are reviewed individually through the transcript evaluation process and Individual Graduation Plan (IGP).

Students may be required to complete:

- Course-based assessments
- Unit assessments
- End-of-course projects
- Written assignments
- Presentations

- Demonstrations of mastery
- District-required assessments
- State-required graduation components, when applicable

Assessment requirements will vary based upon each student's educational history, previously earned credits, and remaining graduation requirements.

Students are expected to complete all required assessments honestly and independently. Failure to complete required assessments may impact course completion, credit attainment, and graduation eligibility.

School personnel may require additional assessments to determine appropriate placement, verify competency, or support graduation planning.

Attendance and Participation

As a virtual adult education program, attendance is measured through active participation and academic engagement rather than physical presence in a classroom.

Regular participation is essential to student success and timely graduation.

Examples of meaningful participation include:

- Logging into coursework regularly
- Completing assignments
- Participating in instructional activities
- Communicating with instructors
- Attending required virtual meetings
- Responding to outreach from school personnel
- Completing assessments
- Demonstrating progress toward graduation goals

Students are expected to engage in coursework consistently throughout enrollment.

While TRAVA provides flexibility, students must remain actively involved in the educational process.

Students who become inactive may receive intervention support, progress monitoring, or additional outreach from school personnel.

Failure to participate for extended periods may result in withdrawal from the program.

Satisfactory Academic Progress

Students enrolled in TRAVA are expected to make measurable and consistent progress toward completion of graduation requirements.

Satisfactory Academic Progress (SAP) is evaluated using multiple indicators including:

- Assignment completion
- Course completion
- Assessment performance
- Participation levels
- Graduation plan progress
- Communication with staff

The purpose of SAP monitoring is to identify barriers early and provide support before students fall significantly behind.

School personnel may conduct periodic progress reviews to evaluate:

- Credits completed
- Credits remaining
- Graduation timeline
- Academic performance
- Engagement levels

Students who are not making satisfactory progress may receive additional support services, interventions, or academic improvement plans.

Academic Warning and Probation

Students who demonstrate insufficient academic progress may be placed on Academic Warning.

Academic Warning may occur when:

- Participation declines significantly
- Coursework remains incomplete
- Communication with school personnel ceases
- Progress toward graduation falls behind expectations

Students placed on Academic Warning may be required to meet with school personnel to develop an improvement plan.

If concerns continue despite intervention efforts, students may be placed on Academic Probation.

Academic Probation may include:

- Increased monitoring
- Required meetings
- Specific progress benchmarks
- Graduation timeline reviews
- Additional academic supports

The purpose of Academic Probation is to help students regain momentum and successfully continue toward graduation.

Students who fail to meet expectations while on Academic Probation may be considered for administrative withdrawal.

Administrative Withdrawal

TRAVA is committed to supporting students through challenges and barriers that may impact participation. However, students must remain actively engaged in the program.

Students may be administratively withdrawn for reasons including:

- Extended inactivity
- Failure to participate in coursework
- Failure to communicate with school personnel
- Failure to respond to intervention efforts
- Student request for withdrawal
- Submission of fraudulent records or information
- Violation of program policies

Whenever possible, school personnel will attempt to contact students and provide support before withdrawal decisions are made.

Students who are withdrawn may be eligible to reapply according to district procedures and program requirements.

Administrative withdrawal does not guarantee future readmission.

Student Rights and Responsibilities

Students enrolled in TRAVA have the right to:

- Access educational opportunities
- Receive fair and equitable treatment
- Learn in a safe and supportive environment
- Access educational records as permitted by law
- Receive academic support services
- Participate in program activities when eligible
- Request assistance when needed
- File grievances according to established procedures

Students also have important responsibilities.

Students are responsible for:

- Maintaining current contact information
- Monitoring school communications
- Participating regularly
- Completing coursework honestly
- Following program policies
- Treating others respectfully
- Seeking assistance when challenges arise

Student success depends upon active engagement and personal responsibility.

Code of Conduct

TRAVA is committed to maintaining a respectful, safe, and supportive learning environment for all students and staff.

Students are expected to demonstrate professionalism and respect in all interactions.

Students shall:

- Treat others with dignity and respect
- Communicate professionally
- Follow school policies
- Maintain academic honesty
- Use technology responsibly
- Respect diverse backgrounds and perspectives

The following behaviors are prohibited:

- Harassment
- Bullying
- Discrimination
- Threats or intimidation
- Inappropriate language
- Disruptive conduct
- Academic dishonesty
- Cyberbullying
- Illegal activity

Violations may result in disciplinary action including warnings, probation, suspension of privileges, or withdrawal from the program.

Academic Integrity

Academic integrity is a fundamental expectation of all students enrolled in TRAVA.

Students are expected to complete all assignments, projects, assessments, and coursework honestly and independently unless collaboration is specifically authorized.

Examples of academic dishonesty include:

- Cheating
- Plagiarism
- Copying another person's work
- Submitting purchased assignments
- Falsifying records
- Unauthorized collaboration
- Unauthorized use of artificial intelligence tools

Academic dishonesty undermines the educational process and may result in disciplinary action.

Consequences may include:

- Assignment failure
- Assessment invalidation
- Course failure
- Academic probation
- Administrative withdrawal

Students are encouraged to seek assistance when they are struggling rather than engaging in dishonest practices.

Artificial Intelligence Policy

TRAVA recognizes that artificial intelligence tools are becoming increasingly common in educational and professional settings.

Students may use AI tools only when specifically authorized by instructional staff.

Even when AI use is permitted, students remain responsible for:

- Accuracy of information
- Original thought and analysis
- Compliance with assignment requirements
- Demonstration of learning

AI may not be used to:

- Complete assignments on behalf of students
- Generate work submitted as entirely original
- Circumvent learning expectations
- Misrepresent student knowledge

Unauthorized use of AI may be treated as academic dishonesty.

The school reserves the right to review assignments and require students to demonstrate understanding of submitted work.

Technology and Acceptable Use

Technology is an essential component of the Tennessee River Adult Virtual Academy learning experience. Students are expected to use all technology resources responsibly, ethically, and in a manner that supports educational goals.

Students may be provided access to learning management systems, educational software, electronic communications, and other online resources necessary for participation in the program.

Students are expected to:

- Protect usernames and passwords
- Maintain confidentiality of account information
- Use technology for educational purposes
- Follow all applicable laws and regulations
- Report technology issues promptly
- Protect personal and school data
- Use respectful and professional communication

Students may not:

- Share account credentials
- Access another person's account
- Attempt to bypass security measures
- Download unauthorized software
- Access inappropriate content
- Engage in cyberbullying
- Use technology to harass or intimidate others
- Violate copyright laws
- Use school systems for illegal activities

The school reserves the right to monitor the use of school-provided systems and resources to ensure compliance with program expectations.

Violations of the Acceptable Use Policy may result in disciplinary action, suspension of technology privileges, removal from courses, or administrative withdrawal.

Students are responsible for protecting school-issued equipment from damage, loss, or theft. Students may be financially responsible for damaged or unreturned equipment in accordance with district policies.

Student Support Services

TRAVA recognizes that adult learners often face unique challenges while pursuing educational goals. The program is committed to providing support services designed to promote student success and remove barriers to graduation.

Support services may include:

Academic Support

Students may receive assistance through:

- Individual tutoring
- Small-group instruction
- Academic intervention services
- Assignment support
- Study skills development
- Time management assistance

Graduation Planning

Students receive ongoing support related to:

- Transcript review
- Credit tracking
- Graduation timelines
- Individual Graduation Plan updates
- Graduation eligibility reviews

Technology Support

Students may receive assistance with:

- Learning platform access
- Password resets
- Technical troubleshooting
- Virtual learning tools
- System navigation

Student Success Coaching

Student success coaching may include:

- Goal setting
- Progress monitoring
- Accountability support
- Resource referrals
- Academic planning

School personnel are committed to helping students overcome obstacles and successfully complete graduation requirements.

Career and College Readiness

One of the primary goals of TRAVA is to prepare students for life after graduation.

Students are encouraged to explore educational, workforce, military, and training opportunities that align with their personal interests and career goals.

Career readiness services may include:

- Career interest assessments
- Resume development
- Interview preparation
- Job search resources
- Workforce development information
- Certification opportunities

College readiness services may include:

- Postsecondary planning
- College application assistance
- Financial aid information
- Scholarship resources
- Tennessee Reconnect information
- Technical college exploration

Students are encouraged to discuss future goals with school personnel and develop plans that support long-term success.

FERPA and Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records.

Eligible students have the right to:

- Inspect and review educational records
- Request amendments to inaccurate records
- Consent to disclosures of personally identifiable information except as authorized by law
- File complaints regarding FERPA compliance

Educational records include, but are not limited to:

- Academic records
- Enrollment records
- Assessment results

- Attendance information
- Graduation records

TRAVA and Perry County Schools maintain student records in accordance with federal and state laws.

Student information will not be disclosed without appropriate authorization except when permitted by law.

Questions regarding educational records should be directed to school administration.

Non-Discrimination Statement

Tennessee River Adult Virtual Academy is committed to providing equal educational opportunities for all students.

TRAVA does not discriminate on the basis of:

- Race
- Color
- National origin
- Sex
- Disability
- Age
- Religion
- Veteran status
- Genetic information
- Any other protected classification recognized by law

The school is committed to maintaining an environment free from discrimination, harassment, and retaliation.

Students who believe they have experienced discrimination are encouraged to report concerns through established grievance procedures.

All reports will be reviewed promptly and appropriately.

Grievance Procedures

TRAVA encourages students to address concerns in a respectful and constructive manner.

Students who believe a policy has been applied unfairly, who have concerns regarding educational services, or who wish to file a complaint may utilize the grievance process.

Step One

The student should first attempt to resolve the concern informally with the appropriate staff member.

Step Two

If the concern remains unresolved, the student may submit a written complaint to the Principal or designee.

The complaint should include:

- Student name
- Date of incident
- Description of concern
- Requested resolution

Step Three

The Principal or designee will review the complaint and provide a written response.

Step Four

If the student remains dissatisfied, the matter may be appealed according to Perry County Schools procedures.

Retaliation against individuals who file complaints in good faith is prohibited.

Graduation Ceremony Participation

Students who successfully complete all graduation requirements may be eligible to participate in commencement exercises and other graduation-related activities.

Participation in graduation ceremonies requires:

- Completion of all graduation requirements
- Verification of diploma eligibility
- Compliance with graduation deadlines
- Resolution of outstanding obligations

Participation in commencement activities is considered a privilege.

The school reserves the right to establish procedures, deadlines, and expectations related to graduation participation.

Students are encouraged to communicate regularly with school personnel regarding graduation status and ceremony information.

Adult Learner Success Agreement

Enrollment in TRAVA represents a commitment to personal growth, educational achievement, and future success.

By enrolling in the program, students agree to:

- Participate consistently in coursework
- Communicate regularly with school personnel
- Complete assignments honestly
- Follow program expectations
- Maintain respectful interactions
- Seek assistance when needed
- Take responsibility for their educational progress

Students understand that educational success requires effort, accountability, and persistence.

Students further acknowledge that failure to participate, communicate, or make satisfactory academic progress may result in intervention, probation, or withdrawal from the program.

Handbook Acknowledgement

I acknowledge that I have received access to the Tennessee River Adult Virtual Academy Student Handbook.

I understand that it is my responsibility to review the handbook and comply with all program expectations, policies, and procedures.

I understand that the handbook may be updated periodically and that I am responsible for remaining informed regarding program requirements.

Student Name: _____

Student Signature: _____

Date: _____

Technology Agreement

I understand that access to school technology resources is a privilege and not a right.

I agree to:

- Use technology responsibly
- Protect account credentials
- Follow all acceptable use expectations
- Report technical issues promptly
- Respect the privacy and rights of others

I understand that violations of technology policies may result in disciplinary action, loss of technology privileges, or removal from the program.

Student Name: _____

Student Signature: _____

Date: _____

FERPA Annual Notice

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights regarding educational records.

These rights include:

1. The right to inspect and review educational records.
2. The right to request amendment of records believed to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information except where FERPA authorizes disclosure without consent.
4. The right to file a complaint with the United States Department of Education concerning alleged failures to comply with FERPA requirements.

Additional information regarding student records and privacy protections may be obtained from school administration.

TRAVA and Perry County Schools are committed to protecting the confidentiality and security of student information.

