



# **Parent & Student Handbook**

## **2016 - 2017**

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# Paulding Virtual Academy

at New Hope Education Center

Cliff Cole  
Superintendent

## TABLE OF CONTENTS

Table of Contents .....	2
Mission - Location – Hours – Contact Information .....	3
District Calendar .....	4
Parking .....	5
Grades – Course - Placement .....	6
Withdrawal Criteria .....	6
General Attendance and Tardiness Rules .....	6
Academic Progress .....	7
Internet/Equipment and Electronic Network Usage .....	7
Financial Obligations .....	7
Paulding Virtual Academy Policies and Information .....	8
Student Discipline .....	8
Standards for Student Behavior .....	8
Behavioral Expectations .....	9
Progressive Discipline Processes .....	9
Parental Involvement .....	9
Authority of the Director .....	9
High School Courses .....	10
Program Details .....	11
Sports - Clubs – Extracurricular .....	11
Application Process .....	12
Program Models .....	12
Full Support .....	12
Minimum Attendance .....	13
ALFAS Alternative Learning For Academic Success .....	13
PVA Participation Criteria .....	14
Student Responsibilities .....	14
Frequently Asked Questions .....	15-17
Statement of Plagiarism .....	17



# Paulding Virtual Academy

at New Hope Education Center

Cliff Cole  
Superintendent

## MISSION - LOCATION – HOURS – CONTACT INFORMATION

Welcome to the Paulding Virtual Academy (PVA) program located at New Hope Education Center (NHEC). The program is designed to provide Paulding students options to succeed academically and meet the challenges of our evolving educational climate.

PVA's Mission is to help students achieve academic success in a non-traditional model utilizing individualized web based technology in conjunction with teacher support. We believe every student has the ability to learn and should be provided the opportunity to develop their personal talents on their journey to become graduates from the Paulding County School District.

### Office Hours

Monday – Friday 8:00 – 3:30

### Location and Contact Numbers

4555 Dallas Acworth Highway  
Dallas, GA 30132

Phone (770) 445-2656

### Directions to Campus:

From highway. 278/CH James Parkway: Take 92 North to East Paulding Dr. Make a left onto East Paulding Drive to Dallas-Acworth Highway. Cross over Dallas-Acworth onto Old Cartersville Road. The New Hope Education Center car entrance is to the right.

From highway. 41: Take 92 South to the stop light at 92 junction. Continue straight through the stop light onto Dallas-Acworth Highway. The New Hope Education Center entrance will be on the right.

Dr. Vladimir Labossiere  
Director of Alternative Education





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## DISTRICT CALENDAR

### July 2016

S	M	T	W	T	F	S
					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						

4 - Independence Day

25-29 - Preplanning

### January 2017

S	M	T	W	T	F	S
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				

2-3 Holiday Break

4 - Teacher Workday

16 - Martin Luther King Day

### August 2016

S	M	T	W	T	F	S
	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			

1 - First Day of School

### February 2017

S	M	T	W	T	F	S
			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				

1 - Two Hour Early Release

20 - President's Day

20-24 - Winter Break\*

### September 2016

S	M	T	W	T	F	S
				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	

5 - Labor Day

14 - Two Hour Early Release

26-30 - Fall Break

### March 2017

S	M	T	W	T	F	S
			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	

17 - Teacher Workday

20-24 - Parent Conferences

### October 2016

S	M	T	W	T	F	S
						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					

10-14 - Parent Conferences

### April 2017

S	M	T	W	T	F	S
						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						

3-7 - Spring Break

### November 2016

S	M	T	W	T	F	S
		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			

8 - Professional Learning Day

21-25 Thanksgiving Break

### May 2017

S	M	T	W	T	F	S
	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			

26 - Last Day of School

26 - Two Hour Early Release

26-27 - Graduation Ceremonies

29 - Memorial Day

30-31 - Post-planning

### December 2016

S	M	T	W	T	F	S
				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

7 - Two Hour Early Release

21-30 - Holiday Break

### June 2017

S	M	T	W	T	F	S
				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	

Key: Holiday Schools Closed, Student Holiday/Teacher Workday/Professional Learning, Professional Learning Day/Students Dismissed 2 Hours Early, Parent Conferences (ALL Levels) Students Dismissed 1 Hour Early, \*May be considered as inclement weather make-up days

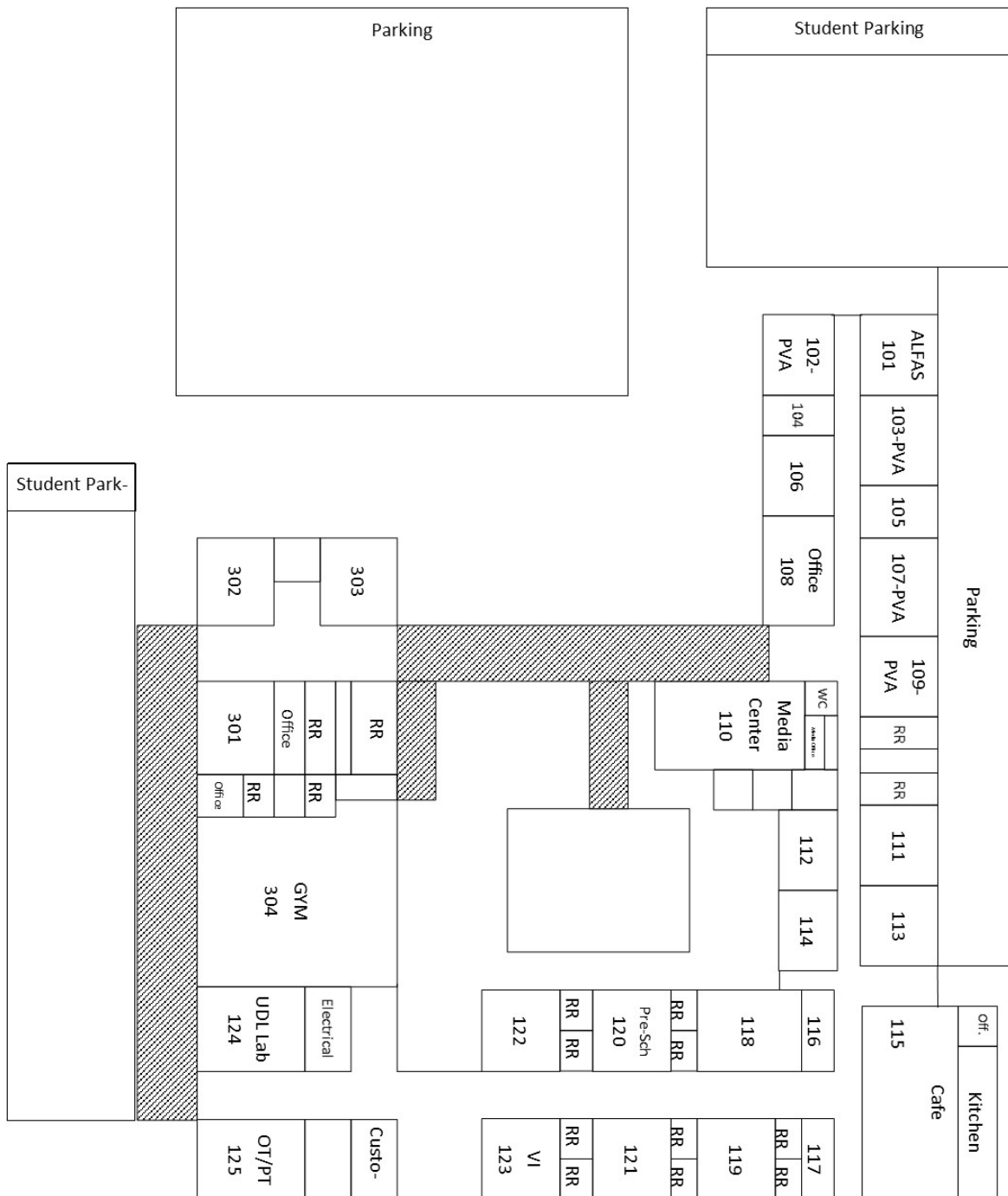


# Paulding Virtual Academy

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## PARKING





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## GRADES – COURSE - PLACEMENT

Student grades and course placements are based upon the time of enrollment into PVA. The academic expectation is for students to complete all course work within the allotted semester.

## WITHDRAWAL CRITERIA

1. Appropriate school personnel are authorized to withdraw a student who:
  - a. Accumulates 5 unexcused absence/tardy combinations per semester.
  - b. Fails to maintain appropriate pace and academic progress
    - i. Pace: Each student receives a pacing guide for every course that they take at PVA. Each pacing guide lists the assignments students are required to complete each week.
    - ii. Academic Progress: This refers to the student's current class average on any given time. Any assignment listed on the pacing guide that is not completed for the appropriate week will be entered into Infinite Campus as a 0%. However, students can still complete these 0% assignments through the end of each semester.
  - c. Fails to meet the behavior standards listed within the student handbook.
2. Appropriate school personnel are authorized to withdraw a student if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

## GENERAL ATTENDANCE AND TARDINESS RULES

1. Excessive absences and tardiness have a significant impact on students' academic performance. Students enrolled through the full support (four days per week) or the minimum attendance models (one to three days per week) must meet minimum onsite attendance parameters in order to maintain participation in the full support or the minimum attendance models.
2. Students must be checked out through the school office by a parent or other authorized adult before leaving school.
3. A student is considered to be tardy to class if not in the room at the appointed start time and/or if he does not have the necessary materials to begin class. Teachers are to manage the first three tardy events to class in an eighteen-week period. On the fourth tardy event the student is to be referred to an administrator with the proper discipline form.
4. A student arriving at school after the beginning of class is considered tardy.





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## ACADEMIC PROGRESS

An individualized program will be developed to maximize each student's academic outcome after the first two weeks of each semester.

Students should work on all classes daily, at PVA and at home, in order to maintain an acceptable pace as required by each course's pacing guide.

Students who participate in the minimum attendance models (one to three days per weeks) must maintain adequate pace and academic progress to remain in the minimum attendance models. This will be determined on a weekly basis as PVA instructors meet to monitor pace and academic progress.

Students may accelerate progress in their coursework based upon their academic ability to do so.

## INTERNET/EQUIPMENT AND ELECTRONIC NETWORK USAGE

PVA students have 24/7 access to the curriculum. Students are encouraged to work both on and off campus. Please note:

1. Students are offered the opportunity to enhance their education through the use of the internet and other electronic networks. There is no right to privacy as it relates to information accessed, developed, or used on Paulding County School District computers, networks and the internet. Paulding County School District employees may monitor or access information from computer workstations at any time. Paulding County School District does not provide electronic mail, off campus internet access, or equipment to students.
2. Paulding County School District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the education center setting. On an unregulated network however, it is impossible to control all material, and a user may discover inappropriate material. Ultimately, the parent/guardian is responsible for setting and conveying the standards that their son/daughter or ward should follow, as the parent/guardian is legally responsible for his/her student's actions. Paulding County School District supports and respects each family's right to decide whether or not to authorize unsupervised access to the Paulding County School District education center's electronic networks. Any violation of the terms and conditions, outlined on the internet and electronic network usage form, will result in immediate revoking of internet and electronic network privileges and may result in termination from the program.

## FINANCIAL OBLIGATIONS

Materials, equipment, internet access, or any support that students receive by the school system, are issued to students as borrowed property; consequently, students will be held responsible for damage and/or loss of items issued to them. Any financial obligations must be settled before a student can withdraw, graduate, receive grade reports (including final transcripts), student records, or diplomas.



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## PAULDING VIRTUAL ACADEMY POLICIES AND INFORMATION

Students participating in the Paulding Virtual Academy (PVA) are subject to the rules, regulations, and behavioral expectations of the Paulding County School District as defined by Paulding County School District's Board Policy. All students are expected to adhere to both Board Policy and local program rules. These policies and rules will serve as guidelines and are subject to administrative discretion when appropriate.

### STUDENT DISCIPLINE

Parents/guardians and students are asked to sign a form acknowledging their receipt of the Student Code of Conduct. The Student Discipline Codes of Conduct for Elementary, Middle, and High School Students are contained in Regulation JD-R (2) and JD-R (3). The information regarding rules and regulations of this policy are contained in Regulations JD-R (0), JD-R (1), JD-R (2) and JD-R (3).

It is the intention of the Paulding County School District to establish standards for behavior that expect students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

**The center's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the code of conduct, corrective actions may be necessary for the benefit of that individual and the school as a whole.** Accordingly, students shall be governed by policies, regulations and rules set forth in the Paulding County School District Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

1. At school, on school property, or at school sponsored events at any time
2. Off school grounds at any school activity, function or event and while traveling to and from such events
3. On vehicles provided for student transportation by the school system; and at school bus stops

Students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

As required by the Georgia General Assembly, parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### STANDARDS FOR STUDENT BEHAVIOR

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment. The standards are designed to encourage students to respect each other and school district employees, to motivate students to follow student behavior policies adopted by the BOE, and to obey student behavior rules established at each school within this school district.





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*Superintendent*

## BEHAVIORAL EXPECTATIONS

1. Demonstrate courtesy with all individuals regardless of circumstances
2. Behave in a responsible manner, always exercising self-discipline
3. Prepare for each class by bringing appropriate materials
4. Meet the Paulding County School District and school standard of grooming and dress
5. Respect the rights and privileges of other students, teachers, and other employees of PCSD
6. Respect the property of others, including Paulding County School District property and facilities
7. Refrain from committing violations of the Code of Student Conduct

## PROGRESSIVE DISCIPLINE PROCESSES

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by corrective consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Due to the nature of the PVA's format, disciplinary options are limited to denial (continuation) of access to school district properties including software.

1. First infraction
  - Parent and student notification, parent meeting prior to continuation, denial of access (3 days)
2. Second infraction
  - Parent and student notification, parent meeting prior to continuation, denial of access (5 days)
3. Third infraction
  - Parent and student notification, parent meeting prior to continuation, denial of access (5 days)
4. Fourth infraction
  - Removal from PVA and return to the districted public school.

## PARENTAL INVOLVEMENT

Parents are encouraged to visit the school regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

## AUTHORITY OF THE DIRECTOR

The director may undertake the corrective measure or measures that are determined to be in the best interest of the student and the center, including student withdrawal, denial of access, adjustments to a student's schedule, adjustments to the building schedule, and course offerings provided any such action does not violate school board policy.



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## HIGH SCHOOL COURSES

### IDA3 Course Title

ENGLISH	HISTORY and SOCIAL SCIENCES	CTAE
American Literature	American Government	Computer Science Principles, Pathway Course #2: (Introduction to Digital Technology must be completed prior to taking this course.)
AP English Lit.	Anthropology	
AP English Lang.	AP Macroeconomics	
British Literature	AP Microeconomics	
Journalism I	AP Psychology	Food, Nutrition and Wellness
Ninth Gr. Lit & Comp.	AP US History	Intro to Bus/Tech
Oral/Written Communication or Speech Forensics I	AP World History	Managing Diverse Property Types, Pathway Course #3: (Pathway Courses #1 & #2 must be completed prior to taking this course.)
	Current Issues	
World Lit. & Comp.	Economics	
Writer's Workshop	Psychology	
	Sociology	Principles of Accounting I, Pathway Course #2 (Introduction to Business and Technology must be completed prior to taking this course.)
<b>MATH</b>	The Humanities	
Advanced Math Dec. Making	US History	
AP Calculus AB	World Geography	
AP Statistics	World History	
GSE Algebra I		
GSE Algebra II	<b>WORLD LANGUAGES</b>	
GSE Geometry	AP French	<b>ADDITIONAL ELECTIVES</b>
GSE Pre-Calculus	AP Spanish	General Physical Ed I
	French I	Health
	French II	High School Trans. IV
<b>SCIENCE</b>	French III	Music Appreciation I
AP Biology	French IV	Personal Fitness
AP Environmental Science	German I	
Biology	German II	
Chemistry	German III	
Earth Systems	German IV	
Environmental Science	Japanese I	
Forensic Science	Japanese II	
Physical Science	Latin I	
Physics	Latin II	
	Mandarin (Chinese) I	
	Mandarin (Chinese) II	
	Spanish I	
	Spanish II	
	Spanish III	
	Spanish IV	



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## PROGRAM DETAILS

- All Paulding County School District students in grades 9-12 are eligible to apply for admission into the Paulding Virtual Academy.
- Students not currently enrolled in the PCSD, but living in Paulding County, will be allowed to apply for admission through Central Registration and will be enrolled by their districted home school counselor.
- PVA teachers will be available in the afternoons and on Fridays if students require supplemental instruction and/or tutoring.
- Students will have 24/7 access to the Learning Management Systems and course content beyond NHEC's hours of operation.
- Each student will have an individualized plan to complete high school requirements.
- Students will be required to report to the PVA based on their pace and academic progress in accordance with the requirements of their program delivery model.
- Students will be encouraged to progress through the coursework at their own pace, but must meet minimum pacing standards as listed in the pacing guides. Students may have the opportunity to accelerate their academic progress through demonstrated performance and approval.
- All students taking classes through PVA will be required to take and pass any state or district mandated assessments.
- Students will be encouraged to pursue opportunities available to them through Move On When Ready and Work-Based Learning.
- Students will be offered opportunities to connect with college and career partners while taking classes at PVA in order to develop connections they will need after they complete high school.

## SPORTS - CLUBS – EXTRACURRICULAR

Students will maintain all eligibility requirements established at the time of enrollment into PVA.

Students initially enrolling with PCSD and enrolling into PVA will have an eligibility status of their districted home school.

Student may not change eligibility once enrolled into PVA.

Students will be permitted, and are encouraged to interact with their districted school in the following activities:

All sports and sporting events

Band

Clubs

Booster activities

Pep Rallies

Any other activities that the districted home school may offer



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*Superintendent*

## APPLICATION PROCESS

Students interested in attending PVA must complete an online application which will be electronically signed by their parent/guardian. This application will be reviewed by their high school counselor who will complete their section of the application and then submit for consideration into PVA. When all of the above steps have been completed, the application will be reviewed by PVA and the student will be contacted regarding the outcome of the application review. The application packet must be completed in full before a student will be considered for admission to the Paulding Virtual Academy. Applications will be accepted two different times. For the Spring semester, applications will be available and will be accepted for review from November until the 10<sup>th</sup> day of Spring semester. For the Fall semester, applications will be available and will be accepted for review from April until the 10<sup>th</sup> day of Fall semester. After the application is reviewed, students and parents will be notified about admission status.

## PROGRAM MODELS

The Paulding Virtual Academy is designed to utilize current technology to individualize each student's academic program. Students are provided with different attendance models based upon specific requirements designed to maximize success. Not all options will be available to all students. All attendance models require a minimum of onsite course work and are supported and monitored from the NHEC site by a certified and state highly qualified educator. Lateral movement between the models is dependent upon pace and academic progress. PVA offers different attendance models and one focused program:

Full Support (four days per week)

Minimum Attendance (one to three days per week)

ALFAS / Alternative Learning For Academic Success (12<sup>th</sup> grade students only)

### FULL SUPPORT

Students are required to attend 4 days per week (Monday through Thursday) at the NHEC site. The following supports will be offered:

- a. Direct daily face to face teacher support
- b. Access to web conferencing
- c. Flexible time scheduling
- d. Daily meeting with core academic teachers
- e. Full access to PVA technology
- f. Full access to internet based services

The Full Support Model offers the highest level of monitoring, guided academics, and increased parent contact. Students rotate through their four core classes each day.



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## MINIMUM ATTENDANCE

Students can earn the opportunity to attend from one to three days per week at the NHEC site. Students are expected to maintain 100% attendance while on the minimum attendance model. Students are granted off site access to the curriculum. Pace and academic progress are monitored by the center. Students who do not progress adequately in both their pace and their academic progress may be placed onto the full support (full time attendance, four days per week) model to improve academic outcomes.

The following supports will be offered:

- a. Direct daily face to face teacher support
- b. Access to web conferencing
- c. Flexible time scheduling
- d. Daily meeting with core academic teachers
- e. Full access to PVA technology
- f. Full access to internet based services

Guidelines for requesting minimum attendance:

- a. Student has a history of remaining on pace and passing all core classes
- b. Adequate technology and internet access from home
- c. Ability to communicate via e-mail
- d. Absences (logins, meetings, class sessions) in excess of three days may result in a change of attendance model
- e. Pacing and academic progress will be evaluated weekly by the PVA instructors to determine if a student needs to be moved to a different attendance model

Please note that anything less than full support (full time attendance) requires a highly motivated student.

The Minimum Attendance Model closely monitors students' pace and academic progress, offers guided academics, stays in contact with parents/guardians, and requires contact with all core classes on attendance days.

## ALFAS ALTERNATIVE LEARNING FOR ACADEMIC SUCCESS

The ALFAS program is the PCSD's most directed program targeting students in jeopardy of not graduating on time and supporting students who have not successfully completed high school within four academic school years. This program helps struggling students earn their high school diploma. The mission of ALFAS is to prepare students to enter the workplace or academic setting by incorporating academic, workplace, and life skills into an individualized educational program while completing requirements for a high school diploma.

- Supported independent learning
- Smaller student population
- Work at your own pace within a pre-determined time period
- Flexible schedule
- Student centered courses
- Earn/recover credits towards graduation



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## PVA PARTICIPATION CRITERIA

**GPA 2.5:** The minimum allowable GPA for a PVA student is 2.5.

**On track to Graduate:** Students must be on track to graduate with their cohort.

**On grade level:** Students must be in the correct grade level based for their cohort or able to achieve it with a general schedule.

**Dual Enrollment:** When eligible, students are encouraged to participate in dual enrollment.

**Paulding County resident:** Students must reside within the borders of the Paulding Count School District.

## STUDENT RESPONSIBILITIES

Students will be responsible for completing a PVA application and having their school counselor complete and submit the application for review.

Transportation will be the responsibility of the student.

Securing off site access to the internet and computer will be the responsibility of the student.

Students will be expected to follow the PCSD Code of Conduct at all times while enrolled at PVA.

Students will be encouraged to complete career pathways before entering the PVA. Students who have not completed a career pathway will have limited access to Career Technical Agricultural Education (CTAE) courses.

Students will be expected to maintain on-line etiquette while participating in PVA instruction either on site or virtually.





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## FREQUENTLY ASKED QUESTIONS

1. What is the program called?
  - Paulding Virtual Academy (PVA)
2. Why did the district decide to develop PVA?
  - PCSD recognizes the changing educational landscape and the increasing use of technology to supplement and/or provide education. The district also recognizes that student learning styles vary and that the brick and mortar style of education may not maximize the potential of all students. Some students may wish to accelerate academics and participate in dual enrollment. Other students may find the regular school building overwhelming and thereby find it difficult to focus. PVA is designed to serve all students from the most academically challenged student to the scholar.
3. Will there be teachers in the program?
  - All classes are taught online utilizing the best software based upon the student's performance level. PVA is not designed for students to work 100% independently. Core academic instructors will support students by providing direct instruction, supported instruction, office hours, web conferencing, video support materials, and e-mail contact. Teachers are available during school hours and students will have an attendance schedule.
4. How many students can participate in the program?
  - During the initial year, 100 students will be permitted to participate in order to insure a stellar experience. Once all student applications have been received, PVA will generate a list of accepted students. PVA student criteria include: GPA 2.5 or higher, on track to graduate, on grade level, willing to participate in dual enrollment, Paulding county resident.
5. Can homeschool students participate in the program?
  - Yes, the students will then be considered students of their districted school for all extra-curricular activities.
6. Will transportation be provided?
  - Transportation will not be provided.
7. Can students also be in the dual enrollment program?
  - Dual enrollment is a major component of the PVA program. All students will be strongly encouraged and guided towards participation in dual enrollment.
8. Can students participate in all activities at their home school?
  - Yes, in fact it is encouraged. Students who participate in PVA are considered full members of their districted school and may participate in all clubs, sports, proms, and special events at the districted school. Please note that students maintain the eligibility at the districted school they have at the time of enrollment into PVA. For example, a student that is districted for Hiram High School cannot play for East Paulding High School. The student must play for Hiram High School. If a student was school choice to a different school, the rule still applies and that student will remain a member of the school choice school. Student eligibility remains as it was when the student enters into PVA.
9. Do students maintain athletic eligibility?
  - Yes, all eligibility remains intact.



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*Superintendent*

10. How do students enroll?

- Students and families may apply through the online form posted on the district website. Please note that space is limited and prerequisites must be met. Please review the prerequisites in the section title “Participation Criteria” in your PVA handbook.

11. Will the schedule be flexible as far as attendance times and dates?

- Yes, there are scheduling options available to students. The scheduling options serve as minimums and students can choose to attend every day. Please look for the heading “Program Models” earlier in this packet. Students must meet adequate pacing and academic progress in order to qualify for these options.

12. Can students apply after the school year begins?

- Yes, but options and availability become exceedingly limited.

13. Can students withdraw from PVA and return to their districted school?

- Yes, student may withdraw and return to their districted school. Transfers from PVA to the districted school occur at the end of each semester. Students may transfer at the beginning or at the end of any semester.

14. At what point are students committed to attending PVA and cannot return to their districted school?

- Students are permitted to return to their districted school within the first 10 days in the PVA program.

15. Can students take classes at both PVA and the districted school?

- No and yes. Co-curricular classes are permitted (Band, ROTC, Chorus).

16. Will students be able to take CTAE classes and elective classes?

- While there will be a limited number of CTAE classes and elective classes offered, PVA expects students to participate in dual enrollment for many of their electives.

17. What grade levels does the PVA program serve?

- The PVA program serves 9th – 12th grade students.

18. Are the full range of core courses that are required for graduation offered at PVA?

- Yes, we utilize a number of online resources and dual enrollment programs to provide the full gamut of courses required for graduation.

19. Are the courses NCAA approved in regard to athletic scholarships?

- During this first year not all PVA coursework is NCAA approved. This will impact students that are attempting to win an athletic scholarship. If a potential athlete wishes to participate and remain NCAA compliant we will provide them with only NCAA approved coursework.

20. What are the deadlines and timetables for applying to the PVA?

- Applications will be accepted two different times. For the Spring semester, applications will be available and will be accepted for review from November until the 10<sup>th</sup> day of Spring semester. For the Fall semester, applications will be available and will be accepted for review from April until the 10<sup>th</sup> day of Fall semester. After your application is reviewed, you will be notified about your admission status.

21. Will there be full time highly qualified staff to assist the students?

- Yes, we anticipate great growth and will provide state certified and highly qualified core content teachers.



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22. How often must the students physically attend PVA?
- It depends on both what the student prefers and if they qualify for minimum attendance based on adequate pacing and academic progress.
23. What are the learning management systems which will be used for the courses?
- PVA will utilize Canvas, A+ learning, Fueled (K12), Georgia Virtual Schools, and Plato.
24. What are the times during the day that a student must attend?
- Students receive individualized scheduling at PVA. While there are limitations, we work diligently to meet the needs of the family. After the first two weeks of full time attendance, a detailed attendance schedule will be generated. However, please note that attendance schedules are based on both pace and academic progress and are reviewed by instructors at PVA on a weekly basis.
25. My child has an IEP and receives special education services. Does PVA enroll students with special needs?
- Yes, as a public school program, PVA accepts students with disabilities. Once a student with a disability has been accepted into PVA, the Exceptional Students Education Program (ESEP) Coordinator will facilitate an IEP amendment to reflect acceptance into PVA. While attending PVA, students can receive accommodations and consultative service. The lead teacher from the home high school will become the student's case manager and provide the consultative service.

## • STATEMENT OF PLAGIARISM

### Definition of Plagiarism:

Plagiarism in an academic setting occurs when a student uses someone else's language, ideas, or other original (not common-knowledge) material without crediting the original author. There are two types of plagiarism;

- **Deliberate Plagiarism:** The most serious offense, involves a deliberate attempt on the part of a student to pass off as his own the writing or ideas of another person (student, parent, published or unpublished author, et al). Straight copying or slight paraphrasing of a source that the student attempts to conceal.
- **Unintentional Plagiarism:** Carelessly or inadequately citing ideas and words borrowed from another source.

Both types of plagiarism are serious violations of the principles of academic integrity and will not be tolerated.

### Penalties for Plagiarism:

- A student who has unintentionally plagiarized will not receive a grade until citation errors are corrected, at which time he will receive a grade reduction just as he would for any other formatting error. Should a student fail to resubmit the paper with corrections within five school days, he will receive a grade of zero. A pattern of documentation error will be considered as intentional.
- A student who intentionally plagiarizes will receive zero credit for the assignment and will be subject to a disciplinary referral. Recovery will not be given.
- A student who allows another student to copy his or her paper or assists in the act of plagiarism will be subject to disciplinary action.