

# PAULDING VIRTUAL HIGH SCHOOL



## **Parent & Student Handbook**

11/13/2020

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# Paulding Virtual High School

This year PCSD will offer 100% virtual online schooling based out of the high schools. This program is offered for students who elect not to attend their zoned school due to the ongoing COVID-19 pandemic. Student enrollment in the high school online program is conditionally based on the students' appropriate attendance in the program and continued satisfactory academic progress in the program.

Over the past four years, PCSD has operated a successful online program under the name of Paulding Virtual Academy. PVA has compiled a successful track record of working with students in grades 6 - 12. The lessons and best practices learned at PVA are being expanded to provide students at the districted schools a similar experience. The addition of Paulding Virtual High School (PVHS) will enable students in grades 9 - 12 to work from home.

PVHS will operate according to the following:

- An opportunity for complete virtual schooling at home.
- All coursework supported by an academic content area teacher through daily instructional videoconferencing.
- Ability to participate in all co and extracurricular activities as desired while completing courses online.
- Continuous semester long enrollment requirement. Once enrolled a student must complete his/her schooling in PCSD for that semester in the virtual high school online.
- Pacing Guides outlining the class requirements due each week.
- Ability to attend virtual tutoring Monday – Friday with an academic content teacher
- Flexible course load and scheduling to meet individual student needs.
- Encouragement and monitoring to complete assignments as scheduled

PVHS program student responsibilities:

- Work daily in assigned courses. Fulfill daily/weekly pacing guide expectations.
- Communicate with program supervisor and teachers through e-mail and video conferences.
- Complete weekly online academic performance reflection form.
- Participate in activities as required by the districted school and PCSD.

DISTRICT CALENDAR

July

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	

27-31 Pre-planning

January

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 Holiday Break  
4 – Teacher Workday  
5 First Day Second Semester  
18 – MLK Holiday  
18 Days

August

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					

3 – First Day of School

21 Days

February

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						

3 – Two Hour Early Release  
15-19 - Winter Break/Pres Holiday  
15 Days

September

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			

2 – Two Hour Early Release  
7 – Labor Day  
21-25 Fall Break  
16 Days

March

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			

12 – Teacher Workday  
15-19 Parent Conferences (2 hr)  
22 Days

October

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

12-16 Parent Conferences (2 hr)  
22 Days

April

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	

5-9 Spring Break  
17 Days

November

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 – District Professional Learning  
23-27 Thanksgiving Break  
15 Days

May

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					

28- Last Day of School  
28 – Two Hour Early Release  
28-29 Graduation Ceremonies  
31- Memorial Day  
20 Days (92 Days)

December

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		

18 – Two Hour Early Release  
21-31 Holiday Break  
14 Days (88 days)

June

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			

1-2 Post Planning

Approved 7/24/18

- Holiday/Schools Closed
- Conferences (ALL Levels) Students Dismissed 2 Hour Early
- Teacher Workday/Student Holiday
- Early Release/All Students Dismissed 2 Hours Early
- \*Days marked with an asterisk may be used as inclement weather make-up days

**ACADEMIC PROGRESS**

Students should work on all classes daily, in order to maintain an acceptable pace as required by each course pacing guide.

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

**HIGH SCHOOL GRADING SCALE INFORMATION****Numerical Grading Scale**

A = 90 - 100

B = 80 - 89

C = 70- 79

F = below 70

**Honors Weighting on Numerical Grade Point Average**

Additional numeric points are added to a student's grades who take Advanced Placement courses and International Baccalaureate and earn a 70 or higher. The additional 10 points is recorded as part of the weighted numerical average on the student's transcript for each course successfully completed.

Additional numeric points are added to a student's grades who take Honors courses and earn a 70 or higher. The additional 5 points is recorded as part of the weighted numerical average on the student's transcript for each course successfully completed.

Effective July 1, 2014, students who entered 9<sup>th</sup> grade during August 2011, and for any subsequent year, 10 additional numeric points are added to the grade of any successfully completed Dual Enrollment core course. Core courses include English, math, science, social studies, and/or world language courses. The additional 10 points are recorded as part of the weighted numerical average as converted and recorded on the transcript.

**GRADES – COURSE - PLACEMENT**

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

PVHS will offer a full suite of online classes to support student on time graduation. The school counselor will discuss with students and families the best course load based upon each student's individual needs.

**WITHDRAWAL CRITERIA**

1. Appropriate school personnel are authorized to withdraw a student who:
  - a. Accumulates 10 unexcused absences 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 PVHS. 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 at 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.
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 have a significant impact on students' academic performance. Students not in attendance during a scheduled video meeting will be considered absent.
2. Students that visit the physical school building for completion of specific tasks must be checked out through the school office by a parent or other authorized adult before leaving school.
3. A student is considered absent if not in the virtual conference room at the appointed start time and/or if he does not have the necessary materials to begin class. Students who sign in late to the virtual conference room will be considered tardy. Teachers will manage the first three absent or tardy events to class. On the fourth absent or tardy event the student is to be referred to an administrator.

**INTERNET/EQUIPMENT AND ELECTRONIC NETWORK USAGE**

PVHS students have 24/7 access to the curriculum. 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 from 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. Please note, all prospective PVHS students must confirm access to their own computer and internet connection during school hours before enrollment in the program.

## POLICIES AND INFORMATION

Students participating in the PVHS 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.



**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 when on video conferencing or when physically on campus.
5. Respect the rights and privileges of all students, teachers, and 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 PVHS'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 PVHS and return to the districted public school

**PARENTAL INVOLVEMENT**

Parents are encouraged to monitor their student's progress regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Parents must be available for conferences with PVHS.

**AUTHORITY OF THE SCHOOL ADMINISTRATION**

The director/principal 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.

**PROGRAM DETAILS**

- All Paulding County School District students in grades 9-12 who elect not to attend their zoned school due to the ongoing COVID-19 pandemic are eligible to apply for admission into the PVHS program.
- 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.
- PVHS teachers will be available 20 minutes per day, per course for student support. In addition, your student may request additional online tutoring support from his course facilitator.
- Students will have 24/7 access to the Learning Management Systems and course content.
- Each student will have an individualized plan to complete high school requirements.
- 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 PVHS will be required to take any state or district mandated assessments.
- PVHS students may pursue opportunities available to them through Dual Enrollment and Work-Based Learning.
- Students will be offered opportunities to connect with college and career partners while taking classes at PVHS 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 PVHS.

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

Students may not change eligibility once enrolled into PVHS.

Students will be permitted, and are encouraged to interact with schools in the district for the following activities:

- All sports and sporting events
- Band
- Clubs
- Booster activities

## APPLICATION PROCESS

Students interested in attending PVHS 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 the school section of the application and then submit for enrollment consideration. After the application review is complete, the student will be contacted regarding the outcome.

Please note, the application packet must be completed in full before a student will be considered for admission to PVHS. 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 MODEL

The PVHS is designed to utilize current technology to individualize each student's academic program.

Students are expected to maintain 100% attendance while in PVHS as measured by participation in video-based meetings. Students are granted off site access to the curriculum. Pace and academic progress are monitored by the high school. Students who do not progress adequately in both their pace and their academic progress may be removed from PVHS and returned to the face to face learning experience to improve academic outcomes.

The following supports will be offered:

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

Students should:

- a. Be able to remain on pace and pass all classes
- b. Have access to adequate technology and internet access from home
- c. Have the ability to communicate via e-mail

Pacing and academic progress will be evaluated weekly by the PVHS instructors to determine if a student needs to be moved to a different attendance model.

Please note that online learning requires a highly motivated student with good home support.

Virtual students will attend their regularly districted high school when they need to take a test on campus. The number and frequency of tests depends on the course.

## PVHS PARTICIPATION CRITERIA

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

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

**STUDENT RESPONSIBILITIES**

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

Securing off site access to the internet and computer will be the responsibility of the student. Students will not be allowed to enroll in PVHS without confirmation of internet and computer access.

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

Students will be expected to maintain on-line etiquette consistent with requirements of the PCSD student code of conduct while participating in PVHS either on site or virtually.

**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.

**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.

**FREQUENTLY ASKED QUESTIONS**

1. What is the program called?
  - Paulding Virtual High School is part of PVA
2. Why did the district decide to develop PVHS?
  - PVHS was developed to meet the education needs of PCSD students who elect not to return to their home school due to the ongoing COVID-19 pandemic.
3. Will there be teachers in the program?
  - All classes are taught online utilizing the best software based upon the student's performance level. PVHS is not designed for students to work 100% independently. Core academic instructors will support students by providing supported instruction, office hours for tutoring, 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?
  - TBD.
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 PVHS 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 PVHS 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 PVHS. 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. Student eligibility remains as it was when the student enters into PVHS.
9. Do students maintain athletic eligibility?
  - Yes, all eligibility remains intact.
10. How do students enroll?
  - TBD.
11. Can students apply after the school year begins?
  - Yes, but options and availability become exceedingly limited.
12. Can students withdraw from PVHS and return to their districted school?
  - Yes, student may withdraw and return to their districted school. Transfers from PVHS to the districted school occur at the end of each semester. Students may transfer at the beginning or at the end of any semester.

## FREQUENTLY ASKED QUESTIONS CONTINUED

13. At what point are students committed to attending PVHS and cannot return to their districted school?
- Students are permitted to return to their districted school within the first 10 days in the PVHS program.
14. Can students take classes at both PVHS and the districted school?
- No and yes. Co-curricular classes are permitted (Band, ROTC, Chorus). All other coursework is completed through PVHS.
15. 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, PVHS expects students to participate in dual enrollment for many of their electives.
16. What grade levels does the PVHS program serve?
- The PVHS program serves 9th – 12th grade students.
17. Are the full range of core courses that are required for graduation offered at PVHS?
- Yes, we utilize a number of online resources and dual enrollment programs to provide the full gamut of courses required for graduation.
18. Are the courses NCAA approved in regard to athletic scholarships?
- Yes.
19. What are the deadlines and timetables for applying to the PVHS?
- For the Fall semester, applications will be accepted for review from April until the 10<sup>th</sup> day of Fall semester. For the Spring semester, applications will be accepted from November until the 10<sup>th</sup> day of Spring semester.
20. 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.
21. How often must the students physically attend PVHS?
- Students are required to attend for proctored assessments and counselor tasks.
22. What are the learning management systems which will be used for the courses?
- PVHS will utilize Canvas, and Plato.
23. What are the times during the day that a student must attend?
- Students receive individualized scheduling at PVHS. While there are limitations, we work diligently to meet the needs of the family.
24. I have a child with an IEP that receives special education services, can my child attend the High School Online program?
- Yes, as a public school, High School Online accepts students with disabilities. Enrollment in High School Online is considered a school choice option. Special education services will be provided differently in an online environment. Once a student with a disability has been registered with High School Online, the Exceptional Students Education Program (ESEP) coordinator will facilitate an IEP to discuss possible amendments to the student's IEP to reflect acceptance into High School Online. We encourage parents to contact the PCSD Student Services Department at 770-443-8030 prior to registering; Student Services can also be reached at: [studentservices@paulding.k12.ga.us](mailto:studentservices@paulding.k12.ga.us)