PAULDING VIRTUAL ELEMENTARY ACADEMY

Virtual Elementary
Parent & Student Handbook

Updated: October 12, 2020

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The Paulding County School District is excited to announce our online learning opportunity for elementary school students. The K-5 Paulding Virtual Elementary Academy (PVEA) option was created in direct response to the feedback we received from parents/guardians during the COVID-19 pandemic. The academic expectations and rigor will mirror face-to-face instruction, and virtual students will have a full school day Monday-Friday. Due to the age and maturity of elementary students, there is a significant time commitment for parents/guardians to help facilitate and supervise virtual learning for their K-5 student(s).

Prior to each semester through the Infinite Campus Parent Portal, an online registration form will be issued to parents/guardians during an announced window of time. Parents/guardians must register students for PVEA during the window to allow schools, teachers, and the district to plan appropriately for the following semester. Please note that parents selecting PVEA for their student during the window are committing to virtual instruction for the **entire semester (minimum 18-weeks).**

PCSD staffs face-to-face and virtual learning with existing Paulding teachers, so as the demand for virtual learning changes throughout the year, adjustments to virtual staffing also become necessary. Parents/guardians should be aware that the student's virtual teacher may not be physically located at the school where they are districted, and students may have a different PVEA teacher each semester. Parents are advised to select the learning environment that is best for their student's health, wellbeing, and learning style, not based upon teacher preference.

The Paulding Virtual Elementary Academy program will provide the following to students:

- A completely online program taught and facilitated by a certified Paulding elementary teacher Monday-Friday between the hours of 8:00AM and 2:30PM
- A combination of live video conferencing for interactive instructional lessons, online resources/materials, online assignments, and live online instructional support small groups
- Opportunities for participation in live tutoring and supportive instruction
- Access to supportive instruction such as ESOL, EIP, Title 1, ESEP, etc.
- Weekly Special Area Content (Art, Music, PE, STEM)
- Encouragement and monitoring to complete assignments as scheduled
- Parent/teacher communication regarding each student's progress toward grade-level standards
- Student grading that is consistent with the Paulding County School District's elementary grading policies. Students/Parents will be able to utilize Infinite Campus Parent Portal to view and monitor student academic progress and grade reports.
- An opportunity to participate in home school (your normal districted elementary school) activities which may include before/after school clubs

Paulding Virtual Elementary Academy requirements:

- Enrollment in the program for a **minimum of one semester (18 weeks)**
- Internet access and appropriate technology device
- Access to general school supplies and the ability to print assigned handouts
- Parent/Guardian Commitment: A supervising adult for PVEA students must be available between the hours of 8:00AM - 2:30PM Monday-Friday and is responsible for ensuring that the student attends each live video conferencing session, stays on-task, follows the daily schedule, behaves appropriately, and completes independent work.
- Daily Schedule Commitment: PVEA students are required to login each day by 8:00AM and be online for all live sessions between 8:00AM and 2:30PM Monday-Friday. Live sessions are *not* recorded for on-demand participation outside of normal school hours.

Paulding Virtual Elementary Academy student responsibilities:

- Login each morning by 8:00AM for attendance and Morning Meeting
- Login and participate in all live instruction between 8:00-2:30 (whole class, individual, and small groups)
- Work independently on daily assignments posted by the teacher
- Participate in Friday Specials activities and/or assigned Friday instructional support sessions & assessments
- Meet daily/weekly instructional expectations
- Participate in online lessons and communicate with teachers through email and video conferences
- Participate in activities as required by the districted school and PCSD
- There are courses that will require students to be on a PCSD campus for proctored local assessments. For example, students may be asked to complete the Reading and Math Inventories at school.
- Students will be required to be on a PCSD campus to take required state assessments which may include Georgia Milestone Assessments.

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

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

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

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

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

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)

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

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

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

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

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)

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

- ■ (Blue) Holiday/Schools Closed
- ■ (Yellow) Conferences (ALL Levels) Students Dismissed 2 Hour Early
- ■ (Green) Teacher Workday/Student Holiday
- ■ (Red) 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 attend all live video conferences and work on all subjects daily as directed by their teacher(s). (Approximately 4-5 hours of academic work per day for elementary students) Parents should communicate regularly with the virtual instructor regarding student progress by emailing or setting up a call or video conference outside of live instructional time.

ELEMENTARY SCHOOL GRADING SCALE INFORMATION

Student report cards also provide information about work habits, conduct, and attendance. Academic grades are issued based on the following scales:

Kindergarten	1st – 5th Grades	6th-12th Grades
X-Exceeds Standard	4-Exceeds Mastery	Very Good/A-90-100
M-Meets Standard	3-Demonstrates Mastery	Good/B-80-89
P-Progressing	2-Progressing toward Mastery	Acceptable/C-70-79
E-Emerging	1-Limited or Minimum Progress	Failing/U or F-Below 70
N-Not Yet Demonstrated		

WITHDRAWAL CRITERIA

PVEA is considered a virtual school choice option; therefore, enrollment may be revoked based on one or more of the following reasons. Appropriate school personnel are authorized to withdraw a student who:

1. Has excessive absences, tardies, early sign-outs or late sign ins
   a. Accumulates 10 unexcused absences per semester
   b. Fails to consistently login and attend live, video conferences Monday-Friday: This refers to the student being online and engaged beginning at 8:00AM, consistently logging onto each live session throughout the school day, and participating in Special Areas or other activities/assessments on Fridays.
2. Fails to maintain appropriate academic progress: This refers to the student's current progress towards grade-level standards at any given time. At minimum, students must be actively working towards mastery for grade-level standards and completing weekly assignments.
3. Student or supervising parent/guardian continually behaves in an inappropriate or disruptive manner during live class sessions and/or infringes upon the rights and privileges of other students participating in the class. This includes, but is not limited to, frequently interrupting classroom instruction, the use of profanity or course language, disrespectful behavior/comments, and inappropriate exposure.
4. 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.
5. Other just causes

GENERAL ATTENDANCE RULES

Excessive absences have a significant impact on students' academic performance. The PCSD shall comply with all requirements of state law, State Board of Education rules, and the Student Attendance Protocol that has been developed by the Student Attendance Protocol Committee. **Board Policy JB.** Attendance will be reported and maintained in Infinite Campus, and parents may monitor their student's attendance in Parent Portal.

To be counted present, PVEA students must login daily by 8:00AM for attendance and Morning Meeting.

Students not in attendance during a scheduled video meeting will be considered absent. A student is considered absent if not in the virtual conference room at the appointed start time and/or if he/she 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 absences or tardy events to class. On the fourth absent or tardy event, the student will be referred to the local school according to the Student Attendance Protocols.

Students who visit the physical school building for completion of specific academic or counselor tasks must be checked in/out through the school office by a parent or other authorized adult. All visits to the physical school building must be approved either by the virtual teacher or by local school administration **no less than 24-hours in advance**. Unapproved/drop-in visitation and non-academic visitation are prohibited.

INTERNET/EQUIPMENT AND ELECTRONIC NETWORK USAGE

Paulding Virtual Elementary students have 24/7 access to most course materials. Please note:

1. Students are offered the opportunity to enhance their education using 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 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

There is no charge to participate in Paulding Virtual Elementary Academy. **Please note, all prospective Paulding Virtual Elementary students must confirm access to their own device and internet connection during school hours before enrollment in the program**. Additionally, students need the ability to print handouts and need access to general school supplies.

Students participating in the PVEA 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. Supervising parents/guardians should also model proper behavior during live classes by respecting behavior policies and classroom rules and processes as established by Board policy and the virtual teacher.

PVEA'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. Parents should model appropriate behavior during live, virtual conferences by respecting the Code of Conduct and ensuring their actions are age-appropriate for elementary-aged children.

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 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.

STUDENT BEHAVIORAL EXPECTATIONS

1. Demonstrate courtesy with all individuals regardless of circumstances.
2. Behave in a responsible manner, always exercising self-discipline.
3. Actively engage in live video lessons and avoid any behavior that may be distracting to other learners.
4. Sitting upright with an appropriate writing surface.
5. Positioned within a suitable learning environment free from distractions and excessive background noise.
6. Prepare for each class by bringing appropriate materials for online and independent work.
7. Meet the Paulding County School District Student Dress Code when on video conferencing (or when physically on campus).
8. Demonstrate positive Digital Citizenship & Safety behaviors.
9. Respect the rights and privileges of all students, teachers, and employees of PCSD.
10. Respect the property of others, including Paulding County School District property and facilities.
11. Refrain from committing violations of the Code of Student Conduct.

PROGRESSIVE DISCIPLINE PROCESSES

The Code of Conduct (**Board Policy JD**) 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. Level 1-2 behaviors will follow the outlined process below. Level 3 behaviors will be directly reported to a school administrator.

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

1. First infraction
   - Parent and student notification/warning, documented parent/teacher conference prior to continuation (teacher reports infraction and conference to school counselor and administrator)
2. Second infraction
   - Parent and student notification, parent conference with school counselor or school administrator prior to continuation, and possible denial of access (1 day)
3. Third infraction
   - Parent and student notification, parent/administrator conference prior to continuation, denial of access (1-3 days)
4. Fourth infraction
   - Removal from PVEA and return to the districted public school

Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the virtual school environment, threats to health, safety or property and other acts of serious misconduct. Any such misconduct may result in the immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days pending disciplinary investigation of allegations.

PARENTAL INVOLVEMENT & EXPECTATIONS

Due to the age and maturity of K-5 students, there is a **significant**, daily commitment for the parents/guardians of elementary virtual learners. Parents/guardians are expected to supervise and monitor the student's progress, to assist the student with home technology, to ensure the child logs into each live session on time, and to be actively involved in the behavior support processes designed to promote positive choices and behavior. Parents/guardians also supervise students during their independent work progress between the live sessions with the teacher.

Although parental assistance is expected during instructional times, during times of assessment, parents are only expected to monitor a student's engagement in the assessment and not provide a level of support that would alter the student's answers or levels of mastery. Assessments need to reflect the student's independent abilities.

Parents/guardians must be available for conferences, meetings, or phone calls with teachers and administrators as requested. For technology support or questions about a student's academic progress, parents/guardians should communicate with teachers via email or telephone outside of the live, virtual sessions.

Parents/guardians should respect the rights and privileges of others by honoring the Code of Conduct, school rules, and classroom rules during all live instructional sessions. Examples of disruptive adult behaviors to avoid include frequently interrupting classroom instruction, the use of profanity or course language, disrespectful behavior/comments, inappropriate exposure, and/or any other behavior that is inappropriate for elementary-aged students.
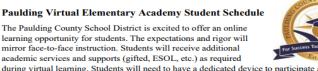
AUTHORITY OF THE SCHOOL ADMINISTRATION

The principal may undertake the corrective measure or measures that are determined to be in the best interest of the student and the virtual school, 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 & DAILY SCHEDULE

- All registered Paulding County School District students in grades K-5 who elect not to attend their zoned school due to the ongoing COVID-19 pandemic are eligible to apply for admission into the PVEA program during the open registration window.

- Prospective students not currently enrolled in the PCSD, but living in Paulding County, must first register through Central Registration and then apply for PVEA via hardship following district registration.

- PVEA instruction will include a combination of live, video conferencing lessons, online resources, and facilitated instructional support.

- PVEA teachers will be available Monday-Friday between the hours of 8:00 AM to 2:30PM for student support and live video instruction. PVEA teachers will determine the daily instructional schedules for their courses in accordance with district and local school guidance.

- PVEA students have access to Special Area Content (PE, Art, Music, STEM) each week to be completed on or before each Friday. At a minimum on each 9-week report card, PVEA students will receive a participation score (1-4) for PE, Music, and Art indicating the student's level of participation in Specials activities.

- Parents/Students may request additional online tutoring support from his/her virtual teacher(s) provided such support can be scheduled between the hours of 8:00 AM to 3:00 PM.

- Students will have 24/7 access to the Learning Management Systems and course content; however, live video-conferencing instruction is only available during their scheduled times throughout the school day.

- Each student will receive differentiated instruction to meet elementary school math and literacy benchmarks.

- PVEA students will be required to take any local, state or district mandated assessments.

Paulding Virtual Elementary Academy Student Schedule

The Paulding County School District is excited to offer an online learning opportunity for students. The expectations and rigor will mirror face-to-face instruction. Students will receive additional academic services and supports (gifted, ESOL, etc.) as required during virtual learning. Students will need to have a dedicated device to participate and complete assignments. Elementary virtual teachers and students will follow this schedule for the instructional day.

	Monday- Thursday	Friday
8:00- 8:15	**Morning Meeting (15 min)** *Includes preview of daily schedule, classroom meeting, and attendance*	**Includes:** **Student Specials** **(PE/Music/Art/STEM)**
8:15-10:45	**Morning Block (150 min)** *Includes scheduled breaks* *May include Live session with teacher, small group sessions, and/or independent work*	**May include:** **Small group** **Remediation/Extension**
10:45-11:45	**Lunch (60 min)**	**Student Individual** **Work and/or Tutoring**
11:45-2:00	**Afternoon Block (135 min)** *Includes a scheduled break* *May include Live session with teacher, small group sessions, and independent work*	**Counseling Sessions** **Parent Contacts** **Student Conferences**
2:00-2:30	**Daily Wrap Up (30 min)** *Includes preview of tomorrow's schedule and classroom closing*	**Student Assessments**

CLUBS – EXTRACURRICULAR

Students initially enrolling with PCSD and enrolling into PVEA will have an eligibility status at their districted home school. Each Paulding Elementary School offers a variety of after-school extracurricular and PTA sponsored events. Students are encouraged to interact with their districted school for activities such as:

- Chorus/Drama
- After-School Clubs
- Science Olympiad

- Reading Bowl
- Title 1 Events
- PTA Events/Activities

Please note, there may be limitations for participation in clubs/extracurricular activities contingent upon the individual expectations of each local program.

APPLICATION PROCESS

Parents/guardians interested in enrolling their student in PVEA must complete an online application in Infinite Campus Parent Portal during the open registration window prior to each semester. After the registration window has closed, the parent/guardian will be contacted regarding admission status. Parents/guardians are required to re-apply for PVEA prior to each semester.

PROGRAM MODEL

The PVEA is designed to utilize current technology, live virtual instruction, online resources/software, and teacher support. Students are expected to maintain 100% attendance while in PVEA as measured by logging in at 8:00AM each day and participation in video-based instruction throughout the day. Students are granted off site access to the curriculum but are not able to access live instruction outside of the scheduled sessions. Pace and academic progress are monitored by the virtual teacher. Students who do not progress adequately in both their participation and their academic progress may be removed from PVEA and returned to the face-to-face learning experience to improve academic outcomes.

The following supports will be offered:
a. Direct video-based support and instruction
b. Access to web conferencing and tutoring
c. Differentiated instruction
d. Full access to internet-based services and software

Students should:
a. Be able to remain on pace and progress in mastery of the standards
b. Have access to adequate technology and internet access from home
c. Have access to basic school supplies and the ability to print handouts
d. Have the ability to communicate via e-mail and by phone

Please note that online learning requires a highly-motivated student with good home support. Due to the age and maturity of K-5 elementary students, parents/guardians should plan to regularly monitor their child's progress and participation throughout the instructional day. It is recommended that parents/guardians provide a quiet learning environment with limited distractions and continually monitor their child's engagement and on-task behavior.

Virtual students will only need to attend their districted elementary school (or the elementary school where the virtual learning teacher is located) when they need to take an assessment on campus. The number and frequency of assessments depend on the course and grade-level. PVEA parents/guardians are responsible for transportation to/from the physical locations.

Paulding Virtual Elementary Academy   **Dr. Brian Otott**
                                                              Superintendent

PVEA PARTICIPATION CRITERIA

Student and Enrolling Parent/Guardian must reside within the borders of the Paulding Count School District and must apply during the open registration window.

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). It also includes the 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. **The parents/guardians of elementary students should support their child's efforts through monitoring and guidance; however, parents/guardians should avoid giving their child answers, completing assignments for their child, typing written responses for their child, overly editing the writing of their child, or otherwise doing anything that falsifies the child's mastery of the standards.**

Penalties for Plagiarism:

- A student who has unintentionally plagiarized will not receive a grade until errors are corrected, at which time he/she will receive a grade reduction just as he/she would for any other error. Should a student fail to resubmit the assignment with corrections within five school days, he/she 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. Grade recovery will not be given.
- A student who allows another student to copy his or her work or assists in the act of plagiarism will be subject to disciplinary action.
- A student who allows someone else to complete his/her virtual assignments or assessments will be subject to disciplinary action and may be dismissed from the PVEA.

1. What is the program called?
   Paulding Virtual Elementary Academy (PVEA)

2. Why did the district decide to develop PVEA?
   PVEA 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 certified teachers in the program? What will my role be as parent/guardian?
   PCSD will be staffing virtual learning with certified elementary teachers from across the district. PVEA is not designed for elementary-aged students to work 100% independently. Children will need a combination of support from their parent/guardian along with PVEA's highly-qualified teachers.

4. If my student was in PVEA first semester, is he/she guaranteed to have the same PVEA teacher the following semester? If my teacher does change, can I then choose to return my child to face-to-face?
   No, PVEA staffing is based on several factors including the number of students who register for PVEA and the number of students who register for in-person instruction. Registration in PVEA during the registration window assures that your student will have a seat in PVEA, but it neither guarantees the same teacher nor does it guarantee a teacher from your districted school. Parents/guardians are encouraged to make their choices based on the best learning environment for their student (in-person or virtual) and not based upon the current teacher as that teacher may change.

5. How many students can participate in the program?
   Program capacity will be determined after the close of the application window.

6. Can homeschool students participate in the program?
   Homeschool students should register as a student of the Paulding County School District to participate in PVEA. New students to Paulding who register after the PVEA registration window has closed will need to apply for hardship into PVEA.

7. Will transportation be provided?
   Transportation will not be provided.

8. Can students participate in all after-school activities at their home school (ie., Chorus, Science Club)?
   Yes, in fact, it is encouraged. Students who participate in PVEA are considered full members of their districted school and may participate in all after school extracurricular clubs and special events at the districted school. Please note that participation is contingent upon expectations of each individual program. Please reach out to the school or club-sponsor with questions.

9. How do parents/guardians enroll their student(s)?
   Complete the online enrollment located in Infinite Campus Parent Portal during the registration window.

10. Can students apply after the registration window closes?
    PCSD students who apply after the registration window will need to establish a **documented hardship and program space must be available in the requested grade-level/course**. The hardship request stating the reasons for hardship and supporting documentation should be submitted to Marie Sellers at msellers@paulding.k12.ga.us. Please note, academic difficulty and teacher preference are not considered hardships.

11. Can students withdraw from PVEA and return to their districted school in-person?

    Yes, but transfers from PVEA to the districted school will occur only **at the end of each semester**. Students may transfer after the completion of any semester.

12. At what point are students committed to attending PVEA and cannot return in-person to their districted school?

    Parents/guardians of PVEA students must register during the registration window. Students are committed to PVEA at the close of the registration window.

13. Will PVEA students have the first 10-days of the semester to return to face-to-face instruction?

    No, PCSD students who wish to drop out of PVEA after the start of the semester will need to establish a **documented hardship <u>and</u> face-to-face classes at the districted school must have seats available in the requested grade-level**. PVEA students wishing to return face-to-face should contact their districted school's principal.

14. How often must the students physically attend PVEA or their local elementary school?

    Students are required to attend for proctored assessments and counselor tasks.

15. I have a child with an IEP that receives special education services, can my child attend the Paulding Virtual Elementary School program?

    Yes, as a public school, Paulding Virtual Elementary Academy accepts students with disabilities. Enrollment in Paulding Virtual Elementary Academy 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 Paulding Virtual Elementary Academy, the Exceptional Students Education Program (ESEP) coordinator will facilitate an IEP to discuss possible amendments to the student's IEP to reflect acceptance into Paulding Virtual Elementary Academy. **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**

16. What would be an appropriate device to access the computer software and participate in video conferences?

- **Equipment**: laptops, chrome books, desktops, tablets, cell phones. Tablets and cellphones work but **can be challenging to navigate compared to larger devices.**
- **Video Conferencing**: Video conferencing works on any internet connected device. If two-way video is desired the internet connected device must have a camera.

17. What supplies will PVEA students need?

    Most elementary courses will require access to basic school supplies and the ability to print handouts for written activities. Parents can use their districted school's posted Elementary Supply List as a guide. Elementary Supply Lists are posted on each individual school's website.

18. As a student, is there a minimum amount of time each day that I should expect to spend completing assignments and participating in video conferences?

    Elementary students should expect to spend approximately 4-5 hours per day on instruction, assignments, and assessments.

19. What courses are offered?

- K-5 Language Arts, Math, Science, and Social Studies.
- Limited, independent online content for Special Areas and STEM