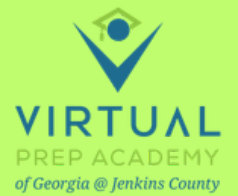


# Student Handbook

Virtual Preparatory Academy of Georgia



# Welcome to The Virtual Preparatory Academy of Georgia

## **Dear Families,**

Welcome to the Virtual Preparatory Academy of Georgia at Jenkins. We are a statewide virtual education program within the Jenkins County School District committed to providing high-quality education and care. Virtual Preparatory Academy of Georgia at Jenkins is a virtual school program under the supervision and regulatory oversight of the Jenkins County School District and the Georgia Department of Education. Virtual Preparatory Academy of Georgia at Jenkins students are public school students with residency in Georgia.

This Student Handbook was developed to answer many commonly asked questions and provide specific information about certain Board policies and guidelines. Please take time to become familiar with the vital information in this handbook and make it available for frequent reference. This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the status of the Board's policies and the school's rules. If any policies or administrative guidelines referenced herein are revised after the Board's approval, the language in the most current policy or administrative guideline prevails.





# Vision, Mission, and Educational Policy



## Our Vision

We envision a future where innovative, accessible, and personalized online learning is the standard, enabling all students to thrive academically and personally, regardless of their location or circumstances.

## Our Mission

At the Virtual Preparatory Academy of Georgia at Jenkins, we are dedicated to providing an inclusive and rigorous online learning environment for ALL students, equipping them with the essential knowledge, skills, and adaptability needed to thrive in a rapidly changing world.

## NON-DISCRIMINATION POLICY

The Virtual Preparatory Academy of Georgia at Jenkins does not discriminate on the basis of race, color, national origin, disability, sex, religion or age in its educational programs and activities, athletic programs, or employment practices. Sexual harassment and disability harassment are acts of discrimination and are not tolerated. Virtual Preparatory Academy of Georgia at Jenkins serves students with disabilities and English Learners and provides services to students as required by state and federal law. In most cases, the services required by a student with disabilities can be provided at the Virtual Preparatory Academy of Georgia at Jenkins. In some cases, a student's needs may require they be placed at a different program or location as determined by an Individualized Education Plan or Section 504 team.



# APPLICATION, REGISTRATION, & ADMISSION

# APPLICATION – REGISTRATION – ADMISSION

Virtual Preparatory Academy of Georgia at Jenkins is a tuition-free, open-enrollment public school serving students in grades K-12 living in Georgia. Families can access an online enrollment portal to complete admissions forms and upload compliance documentation required for school enrollment in Georgia.

## ELIGIBILITY REQUIREMENTS

Any parent, guardian, or other person residing in Georgia who has control or charge of a child or children between the ages of 6 and 17 years of age and any child residing in Georgia between the ages of 6 and 18 years of age is required under Georgia law to enroll and attend school. All eligible public school students with residency in Georgia are able to attend Virtual Preparatory Academy of Georgia at Jenkins.

Students who have attained the age of five by September 1, unless they attain the age of 21 by September 1 or they have received a high school diploma or the equivalent, provided they have not dropped out of school for one quarter or more as prescribed in O.C.G.A. § 20-2-150. Students who have dropped out of school for one quarter or more are eligible to enroll unless they reach the age of 20 by September 1.

If enrolled, students that qualify for Special Education services and have an IEP may attend through the age of 21 or until they receive a regular high school diploma. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in an accredited public kindergarten or first grade may be enrolled if they will attain the age of five for kindergarten or six for first grade by December 31 and are otherwise eligible for enrollment.

## ENROLLMENT PROCESS

All enrollment procedures displayed here have been vetted and reviewed to assure compliance with all federal, state, and local statutes and policies. The procedures comply with FERPA, HIPAA, OCR, and USDOE guidelines and regulatory statutes. The school adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA"). The enrollment process begins with the creation of an account on the enrollment portal. Families complete the online registration application and submit all required admissions documents and verification before students are admitted and enrolled in the school. Upon admission, additional registration materials may be collected.

# APPLICATION – REGISTRATION – ADMISSION

## REQUIRED DOCUMENTS

Required documents for enrollment include proof of student identity and guardianship. For enrollment purposes, a copy of the student's birth certificate (official or hospital- issued) showing the child's legal name, place, date of birth, and the legal Guardian(s). If the birth certificate is unavailable, an alternate option is a combination of Proof of Guardianship (court documentation) and Proof of Identity (child's passport or birth affidavit).

Proof of Residency is also required during enrollment to demonstrate the residency of the student and his/her primary parent/legal guardian. When the child lives with the legal guardian and the proof of residency documentation is in the legal Guardian's name, any of these documents are accepted. O.C.G.A. § 20-2-771

Proof of residency may be provided through utility service billing. The utility must be for a service at a physical address. Installation orders/confirmation or transfer of service are acceptable, provided they are on company letterhead. The document must be dated within the past 30 days.

In cases where the child and legal guardian live with a friend or relative, or when the child resides in a location other than with the legal guardian, or when an independent student (age 18+) resides with a friend or relative, two documents indicating proof of residency are required: an Affidavit of Residency and a Proof of Residency document in the name of the Lessor/Property Owner. Please refer to the Affidavit of Residency Form for specific requirements. The AOR must be completed in the presence of a Notary Public for the state of application. Alternatively, if a handwritten letter is submitted instead of the AOR form, it will be accepted if all required information is included, and the document is notarized. An Affidavit of Residency does not have an expiration date.

# APPLICATION – REGISTRATION – ADMISSION

## Immunization Records

All student immunizations must be up to date before attending a school in Georgia. Official Code of Georgia Annotated, § 20-2-771 and Rules of the Department of Public Health, Chapter 511-2-2.

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting documentation to the school.

The Official Code of Georgia provides for only two types of exemptions from immunization requirements: Medical & Religious.

**Medical:** Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption. O.C.G.A. §20-2-771(d).

**Religious:** For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized Affidavit of Religious Objection to Immunization (DPH Form 2208) Chapter 511-2-2-.07 of the Rules of the Department of Public Health. The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire. O.C.G.A. §20-2-771(e)

## Social Security Number

All student immunizations must be up to date before attending a school in Georgia. Official Code of Georgia Annotated, § 20-2-771 and Rules of the Department of Public Health, Chapter 511-2-2.

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting documentation to the school.

The Official Code of Georgia provides for only two types of exemptions from immunization requirements:

## Transcripts/Report Cards

A copy of the most recent High School Transcript or K-8 report card is required during the application process.

## Admission Of Suspended or Expelled Students

The Virtual Preparatory Academy of Georgia at Jenkins will not admit a resident student who has been expelled from another school system in Georgia, or from a school in another state or from a private school in Georgia for disciplinary reasons, as this may have an adverse impact upon the discipline or general welfare of the school to which the student is to be admitted which is direct and immediate. The Board reserves the right and may decide not to admit a resident student into the school system who has been suspended from another school system in Georgia or from any other state or from a private school in Georgia during the period of such suspension or expulsion.

# APPLICATION – REGISTRATION – ADMISSION

## Immunization Records

All student immunizations must be up to date before attending a school in Georgia. Official Code of Georgia Annotated, § 20-2-771 and Rules of the Department of Public Health, Chapter 511-2-2.

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting documentation to the school.

The Official Code of Georgia provides for only two types of exemptions from immunization requirements: Medical & Religious.

**Medical:** Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption. O.C.G.A. §20-2-771(d).

**Religious:** For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized Affidavit of Religious Objection to Immunization (DPH Form 2208) Chapter 511-2-2-.07 of the Rules of the Department of Public Health. The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire. O.C.G.A. §20-2-771(e)

## Social Security Number

All student immunizations must be up to date before attending a school in Georgia. Official Code of Georgia Annotated, § 20-2-771 and Rules of the Department of Public Health, Chapter 511-2-2.

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting documentation to the school.

The Official Code of Georgia provides for only two types of exemptions from immunization requirements:

## Transcripts/Report Cards

A copy of the most recent High School Transcript or K-8 report card is required during the application process.

# APPLICATION – REGISTRATION – ADMISSION

## Admission Of Suspended or Expelled Students

The Virtual Preparatory Academy of Georgia at Jenkins will not admit a resident student who has been expelled from another school system in Georgia, or from a school in another state or from a private school in Georgia for disciplinary reasons, as this may have an adverse impact upon the discipline or general welfare of the school to which the student is to be admitted which is direct and immediate. The Board reserves the right and may decide not to admit a resident student into the school system who has been suspended from another school system in Georgia or from any other state or from a private school in Georgia during the period of such suspension or expulsion.

## ADDITIONAL DOCUMENTS

### Vision, Hearing, Dental, and Nutrition Screening (Form 3300)

- The vision, hearing, dental, and nutrition screenings reported on the Certificate must have been conducted within one year prior to the time that the child is admitted for the first time to a public school
- If a child has been admitted to a Georgia Public School without a Form 3300, they must then submit a properly executed certificate within 3 months of admission

### Scoliosis Screening (Form 4400)

- Certificate of Scoliosis Screening Form 4400 is required for students entering grade 6 and grade 8. If a student is under the care of a physician or if the parent/guardian does not wish to have their student screened for scoliosis, the opt-out option can be selected on Form 4400.
- Any child admitted to school without a certificate must present one within 90 calendar days. Forms may be obtained and completed at the local public health departments or physician offices.

# APPLICATION – REGISTRATION – ADMISSION

## STUDENT WITHDRAWALS

The Virtual Preparatory Academy of Georgia at Jenkins is authorized to withdraw a student who:

1. Has missed more than 10 consecutive days of unexcused absences
2. Is not subject to compulsory school attendance; and is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

## PROVISIONAL ENROLLMENT

1. A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements, unless enrollment may be properly denied in accordance with a provision of law or the state enrollment rule. If evidence is not provided within 30 days, the Superintendent or designee shall withdraw the student at the end of the 30th day. The 30-day period may be extended for extenuating circumstances at the discretion of the Superintendent or designee.
2. Prior notice of withdrawal to the parent or registering person and, as appropriate, reports to appropriate agencies of non-compliance with attendance laws shall be provided in accordance with the requirements of the state enrollment rule.
3. Provisional enrollment will not apply to students who lawfully may be excluded under the provisions of O.C.G.A. § 20-2-751.1 (expulsion for bringing weapons to school), § 20-2-751.2 (subject to disciplinary orders of other school systems), and § 20-2-768 (expulsion or suspension of students for felonies).

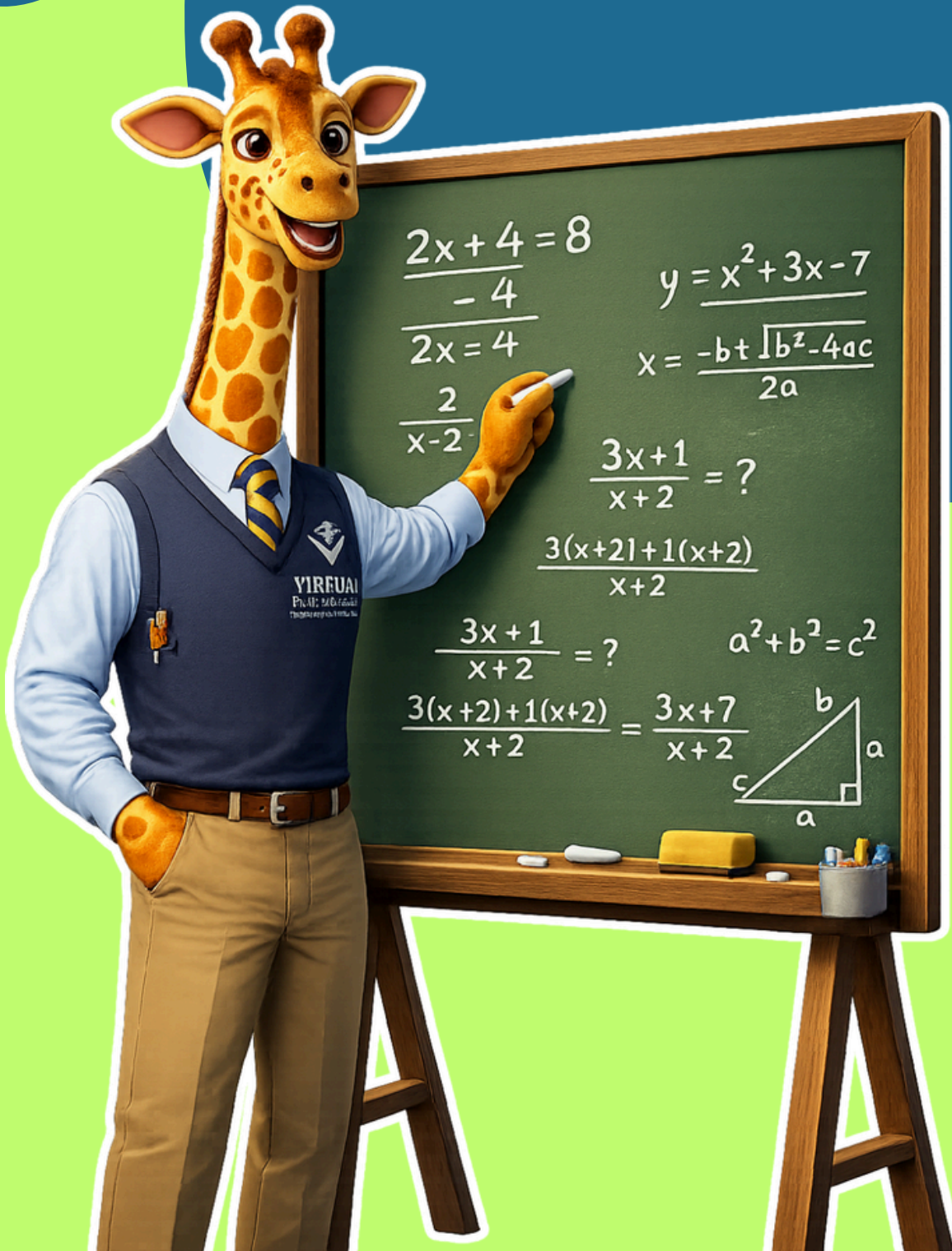
### **Your student will be considered fully enrolled when:**

1. All required documents are received and accepted by the school.
2. Student completes onboarding and orientation prior to beginning any on-line classwork.

## CHANGE OF ADDRESS, PHONE NUMBER, OR CUSTODY

The Parent/Guardian is responsible for informing the school of any address or phone number changes. If there is a change of address, the parent or legal guardian is required to provide the correct student information and proof of residency documentation to the school in writing. If there is a change of custody for the student, the parent or legal guardian is required to provide the correct student information, including the current custody order, to the school by emailing the documentation to: [records@vprepga.org](mailto:records@vprepga.org)

# Academics



# ACADEMICS

## GRADES

The Virtual Preparatory Academy of Georgia at Jenkins has a standard grading procedure and additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary skills. Students are generally assigned grades based on assessment results, homework, projects, and classroom participation. Each teacher may emphasize these areas differently when determining a grade and will inform the students at the beginning of the course work. Students may seek clarification of the grading by requesting additional information from their teacher.

**The Virtual Preparatory Academy of Georgia at Jenkins uses the following grading system:**

Grade Scale		
Letter Grade	Cut-Off Percent	Grade Value
A	90	100
B	80	89
C	70	79
F	0	69

## GRADING PERIODS

Final grades will be posted at the end of each semester, and a digital report card will be issued at that time. Semester grades will be posted to the student's permanent transcript and used for the calculation of an overall GPA. Students and parents can always access student grades via their AMP dashboard. Parents are encouraged to monitor grades and progress regularly.



# ACADEMICS

## PROMOTION, PLACEMENT, AND RETENTION

The Virtual Preparatory Academy of Georgia at Jenkins shall implement the Georgia Academic Placement and Promotion Policy (O.C.G.A. 20-2-282 through 20- 2-285) that bases the placement or promotion of a student into a grade, class, or program, which allows the student to succeed academically. Placement is implemented in accordance with O.C.G.A. 20-2-281 to determine:

- The overall academic achievement of students.
- An appropriate plan of accelerated, differentiated, or additional instruction for students who do not achieve grade level; and
- Placement (with specific recommendations), promotion, or retention of a student.

Students shall be tested in accordance with requirements specified in Rule 160-3-1.07 Testing Program - Student Assessment. The school shall annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and criteria established by the Board.

### GRADUATION REQUIREMENTS

Academic Focus	Credits
English/Language Arts	4
Mathematics	4
Science	4
Social Studies	3
Fine Art	1
CTAE and/or Modern Language and/or Fine Arts	3
Health and Physical Education	1
Electives	11

# ACADEMICS

## ATTENDANCE AND ACADEMIC ENGAGEMENT POLICY

The education process requires a regular continuity of instruction, classroom participation, learning experiences, and study to reach the goal of maximum educational benefits for each child. The regular contact of students with one another in the classroom and their participation in instructional activities under the direction of a highly qualified teacher are vital. Education is much more than written assignments or homework; it encompasses instruction, discussion, interaction, and project work that occurs in the classroom. When a child is not engaged, learning opportunities are lost.

Few factors influence school success more than regular attendance and engagement with School. Student engagement and attendance are tracked via a combination of the following: online activity reports automatically generated by the school Learning Management System when students work in courses or attend live sessions, offline time submissions submitted by Parents/Guardians, participation in state and local assessments, contact with school staff, and other methods as dictated by the school.

- Students are **required** to engage and actively participate in schoolwork each day. Students should be online, completing asynchronous lessons through the course dashboard, **and attending all live sessions as instructed by the academic calendar**. If students are not maintaining the expected level of engagement or not maintaining expected course progress, students will be referred to the engagement intervention program.
- Live session attendance is critical to student success in the online classroom. It is highly recommended that all students attend all live class offerings daily to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades. These live sessions are recorded and available for students to view at any time.
- Students must attend in-person state testing at designated locations on assigned days.
- Students are expected to attend School on all official school days, complete all tasks promptly, and attend live class sessions or view archived materials as directed.
- Failure to log into the learning platform, complete coursework, attend live instruction and/or submit offline time each day and/or show up for assigned testing constitutes an unexcused absence for the student.
- Parents/Guardians may be directed to log offline hours and/or adequately document the student's offline work.
- Parents/Guardians must provide the school with written notes documenting why absences should be excused within three days of the absence date.

# ACADEMICS

## ACADEMIC ENGAGEMENT

Students who fail to meet engagement requirements for completing instructional activities may be subject to interventions and/or withdrawal.

## PROGRAM INFORMATION

The Virtual Preparatory Academy of Georgia at Jenkins teachers will maintain contact with students via online conferences, online lessons through webinars, office hours, email, and phone. Through these contacts, the teacher will communicate clear instructional learning goals for each student and monitor progress towards these goals throughout the school year.

As expected, students identified as at-risk (academically, emotionally, or socially) will hold a higher priority of contact as determined by the teacher and the parent. Students with disabilities sometimes also require more interaction. The general and special education teachers will work collaboratively to ensure increased interaction.

The subject-specific teacher is the primary contact for students and parents/guardians. Virtual Preparatory Academy of Georgia at Jenkins teachers are certified by the State of Georgia, and each is highly qualified to provide instruction and intervention strategies as needed and to address the following types of instructional questions:

- Questions about the curriculum or materials
- Questions about the course scope and sequence of courses
- Questions about modifying assessments for students with documented Special Needs testing
- Questions about grading and progress reports; and
- Requests for help with an assessment or concept

Teachers and Success Coaches proactively monitor each student's progress through Canvas and regular contact via phone, texting, email, and live online class sessions. Teachers score assessments and provide feedback on the student's performance through formal means such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls, online communication, and discussion-based assessments. Depending on a student's needs and grade level, teachers provide instruction differently. Generally, students will have a different subject-specific teacher for each course with the exclusion of Elementary students.

# ACADEMICS

Students can work on their courses anytime or anywhere they have internet access. Each course has an instructor to facilitate the students' learning. Students will complete assignments on their own time at their own pace using the suggested pacing for the course. The student submits assignments to the instructor through Canvas. Courses must be completed by the course end date. Students engage in online discussions and/or chats in a secure environment based on their needs. High school courses meet the state standards for the Georgia Department of Education, resulting in a Georgia high school diploma.

Online schools require the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use Canvas which is the Learning Management System (LMS) made available by MOS, as well as the Internet to communicate and share information.

## UNDERSTANDING THE ROLE OF A LEARNING COACH

The **Learning Coach (LC)** is typically a parent or legal guardian who plays a vital role in a student's education. If a parent or legal guardian isn't available, they can designate a trusted family member, friend, or other adult to take on this responsibility.

### **Key responsibilities of a Learning Coach include:**

- **Academic Support and Guidance:** Working alongside certified teachers, the LC helps prepare for each school day, actively engages in learning activities, and motivates and guides the student throughout the entire school year.
- **Communication and Compliance:** LCs are responsible for understanding and following attendance policies and communicating directly with teachers and school staff whenever necessary.
- **Monitoring Progress and Deadlines:** This includes ensuring students attend live classes, keeping an eye on their grades, and making sure assignments within the online school are completed by the teacher-posted deadlines.
- **Understanding Time Commitment:** LCs should be aware that students typically spend about 50% of their time on asynchronous work (like projects, reading, and workbook assignments) and 50% on online activities (such as live class sessions and online lessons). This balance can adjust based on the student's individual needs

# ACADEMICS

## INSTRUCTIONAL ACTIVITIES

- Live class sessions and online login to curricula or programs.
  - Offline activities not directly from the Canvas platform. (i.e., physical education outdoor assignments)
  - Completed assignments within a particular program, curriculum, or class.
  - Testing.
  - Face-to-face communications or meetings with school staff.
  - Telephone or video conferences with school staff.
  - School-sanctioned field trips; or
  - Orientation and school assemblies.
- 

## ATTENDANCE AND ABSENCE POLICY

The **Learning Coach (LC)** is typically a parent or legal guardian who plays a vital role in a student's education. If a parent or legal guardian isn't available, they can designate a trusted family member, friend, or other adult to take on this responsibility.

### **Key responsibilities of a Learning Coach include:**

- **Academic Support and Guidance:** Working alongside certified teachers, the LC helps prepare for each school day, actively engages in learning activities, and motivates and guides the student throughout the entire school year.
- **Communication and Compliance:** LCs are responsible for understanding and following attendance policies and communicating directly with teachers and school staff whenever necessary.
- **Monitoring Progress and Deadlines:** This includes ensuring students attend live classes, keeping an eye on their grades, and making sure assignments within the online school are completed by the teacher-posted deadlines.
- **Understanding Time Commitment:** LCs should be aware that students typically spend about 50% of their time on asynchronous work (like projects, reading, and workbook assignments) and 50% on online activities (such as live class sessions and online lessons). This balance can adjust based on the student's individual needs

# ACADEMICS

## ATTENDANCE AND ABSENCE POLICY

Any parent, guardian, or other person residing in Georgia who has control or charge of a child or children between the ages of 6 and 16 years of age and any child residing in Georgia and in Jenkins between the ages of 6 and 16 years of age is required under Georgia law to enroll and attend school. Under the provisions of Georgia's Compulsory Attendance Act, each day's absence from school after a student has accumulated five (5) days of unexcused absence, whether consecutive or not, can constitute a violation of the law and can subject the parent and student to penalties which may include a fine of not less than Twenty-Five Dollars (\$25.00) and not greater than One Hundred Dollars (\$100.00), imprisonment not to exceed thirty (30) days, community service, court supervision as a juvenile offender, or any combination of these penalties.

Regular attendance should be the objective of all students. It is one of the primary objectives of Virtual Preparatory Academy of Georgia at Jenkins. The Board of Education stresses the importance of regular attendance as an enhancement to academic performance.

**All students are expected to attend school, live teacher-led instruction and engage in instructional programming regularly to receive maximum benefit from the instructional program.**

The instructional experience takes place outside a regular school building; therefore, accountability of student activities and participation is measured by the reporting of the educational learning hours engaged by the student. Per Georgia state law, any student who is enrolled at a public or nonpublic school and accumulates at least ten (10) unexcused absences during a school year is considered habitually truant and must be withdrawn from the virtual program (see additional information on this in the Habitual Truancy section of this policy).



# ACADEMICS

## ATTENDANCE AND ABSENCE POLICY

- It is expected that students will be engaged and actively participating in schoolwork each day. Students should be online, completing asynchronous lessons through the course dashboard, and attending live sessions as instructed by teachers. If students are not maintaining the expected level of engagement or not maintaining expected course progress, students will be referred to the engagement intervention program.
- Live session attendance is critical to student success in the online classroom. It is expected that all students attend all live class offerings daily to interact with teachers and receive instruction and practice, especially when students are not receiving passing grades. These live sessions are recorded and available for students to view at any time.
- Students must show up for in-person state testing at designated locations on assigned days. Failure to attend in-person state testing may jeopardize your student's continued enrollment.
- Failure to log into the system and complete course work each day and/or failure to attend assigned testing constitutes an unexcused absence for the student.
- Students must attend school on all official school days, complete all assignments in a timely manner in accordance with stated class schedules, and attend live class sessions or view archived materials as directed.
- Georgia Compulsory Attendance law (O.C.G.A. § 20-2-690.1) requires children between ages 6 and 16 to attend a public, private, or home study program. Parents are responsible for enrollment and attendance, with more than 5 unexcused absences considered truancy. Truancy - Truancy in Georgia is defined as any child who is subject to the compulsory attendance law who has more than 5 days of unexcused absences during the school year (as defined in State Board Rule 160-5-1-.10). Disclaimer: Individual school districts in Georgia may have specific attendance protocols that align with, but are more detailed than, the state law.
- Students must make contact with their teacher(s) every week.
- Parents/Guardians may be directed to log offline hours and/or properly document the student's offline work.
- Parents/Guardians must provide the school with written notes documenting why absences should be excused, within 3 days of the absence date. All communications regarding student attendance should be emailed to: [attendance@vprepga.org](mailto:attendance@vprepga.org)
- Students who miss school are encouraged to review recordings of any live instructional sessions missed, and to make-up any daily asynchronous course assignments that were not completed during the absence.
- Students that fail to meet engagement requirements related to completion of diagnostic assessments, state testing, live session participation, and completion of course assignments and assessments may be subject to discipline and/or interventions as outlined in the School's Student Engagement Policy. Absence Classifications and Actions

Students have three (3) school days to submit an excuse of absence to [attendance@vprepga.org](mailto:attendance@vprepga.org).

# ACADEMICS

## ABSENCE CLASSIFICATION AND ACTIONS

In a virtual model, the tracking of attendance must acknowledge the direct correlation and interplay of attendance and engagement. A student is deemed fully present and in good standing if either of the following criteria is met:

- The high-quality curriculum and instruction paired with the academic expectations provided by Virtual Prep Georgia is designed to fulfill the minimum time requirements set forth by the state of Georgia. A student that completes the daily assigned coursework and takes part in the weekly required communication and/or live instruction will be marked present and in good standing.
- Daily attendance hours at Virtual Prep Georgia are tracked via a combination of the following: offline time submissions submitted by Parents/Guardians, online activity reports automatically generated by the school Learning Management System when students work in courses or attend live sessions, participation in state and local assessments, contact with school staff, and other methods as dictated by the school. All student absences from school will be classified as follows:

## UNEXCUSED ABSENCES

- Lack of internet/technology
- Lack of electricity
- Cutting/skipping
- Taking care of family business
- Ninth or more written parent note (No more than eight (8) days of absence per year may be validated as excused by parent notes in the absence of notes from physicians or other official documents related to the student's absence.)

## POLICIES AND PROCEDURES TO REDUCE UNEXCUSED ABSENCES

**Parental Notification:** The school will notify the parent, guardian or other person who has charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences, and that each subsequent absence will constitute a separate offense.

**Student Withdrawals:** The school is authorized to withdraw a student who: 1) has missed more than 10 consecutive days of unexcused absences.

The school is also authorized to withdraw a student subject to compulsory attendance only if the school has determined the student is no longer a resident of the state or is enrolled in a private school or home study program.

ANY ABSENCE – Please notify the school when your child will be absent by sending an email to [attendance@vprepga.org](mailto:attendance@vprepga.org).

# ACADEMICS

## EXCUSED ABSENCES

1. Serious illness within the immediate family—father, mother, brother, sister, husband, wife, child, or relative residing permanently and continuously in the student’s home which necessitates the student’s absence from school. A doctor’s statement is required for verification.
2. A student’s personal illness. Principals may require students to present appropriate medical documentation upon return to school for the purpose of validating the absences and excusing the absences.
3. Death within the immediate family is the same as in (1), and to include grandparents. The principal or school can verify by personal knowledge or other verification.
4. Special and recognized religious holidays observed by the student’s faith, which requires an absence.
5. Medical or dental appointments that are verified by an official appointment card or memo from the doctor.
6. Absences mandated by order of governmental agencies, including pre-induction physical examinations for services in the armed force, or mandated by court order.
7. Conditions rendering attendance impossible or hazardous to student’s health or safety.
8. Absence for the purpose of registering to vote or voting in a public election for a period not to exceed one day.
9. Absence when a student is serving as a Page in the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.
10. Absence when a student is away from school while participating in an approved school sponsored activity.
11. The principal shall have the authority to declare as legal those absences due to recurring, periodic illnesses, which are supported by a doctor’s statement as to the nature and fact of the recurring illness.
12. Court subpoena as a witness.
13. Absences concurred by foster care students who attend court proceedings related to the student’s foster care shall be credited as present by each school and shall not be counted as either an unexcused or excused absence, for any day, portion of a day, or days missed from school in accordance with O.C.G.A. § 20-2-692.2.
14. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for and is on leave from overseas deployment in a combat zone or combat support post unit, shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent’s or legal guardian’s deployment or during such parent’s or legal guardian’s leave (A student is entitled to a maximum of five (5) excused absences in the aggregate per year for this purpose and not five (5) absences per parent or legal guardian per year.)

# ACADEMICS

## ENGAGEMENT PROGRAMMING

All students are expected to continuously engage in instructional programming to be successful at Virtual Preparatory Academy of Georgia at Jenkins. Daily course completion and live instructional session participation allow instructional staff insight into student development and academic support needs. Live sessions also allow students to participate in cooperative learning, ask questions, and demonstrate academic growth. Regular completion of diagnostic, summative, and formative assessments is essential for promoting student development and instrumental for implementing targeted instructional techniques.

Virtual Preparatory Academy of Georgia at Jenkins assesses student engagement levels via a combination of the following:

- Completion of course assignments.
- Completion of local assessments.
- Attendance in live instructional sessions.
- Participation in state-mandated testing

## ENGAGEMENT INTERVENTION PROGRAM PROTOCOL

Student Success staff, teachers, and administration will monitor attendance, course completion, assignment submission, and compliance with school and state assessment requirements to determine student engagement. A four-tiered intervention system with increasing support will be utilized. Please see the Attendance and Academic Engagement Policy.

## ENGAGEMENT SUPPORT LEVELS

**Level 1:** General school-wide prevention and programming, including onboarding, homeroom support, live instructional sessions, and student group activities.

**Level 2:** If a pattern of absenteeism or disengagement develops, the teacher will contact the parent/guardians to determine needs and work with the student and family. At this time, a Success Coach will be assigned to the family, and the student will be placed on a success plan. This plan will have specific steps, goals, and a timeframe for the student that will help him/her get back on track. This plan may require additional check-ins and/or individual/small group sessions.

**Level 3:** If the pattern continues, the Success Coach will escalate the Success Plan to Level 3, where more accountability is drafted in the plan. School administration may likely become involved. This plan will have specific steps, goals, and a timeframe for the student that will help him/her get back on track. This plan may require additional check-ins and/or individual/small group sessions.

**Level 4:** If the student fails to meet the agreed-upon criteria of the student success plan and/or fails to stay current on classroom assignments within an agreed-upon timeframe that is outlined in the student success plan, the student and parent will meet with the Head of School to discuss next steps regarding the student's placement in the virtual setting. The next steps may include a recommendation for a brick-and-mortar school, referral to the truancy office, and/or initiating a referral to the Department of Social Services, Children's Division, or the county prosecutor's office. Enrollment withdrawal may also be considered.

# ACADEMICS

The Virtual Preparatory Academy of Georgia at Jenkins will work collaboratively with the student and parent/guardian to solve attendance and disengagement problems quickly so students do not fall behind and become discouraged.

All students accepted into the Virtual Preparatory Academy of Georgia at Jenkins must adhere to the Academic and Attendance policies throughout their enrollment.

Students who do not meet these expectations will be removed from the program without the option for readmittance for a full academic year.

## COURSE ASSIGNMENTS AND ASSESSMENTS

Students must regularly complete course assignments and assessments so teachers can monitor progress and ensure growth and mastery of state standards. Within each course, students must complete all items on the plan for the day and stay on track with the teacher's assignment due dates. Students who do not follow minimum expectations of course completion will be referred to the engagement intervention protocol.

## LOCAL ASSESSMENTS

All new students will be assessed for learning readiness using a mandatory computer-adaptive, nationally normed test. The results from this initial assessment will assist teachers in developing a personalized plan for each student using the state-adopted academic content standards.

Once a student is enrolled and has finalized his/her personalized plan, the student will participate in various performance assessments to monitor their progress and modify their academic program, keeping them on track for academic success. These mandatory assessments include:

- Short Cycle Assessments
- Course-level Assessments
- Computer-adaptive Nationally Normed Assessments: All students take the mandatory assessments three times per school year. Baselines (incoming assessment) are established in the first month of the school year. Once a baseline has been established, performance is also measured in the winter and spring.

Students shall be allowed to complete assessments within a reasonable time, consistent with administering the assessment. These timelines for completion will be communicated as each assessment is announced. Students are expected to complete all assessments given. Students who do not follow minimum expectations will be referred to the engagement intervention protocol.

# ACADEMICS

## LIVE INSTRUCTION SESSIONS

Students are provided a clear schedule for live opportunities in the core subjects of Math, English, Science, and Social Studies. In addition, students have opportunities for live instruction with their elective/special classes. Although live instructional sessions are recorded and made available to students for review on their own time, students are required to attend live sessions as they are provided in real-time to benefit from live discussion and collaborative work with students and teachers.

Attending and participating in required live sessions ensures students receive direct instruction, engage with peers, and have the best opportunity for academic success. Live sessions also provide students with the opportunity to ask questions, demonstrate their understanding, and build meaningful connections with their teachers.

A green rounded rectangular badge with a white circle on the left and the word "LIVE" in white capital letters on the right.



We are a camera-on school. Arriving to class with cameras on is required and is an essential part of virtual learning at VPA Georgia. Keeping cameras on allows teachers to see and connect with students, monitor engagement, and provide meaningful support during instruction. It also gives students the opportunity to collaborate with classmates through discussions, group work, and shared learning experiences.

## STATE-MANDATED TESTING

State mandates require student participation in a wide array of assessments. The purpose of the testing program includes monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming.

The Georgia Milestones Assessment System is designed to provide information about how well students are mastering the state-adopted content standards. Failure to attend in-person state testing will jeopardize your student's continued enrollment with VPA of GA.

- English Language Arts – Grades 3 thru 8, Literature and Composition II
- Mathematics – Grades 3 thru 8, Algebra: Concepts and Connections
- Science – Grades 5 and 8 (Grade 8 students only), Biology
- Social Studies – Grade 8, U.S. History

**Failure to participate in the Georgia Milestones Assessment Program will result in your child being withdrawn from VPA Georgia and ineligible to re-enroll. The Georgia Milestones Assessments are an important part of your child's education, as they provide valuable insight into academic progress and help us identify and provide appropriate supports to meet each student's individual needs.**

# ACADEMICS

## TECHNOLOGY AND ACCEPTABLE USE POLICY

Each family is required to have a computer system that meets the minimum specifications necessary to access online platforms. Students must have technology that meets specifications on the first day of school. Mobile devices such as tablets and phones are not fully compatible because they do not support all the necessary families may be eligible for software or a computer loaner, . In certain cases, based on financial situation, a but the request and review will happen after post enrollment. The school will communicate the request process as the student is onboarded. Lack of computer access will not be a viable excuse for absence, so those intending to request a computer once enrolled must have a plan to access a computer for schooling until that request can be received and evaluated.

At certain times of the year, students will be required by state law to take state assessments. Some of these assessments occur in person; others are completed on a computer in the home. Lack of computer access will not excuse students from completion of academic responsibilities – it is essential that students have a computer when they start school, even if the Parent/Guardian plans to apply for a computer through the school at some point.



# TECHNOLOGY AND ACCEPTABLE USE POLICY



# TECHNOLOGY AND ACCEPTABLE USE POLICY

## TECHNOLOGY AND ACCEPTABLE USE POLICY

The use of technology is an important part of the school's overall curriculum. The school will not be liable for communication sent via personal devices. The school will, from time to time, make determinations on whether specific uses of technology are consistent with program policies for students and employees. It is the policy of the school to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity and damage to program resources.
- Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
  - Comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].
- Provide students with resources to help them make sound decisions regarding appropriate behavior and conduct online. Parents and students are encouraged to study the International Society for Technology in Education Standards at: <https://www.iste.org/standards/for-students>

## ACCESS TO INAPPROPRIATE MATERIAL

By signing the Parent/Student Handbook Agreement, the Parent/Guardian and Student agree:

- to abide by all The Virtual Preparatory Academy of Georgia at Jenkins policies relating to the use of technology.
- to release all The Virtual Preparatory Academy of Georgia at Jenkins employees and all Jenkins County Board of Education employees from all claims of any nature arising from the use or inability to use the technology.
- that the use of technology is a privilege.
- that use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.



# TECHNOLOGY AND ACCEPTABLE USE POLICY

## ACCESS TO INAPPROPRIATE MATERIAL

**The Parent/Guardian and student further agree and understand that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following.**

- Altering system technology, including but not limited to software or hardware.
- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials Virtual Preparatory Academy of Georgia at Jenkins believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since The Virtual Preparatory Academy of Georgia at Jenkins technology resources are intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting technology through abuse of technology, including, but not limited to, hardware or software.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks or interfering with others' use of technology.
- Installation of software without the consent of Virtual Preparatory Academy of Georgia at Jenkins.
- Allowing anyone else to use an account other than the account holder.
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("e-mail spam").
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings.
- Malicious e-mail including, but is not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of e-mail).
- Unauthorized use, or forging, of mail header information.
- Using The Virtual Preparatory Academy of Georgia at Jenkins or a client account to collect replies to messages sent from another Virtual Preparatory Academy of Georgia at Jenkins account and
- Use of program-owned hardware for commercial or for-profit purposes.
- Use of program-owned hardware for product advertisement or political lobbying
- Other unlawful or inappropriate behavior.

# TECHNOLOGY AND ACCEPTABLE USE POLICY

## ACCESS TO INAPPROPRIATE MATERIAL

The student also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agree that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentionally or accidentally.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for all costs and
- Violation of this internet safety policy is also a violation of The Virtual Preparatory Academy of Georgia at Jenkins Code of Conduct and may result in any other scholastic disciplinary action other than those specifically set forth above, including but not limited to suspension or expulsion.



# TECHNOLOGY AND ACCEPTABLE USE POLICY

## SPECIFIC TERMS AND CONDITIONS FOR USING PROGRAM-PROVIDED COMMUNICATION TOOLS

The Virtual Preparatory Academy of Georgia at Jenkins offers access to live web conferencing sessions, webcams, discussion boards, collaborative documents, IT Support live chat, and e-mail to provide parents and students access to instruction and a forum to communicate. All live web conference sessions and network e-mails are monitored and recorded to protect all participants. The Virtual Preparatory Academy of Georgia at Jenkins does not discourage criticism or healthy disagreements; however, the Virtual Preparatory Academy of Georgia at Jenkins does expect each web conference session and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling, or attacks upon other participants in any way. These expectations also apply to interactions with IT Support team members.

If the Virtual Preparatory Academy of Georgia at Jenkins does not believe that a Parent/Guardian or Student is acting in a manner that will enhance or support the mission of the school, it reserves the right to remove that person from the network (except for access to his/her teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the school's in-home computers and internet connection should not be used for any of the following purposes, and acting appropriately does not include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred, or profanity.
- Indulging in abusive, defamatory, or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities. Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs, or computer programs.
- Indulging in activities that infringe upon the copyright(s) of others.
- Impersonating someone else or falsely representing oneself.
- Attempting to post or use computer programs that contain destructive features including, but not limited to, viruses, worms, trojan horses, bot scripts, etc.
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials, or any other forms of solicitation of other users; and
- Any other chat room behavior that, at the Administrator's sole discretion, does not support the school's mission.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

# TECHNOLOGY AND ACCEPTABLE USE POLICY

## INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM

Violation of the Virtual Preparatory Academy of Georgia at Jenkins's Acceptable Use Policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and/ or e-mail, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

## SOCIAL MEDIA/COLLABORATIVE CONTENT TOOLS

Recognizing the benefits collaboration brings to education, the Virtual Preparatory Academy of Georgia at Jenkins may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe, and mindful language. Posts, chats, sharing, and messaging may be monitored by staff. Users should be careful never to share personal information in an online forum.

Violation of the Virtual Preparatory Academy of Georgia at Jenkins's live web conference sessions, e-mail, or webcam policy may result in a warning, temporary, or permanent ban from the live web conferencing sessions, webcam, discussion boards, collaborative documents, and or/e-mail, depending on the severity of the infraction. The length of any temporary ban shall be at the Administrator's sole discretion. Student access to content and instruction will not be impacted.

## STUDENT MISUSE

In addition to the penalties above, students who violate any policy may be suspended or expelled in accordance with live web conferencing sessions, webcams, discussion boards, collaborative documents, and e-mail Code of Conduct.

## LOST, STOLEN, OR DAMAGED DEVICES

Students who are provided with a school loaner device are responsible for the device at all times. Any device that is misplaced or lost will attempt to be recovered. Students are ultimately responsible for any lost, stolen, or damaged devices. Guardians may be invoiced for any lost, stolen, or damaged device or associated components unless theft has been determined.

# TECHNOLOGY AND ACCEPTABLE USE POLICY

## REPAIRING DEVICES

For students provided with a school loaner device, all repairs, inspections, and equipment replacements must be made through IT Support. Parents/Guardians or Students should not attempt to remove or change the physical structure of the device, including the keys, screen, casing, etc. Doing so may result in Parents/Guardians being responsible for the cost of repair or replacement.

## RETRIEVAL OF SCHOOL-ISSUED COMPUTERS

Consistent with established educational policies enacted by School Boards throughout the United States, the School seeks to protect its property and usage interests through the following policies. If the student is provided with a school loaned device, please note that as part of the handbook acknowledgment, the Parent/Guardian or Student also consent to the fact that student computers may be activated with geolocation features to assist in the retrieval/recovery of school-issued computers.

Tech Support representatives will contact a parent to commence computer recovery when any of the following occurs:

- A Parent/Guardian's written notice of the intent to withdraw the student has been received.
- The school withdraws the student for lack of engagement or non-attendance.
- A replacement is required due to a technical issue.
- A student graduate from the school; or
- A student is expelled.

When any of the above instances occur, the Parent/Guardian and Student will be contacted by the school's fulfillment vendor, who will provide details on how to return the loaned equipment. Parents/Students contacted by the vendor multiple times within a 30-45-day reclamation period and failing to return the equipment will be escalated into Tier II and Tier III reclamation efforts, which may include charges, credit complaints, or criminal filings.

## VOLUNTARY WITHDRAWAL

Textbooks, computers, software, hardware, and other materials loaned to the parent and/or student are considered school property. No student and/or Parent/Guardian has any right to property except for usage in accordance with the school's educational model, Code of Conduct, rules, regulations, policies, and procedures. Students and Parents/Guardians are responsible for the textbooks, computers, software, hardware, and other loaned materials within their possession from the moment of receipt until all items have been officially returned to the school. Parents/Guardians must return the materials and property if the student(s) withdraw from the program or are expelled.

All students who are loaned various equipment, supplies, and services from the school, which has been determined to be necessary to ensure the functionality and connectivity of the educational program acknowledge that materials and property must be used solely in connection with the education services provided by the school.


Withdrawal of enrollment is not documented until an official withdrawal form is completed by the parent/legal guardian. Steps for official withdrawal may be retrieved by the school's Records Team.

---

## STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

It is the policy of the Virtual Preparatory Academy of Georgia at Jenkins to maintain a safe school environment for all students, employees, and visitors while attending school and school-sponsored activities on school premises or at other locations. Acts of Social Violence include but are not limited to Bullying, Cyberbullying, and Harassment (e.g., peer, racial, color, and national origin, sexual orientation, religion, disability, and sexual), regardless of the specific nature of the student's behavior, is disruptive to a safe school environment and will not be tolerated. The Virtual Preparatory Academy of Georgia at Jenkins forbids weapons on campus or at school-related events.

It shall be a violation of this policy for any student, employee, or visitor to bully or harass another individual on any school premises or at any school-sponsored activity, regardless of location. Violation of this policy may be subject to school disciplinary action even if the threat is not substantial, direct, or specific enough to constitute a violation of state or federal law.



# **STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY**

# STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

## BULLYING

As a matter of policy and practice, the Jenkins County Board of Education strictly prohibits bullying, as the term is defined in Georgia law, of a student by another student. O.C.G.A. § 20-2-751.4 defines bullying as follows: **An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:**

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
4. The term "bullying" also applies to acts of cyber bullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Student Code of Conduct rule, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Counseling and/or disciplinary action for the first and second acts of bullying during a school year shall be within the discretion of the principal. Disciplinary action may range from a reprimand to out-of-school suspension. Upon finding that a student has committed the offense of bullying for the third time or more in a school year, the student shall be suspended for ten days pending a hearing before the System Student.

Disciplinary Tribunal with a recommendation for assignment to the Alternative School or Alternative Program for the balance of the school year and/or for such longer period of time as shall be recommended by the principal and deemed appropriate by the members of the Tribunal.

Students, parents/guardians, or other persons who have control or charge of a student, either anonymously or in the person's name, at the person's option, should report or otherwise provide information on bullying activity at the school or within the school either immediately or as soon after an incident of bullying occurs.

Any verbal or physical, direct or indirect, retaliation against a student or other person who has reported a bullying incident is absolutely prohibited, punishment for which shall be determined by the principal but may include out-of-school suspension or expulsion.

# STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

## SEXUAL HARASSMENT AND DISCRIMINATION

It is the policy of the Jenkins County Board of Education to maintain a learning environment that is free from harassment because of an individual's race, color, sex, or disability. The Board of Education prohibits all such forms of harassment. Therefore, it shall be a violation of school rules and school system policy for any student, teacher, administrator, or other school system employee, through conduct or any form of communication of a sexual nature, or regarding race, color, or disability, to harass school system students. It shall also be a violation of a school system policy for any teacher, administrator, or other school personnel of this school system to tolerate sexual harassment, racial harassment, or disability harassment, by a student, teacher, administrator, or other school personnel, or by third parties who are participating, observing, or otherwise engaging in activities, including sports events and any other extra-curricular activities, under the auspices of the school system.

The Jenkins County School system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, sex, color, or disability; to promptly take appropriate action to protect individuals from further harassment; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

A student who believes that he/she has been the victim of sexual harassment, racial harassment, or disability harassment by another student or by any school employee should immediately report the incident to a teacher, counselor, assistant principal, principal, the Superintendent, or to another adult or school official in the school system. School personnel who become aware of harassment complaints by students should report those complaints to the appropriate official named below at the address and phone number shown in the nondiscrimination notice for this school.

Title VI and Title VII Coordinator (Race, Color, National Origin)	Kimberly Dasher
Title IX Coordinator (Sex)	Kimberly Dasher
Section 504 Coordinator (Disability)	Laura Brown

# STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

## SEXUAL HARASSMENT BY EMPLOYEES UPON STUDENTS AND STUDENTS UPON STUDENTS

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment as defined above may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job assignments, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated, and immediate appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantial charge against an employee shall subject such employee to disciplinary action, including suspension or termination.

# STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

A student who believes that he/she has been the victim of sexual harassment by another student or by any school employee should immediately report the incident to a teacher, to a counselor, to an assistant principal, to the principal, to the superintendent, or to another adult or school official in the school system.

## STUDENT REPORTING OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

- a. Any student (or parent/guardian or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- b. Any teacher, counselor or administrator receiving a report of suspected sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the suspected sexual abuse or sexual misconduct, oral and written reports should be made to the superintendent or the superintendent's designee.
- c. Any school principal or principal's designee receiving a report of suspected sexual abuse as defined in O.C.G.A. 19-7-5 shall make a report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. The report should be oral by telephone or other oral communication or a written report by electronic submission or facsimile and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Sexual harassment as defined above may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job assignments, etc.

Reports of suspected acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 should be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee should make an immediate written report to the superintendent and by the superintendent in due course to the Professional Standards Commission Ethics Division.

# STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the following rights:

To consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education –

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

To inspect, upon request and before administration or use –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The Jenkins County School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Jenkins County School District will notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Jenkins County School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of and provide an opportunity to opt a student out of participating in the following activities:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the following:

**Family Policy Compliance Office**  
**U. S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, D.C. 20202-4605**

# STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

## MANDATORY REPORTERS

**Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.**

Any teacher, counselor or administrator receiving a report of suspected sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the suspected sexual abuse or sexual misconduct, oral and written reports should be made to the superintendent or the superintendent's designee.

Any school principal or principal's designee receiving a report of suspected sexual abuse as defined in O.C.G.A. 19-7-5 shall make a report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. The report should be oral by telephone or other oral communication or a written report by electronic submission or facsimile and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of suspected acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 should be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee should make an immediate written report to the superintendent and by the superintendent in due course to the Professional Standards Commission Ethics Division.



**ACADEMIC  
INTEGRITY IN  
ASSESSMENTS  
AND  
ASSIGNMENTS**

# ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS

Integrity, especially academic integrity, is a core value of the Virtual Preparatory Academy of Georgia at Jenkins. Students are expected to abide by the following guidelines regarding academic integrity. All exams and assignments will be the student's original work. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism, as described below, is strictly forbidden.

## PLAGIARISM

Plagiarism is copying or using ideas or words from another person or classmate, the Internet, or other print sources and a student representing them as his or her own. If an instructor confirms that a student has plagiarized work in anymanner, the student will be subject to consequences determined by the Virtual Preparatory Academy of Georgia at Jenkins administration and may be removed from the course with a failing grade.

Students are not permitted to use notes, quizzes, or textbooks on unit tests or final exams. Students may not share work with other students on unit tests or final exams. If a student does not complete their own work or share the work with others on unit tests and/or final exams, they will not receive credit for the work and are at risk of suspension or expulsion from school.

For written assignment submission, the school will utilize TurnItIn (<https://www.turnitin.com>), an integrated anti-plagiarism software service. Upon submission, the service scans the content and compares it to an extensive database of information through a pattern-matching algorithm. The matching report is available for the teacher to review.

**Plagiarism** includes, but is not limited to:

- Directly quoting or paraphrasing all or part of another's written or spoken words without citing the author.
- Presenting an idea, theory, or formula originated by another person as your own original work.
- Purchasing or receiving a term paper or other assignment that is the work of another person and submitting that assignment as your own work.
- Repeating information, such as statistics or demographics, which is not common knowledge, and which was originally compiled by another person.

# ACADEMIC INTEGRITY IN ASSESSMENTS AND ASSIGNMENTS

**Cheating** includes, but is not limited to:

- Taking, stealing, and/or using an assignment from someone else and submitting it as your own
- Allowing another student to take and/or use an assignment to submit as his/her own
- Looking at another student's test or essay with or without the consent of the owner for the purpose of duplicating that work and submitting it as your own
- Representing as your own work or words of a parent, sibling, or someone else
- Discussing a test or quiz with a student who has not completed or taken the assessment
- Using teacher test materials and/or answer sheets without authorization
- Using teacher computer files or grading programs
- Using any type of "cheat sheet" on your person, an object, or program within graphic calculators, or any other electronic device without teacher approval

---

## Source Citation

Many courses require written work, for which students must cite sources. Any direct quotations from the textbook can simply be cited as Author, page number. Any quotations from outside sources require full citations, including author, title, publisher, publication date, and page number. When citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

---

## ACADEMIC DISHONESTY POLICY

Academic integrity is highly valued at the Virtual Preparatory Academy of Georgia at Jenkins. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use.

### **Non-citation infraction:**

- 1st incident = grade of zero on assignment and counseling on the correct use of citations
- 2nd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

### **Citation infraction**

- 1st incident = counseling on the correct use of citations
- 2nd incident = grade of zero on assignment and counseling on the correct use of citations
- 3rd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review



# **ADDITIONAL POLICIES**

# ADDITIONAL POLICIES

## SECTION 504

The Rehabilitation Act of 1973 includes Section 504 to prevent discrimination based on a disability. The Section 504 civil rights statute requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled. The Virtual Preparatory Academy of Georgia at Jenkins will provide a "free appropriate public education" (FAPE) to each qualified Student with a disability under Section 504. An individual with a disability means any person who: "(i) has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment" [34 CFR §104.3(j)(1)].

## CHILD FIND POLICY

The Virtual Preparatory Academy of Georgia at Jenkins will follow the Child Find requirements of the state, as well as the requirements of the Individuals with Disabilities Education Improvement Act (IDEA 2004), Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act (FERPA). Parents/Guardians will have the opportunity to provide any previous special education documentation during the enrollment process.

Students may be referred for special education evaluation by their parent/guardians, teacher, or the Student Support Team (SST). The team, consisting of general education teachers, special education staff, and school administrators, will regularly review data on students who are not progressing as expected. The SST will consult with the parents/guardians and address struggling students' needs through the MTSS/RTI process. The teacher will implement and document interventions and the students' responses to them. If a student is referred for an evaluation, the student's response to MTSS/RTI efforts is used as one data metric in determining special education eligibility. These interventions will not be used to delay or deny a parent/guardian-requested special education evaluation. The team will verify that the struggling student has received appropriate instruction and that the student's difficulties are unrelated to Limited English Proficiency. The team will also review data related to academic achievement, behavior concerns, intervention results, and academic progress.

The Virtual Preparatory Academy of Georgia at Jenkins will provide Child Find information to school staff, parents/ guardians, and state and local organizations and agencies. These efforts will include compliance with the special education referral process, providing professional development to the Virtual Preparatory Academy of Georgia at Jenkins staff and Student Support Team, participating in the Multi-Tiered Systems of Support/Response to Intervention and Instruction (MTSS/RTI) process, including universal screening procedures, creating and maintaining written policies, and procedures related to Child Find, and involvement in public awareness activities related to Child Find of implementation of students enrolled in Virtual Preparatory Academy of Georgia at Jenkins.

Parents, guardians, relatives, and public and private agency employees are used to helping schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the School's Administrator.

# ADDITIONAL POLICIES

## HOMELESS STUDENT POLICY

The LEA provides comparable Title I Part A services to homeless children, children in foster care, and youth attending non-Title I schools.

In accordance with the McKinney-Vento Homeless Assistance Act, JCSS will work with homeless children and youth and their families to provide stability in school attendance and other services. Special attention is given to ensuring the enrollment and attendance of homeless children and youth not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students are provided School System services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Every child of a homeless individual and every homeless child is entitled to equal access to the same free, appropriate public education as provided to other students. The school system will assign and admit a child who is homeless to a school system school regardless of residence or whether the homeless child is able to produce records normally required for enrollment.

The Superintendent will review and revise necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation.

The Superintendent will appoint a liaison for homeless children and children in foster care. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child or a child in foster care will first present it orally and informally to the school system homeless - foster care liaison who shall carry out the dispute resolution process as defined in the state plan for the Education of Homeless Children and Youth.

The responsibility of the Homeless - Foster Care Liaison will include ensuring the educational stability of Jenkins County children who are in foster care. The Homeless - Foster Care Liaison will ensure that the JCSS implements the Title I educational stability requirements for children in foster care including ensuring that:

- A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and,
- That the enrolling school immediately contacts the school of origin to obtain relevant academic and other records. (ESEA section 1111 (g)(1)(E)(i)-(iii). The Homeless - Foster Care Liaison will ensure that JCSS collaborates as needed with multiple partner agencies in implementing the above provisions for continuous school enrollment in the best interest of the child.

# ADDITIONAL POLICIES

## SCHOOL RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are as follows:

- a. **Right to Inspect:** Parents/Guardians or eligible students have the right to review and inspect the student’s education records within forty-five (45) days of the day the school receives a request for access. Parents/Guardians or eligible students should submit to the School Principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. The principal or school officials will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- b. **Right to Request Amendment:** Parents/Guardians or eligible students have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. The parent/guardian or eligible student should write to the school principal or the appropriate school official, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- c. **Right to Consent Disclosures:** Parents/Guardians or eligible students have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student is enrolled or seeks or intends to enroll.
- d. **Right to Complain:** Parents/Guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The address of the office that administers FERPA follows:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

# ADDITIONAL POLICIES

## STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Jenkins County School System, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records (or from your records if you are over eighteen (18) years of age and, therefore, an eligible student). However, the Jenkins County School System may disclose appropriately designated "directory information" without written consent unless the parent/guardians have advised the school system to the contrary in accordance with school system procedures. The primary purpose of directory information is to allow the Jenkins County School System and the principal or other appropriate officials of your child's school to include this type of information from the child's education records in certain school publications. For example, information may be included in a playbill showing the student's role in a drama production, the annual yearbook, an honor roll or other recognition list, a graduation program, and a sports activity sheet or program such as for wrestling, football, baseball, softball, etc. showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA, in this case, the Jenkins County School System, that they do not want their student's information disclosed to military recruiters without their prior written consent.

Parents/guardians must notify the Jenkins County School System in writing by filing or delivering written notification to that effect with the principal of the school which your child attends within thirty (30) days of the child's enrollment each school year if they do not want the Jenkins County School System to disclose directory information from the child's education records without prior written consent.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) electronic mail address, (5) date and place of birth, (6) school, (7) program of study, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) dates of attendance, (11) grade level, (12) diplomas, certificates, and other awards received, (13) the educational agencies or other institutions of learning previously attended by the student, (14) audio statements and/or performances, and (15) photographs, video and audio images and recordings.

# ADDITIONAL POLICIES

## AUDIO-VISUAL INFORMATION

The school recognizes the value of audio-visual and other electronic communication in providing students with an effective education. When communicating school-related activities, opportunities exist to photograph and/or videotape students and their work in various activities. However, individual student records (academic or behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access to cable channels, school-sponsored web pages, marketing materials, and other publications. Highlighting the achievements and celebrating student successes in our school are integral parts of reporting responsibility to the community.

However, we respect your wish for privacy in this area. Parents/guardians may contact the school with any questions or concerns. Parents/guardians may notify the school in writing, preferably via e-mail, to request that the student's name, picture, and/or work product presentations or other uses are not used.

## JENKINS COUNTY SCHOOL DISTRICT NON-DISCRIMINATION NOTICE

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI and Title VII of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); age (Age Discrimination Act of 1975); or disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

The Jenkins County School District does not discriminate on the basis of race, color, national origin, disability, sex, religion or age in its educational programs and activities, athletic programs, or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Sexual harassment and disability harassment are acts of discrimination and are not tolerated. The Jenkins County Board of Education is an equal opportunity employer.

Questions, concerns, and complaints relating to the application of the nondiscrimination policies and practices of the Jenkins County School System should be addressed to the Jenkins County Board of Education, 1152 E. Winthrope Avenue, Millen, Georgia 30442.  
TELEPHONE: (478) 982- 6000; FAX (478) 982-6002

# ADDITIONAL POLICIES

## EDUCATION AND DISCIPLINE

Education is not only a right but also a privilege and must be guarded by appropriate behavior. Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable learning environment, and administrators are responsible for maintaining and facilitating the educational program. The principal is authorized to suspend students for just cause. The teacher has the authority to suspend students from class for just cause. The following rules, regulations, and due process procedures are designed to protect all educational community members from exercising their rights and duties.

## GENERAL RULES OF CONDUCT

Violation of these standards may be grounds for expulsion or suspension. The following behaviors are prohibited at the Virtual Preparatory Academy of Georgia at Jenkins:

- Disrupting Class
- Rude or disrespectful behavior toward a teacher/staff member
- Not complying w/reasonable Request
- Failure to comply with Compulsory Attendance Law
- Fighting
- Physical assault or battery (physical attack/striking/wrongful touching) upon a teacher, administrator, or other school personnel (Act of Physical violence)
- Physical assault or battery (physical attack) upon another student or students (Act of Physical violence)
- Possession of/under influence of/transfer, sale or distribution of alcohol
- Possession, consumption, transfer, sale or distribution of drugs or substances represented, alleged, or indicated as illegal drugs or controlled substances.
- Use of profanity
- Possession of Profane, Vulgar, or Obscene Materials
- Smoking/Possession of tobacco • Disruption of Educational Process
- Obscene behavior
- Theft or burglary
- Forgery
- Destruction of property
- Possession or use of weapon-firearm, weapon-knife, or weapon-other
- Extortion
- Truancy
- Cheating
- Excessive tardies
- Violation of Violent Crimes Policy
- Bullying other students
- Electronic Media Misuse
- False Statements or allegations
- Gambling
- Horseplay
- Willful and persistent violation of the Student Code of Conduct
- Verbal assault of other students including threatening violence by word, action or demeanor (or sexual harassment)
- Verbal assault, physical assault, and/or disrespectful conduct towards persons attending school related functions, includes, but is not limited to, the use of vulgar or profane language
- Inciting, advising, assisting, or counseling others to engage in such acts prohibited under local policy, school rules, or Georgia law and/or assisting others to violate school rules, for example acting as a lookout.
- Verbal assault, including threatening or violence to a teacher, administrator, or other school personnel by word, gesture, or demeanor
- Sexual battery, sexual harassment, or sex offense including the commission of a sex act and/or sexual touching
- Threats to persons or property, including, but not limited to, bomb threats.
- Threatening violence of students by word, action, or demeanor (verbal assault)
- Arson or attempting to start a fire
- Possession of lighters or other incendiary devices
- Any other conduct considered by the school administrator to be disruptive Disciplinary action for violation of this policy may include suspension and/or expulsion.

**Disciplinary action for violation of this policy may include suspension and/or expulsion.**

# ADDITIONAL POLICIES

## DRESS AND APPEARANCE

Dress and appearance must not present health or safety problems or potentially disrupt the educational process as judged by school personnel. Students are expected to maintain a neat, appropriate, and school-ready appearance at all times during instructional hours, including virtual sessions. Attire should reflect a focused academic environment and be suitable for participation in a structured school setting. Clothing and headwear that are traditionally associated with sleepwear or non-public settings are not permitted. All students should dress in a manner that demonstrates respect for themselves, their peers, and the learning community.

Students are expected to maintain a respectful and appropriate learning environment during all virtual sessions. Any visible background—whether physical or virtual—must be free from offensive, distracting, or inappropriate content, including images, language, or displays that may disrupt the educational setting. To support consistency and professionalism, the school will provide a selection of approved virtual backgrounds for student use. Students are encouraged to utilize these school-issued options to ensure alignment with expectations.

## COOPERATION WITH SCHOOL PERSONNEL

Students must obey the lawful instructions of school district personnel.

## OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and/or other such disciplinary action as adjudged appropriate.

## DISCIPLINE FOR STUDENTS WITH DISABILITIES

The Virtual Preparatory Academy of Georgia at Jenkins Code of Student Conduct shall apply to all students unless a child's individualized education program provides explicitly otherwise. Virtual Preparatory Academy of Georgia at Jenkins will ensure that the parents/guardians and the student with a disability receive notice of the rules and regulations applicable to children with disabilities with respect to student management, discipline, and suspension/expulsion upon the student's entry into a special education program or at the annual IEP review.

Virtual Preparatory Academy of Georgia at Jenkins will consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the other requirements of federal and state law, is appropriate for a student with a disability who violates the code of student conduct. Virtual Preparatory Academy of Georgia at Jenkins may remove a student with a disability who violates the code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension for not more than ten consecutive school days and for additional removals of not more than ten consecutive school days in that same school year for separate incidents of misconduct.

# ADDITIONAL POLICIES

## DISCIPLINE FOR STUDENTS WITH DISABILITIES

After a student with a disability has been removed from his or her current placement for ten school days in the same school year, during any subsequent days of removal, Virtual Preparatory Academy of Georgia at Jenkins will provide services to the extent required. Virtual Preparatory Academy of Georgia at Jenkins will conduct manifestation determination reviews as necessary

For disciplinary changes in placement that would exceed ten consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, Virtual Preparatory Academy of Georgia at Jenkins will apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to children without disabilities except as outlined below.

### IDEA & ADA SERVICES

A student with a disability who is removed from his or her current placement for more than ten consecutive school days must:

- Continue to receive educational services to enable the child to continue participating in the general education curriculum in another setting and progress toward meeting the goals set out in the child's IEP.
- Virtual Preparatory Academy of Georgia at Jenkins will provide services during periods of removal to a child with a disability who has been removed from his or her current placement for ten school days or less in that school year if services are provided to a child without disabilities who has been similarly removed.
- After a child with a disability has been removed from his or her current placement for ten school days in the same school year, if the current removal is not for more than ten consecutive school days and is not a change in placement because of disciplinary removals, school personnel, in consultation with at least one of the child's teachers, determine the extent to which services are needed in order to provide a free, appropriate public education, to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.
- If the removal is for more than ten consecutive school days or is a change in placement because of disciplinary removals, the student's IEP Team determines appropriate services needed in order to provide a free, appropriate public education to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.
- The services required may be provided in an interim alternative educational setting.

# ADDITIONAL POLICIES

## DISCIPLINE FOR STUDENTS WITH DISABILITIES

### MANIFESTATION DETERMINATION

Within ten school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the Virtual Preparatory Academy of Georgia at Jenkins, the parent/guardian, and the relevant members of the child's IEP Team (as determined by the parent/guardian and the LEA) will review all relevant information in the child's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents/guardians to determine:

- If the conduct in question was caused by or had a direct and substantial relationship to the child's disability or
- If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If the Virtual Preparatory Academy of Georgia at Jenkins staff, the parent/guardian, and relevant members of the child's IEP Team determine the conduct in question was a direct result of the failure of the LEA to implement the IEP, Virtual Preparatory Academy of Georgia at Jenkins will take immediate steps to remedy those deficiencies.

### DETERMINATION THAT THE BEHAVIOR WAS A MANIFESTATION

If Virtual Preparatory Academy of Georgia at Jenkins staff, the parent/guardian, and relevant members of the IEP team determine that the conduct was a manifestation of the child's disability, the IEP Team will either:

- Conduct a functional behavioral assessment, unless Virtual Preparatory Academy of Georgia at Jenkins had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
- If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior, and except as provided in special circumstances below, return the child to the placement from which the child was removed, unless the parent/guardian and Virtual Preparatory Academy of Georgia at Jenkins agree to a change of placement as part of the modification of the behavioral intervention plan.

# ADDITIONAL POLICIES

## DISCIPLINE FOR STUDENTS WITH DISABILITIES

### SPECIAL CIRCUMSTANCES

Virtual Preparatory Academy of Georgia at Jenkins may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:

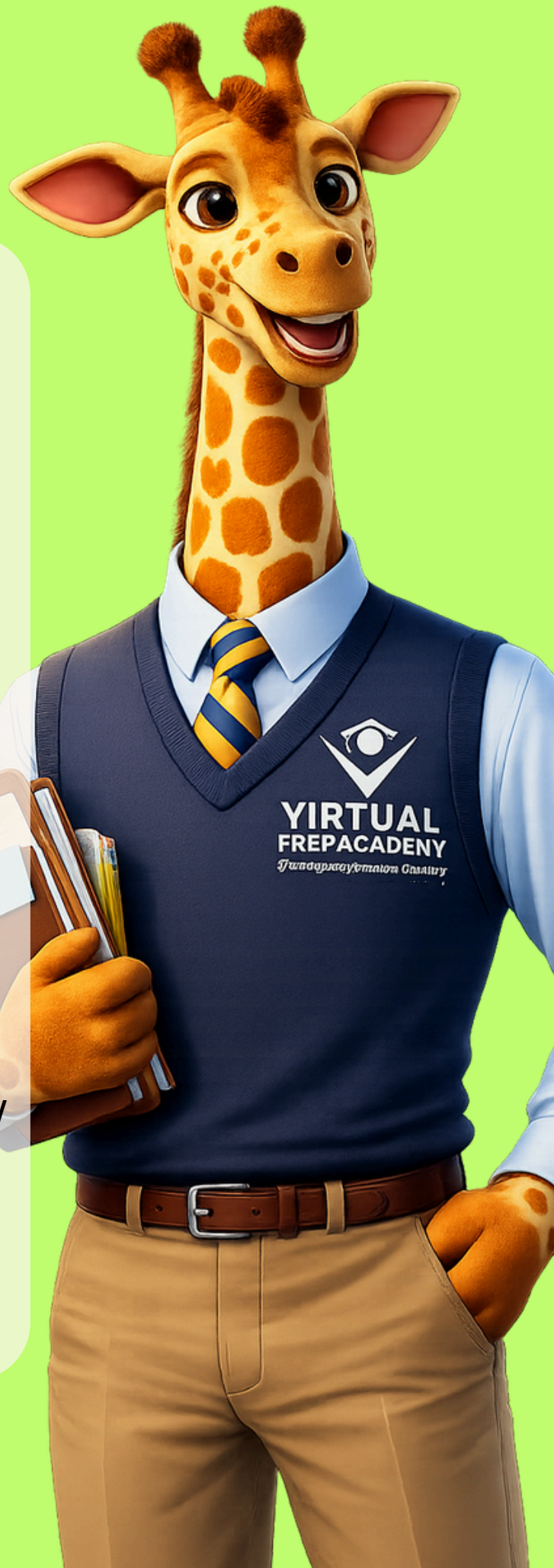
- Carries a weapon to or possesses a weapon at School, on school premises, or at a school function under the jurisdiction of the State or the LEA;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at School, on school premises, or to a school function under the jurisdiction of the State or the LEA; or
- Has inflicted serious bodily injury upon another person while at School, on school premises, or at a school function under the jurisdiction of the State or the LEA.
- The IEP Team determines the interim alternative educational setting.

### NOTIFICATION

On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of child conduct, Virtual Preparatory Academy of Georgia at Jenkins will issue a Prior Written Notice to notify the parents/guardians of that decision and provide parents/guardians the procedural safeguards notice described by Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as amended (Section 504).

### APPEAL

The parents/guardians of a student with a disability who disagrees with any decision regarding placement or the manifestation determination under this Rule or an LEA that believes that maintaining the current placement of the student is substantially likely to result in injury to the child or others may appeal the decision by requesting a hearing/



## Important Contacts

### Administration

admin@vprepga.org

### Attendance

attendance@vprepga.org

### Records

records@vprepga.org

### Enrollment

enrollment@vprepga.org | (478) 343-3699

### Success Team

success@vprepga.org

## Resources

### Log Into Parent Portal for:

Demographic Change Requests

Complete School Issued Forms

Technology Requests

<https://jenkinscounty.powerschool.com/public/>

### Student Canvas Website

<https://vpa.instructure.com/login/google>

### Technical Support Desk (TSD)

tsd@accelschools.com | (833) 426-7457