



GEORGIA
VIRTUAL ACADEMYSM

School Handbook 2009-2010

This Handbook sets forth general guidance for parents and students enrolled in the Georgia Virtual Academy (GVA). GVA is a charter school and is subject to the rules and regulations of Georgia public schools. The charter school guidelines for GVA are available online at <http://public.doe.k12.ga.us> . A copy of this handbook will be posted on the GVA Online School (OLS). It will be updated regularly as the growth of GVA warrants.

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Welcome to Georgia Virtual Academy!

Dear Georgia Virtual Academy (GVA) Family:

Welcome to the 2009-2010 school year at Georgia Virtual Academy. At GVA, we are focused on student achievement while building community amongst our staff, students and parents.

GVA is serving students in nearly every county in the state, and the size of our school continues to grow. To best serve our families, our teachers and administrators have developed several exciting programs. These initiatives are briefly described in this handbook, but your family will enjoy the greatest success in our school if you discuss your interest and participation in these programs with your teacher.

Our goals for this school year are for students to realize the highest levels of academic achievement and build school community. The K12 Inc. ® curriculum and our school programs were designed with these goals in mind. Our teachers are your partners and they are eager to support and assist your family.

Please keep this document handy. This handbook contains important calendars, phone numbers, and descriptions of programs. We have an exciting year ahead of us and are pleased that you have selected our school. We welcome your comments, helpful critique, and vision for our community. We look forward to a rewarding year for all.

Best wishes for a great year,

Matt Arkin
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SCHOOL DIRECTORY

Main office:

503 Oak Place
Suite 540
Atlanta, GA 30349
Phone: 404.684.8824
Fax: 404.684.8816
Office Hours: 9:00 am – 4:00 pm, Monday through Friday
School website: www.k12.com/gva

K12 Customer Support:

1-866-968-7512

With this number you will be able to reach the two support departments at K12:

CUSTOMER CARE – Choose option 1 if you need assistance with:

Materials
Navigation/Login
Usernames/passwords

TECHNICAL SUPPORT – Choose option 2 if you need assistance with:

Hardware
Software
Platform
Elluminate Live!

ACADEMIC CALENDAR

August 17, 2009: First Day of School

August: Initial Scantron Testing (Grades 3-8)

August 31 – October 9, 2009: DIBELS Testing (Grades K-2)

September 7, 2009: Labor Day (School closed)

November 23 – 27, 2009: Thanksgiving Break (School closed)

December 1 – 12, 2008: Technology Test (Grade 8)

December 21, 2009 – January 1, 2010: Winter Break (School closed)

January: Mid-Year Scantron Testing (Grades 2-8)

January 18, 2010: Martin Luther King Day (School closed)

January 20, 2010: Writing Test (Grade 8)

January 4-Feb. 12, 2010: DIBELS Testing (Grades K-2)

February 15 – 19, 2010: Winter Break (School closed)

March 3, 2010: Writing Test (Grade 5)

April 5 – 9, 2010: Spring Break (School closed)

April 26 – May 6, 2010, : CRCT Testing (Grades 1-8)

May 10 – June 4, 2010: DIBELS Testing (Grades K-2)

May: End-of-Year Scantron Testing (Grades 8)

May 31, 2010: Memorial Day (School closed)

June 4, 2010: Last Day of School

June 21 – 25, 2010: CRCT Retesting (Tentative)

OVERVIEW OF GEORGIA VIRTUAL ACADEMY (GVA)

Our Mission

The mission of the GVA Virtual Academy is to provide an innovative, intensive academic preparation that inspires and educates students to achieve the highest levels of academic knowledge and skills. GVA embraces a collaborative partnership between teachers and parents in order to empower students to reach extraordinary heights. Through commitment, hard work, consistency, and responsibility, every student will meet the challenge of mastering high expectations.

Our Vision

Through a combination of research-based, individualized, and specialized curriculum and instruction in the home; online conferencing with a certified teacher; and access to a community of experts in science and technology, our students will emerge as confident leaders of the digital age.

Award-Winning Curriculum

The K12 Inc. curriculum is developed by cognitive scientists, noted leaders in the education field, math and reading specialists, Flash designers, and other subject matter experts. K12 is widely regarded across the country for its passionate and rigorous approach to education focused on how students actually learn.

The K12 curriculum works for all kinds of students to unlock their personal full academic potential and help them achieve mastery of the key concepts and skills they will need to succeed in life. From gifted children, to students whose lives require an individualized schooling schedule, to those who need a gentler pace than in a traditional classroom, K12 provides an adaptable but focused learning environment.

GVA Faculty

We believe that a collaborative relationship between you and your assigned teachers is necessary. Your teacher has a wealth of knowledge and thus should be your first point of contact for all questions that are academic or technical in nature. As your teacher makes contact with you, know that this is a team effort to ensure that your student is making progress and demonstrating compliancy in all areas.

Teacher Responsibilities

- Collaboratively develop Individual Learning Plans for your student
- Help you to use the Online School. Guide and direct you through the K12 curriculum
- Provide instruction as needed using the K12 curriculum and other educational resources
- Develop and explain accommodations or modifications to the curriculum
- Conduct conferences with you to discuss your student's academic progress
- Collect and review work assignments and provide constructive feedback (and grades in the secondary program) on a regular, quarterly basis
- Maintain work day from 8:00 am – 4:00 pm
- Respond within 24 hours to all e-mails and telephone calls
- Inform you of school updates/information from GVA and/or K12
- Plan and attend school functions
- Proctor state and other standardized tests
- Provide encouragement and support in all areas of student learning and achievement
- Complete semester progress reports
- Be the first point of contact for parents and students

Communication

- Ongoing and consistent communication is required between the student, parent, and teacher(s) for school compliancy. School communication includes: Telephone (leaving voicemail when necessary); E-mail; Secure website (messaging center); School Announcements; Newsletters; School Directory; Community Board; Workshops (in person and online); Secure chat rooms (using Elluminate® Live!); Faxing; First Class Mail

OVERALL PROCEDURES AND POLICIES

Instructional Time

Georgia requires all public schools to offer a minimum of one hundred and eighty (180) days of instruction each year. Additionally, statute requires a minimum number of instructional hours by grade level:

Grade Level	Yearly Hours	Weekly Hours	Daily Hours
K-3	810	22 ½	4 ½
4-5	900	25	5
6-8	990	27 ½	5 ½

Instructional time can occur at anytime during the day and on any day of the week between the first day of school and the last day. Time towards daily attendance must come from the curriculum and instruction provided by K12 and GVA. Supplemental time may be logged up to 12 hours per week. The full 180 days of attendance must be logged by GVA's last day of school: June 4, 2010.

Attendance and Truancy

As a public charter school, GVA is required to monitor student attendance in accordance with all applicable statutes and State Board of Education Rules. GVA teachers and administration monitor student attendance regularly.

Upon written request from a parent or guardian, the teacher may excuse a student's absence from school for the following reasons:

- Student illness
- Quarantine
- A serious illness or death in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Religious holidays (24 hr. advance request only)
- Educational tour/trip (24 hr. advance request only)
- 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 or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five 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.

Responsibility for compliance with state attendance statutes and regulations belongs to the parents, but the school is obligated to keep an accurate record of daily attendance. A GVA student is considered truant if he or she fails, without a legitimate excuse, to log attendance for five non-consecutive school calendar days. After 10 days of unexcused absences, the student will be withdrawn. GVA staff follows the procedures outlined below to notify parents of a truancy situation.

Process for Attendance Monitoring

- Students are required to follow the school calendar, which includes a minimum of 180 school days. Instructional time can be entered on any day (e.g., weekends, holidays, etc.).
- Students are expected to log into the OLS (online school) each scheduled school calendar day. If attendance is not recorded on a school day as listed on the school calendar, the student is marked as having missing attendance. So, if the school calendar indicates Monday through Friday in a given week as "School Days," attendance must be entered on each day to not result in absences being recorded.

- Students who are unable to log onto the online school must notify the teacher as to the reason for the student's absence.
- Refer to the state guidelines for an attendance overview at http://public.doe.k12.ga.us/pea_policy.aspx?PageReq=PEASchoolAttendance Your GVA teacher will provide guidance in the area of collecting notes for absences.
- Hours and progress count on non-school calendar days.
- Switching of school holidays is permitted as long as the teacher is informed via email.
- In the event a daily attendance is inadvertently not logged in for a consecutive two days, inform your teacher the next school day to correct the marked absence.
- TRUANCY: a student will be considered truant after five non-consecutive or consecutive days of missing attendance without an excuse given to the teacher. Failure to submit attendance without excuse will result in charges of truancy reported to the home school district.

Process for Withdrawal of Truant Students:

1. GVA teachers monitor student attendance on a consistent basis.
2. GVA teachers send a Kmail or conduct a phone conference informing parents that their child has been absent (unexcused) for two or more calendar days. Parents should respond within 24 hours. Immediate action should be taken to correct the truancy problem.
3. If there is no response within 24 hours, GVA teachers forward the student's name, contact information, and file documentation (number of missed days, etc.) to the Compliance Coordinator. A letter is sent to the family via Kmail and ground postage that notifies the family that the child is truant.
4. If the truancy is not resolved within 24 hours after the 10th day of truancy, the student will be withdrawn from GVA. The parent/ guardian will be notified via e-mail and certified mail. The home school district will also be notified of the student's withdrawal.

Types of Absence

Excused Absences

Administrators register absences as excused only for those reasons cited in the GVA School Code. The reasons cited are personal illness or quarantine, health care, death in the immediate family, approved educational travel, and religious holidays or religious instruction.

Unexcused Absences

When students are absent for reasons other than those permitted under the GVA School Code (see "Excused Absences"), those absences will be recorded as unexcused absences.

Excuse Notes for Absence

For an absence to be registered as excused, a parent or guardian must furnish, within three days of the student's return to school, a Kmail explaining the absence. The e-mail must include student's name, the date of the absence, and the reason for the absence.

Unexcused Absences

When the teacher does not receive an e-mail within three days of an absence, such an absence becomes an unexcused absence.

Travel—Educational/Family

To prevent unexcused absences, families who wish to take an educational leave must request permission to be excused via e-mail prior to departure. The Head of School must approve absences in excess of five school days. The student is responsible for making arrangements with teachers to complete work missed during any absence.

Attendance FAQs

1. When can I log attendance?

You are able to log attendance from your first day of school, August 17, 2009, until the last day of school, June 4, 2010.

2. Where do I need to log my child's attendance and how often?

Student attendance hours are logged in the attendance screen on the parent's OLS and must be entered **daily**.

3. Why should I log attendance?

In addition to meeting the legal attendance requirements for GVA and the GVA School Code, logging attendance provides you and your child with a log of the work accomplished.

4. What are supplemental hours?

Provided you complete your K12 coursework first, attendance time may be logged for activities your student engages in that relate to the course objectives. Please contact your teacher before entering supplemental attendance time to ensure the additional activity you wish to include satisfies course objectives. There is a maximum of 12 hours per week of non-instructional time allowed.

5. What should I do if I forgot to log my child's supplemental hours?

You can go back and add hours after initially entering attendance. If you have already entered hours for the specified day and clicked the "submit" button, your teacher must add the hours for you. Contact your teacher and he or she may assist you in entering supplemental hours.

6. How many hours should my child log if he or she enrolled after the start of school?

Hours are prorated based on a student's start date. Students who start after the first day of school should follow the daily or weekly attendance guidelines outlined in the Instructional Time section of this handbook.

7. Is there a maximum number of hours a day a student can log?

There is no maximum number of hours per day a student may log; however, the student's teacher must document hours in excess of 12 hours per day. Notify your teacher of each circumstance requiring more than 12 hours of instructional time.

8. Do I log attendance for the actual time the lesson took or just the default time that comes up on the OLS?

The default time is given as a guide for time to spend in each subject per day. If you consistently observe your student completing lessons before he or she accumulates the required amount of time, you may benefit from setting a time limit to each subject, rather than just expecting one lesson per day.

9. What should I do if my student is ill?

Send a Kmail to your child's teacher to communicate the student is ill. Any OLS progress that the student can comfortably achieve, such as reading from the literature selection is encouraged. Attendance needs to be marked accordingly. Doctor's excuses need to be scanned and Kmailed, or mailed to the teacher. The doctor's appointment can be counted as attendance for Health. If no work can be completed by the student due to illness, mark the day as non-attendance.

Residency

All GVA students must be current legal residents of Georgia. Proof of legal residency documentation will be collected during the enrollment process and kept on file.

Confidentiality

Every effort is made in maintaining the confidentiality of students attending GVA. Parents must give permission before a student's name or picture can be displayed in a public manner. Before confidential student information is transferred over the Internet, it is encrypted and can only be decrypted by another party employed or assigned by GVA. Student files are accessible only to employees of GVA who have an interest in the education of its students. Responsible adults and students should be careful not to share their K12 Online School (OLS) username and password with any unauthorized individuals. In any case where a parent or teacher believes the security of the OLS has been

compromised, the parent should use the tools provided in the OLS to change usernames and passwords. Parents are advised to avoid using personal information in e-mails. Using your child's first initial rather than full name is preferred.

Health Policy

All students must comply with the requirements of the State Immunization Code. Details of Georgia state requirements are listed below, excerpted from the GA DOE website.

Immunizations & Health Certificates (Forms 3300 and 3231)

Form 3300 (Certificate of Eye, Ear, Dental Exam)

A student, regardless of grade level, who has never been in a Georgia public school must provide certification of eye, ear and dental examinations on the Georgia Department of Human Resources Form 3300. Any child admitted to school without a certificate must present one within 120 calendar days. Forms may be obtained and completed at the local public health departments or physician offices.

Form 3231 (Certificate of Immunization)

Georgia Law requires children attending school (Kindergarten – 12th grade) to be age appropriately immunized with all the required vaccines at the time of first entry in school. A new entrant is a child entering a school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year. All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked "Complete for School" unless any of the following situations exist:

1. Medical exemption: in this case the 3231 has an expiration date no more than 12 months from date of issue. There must be an annual review of the medical exemption and the certificate must be reissued with or without indication of the medical exemption.
2. Religious exemption: For a child to be exempt from immunization on religious grounds, the parent or guardian must furnish the school with a notarized statement and it must meet the following criteria: (A) State that their religious beliefs conflict with immunization requirements; (B) the statement must be signed and dated by the parent/guardian; (C) The statement must be notarized, dated, and signed by a Notary Public; (D) The statement should be submitted to the school in lieu of an immunization certificate (form 3231); (E) The statement does not expire.
3. Waiver of 30 calendar days granted to new entrants by the superintendent or designee.
4. Waiver of 90 calendar days may be granted by the superintendent or designee to students entering Georgia public schools from out of state, if documentation is on file from the county health department or a medical doctor stating that an immunization sequence has been started and can be completed within the 90 day waiver period.
5. Immunizations are required for diphtheria, pertussis, tetanus, hepatitis B, polio, measles, mumps, rubella, and varicella (chicken pox). Protection against each of these diseases must be addressed on the form 3231. The form can be computer generated and if the child attends more than one school, an original or a photocopy of the form must be submitted to the second school.

Sixth Grade Requirements

All currently enrolled children entering sixth grade on or after July 1, 2007, must meet the following requirements:

1. Two doses of Measles vaccine, two doses of Mumps vaccine, one dose of Rubella vaccine, or laboratory proof of immunity against each of these three diseases.
2. Two doses of Varicella (chicken pox) vaccine or documentation of disease or laboratory proof of immunity. At the time your child entered school, only one dose of this vaccine was required.

For more information about Georgia's immunization program or the immunization requirements for school entry and attendance, please click on the following link to the Georgia Department of Human Resources:

health.state.ga.us/programs/immunization/index.asp.

If GVA has not received immunization records for a student and/or a student is not compliant with Georgia's immunization requirements by October 15, the student will be withdrawn. Details on immunization and medical examination requirements for Georgia public school students is available on the state Department of Education website:

<http://www.doe.k12.ga.us/askdoe.aspx?PageReq=ASKNewcomer>

Please contact the GVA office with any questions regarding health requirements.

Standardized Testing

Every GVA student will participate in the state standardized tests as required by the state of Georgia. Testing will be conducted at a variety of sites around the state and proctored by GVA teachers. Efforts will be made to locate a testing site within an hour of your home, but in certain cases it may be necessary to travel longer than an hour. These tests are given over a one- to five-day period depending on the test and student's grade level.

- Scantron Performance Assessments will occur ongoing throughout the school year as a progress monitoring tool.
- Grade 8 Writing test
- Grade 3 Writing test
- Grade 5 Writing test
- CRCT testing (grades 1, 2,3,4,5,6,7,8)
- DIBELS testing (grades K-3)

Specific testing dates and locations will be published no later than two weeks prior to the testing window. The school cannot guarantee that the student's assigned teacher will be the test proctor or examiner; however, the school does attempt to assign teachers to testing sites where many of their students will be participating. Please see the section on the "Family Accountability Plan" for information on the consequences of non-participation in standardized testing.

Non-Discrimination Policy

GVA shall not discriminate in their educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the GVA Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school.

Withdrawing From GVA

Parents with students in need of withdrawing from the school must contact their teacher and notify them of their desire to withdraw. The Enrollment Coordinator or designee will confirm withdrawal date and arrange for the return of all school equipment and materials. Failure to return all school equipment and materials in satisfactory condition may result in a collections action. GVA will inform the student's home school district of the withdrawal.

Supplemental Activities

Parents seek to provide the best possible education for their child and often enrich the child's curriculum with extra activities and family trips. These activities may be logged into the student's daily schedule and counted toward his or her mandatory hours of instruction if the activity directly relates to lesson objectives. However, it is important that parents/responsible adults initially discuss their supplemental activities with their students' assigned GVA teachers and then notify the teachers of the

hours that will be logged to ensure that the supplemental activities are recorded in the appropriate area(s) of the curriculum. No more than 12 hours a week of supplemental activities may be logged as attendance. Supplemental activities include outings based on GA Performance Standards and other learning experiences that address standards.

GVA Family Accountability Plan

Families who enroll their children in the Georgia Virtual Academy agree to the “I Understand” statements listed in the *GVA Parent Handbook*. These expectations represent the basic minimums to which parents and students must comply in order to experience success in the Georgia Virtual Academy. Parents are required to sign the handbook agreement form found at the end of the handbook and return to the teacher by the end of the first month of school.

The vast majority of families who enroll with the Georgia Virtual Academy consistently and conscientiously comply with these expectations. However, as the school year progresses, some families may demonstrate the inability or unwillingness to fulfill one or more of the “I Understand” statements. In these cases, the Family Accountability Plan (below) will be initiated so that the school has a mechanism by which the responsible learning coach can be officially notified of behaviors that compromise the successful school experience of the student. Family Accountability Points (FAPs) will be allocated as necessary until one of two outcomes occurs:

- The family acknowledges their deficiencies and implements programmatic changes to address the issues, resulting in an improved school experience; or
- The family continues to earn FAPs until the limit of ten (10) FAPs is reached. If/when this occurs; the student will be withdrawn from the school. GVA will notify the district of residence since the student is no longer enrolled in the Georgia Virtual Academy.

The chart below explains the possible deficiencies, points and timelines that comprise the Family Accountability Plan:

Issue/I Understand	Point Value	Minimum Expectation	When Recorded
Standardized Testing (Scantron,CRCT, DIBELS, Writing Assessments)	5 FAPs (also, student may not enroll in GVA the following year)	Student will take all required state achievement/diagnostic tests	End of testing window
Portfolios	2 FAPs per quarterly assignment	Portfolio submissions are either RECEIVED or NOT RECEIVED, no partial credit given	One week after work is due
Written Communication/GVA Handbook	1 FAP per month for failure to respond to Kmails marked “KMAIL RESPONSE REQUIRED”/ 1 FAP for failure to return Handbook Signature pages by due date ***	<u>Read ALL</u> Kmail communication from Teacher/Administration, <u>Respond via Kmail</u> to ALL Kmail marked “ KMAIL RESPONSE REQUIRED”	Written Communication FAPs recorded at end of each month/ Signature page FAP recorded no later than 1 week after due date.
Conferences and Scheduled Academic Sessions	1 FAP per missed conference ,rescheduled missed conference or missed scheduled academic session (required illuminate class, tutoring session,...) with Teacher/Administrator	According to schedule as specified by the Teacher(s) and /or Administrator	Within one week after missed conference/scheduled academic session (to allow time to reschedule)

Progress	1 FAP per month	8-10% per month, or as specified by Teacher	End of each month
Attendance	1 FAP per month for missing attendance, unexcused attendance, failure to log attendance consistently	20-25 days per month of 4.5 – 5.5 hours per school day as specified in Handbook and/or Teacher	End of each month

- *** A family could receive 2 FAPs in this category in September only, if they fail to return signature pages and they do not respond to *KMAIL RESPONSE REQUIRED” kmails from administration/teachers.
- The teacher will keep track of the Family Accountability Points accumulated by the parent/student.
- The teacher will keep the parent informed of the student’s FAP status through telephone conferences or written communication.
- The Enrollment & Compliancy Coordinator (ECC) will regularly monitor FAPs accrued by families, review Kmail communications and conference with families offering additional support as needed regarding compliance and/or withdraw students when necessary.
- It is the family’s responsibility to keep track of assignment deadlines, parent/teacher conference schedule, test dates, required work samples, adequate progress, attendance requirements, and appropriate communication with teacher in order to ensure compliance.
- Students with IEPs may have additional parent/teacher communication and work sample requirements that will be discussed with the individual child’s teacher.

All appeals will be directed first to the GVA Enrollment and Compliance Coordinator, who will interview the teacher and the parent/learning coach, and examine the applicable documentation. The final decision will be made by the Academic Administrator and Head of School.

Removal From GVA

Students may be removed from GVA due to disciplinary action, lack of attendance/progress, failure to participate in state-mandated assessments, or attendance in another public school. Students are provided all necessary due process rights before removal. GVA administrators and teachers may recommend expulsion to the Board of Directors’ Expulsion Hearing Committee for student violation of school policies. Students and parents are made aware of the date and time for an expulsion hearing before the Expulsion Hearing Committee. Public schools in the state may refuse admission to a student who has been expelled from GVA.

Expectations

GVA expects daily monitoring of students by the Learning Coach and/or legal guardian. Supporting and monitoring instruction at home is a full-time job. GVA’s program is challenging and time intensive. The Online School and its curriculum have the flexibility that allows for students to be challenged according to their mastery of skills. The responsible adult (the learning coach) for most elementary students spends between 15 and 25% of the day actually online and the remainder of their time working offline with their children in workbooks, printed lessons, or other related activities. Middle school students and parents may spend between 20 and 30% of their time on their computers.

The expectations of the GVA educational model are:

- Face to face daily instruction between learning coach and student
- Maintain daily attendance and consistent progress
- Check Kmails daily
- Submit portfolio assignments on or before due dates
- Participation in:

- Conferences
- Illuminate sessions for students
- Parent workshops
- School & state testing

GVA has chosen the K12 curriculum because it is designed to help children exceed state and national standards. For an overview of the educational approach, please visit the “Educational Approach” section of K12’s web site at <http://k12.com/curriculum/approach.html>.

Lesson planning, materials preparation, progress planning, teaching, and the administration of a student’s day-to-day education are both exciting and challenging, and require parental commitment, discipline, and organization. It is a useful practice to cite basic expectations and understandings with which all parents of GVA should be acquainted. Please read the “I Understand and Agree” statements found on at the end of the Handbook very carefully, as these expectations should be a part of each parent’s calculation of commitment as a GVA parent.

School Property

GVA provides materials, books and other curricular supplies. GVA also provides computers and printers to families according to financial need. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. A list of property that must be returned is provided to parents. All property and equipment must be returned in good, working condition upon withdrawal from the program. All printed materials are copyrighted, and unauthorized copying of those materials is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his or her studies while enrolled in the school. Parents are to comply with this policy and all the terms and conditions of the Use of Instructional Property Agreement submitted with the enrollment materials.

Objectionable Content Policy

There may be times when a parent finds certain lessons, books, or materials objectionable for various reasons. If a parent finds objectionable material, he or she should contact his or her GVA teacher via KMail. Teachers will work with parents to find alternative lessons to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met.

Student Records

Student records are maintained between the GVA office and the GVA teacher. Parents/legal guardians are directed to contact the student’s GVA teacher to obtain a copy of the student’s progress report. A copying fee may be assessed for records from the GVA office. Parents are encouraged to keep of copy of any records submitted to GVA.

If parents/responsible adults change their address, telephone, cell phone, e-mail address, or place of employment, they are asked to notify their teacher immediately. Parents are responsible for keeping contact information current within the account setup section of the OLS.

If a student transfers to another school from GVA the policy is for the new school to contact GVA for records. An official “records request” should be submitted by the new school. Schools can contact GVA administrative office at 404-684-8824.

Computer Policy

GVA requires all families to have a minimum of one computer and printer that meet the minimum specifications necessary to access the K¹² Online School (OLS). Families must also have Internet availability in order to participate in the school.

Minimum technical specifications are as follows:

Either a Windows-based or Apple Macintosh computer with an Internet connection
CDROM or DVD drive

Modem: 33.3 kbps modem or better (56 kbps modem is recommended).

External microphone

Internal or external speakers

Microsoft® Internet Explorer version 6.0 or higher or Netscape Navigator 7.0 (or higher).

[Adobe Acrobat](#) (7 or higher) and [Macromedia Flash](#) (Version 9). (These programs can be downloaded at no cost)

In certain cases based on financial need, GVA may loan a computer to an enrolling family. The income guidelines used to make this determination are the same ones set forth by the federal government for determining eligibility in the National School Lunch Program for free or reduced-price lunches. Families wishing to request a computer should contact their teacher. Detail on income eligibility guidelines is available on the USDA website: <http://www.fns.usda.gov/cnd/governance/notices/iegs/iegs.htm>

Internet Service Provider (ISP) Reimbursement Program

Families who have received a loaned computer system from GVA will receive ISP reimbursement checks two times per year at the rate of \$10.95 per month (per family) for the school year. The ISP reimbursement payments are made at the end of January and June.

Families must participate in the Online School, be eligible to receive a GVA computer based on family income, and have adequate compliancy as described in the 2009-2010 GVA Handbook in order to qualify for ISP reimbursement. Families are eligible for ISP reimbursement for the month in which they enroll.

Please be aware that if an ISP check is lost, GVA does not automatically reissue a check to that family. If a check is lost, parents need to notify the Operations Manager within 60 days, or a replacement may not be issued.

At the discretion of the GVA, non-compliant students may have ISP reimbursements reduced.

School Supplies

GVA provides most curriculum items needed to participate in school. However, there are times when household and consumable items are needed to complete a lesson. Be sure to use the Advanced Planning feature through the Online School to assist with upcoming lessons requiring certain materials.

Printer Ink Usage Guidelines

Printer ink is expected to be used sparingly and only for school needs. In order to conserve ink, it is recommended that your printer is set to always print in fastdraft mode. To set for fastdraft mode:

- Go to your Start menu
- Go to Printers and Faxes
- Right click on your printer name
- Scroll down to Properties
- Click on the Advanced tab
- Click on Printing Defaults
- In the drop-down menu under Print quality, choose FastDraft
- Click Apply, then click OK.

Ink refill kits are not recommended for use as they commonly are non-compatible and messy to administer.

GVA does not provide printer ink or paper.

Complaint Response Procedure

The GVA is interested in achieving and fostering student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. GVA prohibits discrimination against students/ families on the basis of disability, race, creed, color, gender, national origin, or religion.

The student and parent(s), custodian(s), or legal guardian(s) are encouraged to first discuss the issue(s) with your GVA teacher. If afterwards no satisfactory resolution has been obtained, please address in writing any concern or grievance to the Head of School (HOS). The HOS responds within ten (10) working days.

If the concern or grievance is not resolved by the HOS, the parent(s), custodian(s), or legal guardian(s) may, within ten (10) working days of the HOS's response, request in writing a meeting (via phone or in person) with the HOS to discuss the concern or grievance. He or she investigates and responds within ten (10) working days.

If the family's concern is not resolved at the meeting with the HOS, the family may file a complaint with the GVA Board of Trustees. The GVA governing body may address the complaint directly, or the family may file a complaint with the Georgia State Superintendent (information can be found on the GA Dept. of Education website). GVA has 40 days to respond in writing to a formal complaint filed with the State Board of Education.

Harassment Reporting

If you are being harassed in your online environment, it is important to report it immediately to your teacher. Harassment comes in many forms, including:

- Spam (unsolicited e-mails not pertaining to school)
- Threatening communications
- Offensive communications or any other kind of communication that makes you feel uncomfortable

Questions or Concerns?

GVA staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and parents must collaborate to solve them. GVA staff also realizes that parents and students do not always know what to do or where to seek out answers and often give up and become frustrated when problems remain unsolved. Please follow these procedures for general information or for assistance in resolving a problem:

Step 1. All student educational concerns and issues should first be directed to the student's teacher. If a GVA teacher cannot resolve the issue (e.g., materials or course placement) he or she directs the parent/responsible adult to the appropriate contact for assistance. The GVA teacher will monitor the concern to ensure resolution. Parents should directly contact K12 Technical support for any problems with school computers.

Step 2. If the issue or concern is about the GVA teacher, parents are advised to contact the Lead Teacher for that particular teacher

Step 3. If the concern is not resolved at the teacher or lead teacher levels, parents/responsible adults are advised to contact the

Step 4: Master Teacher, Academic Administrator or Head of School (see School Directory).

Family Education Rights and Privacy Act (FERPA)

GVA maintains records concerning all children enrolled, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended assignment, notices of intent to evaluate and reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into the Penn Data

system, correspondence between school staff and home, instructional support team documents, referral data, memoranda, and other education-related documents. Records can be maintained on paper, on microfiche, on audio or videotape, and electronically. Records can be located in the central administrative offices of the GVA, electronic storage systems, and in the secure possession of teachers, school administrators, specialists, psychologists, counselors, and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality.

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must notify the parents in writing and may destroy the records or, at the request of the parents, must destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents request so in writing.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's educational records within 45 days of the date GVA receives a request for access.

Parents or eligible students should submit to the school administrator (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The administrator or designee will arrange a records inspection for the parent or eligible student.

(2) The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading.

Parents or eligible students (age 18 and above) may ask GVA to amend a record that they believe is inaccurate or misleading. They should write the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

Should GVA decide not to amend the record as requested by the parent or eligible student, we will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is available to the parent or eligible student when notified of the right to a hearing.

(3) 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 GVA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom GVA 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, GVA discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable

attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by GVA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

(Note: Directory information includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.)

It is the policy of GVA to provide employment without regard to race, color, religion, national origin, sex, age or handicap as required by Title VI, Title IX, and ADA

Title I Status and Program

GVA receives federal funding (Title I, Part A), which is a part of the No Child Left Behind Act of 2001, (NCLB). This act provides federal funds through the Georgia Department of Education to local educational agencies, (LEAs), and public schools with high percentages of economic need to help ensure that all children meet and/or exceed challenging State academic content and student academic achievement standards.

. In general, the following children are eligible for services under Title I Part A:

- A child who, at any time in the 2 years preceding the year for which the determination is made, participated in a Head Start, EvenStart, or Early Reading First program, or in preschool services under Title I.
- A child who, at any time in the 2 years preceding the year for which the determination is made, received services under Title I Part C, Education of Migratory Children.

Students will qualify for Title I services (targeted assistance in reading and/or math) based on several factors such as those listed above, curriculum level and teacher recommendation. The GVA Title I Department consists of a Coordinator/Lead Teacher and designated math and reading teachers. Students qualifying for the program will be given a compact to sign and return if agreeing to receive the extra services. Students working in the Title I program are expected to complete the regular curriculum within the guidelines given to all students while receiving additional help/resources in math and/or reading.

STUDENT SERVICES

Advanced Learners Program

The Advanced Learners Program (ALP) is a supplemental enrichment program for K-8 students who are working one grade level or higher in both LA and Math, have met or exceeded the standards on both Reading and Math CRCT tests, and/or have been identified as gifted through a previous program. Students in the ALP are supported with accelerated course planning and other activities that incorporate academics, multiple intelligences, and social interaction. Participants in the ALP are expected to maintain good progress and achievement. If you feel that your student would benefit from the program, contact your teacher for more information.

Response to Intervention (RTI)

GVA supports the academic achievement of all students, particularly those most at risk. The school has a strong commitment to the federally mandated goals of the No Child Left Behind Act (NCLB). It is a priority to build strong parent/teacher/student relationships and address the specific needs of individual students. The Response to Intervention, (RTI), Team at GVA uses a response to intervention process to identify and serve students having academic, behavioral, or emotional difficulties. This process involves student, parents, teachers, and other specially trained professionals and administrators.

The RTI Team uses a tiered model to provide problem-solving methods, progress monitoring, and research-based interventions to help students achieve academic success. The goal of the RTI process is to work together to help each student achieve a satisfactory rate of progress in the regular educational setting, preventing the need for more intensive services later on. All students in GVA participate in the RTI process. Students who participate in the GVA instructional model, using the K12 curriculum and taking state-mandated tests, are all part of Tier 1. A student who receives supplemental help from the homeroom teacher, such as additional Elluminate sessions or other tutoring, is working on Tier 2 of the RTI process. The homeroom teacher, after conferring with the parent, may begin a referral to Tier 3 when a student clearly needs added support. The Tier 3 Team comprises teachers specially trained in the RTI process, the homeroom teacher, and the parent/s. In addition, older students (usually grades 4-8) are also encouraged to participate in this part of the process. The Tier 3 Team reviews progress, attendance, previous state testing scores, and types of strategies previously tried with the student. Then, the Tier 3 Team recommends research-based interventions and follows the results of those interventions, which must be monitored consistently by the homeroom teacher and the parent, for a period of six to twelve weeks. It takes time for data collection and review of this data to determine if the recommended interventions are effective. If the interventions show little or no effect on student progress, the RTI Team may recommend referral to Tier 4 of the RTI process. The Tier 4 Team consists of all of the members of the Tier 3 Team plus our school psychologist and a representative of the special education team. At this level of the process, the Tier 4 Team will discuss the results of the interventions used and may recommend further diagnostic evaluation, and/or referral to supplemental programs designed for more intensive student support.

Since RTI is a process and not a program, students may move up and down through the tiers throughout their academic career. The goal of RTI is a pro-active one, to provide each student with the tools needed to achieve academic success.

Special Education Services

GVA's Special Education program meets the individual needs of students by using Specially-Designed instruction with Georgia State Standards-based curriculum combined with IEP goals in the home setting. Detail methods of informal assessment through portfolio and monitored progress in meeting IEP goals. Students attend mandatory specialized sessions via Elluminate, several days per week which aid in continuous progression and mastery of their Individualized IEP Goals and Objectives. These sessions are aligned with the Georgia Performance Standards and conducted by GA State Certified, Highly Qualified Teachers in the areas of Reading, Writing, Mathematics and Social Skills. We deliver virtual Special Education programming and related services to GVA students at no cost to the parent or guardian. This means that students with disabilities who need Special Education must receive a free appropriate public education (FAPE). These services conform to the student's Individual Education Plan (IEP).

Services By Disability

Special Education services are collaborative teamwork between the parent, teachers, and therapists to provide a systematic problem-solving approach for a quality education to each student. All members of the GVA school community believe that varied instructional practices and learning environments benefit all children.

Services by disability area are as follows:

Autism, including Pervasive Developmental Disorder; Blindness or Visual Impairment; Deafness or Hearing Impairment; Mental Retardation; Multiple Disabilities; Neurological Impairment; Orthopedic

Impairment; Serious Emotional Disturbance; Specific Learning Disability; Speech and Language Impairment; Other Health Impairments

No Child Left Behind and IDEA Statement

The 1997 Amendments to the Individuals with Disabilities Education Act (IDEA) and the more recent, Individual with Disabilities Improvement Act (IDEIA) mandate that every school district in the country develop a system to identify children with disabilities, from birth through age 21, who live in the district. GVA will make a concerted effort to identify, locate, and evaluate children through 21 years of age who enroll in GVA and have a confirmed or suspected disability, in accordance with all federal regulations and state standards.

In addition, it shall be the policy of GVA that the child with a disability and his or her parent/guardian shall be provided with safeguards, as required by law, throughout the identification, evaluation, and placement process, and with a free, appropriate, public education.

Commitment to Serve Students

GVA is committed to the full implementation of NCLB and IDEA. When special education students are given the support necessary for success as outlined by their IEP, we believe they can achieve at the same high standards that are required for all students enrolled in our school.

Chapter 15/504 Service Plan

Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Act, some school-age children with disabilities who do not meet the eligibility criteria may nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a documented mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

CURRICULUM AND INSTRUCTION

GVA students are provided K12 coursework in Math, Language Arts/English, Science and History. Math and LA/English levels are determined based on initial placement tests and the conference held with a placement counselor. The goal is to provide students coursework based on their instructional level in math and reading. For science and history students are placed according to their age-appropriate grade levels in order to ensure alignment with Georgia state performance standards. GVA does not encourage grade-level sharing of courses for siblings, but we may make exceptions for primary students where standardized testing is not administered. If a student is working above grade level in science and/or history he or she may need to review concepts from the previous course prior to the standardized tests in order to prepare and feel confident during the tests. GVA also supplies standards-based review through Study Island ©.

GVA encourages students to complete all lessons in a course, if possible, since courses in the subsequent grade levels assume completion of lessons in the prior grade. A lesson is completed when the student has mastered the objectives as measured by the lesson assessment. It may not be necessary to teach every lesson if the student can demonstrate mastery of the objectives on the assessments.

The Online School (OLS) is designed to collect and record data that substantiates the academic progress of our students. Therefore, it is mandatory that the OLS be used to enter attendance and assessment data that reflects the standing of the student. The OLS data serves as the primary tool for determining advancement into subsequent course levels. It is essential that parents/ responsible adults understand that by signing on with GVA, they agree to participate in the program as designed, including documenting regular and appropriate academic progress in the OLS; participate in required interactions with the assigned teacher; and participate in the state-mandated academic assessments.

GVA requires that parents/students submit work assignments to assist teachers with the decision to advance a student to the next course/grade level. GVA requires student work to be original, with appropriate citations for references to published works. Parents/ students are provided work assignment guidelines at from their assigned teacher.. Work assignment submission is a topic of discussion during teacher conferences.

Work assignments must be mailed to the address specified by the teacher or submitted electronically, as the teacher requests. Parents should not drop off work samples to teachers' homes, but can be hand-delivered at school events or outings, if appropriate and with approval from the teacher..

At GVA we understand that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding. Our certified teachers are here to assist parents/learning coaches to meet the associated challenges.

Mathematics & Reading/Language Arts Advancement (Grades K-8)

It is important to understand that the decision to advance a student to the next course or grade level is made jointly by the parent and teacher and focuses on what is in the best interest of the child. Academic achievement through content mastery is the cornerstone of GVA and the K12 curriculum. GVA understands that children do not learn at the same rate or in the same manner. The program offers families flexibility in scheduling and instructional strategies. GVA focuses on mastery of lesson objectives, encouraging families and students to spend the time needed daily and throughout the year to reach mastery of most lesson objectives.

It is the goal of GVA to allow students to advance in math and language arts to the next level at any time of the year up to April 19th. Parents and teachers evaluate every student's course level and grade level prior to the conclusion of the current school year. This evaluation does not affect course level changes, which can be made at any time up to April 19th. There will be an extension to May 28th *only for* those students who are working below grade level in Math &/or LA and have already re-enrolled for GVA for the following school year.

Together, GVA teacher and parent arrive at a decision on the advancement of the student. Students must be on track with their progress in all other courses before an above grade level Math or Language Arts course can be requested.

Advancement of a student from one course level to the next requires the approval of GVA administration. Sufficient progress in all courses is expected before course level advancement in one area may be considered. GVA expects math and reading/LA be completed at 100% if the next course is desired to be ordered prior to April 19th. Please see Grade Level Promotion and Retention section of this handbook which outlines this further.

Science & History: Please note that we only provide **one course per year in Science and History** unless the student was already working below grade level in those courses or if that student was approved for SHARP (Science History Acceleration Readiness Plan) and participates in the ALP. Students can also *not* be working more than one grade level above in Science and History.

The Elementary (K-5) and Middle School (6-8) Programs

GVA teachers will maintain contact with students via phone and *Illuminate Live!* conferences, class-wide *Illuminate Live!* online lessons, face-to-face conferences, GVA outings, and during standardized testing participation. Through this contact the teacher will develop clear instructional learning goals for each student, monitoring these goals throughout the school year.

Types of contact:

- Phone calls
- *Illuminate Live!* Conferences
- Face-to-face events (these can occur during testing, GVA outings, etc.)
- Individual or full class online sessions using *Illuminate Live!* with frequency determined by teachers

Teachers will have established contacts with the students (as listed above) that are meaningful and beneficial for the student, parent, and the teacher. Teachers will work with parents to establish a consistent conference schedule.

*A student identified as “at-risk” would hold a higher priority of contact as determined by the teacher and the parent, and increased contact may be warranted. Students with IEP’s will also require more interaction. The regular and special education teachers will work in cooperation to ensure the increased interaction.

Team Teaching

Early in the first semester, GVA teachers will begin incorporating the concept of team or partner teaching. This will, in most cases, happen via synchronous online time (using *Illuminate Live!*), with both learning coach and student. The learning coach and/or student will be K-mailed the link to the *Illuminate* room in advance to join the *Illuminate* session. This allows students to benefit from the expertise of more than one teacher. This is particularly important for grades 6-8 in which teachers have subject-specific expertise. Your teacher will provide a list of session times as they are organized.

Verifying Mastery

It is important that students master and retain their work and not just mark through assignments. If at any time it becomes clear that a student has not mastered work that is marked complete, the lessons may need to be completed again. In addition, students should have their own student accounts and should not have access to teacher guides or answer keys. If a student’s work ever shows evidence of intentional or unintentional academic dishonesty, the student lessons will be marked incomplete and the student must complete the work again. In addition, the student will need to meet with his or her teacher(s) for required online meetings via *Illuminate Live!*. These required meetings will be used by the teacher to assess student mastery. They will be scheduled by the teacher(s) and will continue on an “as needed” basis. Acts of plagiarism will be monitored and not tolerated. If a student is found to have plagiarized there will be an administrative meeting held with the student, parent and school

administration. Please read the Acceptable Use Guidelines found in this handbook for further clarification.

Grade Level Promotion and Retention

Promotion to the next grade level is determined by course mastery, school attendance, and teacher approval including verification of work submitted and other areas of accountability. Students must complete at least 80% of the combined coursework in math, language arts, science and history in order to be considered for a full grade level promotion (in addition to a proficient or higher mark on the state required tests per that grade level- see below).. While the goal is to complete 100% of the math and language arts courses, grade level promotion will occur when the 80% benchmark is achieved within the regular school year. The student will be encouraged to finish the remaining lessons over the summer months or into the next school year before the next subject level is ordered. Students will need to complete 100% of Math and LA courses before the new course will be ordered. Another factor in determining grade level promotion is attendance. Students must have acquired the minimum amount of instructional time listed in the attendance policy. If a student was a late enrollee then the progress and attendance requirement is prorated. These goals should be discussed with the teacher on a regular basis. Progress reports (transcripts) will be issued twice per school year at the end of each semester.

GVA is also required to follow Georgia guidelines for promotions of 3rd, 5th, and 8th graders according to scores on the CRCT standardized test. Refer to the state guidelines on the GADOE website at http://public.doe.k12.ga.us/pea_policy.aspx?PageReq=PEARetention for more details.

Notification of Failure or Retention

All parents of students in danger of failure or retention will be notified through conferencing and written notice.

Health, Safety, and Physical Education

Physical education and learning about safety and health habits are an important part of the learning experience for all students. In accordance with Georgia state requirements, we require that students complete at least 90 hours of health instruction and physical activity for the school year which averages about 2 hours per week (60 hours of physical education and 30 hours of health/safety). We encourage our students to participate in programs that relate to physical activity as long as they are structured, organized, and supervised (SOS). At your request, your teacher can provide suggested activities that will meet these standards.

Topics that are covered through health and safety education include:

1. Alcohol and other drug use
2. Disease prevention
3. Environmental health
4. Nutrition
5. Personal health
6. Sex education/AIDS education
7. Safety
8. Mental health
9. Growth and development
10. Consumer health
11. Community health
12. Health careers
13. Family living
14. Motor skills
15. Physical fitness
16. Lifetime sports
17. Outdoor education

A maximum of 30 health and safety education hours may be counted towards your child's total hours of instruction for the year (see Instructional Time). In the state of Georgia all students are required to participate in Alcohol and other drug use education on an annual basis. Parents have the option of

excluding their child from all sex education and AIDS prevention instructional programs. Supplemental materials will be provided by the GVA teacher in order to count time towards this subject matter.

The state of Georgia requires that all public school students have their Body Mass Index (BMI) recorded and monitored twice per year. http://www.legis.ga.gov/legis/2005_06/fulltext/hb497.htm
GVA will comply with this requirement by providing directions on monitoring BMI and including the data on bi-yearly reports.

CONNECTING OUR SCHOOL COMMUNITY

We provide many opportunities to learn about our school. Visit www.k12.com/gva for all event details!

- In-person events:
 - Information sessions...A representative from the school gives you a K-8 and presents information about school policies and procedures. Q&A finishes up the hour long session.
 - Meet 'n Greets...Casual events for current and prospective families. Have an ice cream treat on us and learn about the school from a staff member and also hands on parents at the event.
 - Q&A sessions...A new way to learn about GVA! Drop in to a location and ask questions about GVA. Information packets available.
 - Field Trips....Outings around the state that current and prospective families attend to socialize with their school mates. Some are just for fun, some are educational and hands on. All are welcome no matter where they are in the state. They are in different locations all over month to month.

- Online information:
 - Pre-recorded Information sessions... Grades K-8
 - Live Online sessions...Grades K-8 presentation and Q&A for all

- Parent Orientations – All **newly enrolled families** are required to attend a Parent Orientation.
 - In-person sessions and online sessions (live and recorded) will be available for your convenience!

Parent Workshop Program

K12, Inc., GVA teachers and administrators will be leading parent workshops, a schedule of which will be released throughout the year. These sessions will take place through *Illuminate Live!*, a web-based meeting tool. We encourage all parents to attend and ask questions. We will also record these sessions for parents to listen to at a later date.

Informal (Yahoo!) Discussion Boards

GVA parents may find the discussion boards through the Yahoo! groups to be fun and informative. These groups require membership (free) and are often moderated by a GVA parent. To join any group, just paste the link (see below) into your browser and you will be prompted to join. If you already have a Yahoo! account, you may use the same log-in to join these groups.

The GVAK12 Group provides resources for GVA families who live in Georgia with opportunities to attend/coordinate field trips, clubs and social events where students and families can get together near their homes: <http://groups.yahoo.com/group/GVAK12/>

The Georgia Virtual Academy Group discusses curriculum-specific and other academic issues regarding GVA and the K12 curriculum: <http://groups.yahoo.com/group/GeorgiaVirtualAcademy/>

Disclaimer:

Yahoo! Groups are public venues and are not school sponsored and are not moderated by school staff or administration. Although some school staff and administration may be members and participate in the yahoo groups, GVA does not take responsibility for any information (or misinformation) given out by parents.

FAMILY DIRECTORY, EVENTS, CLUBS, AND OUTINGS

Family Directory

The family directory is accessed through the OLS. This secure directory allows parents to find other parents by location, student grade levels, special interests, and more. Parents may search by name and other information in a parent profile. The new directory is automatically updated as a parent's status changes, such as moving across town or changing an e-mail address. There is an online opt-in/out capability on the OLS so parents can easily include or exclude themselves from the directory.

School Events

Various school events will be announced regularly through teachers, school leadership, and on our online school calendar at www.k12.com/gva.

GVA Special Interest Student Clubs

Student Clubs will be offered to students in order to enhance their complete educational experience at GVA. These clubs will facilitate student socialization, community, and in some cases, service. Clubs will be sponsored by GVA teachers who will welcome parent participation as well. Teachers will provide a more detailed list along with contact information as the school year progresses. More clubs may be added as interests arise. Suggestions are always welcome.

GVA recommends that students participate in no more than 1-2 clubs at a time to ensure that students are able to participate fully in the club. Any materials or supplies (outside of supplied curriculum) needed for the club are the responsibility of the family and will not be provided by K12 or GVA. Participation in clubs can be counted towards attendance time. Ask the club leader which subject(s) the time can be logged under.

GVA Outings

GVA teachers and the K12 Community Manager arrange a variety of special outings for students and families throughout the school year. You are encouraged to attend *any* outing happening in your area or outside of your area. You are not limited to attending only your homeroom teacher's outings. While attendance is not required for students/parents, these special outings provide wonderful opportunities to meet teachers, make new friends, and talk with fellow parents about school. Parents are responsible for the cost of transportation and any other fees if applicable. The fees are often negotiated and reduced for our school. Time spent on an outing can be counted as attendance in the related subject or under the Supplemental Activities category.. For example, a trip to a science museum can count as attendance time in science. All outings are posted on the GVA online calendar of events. Any student may attend any outing he or she wishes by submitting an RSVP, if required, to the teacher listed in the outing information. Parents, or adults whom they specify, are responsible for supervising children at all times during an outing. Siblings and friends are welcome to attend as well. Each teacher hosting the outing must have a Liability Release Agreement from each student at the site of the event. All attending children must bring a signed and completed Liability Release Agreement if the teacher does not have one or one will be provided to complete at the event.

ACCEPTABLE USE GUIDELINES

This document describes the policies and guidelines for the use of the Georgia Virtual Academy program and exists to ensure that all GVA students are aware of and understand their responsibilities when accessing and using GVA resources.

GVA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to GVA instructional computing resources. GVA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by GVA.

As a parent of a student enrolled in GVA, you should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in:

- Removal of your access to GVA instructional computing resources, which could result in your inability to complete learning activities
- Suspension or expulsion from GVA
- Involvement with law enforcement agencies and possible legal action

Accountability

Posting anonymous messages is not permitted unless authorized by the teacher. Impersonating another person is also strictly prohibited.

- Use only your own user name and password, and do not share these with anyone.
- Do not interfere with other users' ability to access GVA's Online School or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.
- Change your password(s) frequently, at least once per semester.
- Do not publicly post your personal contact information (address and phone number) or anyone else's.
- Do not publicly post any messages that were sent to you privately.
- Do not download, transmit, or post material that is intended for personal gain or profit, non-GVA commercial activities, non-GVA product advertising, or political lobbying on a GVA-owned instructional computing resource.
- Do not use GVA instructional computing resources to sell or purchase any illegal items or substances.
- Do not upload or post any software on GVA instructional computing resources that are not specifically required and approved for your assignments.
- Do not post any MP3 files, compressed video, or other non-instructional files to any GVA server.

Inappropriate Behavior

Inappropriate behavior includes:

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.

Student Internet Safety

- Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of GVA.
- Do not agree to meet in person anyone you have met only on the Internet and who is not affiliated with GVA.

Network Etiquette

At GVA, parents and students are expected to follow the rules of network etiquette, or “netiquette.” The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people’s privacy. Don’t broadcast online discussions, and never reveal other people’s e-mail addresses.

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets, or other protections using GVA computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

Academic Integrity

All work submitted is assumed to have been completed by the student. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit, revoked access to course(s) and suspension or expulsion from GVA.

Plagiarism

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying or rephrasing another student’s work
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it)
- Directly copying student aids (for example, Cliff’s Notes), critical sources, or reference materials in part or in whole without acknowledgment
- Indirect reproduction of student aids, such as Cliff’s Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment

Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you’re 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).

Monitoring

GVA reserves the right to review any material transmitted using GVA instructional computing resources or posted to a GVA instructional computing resource to determine the appropriateness of such material.

GVA may review this material at any time, with or without notice. E-mail transmitted via GVA instructional computing resources is not private and may be monitored.

GVA Indemnification Provision

GVA assumes no responsibility for information obtained via the Internet which may be illegal, defamatory, inaccurate, or offensive. GVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. GVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of GVA, its affiliates, or its employees. GVA assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

Using Elluminate Live!

Elluminate Live! offers technical support at the following web address: www.illuminate.com/support/. Using the Help Desk and the Technical Support features will provide answers to the more common computer setup issues. If you have searched the site and did not find the answer to your computer issue, please call Elluminate Live! tech support at 866-388-8674 and choose option 2. K12 also offers Elluminate Live! tech support (see School Directory).

Elluminate Live! Conduct for Parents and Students

Please always sign in using your first name and last initial.

Students:

- Arrive promptly at the scheduled time for the Elluminate session.
- Whiteboard and microphone privileges will be assigned at the discretion of the teacher.
- Direct messaging conversations should be limited to the content of the lesson.
- Respectful and courteous behavior towards others is expected at all times.
- Non-participation or stepping away without the teacher's approval will be seen as an absence from the session.
- If there are multiple students in your home, each student needs to log in to a session individually.

Please keep in mind that individual teachers may have expectations that are specific to their classrooms.

Parents:

Acceptable reasons to remove your child from a session include:

- Offensive behavior
- Illness

If you must remove your student from an Elluminate Live! session, please e-mail or call the teacher to discuss the situation.

- Keep comments and questions specific to the lesson. Contact your teacher about other concerns by phone, e-mail, or in person during office hours.
- Because the lessons are student-centered, only students should be using the microphones during the sessions.
- Refrain from coaching your child during Elluminate Live! sessions. The goal of this instructional time is for your child to become an independent learner and critical thinker.

Teachers are Mandated Reporters

Certain individuals, including teachers, school counselors, school psychologists and administrators, are mandated by law to report suspicions of child abuse or neglect. Failure to do so can result in legal liability for school staff. Teachers at GVA are trained to report such suspicions through the state department of Family and Children Services. More information can be found at <http://www.dhr.state.ga.us/portal/site/DHR-DFCS>

Student Code of Conduct

The goal of Georgia Virtual Academy (GVA) is to provide the best possible educational experience for each student. The instructional program, partnership of parents and teachers, clubs, outings, and competitions help to increase student success. Coupled with the advantages of these educational opportunities is the need for students to assume personal responsibility for their behavior. Students share with the school community responsibility for developing GVA into a school that exemplifies high standards and excellence. GVA’s Code of Student Conduct is based upon this responsibility. Understanding the information that follows is an essential responsibility of each student.

The policies outlined in the school handbook coincide with the code of conduct. Every student at GVA is required to understand these policies in order to understand the consequences outlined in the code of conduct. These policies include: non-discrimination, attendance, work assignment turn-ins, communication, progress guidelines and standardized testing attendance.

STUDENT RIGHTS AND RESPONSIBILITIES:

GVA Students have the right to.....	GVA Students have the responsibility to
The right to function and work in a positive learning environment free from disturbances created by self or others.	The responsibility to understand and accept that student learning is the primary purpose of our school and during instructional time to behave in a manner that promotes opportunities for optimal teaching and learning.
The right to participate in safe school outings.	The responsibility to respect the right of others to have a safe school environment in the presence of other students or people.
The right to have individual beliefs, ideas, cultural, religious practices and differences respected.	The responsibility to accept the uniqueness of others.
The right to be treated with courtesy, fairness and courtesy.	The responsibility to treat others with courtesy, fairness and respect.
The right to have personal or school property respected.	The responsibility to respect and secure private and public property.
The right to participate fully in school life when all the established requirements have been fulfilled.	The responsibility to assure that participation in all aspects of school life is open to everyone.
The right to a clear understanding of what is expected of them.	The responsibility to know their role in the school community and to help others to understand their role.
The right to a fair hearing in cases involving the application of academic or disciplinary regulations.	The responsibility to understand and utilize the school’s procedures for resolving concerns, conflicts and disagreements.

BEHAVIOR GUIDELINES

Student Offense	School Action
<p>Truancy: A student will be considered truant after 5 unexcused absences have accumulated and with no contact between the parent/guardian and the school.</p>	<p>Failure to attend 5 days without excuse will result in charges of truancy reported to the home school district.</p>
<p>Academic Honesty (Plagiarism and Cheating)</p>	<p>GVA teachers closely monitor this behavior in all student work. If a student is found to have plagiarized or cheated, the GVA teacher will intervene to coach the student. An administrative meeting may be scheduled by the GVA teacher and disciplinary consequences may follow.</p>
<p>Assault, Verbal/Threats/Intimidation</p>	<p>School suspension or expulsion may occur.</p>
<p>Inappropriate behavior or actions during online (Illuminate) Sessions</p>	<p>The GVA teacher has full control over privileges within the online sessions. A student misbehaving may be removed from the session without warning. The student will have a follow-up conference regarding this matter and disciplinary consequences may follow. The school has the right to trace the IP address and retrieve contact information from any person signing into the online classrooms.</p>
<p>Inappropriate Use of the Computer A specific set of procedures, conditions and legal restrictions guide the use of school-owned computers. Parents should review appropriate usage of computers with their students before using school computers. Parents are the responsible adult for logging into the computer. Parents should maintain your <i>user password</i> confidential and not tell others.</p>	<p>Dependant upon the misuse of the school computer, the Head of School will determine the disciplinary consequences, including loss of privileges, or expulsion.</p>
<p>Disrespectful Behavior, Inappropriate conduct and/or Insubordination Students and parents must comply with the reasonable directives of school personnel in a timely and cooperative manner. Students or parents who refuse to comply with a reasonable directive, or who use a profane means of expression toward school personnel, will be assigned a range of consequences</p>	<p>School suspension or expulsion may occur.</p>
<p>Dress, Hats and Backpacks/handbags GVA students are to dress tastefully and appropriately for weather conditions during outings or other school events. Parent support is important in the effort to maintain a productive academic atmosphere.</p>	<p>Students may be asked to change clothing, turn inside-out, or leave the premises. Backpacks, bags or handbags may be</p>

<ul style="list-style-type: none"> • Shirts and blouses must cover the midriff, chest and back, and substantially cover the shoulders. • Pants, skirts and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed. • Footwear is required at all times during school events. • Clothing or bags bearing imprinted messages or images must not promote a life-style that is inconsistent with good taste, educational values and wellness 	<p>subject to search at school events, outings or testing.</p> <p>An administrative meeting may follow.</p>
<p>Weapons Weapons are not permitted in any facility used by GVA, during school events or outings. This includes during any standardized testing times. Georgia law includes as weapons firearms, knives, cutting tools or any instrument capable of inflicting bodily injury. This means a small pocket knife in a school setting is considered a weapon and can result in a serious disciplinary action.</p>	<p>Georgia law calls for student expulsion from school at the discretion of the Head of School for any student who possesses a weapon on school property. This action is serious because of the serious nature a weapon poses.</p>
<p>Vulgar/Obscene Language, Gestures, Displays To establish and maintain an atmosphere of propriety and decorum, students are to refrain from inappropriate, vulgar and obscene language use, gestures, and displays.</p>	<p>Depending on the severity and/or degree of exposure to others, vulgar/obscene language, gestures, or displays will result, at a minimum, in a conference with school administration. School suspension or expulsion may occur.</p>
<p>Sexual Harassment Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials that evoke responses not in keeping with the atmosphere intended for the classroom or the work place.</p>	<p>School suspension or expulsion may occur.</p>
<p>Harassment/Non-Discrimination GVA maintains that a positive learning and working environment is free from any form of harassment. Everyone should be free from interference, intimidation or disparagement. Respect for the rights, dignity and integrity of others is essential for the well being of our school. Any action that does not reflect such respect for others is damaging to each member of the school community. Harassment, besides being intrinsically harmful and illegal, also corrupts the integrity of the educational process.</p>	<p>School suspension or expulsion may occur.</p>
<p>Forgery/Misrepresentation/Counterfeit The forgery, alteration, or counterfeit of an excuse note, school form or other document and/or record is prohibited. Forgery includes, but is not limited to, the alteration of time, date or other information bearing the signature or initials of a parent or faculty member, or attempting to use a forged note. Signing or typing a parent's/guardian's name on a note or email upon their oral consent constitutes forgery. Impersonating a parent or any other person is impermissible and cause for discipline.</p>	<p>School suspension or expulsion may occur.</p>
<p>Damaged School Property and Graffiti The GVA community provides excellent equipment and materials for learning. Everyone is responsible for using the equipment and instructional materials in ways that will preserve their appearance and function. Actions that diminish the quality of school district property detract from teaching and learning.</p>	<p>Students will be required to pay full restitution for acts of deliberate damage or graffiti. Costs for damage to school district property will include labor, materials, consulting fees and other costs associated with replacing or restoring the</p>

	damaged property. Acts of destructive damage and graffiti will be reported to police authorities. Disciplinary consequences, including loss of privileges, or expulsion, will be considered in addition to the satisfaction of financial obligations.
Tobacco Possession is prohibited by school policy and state law for students during school related activities.	According to district policy and state law, students may not possess or use tobacco products (including cigarettes, chewing tobacco, dip, snuff, or cigars) while on school grounds or during school related activities or functions. Disciplinary consequences, including loss of privileges will be determined by administration.
Illegal Drug and Alcohol usage is prohibited by school policy and state law.	Acts suspected possession or intoxication will be reported to police authorities. Disciplinary consequences, including loss of privileges, or expulsion, will be considered by administration.

Disciplinary Action

Discipline referrals to the administration are reviewed individually, consistent with the Code of Student Conduct. Discipline problems are best resolved expediently and closest to their source by the parties most directly involved. Most discipline issues are resolved with minimal administrative intervention. In the best interests of the student and the school, several disciplinary options are available:

External/Out of School Suspension (OSS): this will result in shut-off of the online school and inability to count progress and attendance. This could effect student promotion.

Expulsion: Expulsion procedures will be implemented with students whose behavior constitutes a serious and/or chronic disruption to maintaining “a school climate that encourages learning.” In the case of expulsion the student will be withdrawn from GVA and remanded back to the home school district with explanation of the expulsion.

Specific consequence: this may vary depending upon the offense and administrative review. An example may be detention from an online club that the student was participating or detention from an upcoming school outing.

GLOSSARY OF COMMON TERMS

Asynchronous

Instruction that does not require students and teachers to be in a common place at the same time. Discussion boards are an example of asynchronous instruction.

Synchronous

Instruction that requires students and teachers to be in a common location at the same time. Chat rooms are examples of synchronous instruction.

Learning Coach

The parent or guardian supervising the child's instruction while at home.

Threaded Discussion

A set of statements, questions, or comments posted in response to a discussion board topic.

Advanced Learners Program (ALP)

Program for learners working above grade level and in need of extra academic challenge and support.

Response to Intervention (RTI)

Tiered approach to learning support mandated by the federal IDEA act of 2004.

Annual Yearly Progress (AYP)

Term used in NCLB for test reporting purposes.

Brick-and-mortar (B&M)

How we refer to traditional schools (non-virtual).

Assistant Head of School - Academics

Leader overseeing all academic programs at the school.

Head of School (HOS)

Leader overseeing all administrative programs at the school.

Individualized Education Plan (IEP)

The education program that has been designed to meet that child's unique needs. Each child who receives special education and related services must have an IEP.

Individualized Learning Plan (ILP)

Document that teachers use to track progress and goals for all students.

Internet Service Provider (ISP)

A company or service used to provide an Internet connection (such as Comcast, AOL, or EarthLink).

K12

Provider of our award-winning curriculum and school management services.

No Child Left Behind (NCLB)

Visit <http://www.nclb.gov>

Online school (OLS)

The online platform designed by K12 to deliver curriculum.

Student Support Team (SST)

The SST is a problem-solving process at GVA and in every Georgia school. Its purpose is to find ways around roadblocks to success for any student referred to it.

Georgia Department of Education (GDOE)

Visit <http://www.doe.k12.ga.us>

By signing the Signature Page found at the end of this handbook, parents confirm that they understand and agree to the contents of this page:

I Understand and Agree

The purpose of this section is to set expectations for GVA parents. Students' success is a primary goal of GVA and that can only be achieved if you, the parent, are successful. To that end it is important that parents of GVA children understand and agree with the following curricular and attendance requirements:

I understand that my student is enrolled in a public school with attendance requirements that I am expected to meet. The state requirement is 180 days per year, between 4 ½ -5 ½ hours per day depending on my child's grade level. (Please see the Instructional Time section of the Parent/Student Handbook for more information) and those days must be completed by the last day of school. Students who have poor attendance (insufficient hours recorded over time in the system) are considered excessively absent and may be withdrawn from GVA.

I accept the responsibility to supervise my student in using the K12 curriculum, and I understand that I am expected to become knowledgeable about it. Any other work accomplished by the student is supplemental to, and not in place of, the K12 curriculum lessons. GVA does not consider it acceptable to leave a student home alone or unsupervised all day to complete coursework.

I understand and agree that student progress is an expected part of the GVA program, in addition to the attendance hours logged. Teachers will review progress and consider other factors, including parental input, when making student advancement decisions. Promotion is based on progress achievement, and verification of work completed, not simply attendance.

I understand that daily attendance must be confirmed and entered by an adult.

I understand and agree that I am expected to follow the guidance and support of a certified teacher in implementing the GVA program with my student.

I understand that public school enrollment includes participation in the required state testing program and I agree to provide transportation to/from testing when it occurs. My child will fully participate in all testing at his/her grade level.

I expect to follow the guidance and support of a GVA teacher in implementing the K12® program with my student.

I understand that I am required to participate in regularly scheduled conferences with my student's teacher(s) and that I will be asked to submit work assignments regularly via US Mail at my expense.

I understand that it is my responsibility to secure an Internet Service Provider. I will be reimbursed (if applicable) according to the school policy as described in this handbook.

I understand that GVA is a full-time public school program, and that my student may not be enrolled in any other full-time or part-time public, private, religious or charter school.

I understand and agree that my child will review the contents of the Acceptable Use Guidelines and Student Code of Conduct.

I have reviewed the GVA school handbook and understand the procedures and policies of GVA.

LIABILITY RELEASE AGREEMENT

(Print Minor's Legal Name)

(Please indicate if there is more than one child per family participating and if so provide their legal name(s)):

_____, _____, _____,
_____ (collectively referred to as "Minor") wishes to participate in
_____ "Activity" sponsored by GVA and/or K12 Inc.

The Sponsors and the undersigned parent or legal guardian of Minor agree that the Activity may pose risks, including possible illness, injury, as well as similar and dissimilar risks ("Risks"). The undersigned is fully aware of the Risks and other hazards inherent in the Activity and is participating in the Activity voluntarily and assumes the Risks and all other risks of loss, damage, or injury that may be sustained while participating in the activity. GVA and K12© make no representations or claims as to the condition or safety of the land, structures, transportation, or surroundings that may be involved in the Activity, whether or not owned, leased, operated or maintained by the Sponsors. It is understood that the Sponsors do NOT provide any insurance coverage for the Minor's person or property, and Minor's parent(s) or guardian(s) acknowledge that they are responsible for the Minor's safety and the Minor's own health care needs, and for the protection of the Minor's property.

In exchange for allowing the Minor to participate in these Activities offered by the Sponsors, the Minor, by and through the undersigned, the undersigned, and their respective heirs, personal representatives and estates agree(s) to release from liability and hold harmless the Sponsors and any agent, officer, or employee of the Sponsors acting within the scope of their duties for any injury to the Minor's person or damage to the Minor's property. I authorize the Sponsors to take any action, including seeking medical care, necessary in its judgment if I am not present or reachable in the event of an emergency. The undersigned acknowledges that as a part of this Release he or she shall be 100% liable to pay for all medical expenses resulting or to result from any injury incurred during, or as a result of, participation in the Activity. If any term of this agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder shall not be affected thereby, and each and every remaining term of this agreement shall be valid and enforced to the fullest extent permitted by law. In the event of any need to enforce this agreement, the Sponsors shall be entitled to its attorney fees and costs. This agreement will be governed by Georgia law.

I, the undersigned, state that I am the parent or legal guardian of the Minor. I have fully read and understand the above terms and conditions and that they apply to said Minor and to myself, and that no oral representations, statements, or inducements apart from the foregoing written agreement have been made to the undersigned. This document is binding on myself, the said Minor, and any person suing on behalf of said Minor.

Minor's Address:

Date:

Parent/guardian name (print)

Parent/guardian name (sign)

REQUIRED SIGNATURE PAGE**Dear Parents and Students:**

You have just reviewed the GVA School Handbook. We have attempted to cover all the important rules, regulations, and procedures for which you are responsible during this school year. Your success at the School is equal to your effort and desire. Please sign and return the bottom section of this page to your teacher within 30 days of your enrollment in the school.

(This bottom section must be returned to the GVA teacher.)

We have read and reviewed the GVA School Handbook including the “I understand” statements and FERPA guidelines. We also confirm that we have attended a required Parent Orientation Session either in person or online (please note attendance date below). In signing, we indicate an awareness and understanding of the school practices and procedures set forth herein.

In lieu of sending a hard copy of this page to your teacher, you may kmail a copy of the italicized statement above.

Student's Signature: _____	Date: _____
Student's Signature: _____	Date: _____
Student's Signature: _____	Date: _____
Student's Signature: _____	Date: _____
Student's Signature: _____	Date: _____
Parent's Signature: _____	Date: _____

Date of Parent Orientation attended:

Location:

Sign and return to your teacher.

**Failure to return required signature page will result in the accumulation of 1 FAP (see Family Accountability Plan)*