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Statement of Faith

- The Bible is God's inspired Word to man and it is the only infallible authority as the rule of truth, morality, and proper conduct of mankind. It is the sole and final source of all that we believe.
- There is only one God, the Creator of all things, and He is all-knowing, all-powerful, and present everywhere. He is revealed to us in the Trinity as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.
- Jesus Christ, the unique Son of God, is the divinely appointed mediator between God and man. Being fully man and fully God, yet without sin, He perfectly fulfilled the law, and suffered and died upon a cross for the salvation of sinners. He was buried, and rose again on the third day and ascended to His Father forty days later. He forever lives to make intercession for His people.
- The Lord Jesus is the Head of the Church, which is composed of all His true disciples, and in Him is invested supremely all power for its government.
- God has wonderfully and immutably created each person as male or female. Rejection of one's biological sex is a rejection of the image of God in that person. Marriage is the uniting of one man and one woman in a single, exclusive union and God intends sexual intimacy to occur only between a man and a woman who are married to each other.
- We believe that a Christian should walk in an upright manner in the world: be just in his dealings, faithful in his engagements, and exemplary in his lifestyle.

While it is not required to be a Christian to attend, by attending you acknowledge that Christian beliefs and values will be taught and upheld at HOPE Virtual Academy. Our classes will follow the basic principles of Christianity as presented in this statement of faith.

You acknowledge that HOPE Virtual Academy will teach and uphold the above stated beliefs.

Student Dress Code Policy

We have found that there is a correlation between a student's behavior and attitude, and his/her manner of dress. There is a wide range of available clothing styles that reflect a positive attitude and appearance. We ask that students attending wear clothing that is comfortable, clean, and appropriate. Because our instructional program includes active play, students must wear clothing that allows them to run and jump, including closed-toed shoes. Clothing and other items our students wear must not disrupt the educational process, create safety concerns, nor create any distraction. All popular fashions may not be appropriate for school.

At HOPE Virtual Academy we believe God's Word and recognize male and female as the only genders. Clothing, makeup or other items that suggest a student's gender is anything other than his/her gender at birth are unacceptable.

Inappropriate dress includes but is not limited to:

- Clothing that does not fit reasonably
- Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, violence, sexual connotations, or profanity, including clothing with phrases or pictures that have double meanings
- Clothing that is revealing or immodest or tops that expose bare midriff or undergarments, includes halter tops, bathing suits, sports bras, tube tops, razor back tops, spaghetti straps, and low cut tops
- Shorts, skirts, and dresses must be long enough that they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh
- If leggings are worn, shirts must be long enough to cover the bottom with arms raised
- Earrings, chains and jewelry that dangles could be dangerous when playing
- Any make-up or adornment that causes a distraction in the classroom or on the playground
- Hair that is distracting or extreme
- Excessive heels * sandals are acceptable
- Hats worn during prayer
- Pajamas or sleep wear

Special Day Dress:

There are times during the school year when the school's administration plans special days when the student may wear designated clothing styles for the purpose of unity and "fun." Examples of these might be Bible Character Day, Sweatshirt Day, Western Day, etc. Even on these days, the administration reserves the right to reject apparel which is inappropriate, (e.g., unduly form-fitting or revealing clothes are never permitted).

Dress Code Summary:

All student dress will emphasize modesty. No garment shall be excessively tight or form fitting. All garments and footwear will be clean, neat, and in good repair. No extreme styles in clothing, hair, jewelry, or make-up will be permitted regardless of the present cultural norms. Temperance is the goal of HVA's Dress Code. The administration reserves the right to change the dress code as needed to ensure modesty and neatness.

School personnel reserve the right to determine the appropriateness of hair, clothing, and make-up. With the support and cooperation of our students, parents, and staff, HOPE Virtual Academy will be a positive and productive learning environment. If a student is found to be in violation of the dress code, the student's parent will be notified and required to bring a change of clothes before the student is allowed to the classroom.

Cell Phone Policy

HOPE Virtual Academy recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Cell phones and all mobile devices shall be TURNED OFF when entering school campus.
- Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, or restrooms.
- Cell phones and all mobile devices can be turned back on at the end of prayer and dismissal and used to communicate directly with parents/friends who are assisting in transportation.
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes.
- If a student needs to make an emergency call during the day, he/she is to come to the office.
- Cell phone must be turned in, prior to morning assembly

Consequences of rebellion against cell phone policy

1. *The first time a teacher sees a cell phone out- (even if not in use), the teacher will direct the cell phone to the admin office and the student may claim the phone at the end of the school day.*
2. *The second time a student chooses to have a cell phone out, the parent of the student will need to make an appointment with admin to claim the phone, (it may be that afternoon or at a later time and date based on schedules).*
3. *The third time a student chooses to rebel and have the cell phone out, HOPE Virtual Academy will require a parent to pick up the cell phone and the student will have a full virtual (off campus) day.*

Please note that by enrollment as a parent and student, you are accepting these policies and acknowledge that HOPE Virtual Academy is a place for learning and growing without the instant distractions from cell phones. Thank you for your support and cooperation.

Attendance Standard

Regular school attendance is vital to successful academic growth and demonstrates caring and respect for self and others. It is the intent of the HOPE Virtual Academy's Attendance Standard to provide opportunities for all students to achieve their fullest potential. Each student is an irreplaceable resource necessary for the interaction that forms an essential part of classroom learning. When absences occur, the education experience of all students in class is diminished.

- Students should not take more than 8 unplanned virtual absences each year.
- Students should not take more than 10 excused absences each year.
- Students will complete their work from home on the day(s) missed or the absence will be counted as unexcused for the day(s).

Tardy Standard

At HOPE Virtual Academy, we believe that punctuality is a learned skill that will serve our students well as they strive for success. Our school wide expectation is for students to arrive on time. Accordingly, the behavior of being tardy has an adverse effect on the classroom environment and student learning.

- I understand that drop off time begins at 8:15 AM and ends at 8:30 AM.
- I understand that any student arriving after 8:30 AM is considered tardy.
- I understand that the first three tardies are considered warnings.
- I understand that the fourth tardy will result in a silent lunch detention.
- I understand that the fifth tardy will result in silent lunch and no recess.
- I understand that after the fifth offense, an in person meeting with the parent and the HVA Director will be scheduled.

Discipline Policy

The discipline maintained at HOPE Virtual Academy (HVA) is firm, consistent, progressive, fair, and tempered with love. The faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out with good judgment and understanding. Students are reminded that Jesus expects us to be disciplined in all areas of life.

HVA regards discipline from two aspects, **foolishness and rebellion**.

Rebellion can be defined as resistance to or uprising against authority. Any act of rebellion will be dealt with immediately. The student will be sent directly to an administrator's office with a discipline form completed by the teacher.

Foolishness can be defined as lacking good sense or judgment. It is usually dealt with in the classroom through classroom discipline procedures.

Teachers and the administration shall speak with or discipline students should they feel it necessary in the classroom or on the school premises whenever conduct has a tendency to degrade or lower the prestige of HOPE Virtual Academy. Teachers shall use professional judgment in each situation. Each teacher is given the liberty of making and enforcing classroom regulations in the manner in which he/she feels is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. As a Christian school, HVA must be very much aware of its image as an arm of the Church of Jesus Christ.

Discipline Policy

Discipline for Foolishness: The following Rules of Discipline are enforced by the teacher and are designed to deter acts of foolishness by the student. Each teacher is given the liberty of making and enforcing classroom regulations in the manner in which he/she feels is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures.

Rules of Discipline

Students are to:

1. Be courteous and respectful of others.
 - 1.1. Maintain a positive attitude towards self, teachers and fellow students.
 - 1.2. Respect the person and property of others.
 - 1.3. Behave respectfully by keeping hands and feet to oneself.
2. Respect classroom procedures and instruction.
 - 2.1. Behave in a manner which does not disrupt the class or hinder the teacher from teaching or students from learning.
 - 2.2. Refrain from excessive talking or playing in the classroom.
 - 2.3. Remain seated unless teacher permission has been granted to leave their seat.
3. Be prompt and prepared.
 - 3.1. Tardiness is unacceptable behavior.
 - 3.2. Come to class with required class materials.
 - 3.3. Complete classroom assignments and homework on time.
4. Respect school property.
 - 4.1. Move quietly in the halls, restrooms and cafeteria (no running).
 - 4.2. Treat school property with respect and do not damage school facilities.
5. Obey authority.
 - 5.1. Respectfully obey teachers and school personnel.
 - 5.2. Promptly follow directions.
 - 5.3. Obey school rules.
 - 5.4. Dress according to the HVA dress code.

Discipline Policy

Consequences of Foolishness: Foolishness is generally dealt with within the classroom through classroom discipline procedures. When discipline is administered, consideration will be given to alternative methods to ensure that the most effective discipline is administered in each case.

Alternative methods of discipline may include, but are not limited to, the following: (This list does not necessarily reflect an order or sequence of events to follow in disciplinary action.)

- Class Economy Fine
- Conference with the student
- Conference with the parent/guardian
- Requirement that student makes financial restitution for damaged property
- Requirements that student clean items or facilities
- Restriction of privileges
- Detention
- In-School Suspension (ISS)
- Involvement of civil authorities
- Out of School Suspension (OSS)
- Expulsion
- Other disciplinary action

Discipline for Rebellion: Any act of rebellion will be dealt with immediately by administration. The student will be sent directly to an administrator's office with a discipline form completed by the teacher. An administrator shall deal with the situation through spiritual counseling of the student, and shall determine the consequence for the student's rebellious actions. In some cases the parents of the student may need to be brought into the discipline process.

General Health

Every possible effort is made to provide a wholesome, healthy atmosphere for the students of HOPE Virtual Academy. There is a real correlation between a student's health and his/her enjoyment and ability to learn at full potential.

Parents are requested to comply with the following standards:

- Seeing that their child gets adequate rest and sleep.
- Ensuring that their child eats balanced meals, especially an adequate breakfast. Children cannot participate to their potential if they are hungry.
- Not allowing a sick child to come to school, i.e. a high fever, vomiting, or diarrhea are conditions which preclude a student from attending school. Cause of rashes should be verified by a physician before allowing school attendance. Conditions of head lice, pinkeye, etc. should be reported to the school and the student not allowed back in class until the situation is remedied. After any illness, the student's temperature should be normal for 24 hours before the student returns to school.
- Parents need to inform administration immediately if their child has or there is a possibility that the child may have been exposed to a communicable disease. Administration will then be able to verify incubation dates and protect the health needs of all the children. Your cooperation is your child's best protection.
- HVA staff will adhere to the following guidelines:
 - Children will not be allowed to remain in class with the following:
 - High fever
 - Diarrhea
 - Vomiting
 - Symptoms of possible childhood communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain, when accompanied by fever)
 - Pinkeye
 - Head Lice

Administration or teacher has the authority to refuse to accept any child if the child shows signs of illness. In case of rejection, the administration's judgment is final.

If a child becomes ill while at school, the parent will be called and asked to pick up the child immediately. The child will be made as comfortable as possible while waiting for a parent.

Medical Release & Medication Policy

A medical release form must be on file in the school office before the student begins classes. This gives authorization for school personnel to obtain medical help for the student in case of an emergency in which the parent or guardian cannot be reached. Medications may be administered if the following criteria are met:

1. “Medicine Dispensation Authorization” form must accompany all prescription and non-prescription medications listing instructions and authorization. Each form is good for one week or until instructions are changed. Medications must be administered according to label directions by age or weight. Any exceptions must be written and signed by a physician. For liquid medications, a dosage spoon must be provided by the parents.
2. All medicine must be in the original container and properly labeled with the student’s name.
3. Students are not allowed to have prescription or non-prescription medications on their person unless pre-approved. Medicines must be left in the designated school office.

Children in Workplace Policy

To keep the focus on academics and to reduce unnecessary distractions, HOPE Virtual Academy enforces the following:

The presence of non-HVA students with the employee or volunteer parent during the employee's academic instructional time is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, provide direct attention to students as required, reduce property liability, and help maintain the school's professional work environment.

Academic Integrity Agreement

Learning in an online environment has similar standards to any traditional academy; however, the format of the work presents unique situations. Students must maintain the highest level of academic integrity. Any attempts to use dishonesty in the research, construction or submission of work will result in disciplinary action, starting with zeros and moving up to removal from HVA.

Academic integrity means:

- Your work on each assignment will be completely your own.
- Your collaboration with another classmate on any assignment will be pre-approved by your facilitator.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work.
- You will not misuse content from the Internet.
- You will not copy or redistribute any part of the assignments and/or assessments in any way, electronically, verbally, or on paper.
- You will not log into a second course or open course related materials on another browser on another computer.
- You will not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.
- You will take the assessments without any aids – You will not use textbooks, references, or other materials (printed or electronic) – unless otherwise instructed to do so.

I understand that failure to meet the academic integrity policy could result in expulsion from HOPE Virtual Academy.

Technology Agreement

By signing this acknowledgement, both Parent and Student agree to the following items as they relate to all HOPE Virtual Academy (HVA) student issued Chromebooks.

- I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should my Chromebook become lost or stolen.
- I understand that my family will be responsible for all damage to my Chromebook, including the cost of a replacement Chromebook, caused by misuse or negligence that is not covered by the warranty.
- I understand that my family will be charged to replace a lost or damaged charger.
- I will not install or use file-sharing programs to download music, video or other media.
- I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.
- I will keep the Chromebook lid fully closed whenever it is moved from one point to another.
- I will read and follow general maintenance alerts from school technology personnel.
- I will report any problems with my Chromebook to a teacher, administrator, or member of the tech support staff in a timely manner.
- I will not attempt to repair the Chromebook outside of approved HVA channels.
- I understand that the noise canceling headphones belong to HVA and will be returned to the proper location and disinfected prior to use each day.
- I understand that my family will be responsible for replacement of the noise canceling headphones only if they are intentionally damaged during use.
- I will read the Parent/Student Handbook, which has been provided to me electronically.

I understand that failure to abide by any statements within this acknowledgment may result in a financial or disciplinary consequence.

Volunteer Policy

Thank You for Your Service! You are very important to HOPE Virtual Academy and we want to celebrate your service to our students. Please check in and out at the school office. Whether you are volunteering on a regular basis or for a one time project or event, please arrive a few minutes early to park your vehicle in a striped visitor parking spot and enter the building through the main entrance. Please notify the school office in advance if you are unable to make a prearranged volunteer event. If you are unable to reach your party, please leave a message with the school office.

Prior to your volunteer time

1. *Please remember to fill out your background check 2 weeks prior to your committed volunteer time.*
2. *Day of arrival you will need to scan your valid state issued driver's license or ID to check in.*
3. *Please dress according to the student dress code. If you need a copy of that prior to arrival please let the office know and we can email or mail you a copy. One is also available on the Infinite Campus Parent Portal under Policy Documents.*
4. *Please read through our Discipline and Cell Phone policy prior to committing to volunteer time.*
5. *If you do not complete the required hours, a fee will be added to your infinite campus account.*

Thank you for being willing to volunteer. This program truly would not be possible without volunteers like you. We value your time and our students' time. If there is anything we can do to have a space prepared before you arrive please let us know. Please arrive a few minutes prior to your scheduled time.

During your volunteer time

- **Student Behavior Issues...** If you notice a student acting inappropriately or have specific concerns related to a student, it is your responsibility to call such matters to the attention of the teacher or other supervising school personnel. Never take corrective measures into your own hands.
- **Sign In...** Volunteers are required to sign in at the office. Signing in each time you volunteer allows school personnel to locate you immediately in case of an emergency and allows us to track your required volunteer hours. You may be asked to show identification. Please do not be offended. We consider this a safety measure for all students and staff.

Volunteer Policy

- **Supervision...** All volunteers perform duties under the direction and supervision of school personnel. Parents should not drop by to volunteer. Only scheduled Volunteers should be in the classroom. Volunteers should be familiar with and follow school policies and rules including maintaining complete confidentiality related to students and staff. For the safety of students and volunteers, we maintain that no volunteer should be alone with a student one on one.
- **Confidentiality Discretion is essential...** It is a requirement to continue the privilege of volunteering or visiting HOPE Virtual Academy. There can be no discussion of any particular child's behavior, challenge or achievement with anyone while at school, in your home, or in the community. Students have a right to privacy. Staff have a right to a bully free and harassment free work environment. Volunteers and visitors who start drama, share inaccurate or judgmental information, engage in gossip or share information about students, staff, or school programs will not be permitted to continue the privilege of visiting or volunteering. Students may disclose something about their personal lives while in school. This information should be kept confidential and not shared in any manner at any time. If you hear something that may be a threat to students, report the matter immediately to the teacher. Such information should never be repeated to other individuals.
- **Reporting Suspected Child Abuse and Neglect...** Any Volunteer or Visitor who has reason to believe that a child has been subject to abuse or maltreatment must report it to the teacher or principal.
- **Communication...** If you are unable to make it to school when you are expected, please notify the school contact. Please follow all parent communication norms to ensure positive relationships between parents and staff.
- **Tobacco Use on School Property...** The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco and snuff, is prohibited anywhere on school property, including school parking lots, athletic fields, playgrounds, etc. and in private vehicles while on school property.
- **Be An Excellent Example...** Your conduct, dress, personal hygiene, and dependability will set an example for what is expected of students. Being on time and being reliable ensures tremendous support to the teacher and demonstrates to the students that you care. Choose to maintain positive dialogue at all times when speaking about students, teachers, programs and the school.

Field Trip Transportation Cost Policy

At HOPE Virtual Academy we strive to include learning experiences outside of the school environment a few times during the year. These trips incur significant costs to the school and we must pass a portion of these expenses on to the parents.

The safety of our students is always a priority and neither HOPE Virtual Academy nor Fellowship Baptist Church has a bus large enough to facilitate this travel. By chartering a bus for these trips that exceed 50 miles, we are guaranteed a safe, organized and insured way to travel.

Any field trip sponsored by HOPE Virtual Academy will have the following travel guidelines:

- Round trip travel mileage is within a 50 mile radius of the school
 - The FBC van will be made available to the number of students it can safely transport at no cost to the parents. Multiple trips may be necessary to transport students as needed. If a student does not choose to ride the bus, a student may ride with no one other than his/her legal guardians.
- Round trip travel mileage 51 miles - 150 miles of the school
 - A chartered bus will be hired and students must pay a \$20 transportation fee to cover the bus costs. This cost will apply to any student that rides a bus whether chartered or FBC van. If a student does not choose to ride the bus, a student may ride with no one other than their legal guardians.
 - The \$20 transportation fee is applicable even if a student opts to ride the bus to the venue and ride back to school or home with his/her parents.
- Round trip travel mileage > 150 miles of the school
 - A chartered bus will be hired and students must pay a calculated fee of \$.15 per mile to cover the bus costs. This cost will apply to any student that rides a bus, whether chartered or FBC van. If a student does not choose to ride the bus, a student may ride with no one other than his/her legal guardians.
 - The \$.15 transportation fee is applicable for the full round trip mileage, even if a student opts to ride the bus to the venue and ride back to school or home with his/her parents.

Financial Policy

HOPE Virtual Academy strives to keep tuition affordable so that everyone has an opportunity to attend our program. Tuition covers the necessities to keep the program running successfully. Fundraising also helps to keep the cost of our program affordable. Throughout the year your family will be required to participate in certain fundraising activities.

HOPE Virtual Academy offers two payment options as listed below:

1. Yearly payoff - you agree to pay off your child's tuition in full on or before the first day the program begins.
 2. Monthly payoff - you agree to pay tuition by the 1st or the 15th of the month. This option breaks the fee into 10 payments beginning from August to May. If the fee is not paid by the due date, a late fee of \$25.00 will be added.
 3. Volunteer hours monthly - you agree to work off your required volunteer hours by the end of the year. This can be done by the week or month. If you sign up by the month and hours are not complete, you will be charged the remaining amount to your account.
 4. Volunteer hours yearly - you agree to pay off your required volunteer hours on or before the first day the program begins.
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- If you become two months delinquent on tuition, your child will not be able to return until the outstanding balance is paid.
 - HOPE Virtual Academy has the right to withhold records if there are any outstanding balances on your account.

Resources

- *Infinite Campus*: check grades, pay fees, communications, update demographic information, etc.
- www.infinitecampus.com/parent
District name: HOPE Virtual Academy
State: GA
- If you need your login information, please call the office.
- *Facebook*: each teacher has their own class page, they will send you an invite once your child is enrolled and the new year begins.
- Follow our main page to see updates, opportunities, and school wide announcements.
- *Remind*: download the app on the play store or apple store, you can also text number 81010 @hopevir to join the text thread. We use this as school wide communication incase of school closures, reminders for the week, etc.
- We are on campus Monday through Thursday. Friday work is completed from home with the parent.
- Drop off time is from 8:15AM-8:30PM. Pick up time is from 2:15PM-2:30PM.

- www.hopevirtualacademy.com
- Office number: 706-647-5814 ext: 4
- Office cell : 706-601-0189
- Office email: office@hopevirtualacademy.com



2024-2025

Parent/Student Handbook

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