



VIP Academy

STUDENT & PARENT HANDBOOK
2022-2023

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Table of Contents

WELCOME	3
School Overview	4
Mission & Vision.....	4
Bibb County School District Student Calendar 2022-2023	5
COVID Protocols.....	5
Student Orientation	6
Attendance Policy	6
Daily Instructional Schedule.....	7
How Class Sessions Work.....	9
Learning Support Expectations	10
On-Campus Student Check In/Check Out Procedures.....	11
Communication Expectations	11
Role of Parent/Learning Coach	12
Virtual Class Guidelines.....	13
Academic Dishonesty	13
Computer/Technology Usage Expectations.....	14
Grading System	15
Promotion/Retention Requirements	15
Response to Intervention (RTI)	16
Assessment Policy.....	16
Discipline Policy.....	17
VIP PBIS Plan	17
Dress Code	21
Athletics, Clubs, & Extracurricular Activities.....	23
Visitors	23

WELCOME

Greetings, VIP Academy scholars! We are excited that you have joined our Virtual Learning Program. It is our goal to cultivate, develop, and enhance your educational experience, and most importantly, equip you with the tools and strategies that will help you become college or career ready.

This handbook serves as a resource guide for parents, students, and stakeholders. We would like to familiarize you with our procedures and expectations designed to operate a safe and orderly school environment. To ensure that the student is successful at VIP Academy, please thoroughly review the content in this handbook in its entirety before student entry date.

We are committed to providing personalized learning opportunities to students who desire a non-traditional education. Our programs are uniquely designed to create an individualized educational environment. We will accomplish this by creating individual academic and behavior plans along with fostering social emotional learning skills.

I look forward to working with you this school year as we Get Better Together!

Educationally Yours,

Dr. Julia Mitcham-Daniely

Dr. Julia Mitcham-Daniely, Director

School Overview

Mission & Vision

BCSD Vision

Each student will demonstrate strength of character and will be college or career ready.

BCSD Mission

The Bibb County School District develops a highly trained staff and an engaged community dedicated to educating each student for a 21st century global society.

VIP Academy Vision

Each virtual student will demonstrate leadership, scholarship, and citizenship while thriving in a 21st century global society.

VIP Academy Mission

The mission of the VIP Academy is to create and provide personalized learning experiences dedicated to developing the whole child through virtual instruction designed for college and career readiness, including:

- Individualized virtual and in-person academic support.
- Partnership and apprenticeship opportunities for hands-on career training in collaboration with Work-Source Macon.
- In-person sports, clubs, and performance-based extracurricular opportunities.

Bibb County School District Student Calendar 2022-2023



2022-2023

July 25 – August 2, 2022	Pre-Planning
August 3	First Day of School
September 5	Labor Day
September 6	Asynchronous Learning Day
October 10 - 14	Fall Break
October 17	Asynchronous Learning Day
November 11	Veterans Day
November 21 - 25	Thanksgiving Break
November 28	Asynchronous Learning Day
December 20	Last Day of the Semester
December 21 - January 3	Holiday Break
January 4, 2023	Professional Learning (No Students)
January 5	Second Semester Begins
January 16	Dr. Martin Luther King, Jr. Day
January 17	Professional Learning (No Students)
	Inclement Weather Make-up
February 20 - 21	Winter Break
	Inclement Weather Make-up
February 22	Professional Learning (No Students)
	Inclement Weather Make-up
March 20 - 24	Spring Break
May 24	Last Day of School (½ Day for Students)
May 24 - 26	High School Graduation
May 25 - 26	Post-Planning
May 29	Memorial Day

First and Last Day of the Semester
Holidays
Pre/Post-Planning and Professional Learning
Asynchronous Learning Day for Students / Professional Learning Day for Staff

First semester: 88 days Second semester: 90 days
Revised: 4/16/2021

JULY 2022						
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AUGUST 2022						
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SEPTEMBER 2022						
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OCTOBER 2022						
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NOVEMBER 2022						
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DECEMBER 2022						
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APRIL 2023						
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MAY 2023						
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JUNE 2023						
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COVID Protocols

VIP Academy operates primarily virtually; however, on occasion there are circumstances where employees, contractors, vendors, service providers, parents, students, and community members may need to engage in face to face (in-person) meetings, classes, or operational functions.

- Wearing a mask is required. Masks are not required outdoors.
- Masks are required on school buses.
- COVID-19 vaccinations are not required but are strongly recommended and encouraged for any eligible individual 12 years and older. Find a vaccination site at www.vaccines.gov.

- Individuals should remain home if they feel unwell and contact their medical provider if they are experiencing any symptoms of COVID-19.
- Temperatures should still be checked each day when entering the building. Staff and students will not be required to record temperatures.
- Class sizes will be back to normal as much as possible. Students should take precautionary measures – hand washing, wearing masks (highly recommended) and socially distancing 3 feet in hallways.
- The Bibb County School District will take precautions to avoid large gatherings and stagger events using virtual and outdoor options when possible.
- Volunteers are allowed to enter the buildings. This Bibb County School District strongly encourages volunteers to wear a mask. Upon sign-in through CheckMate, volunteers and guests will be required to respond to COVID-19 safety questions before completing the check-in process.
- Parents are encouraged to make an appointment to visit schools when possible.

Student Orientation

All students, along with their parents/guardians, are **required** to attend orientation **PRIOR** to beginning VIP Academy. The purpose of orientation is to prepare students to be successful by:

- Creating a welcoming environment that builds a sense of community.
- Providing a framework of success through the communication of expectations, norms, and standards.
- Providing information and resources that will allow students to make informed and appropriate academic, behavioral, and social choices.

Orientation will be held on **Monday and Wednesday at 9:00am**. Because there are several different things that must be completed during this time, only one session will be offered, and it is critical for students/parents to arrive on time. If you arrive after 9:15am, then you will not be permitted to attend the session and will have to reschedule for the next time orientation is offered. Once a student, along with their parent/guardian, completes orientation, the student will be permitted to start the program on the following day.

Attendance Policy

VIP Academy Scholars are REQUIRED to check-in DAILY by 3:00 pm.

The Georgia Department of Education maintains the following requirements for Student Attendance in Virtual/Distance/Remote Learning Programs:

- Students are considered “in attendance” when participating in active instruction and/or educational services from a school district which may occur in-person or through virtual/distance/remote learning.
- Student attendance may be tracked through the designated online platform
- Student attendance may be tracked during live virtual instruction
- Teachers will track student submission of assignments and student/teacher interactions

Consequences for unexcused absences: Students who have more than **ten (10) unexcused** absences may **not** be promoted to the next grade. Students who demonstrate a pattern of absences and tardies shall be referred to the school’s social worker for counseling and appropriate intervention. Students shall present a written excuse signed by a parent or guardian within (3) three days of returning to school. Failure to present an excuse within (3) three days shall result in an **unexcused** absence. Documentation presented after three (3) days will not be considered. **Students must fulfill their attendance requirement as stated in their disposition in seat time.**

Excused absences shall not penalize student grades IF the following conditions are met:

- Students must make-up any missed work or tests within two (2) days for each day missed. Failure to make up work after a reasonable amount time will result in a grade of zero (0).
- Students participating in school-related or sponsored activities are considered to be in attendance at school. However, they are still required to make-up any work missed from class.
- Absences resulting from OSS are excused. However, students are still required to make-up any work missed from class within a reasonable amount of time.

Daily Instructional Schedule

Sample AM Schedule:

VIP ACADEMY Instructional Schedule “AM”

7:30am-8:30am (60 min)

STAR TIME & Attendance Check-In

VIP ACADEMY Daily Schedule “AM”		
PERIOD	TIME	ACTIVITY
CANVAS Check-In	7:30am – 8:30am (60 mins)	STAR TIME & Attendance Check-In
1	8:30 – 9:25 (55 mins)	Instructional Block 1
2	9:30 – 10:25 (55 mins)	Instructional Block 2
3	10:30 – 11:25 (55 mins)	Instructional Block 3
	11:25-12:25 (60mins)	LUNCH & BRAIN BREAK
4	12:30-1:25 (55 mins)	Instructional Block 4
5	1:30-2:25 (55 mins)	Instructional Block 5
6	2:30-3:25 (55 mins)	Instructional Block 6
Mini Breaks	5 minutes between classes	Snack/Restroom
STAR TIME----Stop Talking And Read		

Sample PM Schedule

VIP ACADEMY Instructional Schedule “PM”

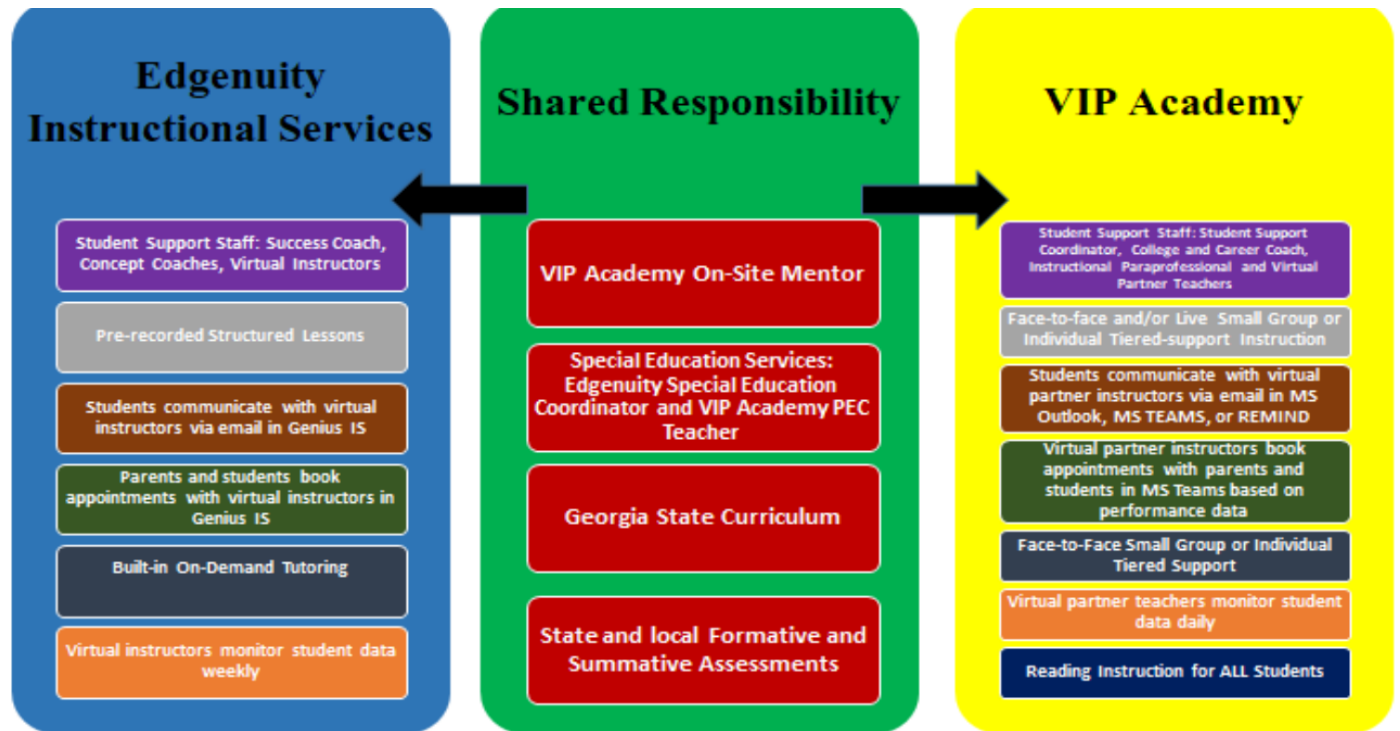
7:30am-8:30am (60 min)	STAR TIME & Attendance Check-In
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VIP ACADEMY Daily Schedule “PM”		
PERIOD	TIME	ACTIVITY
CANVAS Check-In	7:30am – 8:30am (60 mins)	STAR TIME & Attendance Check-In
1	4:30 – 5:25 (55 mins)	Instructional Block 1
2	5:30 – 6:25 (55 mins)	Instructional Block 2
3	6:30 – 7:25 (55 mins)	Instructional Block 3
	7:25-8:25 (60 mins)	DINNER & BRAIN BREAK
4	8:30-9:25 (55 mins)	Instructional Block 4
5	9:30-10:25 (55 mins)	Instructional Block 5
6	10:30-11:25 (55 mins)	Instructional Block 6
Mini Breaks	5 minutes between classes	Snack/Restroom
STAR TIME----Stop Talking And Read		

How Class Sessions Work

All VIP Academy classes are provided in partnership with Edgenuity, and are conducted using a combination of synchronous (“real-time”) and asynchronous components. The combination of asynchronous and synchronous assignments may vary based on the course. Courses may contain asynchronous reading assignments, problem sets, activities, assessments, and videos, as well as synchronous (live) class sessions conducted by the teacher at prescheduled times. All live core content class sessions are recorded, so students may access sessions for review, as needed. We have both required and encouraged live class sessions depending on a student’s academic proficiency level.

Small group and one-on one (1:1) class sessions are not recorded since they are individualized to a particular student's academic needs. All VIP Academy scholars will have both an Edgenuity virtual instructor and a VIP Academy virtual support instructor to enhance their learning. The chart below outlines the responsibilities of both instructors, as well as shared responsibilities.



Learning Support Expectations

Students at VIP Academy are highly encouraged to attend on-campus sessions regularly either face to face or virtually. These rich, interactive learning experiences will take place once per week. Depending on their instructional level, students may be required to attend tiered support sessions in person multiple times per week. The Learning Lab time for students is designed to allow students to bring specific content questions to their teacher in a face-to-face setting.

Grades K – 8

When students in grades 4 – 8 come to campus for learning labs and other specific activities, they are supervised by VIP Academy teachers or staff during all on-campus classes and activities. Standard middle school VIP Academy procedures are followed regarding arrival and dismissal for grades K-8. Transportation arrangements should be between parents and students.

Grades 9 – 12

VIP Academy functions as an open campus for students in grades 9 - 12. Students come to campus at various times and for varied reasons throughout the school year. VIP

Academy staff members assume no responsibility for monitoring transportation arrangements for high school students at any time. It is between the parent and student to determine permission involving transportation to and from school.

LUNCH GUIDELINES

Students who are staying on campus for afternoon activities should bring lunch with them. Microwaves are not available for student use.

On-Campus Student Check In/Check Out Procedures

Arrival Instructions:

- Students should not arrive on the school grounds before 7:00am.
- Students will not be permitted to enter the building after 9:00 a.m. without a doctor's note.
- A parent or guardian must sign in for any student who is tardy.
- Students may not leave school once they arrive.

Dismissal Instructions:

- Students must leave the school grounds no later than 1:50pm.
- Students will be dismissed from their classrooms and escorted to the dismissal area at 1:30 pm.
- Students may not return to the campus once they leave.
- Students are not to loiter outside the building or in the halls.
- Students will only be released to individuals listed on the child's emergency procedure card with proper identification.
- Any student who is picked up must be signed out in the main office.
- Individuals must come into the office to sign out their children if they are late picking them up.

Communication Expectations

Clear communication is an essential part of a successful online experience. All faculty and staff at VIP Academy are committed to ensuring that there is clear, consistent, and timely communication with all parents and students. Students and parents are encouraged to reach out when questions or concerns arise. Additionally, communication is regularly sent home in the following ways:

- **Mid-term progress reports** will be sent home midway through the nine-week period for all students.
- **Report cards** will be sent home at the end of each nine-week grading period.
- Parents can monitor their child's academic progress and attendance through **Parent Portal** on the Infinite Campus's website, which requires a username and password to access.

- Parents are strongly encouraged to attend regularly scheduled **parent/teacher conferences**, as this allows time for the teacher and parents to discuss student progress towards meeting his/her individual goals. Parents may request conferences by calling the school or by sending the teacher a written request. All parent conferences must be **scheduled in advance**, and appointment times can be made between **2:00pm-3:00pm**. The principal is available to discuss any parental concern. **However, parents should discuss matters of concern with the teacher first.** If you do not believe that the teacher has adequately addressed your concern, then you may seek help from the principal or assistant principal. We are ready to work with you to ensure that this will be a successful year for your child and can only accomplish this goal by working together as a team.
- Other means of communication include **telephone calls, e-mails, written notes, and letters.**
- The Bibb County School System also has an **automated calling system**, which is used to report student absences and emergencies, such as school closings, evacuations, natural disasters, school lock downs, or other major incidents. A recorded message is sent to parents via the telephone. **Please ensure that the school has accurate telephone numbers on file for you.**

ADD COMMUNICATIONS FLOWCHART HERE

Role of Parent/Learning Coach

VIP Academy students access their learning materials and resources online. VIP Academy faculty and staff support student learning daily; however, there is still a need for support and guidance from an adult who is physically present with the student, who will support the student by supervising and monitoring progress throughout the school day and year. VIP Academy refers to this adult as the Learning Coach. The Learning Coach is typically a parent, but it can also be a tutor or other designated adult responsible for the student's day-to-day learning supervision. Parents are asked to identify the designated Learning Coach who faculty and staff will communicate with throughout the school year. The primary duties of the learning coach are to enter their student's attendance daily, read their VIP Academy emails at least once daily, answer all communications within 24 hours, complete all paperwork requests, complete all surveys, keep the student's information up to date, monitor their student's assignment completion and grades daily, ensure that their student attends all required live classes, monitors their student when the student is taking assessments and tests to ensure that no 'additional help' is provided that would violate VIP Academy's academic honesty policy, and communicate with their student's teacher(s) or counselor whenever they feel that a student is struggling or needs additional support. Students who are required to attend live class sessions will be counted absent if not in attendance, regardless of parent entered attendance.

Virtual Class Guidelines

VIP Academy and Edgenuity are committed to your intellectual growth and achievement. To honor our commitment to you, this online course contains best-in-class instruction taught by highly qualified educators, self-check practice activities, graded and written assignments, as well as a variety of assessments; all have been designed to help you master this course.

Course Requirements

Online learning requires a level of responsibility from you that can help you be successful, which includes:

- Being prepared and ready to learn before you start your online coursework.
- Staying on track by completing the assigned work every day.
- Taking notes (written or electronic) as you listen to the instructional activities.
- Comprehending online reading selections.
- Composing thoughtful, well-written responses with minimal spelling and grammatical errors.
- Asking for help when you have questions or misunderstandings.
- Studying before your assessments.
- Tracking your progress and grades.
- Treating others in this course, classroom, or lab with the same respect you expect.

Academic Dishonesty

VIP Academy has high expectations for its students and requires an academic environment that rejects cheating or any other form of dishonesty. An essential part of education is developing a sense of honor, responsibility, and ethical principles that extend to all facets of life. Students earn respect for themselves and their academic work through academic integrity and ethical conduct. Recognition, understanding, and using academic integrity policies prepare students for post-secondary education, work, and life.

These include, but are not limited to the following behaviors and/or actions:

- Changing answers on a graded assignment after it has been scored.
- Copying, faxing, e-mailing, or duplicating assignments that are submitted as original work.
- Exchanging assignments with other students, either handwritten or computer generated.
- Giving or receiving answers during tests or quizzes.

- Submitting material without giving the name of the author/artist and/or source.
- Taking someone's assignment and submitting it as the student's own work.
- Using any form of memory aid during tests or quizzes without permission from the instructor.

Computer/Technology Usage Expectations

Technology is woven into/serves as a foundational base in the planning process to support instruction and is used as instructional tool. Technology should be used with a purpose.

Student use of computers and/or school-owned technology is a privilege conditional on being compliant with state and federal laws, Board and school regulations, and satisfactory behavior. Technological resources are provided for the sole purposes of the schools' academic, administrative, and support activities. Any other use is forbidden. By using the computing resources at SOAR Academy, the user agrees to abide by the following guidelines and rules:

Computer/Technological Resources may be used for the following purposes:

1. Instructional purposes
2. Administrative or other support functions

Computer/Technological Resources may NOT be used for the following purposes:

1. Business or profit
2. Use any account or password other than your own, unless explicitly authorized by a staff member
3. Impair the usability of any computer or related system. This includes:
 - a. Deliberately degrading or altering the performance of a computer or communications system
 - b. Deliberately destroying or altering the files of another user
1. Use any resource for which you do not have specific authorization. This includes:
 - a. Deliberately viewing or taking the files of another user.
 - b. Deliberately taking or illegally copying school software.
2. Access material that is obscene, pornographic, or harmful to minors.
3. Reproduce or distribute any copyrighted material without first gaining permission of the owner.
4. Overuse or waste of computing resources.
5. Use obscene or threatening language or harass users with obscene or threatening materials.
6. Play games and access network resources that are not directly related to instruction.
7. Disguise or hide your identity.

8. No equipment can be removed from its assigned location without administrative approval and notification of its assigned use.

Grading System

VIP Academy follows the BCSD grade scale:

A—100-90

B—89-80

C—79-74

D—73-70

F—69-0

Late Work/Deadlines for all High School Courses:

1. All assignments, quizzes and tests are due on or before the assigned due date.
2. The grace period for all assignments is available until the unit test due date.
3. No late work will be accepted after a unit test (or equivalent summative assessment) has been administered.

Late Work/Deadlines for Elementary and Middle Grade Courses

1. All submissions are due on or before the assigned due date.
2. The grace period for all assignments is 11:59 p.m. on Sunday of the assigned week for full credit.
3. The grace period does not apply to tests, quizzes, and projects.
4. No late work will be accepted after a unit test (or equivalent summative assessment) has been administered.

Promotion/Retention Requirements

Promotion standards help to provide consistency in the instructional program and to establish clear expectations for teachers, parents, and students. Promotion is based on the mastery of standards and/or the ability of the student to complete the work at the next grade level, as well as a consideration of social and emotional needs of the student. It is our desire to promote students each year; however, it is recognized that under certain circumstances, retention must be considered for some students.

Below are the promotion guidelines for middle and high school grades:

GRADE 6: To be promoted to grade 7, a student must meet the following requirements:

- Receive a passing grade in language arts and mathematics (70 and above).
- May not fail three or more other academic courses.

- Meet attendance requirements.

GRADE 7: To be promoted to grade 8, a student must meet the following requirements:

- Receive a passing grade in language arts and mathematics (70 and above).
- May not fail three or more other academic courses.
- Meet attendance requirements.

GRADE 8: To be promoted to grade 9, a student must meet the following requirements:

- Receive a passing grade in language arts and mathematics (70 and above).
- May not fail three or more other academic courses.
- “On/Above Grade Level” on the Georgia Milestones End-of-Grade Assessments.
- Attain an achievement level of “Developing Learner”, “Proficient Learner”, or “Distinguished Learner” on the mathematics section of the Georgia Milestones End-of-Grade Assessment.
- Meet attendance requirements.

GRADES 9–12:

- Students in high school **progress** toward graduation on a **course-by-course basis**. The graduation requirements in effect at the time of entrance apply for the student’s entire high school career.
- Students must have earned the number of credits indicated below in order to be promoted to the next grade level. Core areas are: English, Math, Science and Social Studies.
 - o Units necessary to advance to 10th Grade: 5 Units (must include 3 core)
 - o Units necessary to advance to 11th Grade: 11 Units (must include 6 core)
 - o Units necessary to advance to 12th Grade: 17 Units (must include 9 core)

Response to Intervention (RTI)

The purpose of RTI is to assist teachers in developing and implementing alternative teaching strategies for students who may need additional academic support, behavioral support, or special services. The RTI Committee consists of the counselor, teacher, school and district-level support personnel, and the parent. If the interventions or strategies prove to be ineffective, then the student may be referred for further evaluation and possible special education placement.

Assessment Policy

All VIP Academy students must take any required Interims, Post-Tests, Final Exams, district benchmarks, and GA Milestones End of Course (EOC) or End of Grade (EOG) assessments in a proctored setting at the VIP Academy location. The specific dates for these assessments will be provided on the school website. Exceptions are not granted for honor graduates or seniors. GCPS follows state guidelines for requirements of Georgia Milestones EOC or EOG. Failure to attend a required test will result in a grade of 68

being issued (or the grade the student has earned if lower) until the test is taken. All parents and students should be aware that assessment dates are tentative at the beginning of a school year and are subject to change. For up-to-date test information, visit the assessment section of the VIP Academy website prior to any testing window.

Discipline Policy

Students are expected to adhere to the BCSD Student Code of Conduct as well as the Acceptable Use Policy and are required to follow all local school rules. These rules are designed to notify students/parents as to the types of behaviors that are unacceptable. However, every specific type of misconduct may not have been included. A student may expect to be disciplined for misbehavior which negatively affects the mission of the school even if no specific rule is written for that misconduct. Failure to comply with Bibb County School District rules may result in a discipline referral or, in severe cases, removal from VIP Academy.

VIP PBIS Plan

VIP Academy PRIDE

PBIS Behavior Matrix

	Preparation: How ready are you?	Respect: How do you treat others?	Integrity: Who are you when no one is looking?	Discipline: Are you meeting expectations?	Excellence: Are you being your best self?
Classroom Expectations	I am: <ul style="list-style-type: none"> • Prepared with all the materials I need. • Attending Zoom/online meetings on time. • 	I am: <ul style="list-style-type: none"> • Taking turns to comment during online/zoom lessons. • Honoring one voice. 	I am: <ul style="list-style-type: none"> • Turning in my own work. • Using Zoom for school use only. 	I am: <ul style="list-style-type: none"> • Attending all my classes, every day. • Following class procedures. 	I am: <ul style="list-style-type: none"> • Always persevering and trying my best. • Asking for help when I need it.

	<p>Completing and turning in assignments on time.</p> <ul style="list-style-type: none"> • I am appropriately dressed during Zoom video conferencing. • I am in a learning environment that is not distracting to me nor my online classmates. 	<ul style="list-style-type: none"> • Making respectful comments online/zoom • Respectful facial expressions online/zoom . • Valuing school property. 	<ul style="list-style-type: none"> • Always THINKing before posting. (Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?) • Supportive of my classmates and opinions. 	<ul style="list-style-type: none"> • Checking my calendar. • Completing my Edgenuity classwork and homework each day. 	<ul style="list-style-type: none"> • Actively participating. • Creating thoughtful and neat work. • Checking over my work. • Helping others who might need assistance.
Technology Expectations	<p>I am:</p> <ul style="list-style-type: none"> • Coming to class with Chromebook charged. • Using technology appropriately. • Taking good care of my Chromebook. 	<p>I am:</p> <ul style="list-style-type: none"> • Coming to class with Chromebook charged. • Using technology appropriately . • Taking good care of my Chromebook. 	<p>I am:</p> <ul style="list-style-type: none"> • Always citing sources of pictures & information used. • Always THINKing before posting. (Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?) 	<p>I am:</p> <ul style="list-style-type: none"> • Staying on task when using technology. • Avoiding and reporting inappropriate sites and unsafe use. 	<p>I am:</p> <ul style="list-style-type: none"> • Using Chromebooks for school use only. • Taking PRIDE in completing my best work

VIPA PRIDE Points

VIPA PRIDE points are a PBIS token economy system designed to incentivize target behaviors for scholars by providing points for target behaviors and deductions for negative behaviors. Goal-based incentives, points, rewards, and deductions are all tracked using the **Class Dojo/PBIS Rewards/Kickboard** system. This provides behavioral data for each scholar, as well as a systematized means of tracking student eligibility for

the various incentives.

Earning

Scholars will be able to accumulate points as they relate to the five domains of PRIDE: Preparation, Respect, Integrity, Discipline, and Excellence. If scholars are observed demonstrating the targeted PRIDE behaviors, the scholar will receive points that will be tracked within **Class Dojo/PBIS Rewards/Kickboard**. Scholar points will be communicated daily during the morning attendance check-in. There are school-wide and classroom-specific rewards/incentives for the points scholars have accumulated.

Daily/Weekly Rewards

Teachers may choose to offer daily and/or weekly rewards for a specific number of points earned and can decide on whether they will give out daily rewards to scholars. These [rewards](#) will be determined by the teacher (not the school) and are not limited to but may include:

- Choose Video Conferencing Virtual Background
- Class Dance Party
- Classroom Karaoke
- Have a Virtual Snack with a Teacher
- Extra brain break/social time
- Drop Lowest Test/Quiz Grade
- Facebook Post Dedicated to Student
- Participate in a Raffle for a Digital Gift Card

Monthly Rewards

VIPA will host a monthly celebration on the last Friday of each month for those virtual scholars who have earned a set amount of PRIDE points for the month. These parties may include:

- Virtual field trips
- School wide dance party
- School wide karaoke
- School wide movie night
- Virtual game night
- School wide raffles/give aways

Quarterly Rewards

VIPA will host a quarterly, in-person incentive event for scholars earning a certain number of points for the quarter. These events may also include SOAR Academy students, and may include:

- Game Truck events
- Fun festivals on campus
- Skate nights
- Laser tag/arcade games

Tracking and Assigning Points in Kickboard

Teachers and administrators will use the online PBIS system **Class Dojo/PBIS Rewards/Kickboard** to track scholar PRIDE points throughout the day. **Class Dojo/PBIS Rewards/Kickboard** can be accessed via computer or smartphone app. As scholars proactively demonstrate the core values throughout the day, teachers are expected to reward scholars with PRIDE points in their scholar account. Similarly, when scholars do not behave with PRIDE, points are deducted. The use of **Class Dojo/PBIS Rewards/Kickboard** enables staff to see student progress, provides data points for student support, and can be compiled into a report sent home

Infractions & Consequences

At VIP Academy, behavior infractions are aligned to the three tiers of the RTI pyramid. This enables staff to be clear and consistent about consequences and interventions for infractions, as well as the system of support appropriate to improve behavior

<u>Behavior Levels</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Examples	<ul style="list-style-type: none"> -Defiance -Non-compliance -Disruption -Inappropriate language -Property misuse -Tech violation -Tardy -Dress code violation 	<ul style="list-style-type: none"> -Defiance -Non-compliance -Disruption -Profanity -Property damage -Tech violation -Tardy -Forgery/Plagiarism 	<ul style="list-style-type: none"> - Harassment/bullying -Targeted & aggressive language -Displaying physical aggression/assault -Abusive use of technology (sharing violent/sexual materials) -Student displays weapons,
Action/Consequence	<ul style="list-style-type: none"> -Breakout room conference to reteach expectations -Parent call 	<ul style="list-style-type: none"> -Breakout room conference to reteach expectations -Parent call 	<ul style="list-style-type: none"> -Disciplinary action per BCSD Code of Conduct

		-Limit to technology -Restorative actions -Further disciplinary action per BCSD Code of Conduct	
Documentation/Communication	-4 minor incidents in a day become a major -Write up in SWIS/Infinite Campus	-Write up in SWIS/Infinite Campus by EOD, feedback received within 24 hours	-Write up in SWIS/Infinite Campus by EOD, feedback received within 24 hours
Suggested Support	-Reteach expectations -Teacher TLAC strategies -Positive reinforcement -Reset to regulate movement/activities	-Reteach expectations -Teacher TLAC strategies -Positive reinforcement -Check in/Check Out with designated staff member -Skills group -Increased home/school communication	-Individual behavior plan -Modified work/schedule -Increased home/school communication

Dress Code

Appropriate dress and appearance are a critical component of the educational program. Wearing inappropriate clothing to school can have a negative influence on the educational process and climate of the school. In an effort to minimize student dress from interfering with the instructional process, the following guidelines should be followed whenever VIP Academy students are present on campus:

Shirts

☐ Colors are based on the program of enrollment as listed below:

- o Sky Blue for **middle school OAC** students
- o Yellow/Gold for **high school OAC** students
- o Burgundy/Maroon for **PLC** High and Middle School students

****ALL Programs: White button-down dress shirt for special occasions**

- ☐ Short or long sleeve polo type shirt with a collar; solid in color with no fringes or embroidery. Brand names/symbols (e.g. Duck, Polo, Nike, etc.) must be pocket size or smaller (4 inch maximum). No other picture, symbol, statement, or advertisement on clothing is allowed.
- ☐ All shirts must be worn tucked into the pants at all times.
- ☐ Undergarments should not be visible through shirts. **White undershirts for male students with no graphic.**

Pants

- ☐ Only uniform **Khaki** pants are permitted for **ALL** three programs.
- ☐ Must fit at waistline and be the proper size for the student; may not be too tight or too loose.
- ☐ Must be worn with a **BLACK** or **BROWN** belt.
- ☐ Undergarments should not be visible through pants.
- ☐ Cargo pants, hip-huggers, jeggings, joggers, leggings, as well as pants with holes or frays, are not permitted.
- ☐ Skirts, shorts, or jumpers are **not** permitted.
- ☐ Jeans are permitted on each Friday and **must be worn with a SOAR t-shirt.**
NO HOLES, FRAYS, and/or big pockets!

Belts

- ☐ **Color: Black or Brown** **Must fit at waistline and be the proper size for the student with no parts of it hanging in the front of sides of the pants.
- ☐ Should not have any removable buckles. (Prohibited buckles- Snakes, skulls, etc.)

Shoes

- ☐ **Athletic shoes:** White, Black, or color to match uniform color required polo style shirt. **Casual/Dress shoes:** Black or Brown
- ☐ Bedroom shoes, clogs, flip flops, heels, sandals, slippers/mules, boots, or shoes with lights or roller blade heels are **not** allowed.

Hats/Headgear/Hair

- ☐ Hats and/or headgear are not permitted to be worn or brought into the building, which includes bandannas, doo-rags, hoods, sleep scarves, sweatbands, and wave caps.
- ☐ Hair should not be a distraction from the learning process by appearance, statement, color, or style.
- ☐ Hair should be neat and clean; it should not cover the student's face or eyes.
- ☐ Braids, dreadlocks, and twists should be held in place by a ponytail holder if they are six inches or longer.
- ☐ Combs, curlers, picks, or rakes are not permitted to be worn in the hair.

Jewelry

- ☐ Only stud-size earrings and non-digital watches that do not make any noises are allowed; earrings can be no larger than the size of a dime.

☐ Rings, necklaces, chains, bracelets, pins, or any other forms of jewelry are not permitted.

Other Non-Permitted Items

- ☐ Book bags and purses are not allowed.
- ☐ Students may not wear coats, jackets, hooded shirts, or hooded sweatshirts during class time or while in the school building. All coats must be checked-in as soon as the students enter the building at the beginning of the day and checked-out at the end of the day.

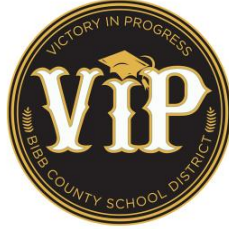
Athletics, Clubs, & Extracurricular Activities

Clubs and extra-curricular activities are dependent on student interest, faculty sponsorship, and administrative approval. The most up-to-date list is available on the website.

Students enrolled in VIP Academy may participate in any athletic program offered by their zoned school if they have met all eligibility criteria. For more information, please reach out to the BCSD athletic department at 478-765-8555.

Visitors

All visitors should only enter the building through the front door and will be buzzed in by the office personnel. All persons visiting the school at any time and for any reason **must** report to the office to obtain a visitor's pass and must have a valid form of I.D. Parents are encouraged to visit our campus but are not allowed to interrupt normal classroom procedures or instructional time. Prior arrangements can be made for parents/guardians to visit classrooms; however, drop-ins are not authorized.



VIP Academy Student Handbook

PARENT SIGNATURE PAGE

I _____ (Print Parent Name) HAVE READ, REVIEWED, AGREE, and UNDERSTAND ALL SECTIONS IN THE VIP ACADEMY STUDENT HANDBOOK. I WILL ADHERE TO ALL POLICIES AND PROCEDURES OUTLINED BY VIPA ACADEMY FOR MY STUDENT(S).

STUDENT NAME: _____

GRADE: _____

HOMEROOM TEACHER: _____

PARENT
SIGNATURE: _____

THIS PAGE MUST BE SIGNED AND RETURNED TO THE FRONT OFFICE.

