

# Putnam County High School

## Georgia Virtual School Handbook



## **Putnam County High School Georgia Virtual School Handbook**

Welcome to Putnam County High School's guide for enrolling in Georgia Virtual School (GAVS). This handbook outlines the rules and requirements for students interested in taking courses through GAVS. At PCHS, we recognize the importance of offering a diverse range of educational opportunities to meet the unique needs of our students. Georgia Virtual School provides a flexible and dynamic platform for students to engage in rigorous coursework, explore new subjects, and pursue their academic goals beyond the traditional classroom setting.

This handbook helps students and parents understand their responsibilities and expectations. We encourage you to familiarize yourself with the contents of this handbook and utilize it as a valuable resource throughout your GAVS experience.

We believe that by working together and embracing the opportunities offered through virtual learning, you can achieve your academic aspirations and thrive in today's ever-evolving digital landscape. We look forward to embarking on this educational journey with you and empowering you to reach your full potential.

## Enrollment Criteria and Instructions

### Eligibility Criteria:

- **Academic Performance:**

Students must have earned a final average of 85 or above in subjects related to the course they intend to take through Georgia Virtual School. *Example: A student who earned a 75 in Environmental Science and an 85 in Biology will not be eligible to enroll in GAVS Physical Science.*

- **Attendance:**

Students must not be chronically absent. Chronically absent is defined as missing more than 10% of scheduled school days in a semester without a valid excuse. Students who have been absent more than 10% are not eligible to participate in any GAVS course.

- **Graduation Progress:**

Students must be on track to graduate from Putnam County High School. This includes meeting all credit requirements and fulfilling any other graduation criteria set forth by the school and state regulations.

- **Academic Good Standing:**

Students must be in academic good standing as per the policies of Putnam County High School which includes maintaining a satisfactory GPA (3.0 in core subjects), satisfactory adequate progress (earning enough credits to meet graduation requirements in 4 years), and complying with school rules and regulations.

- **Consequences for Failing GAVS Courses:**

Any student who fails a GAVS course will not be allowed to continue participating in GAVS. This emphasizes the importance of taking GAVS courses seriously and committing to academic success.

## **Enrollment Procedure:**

- **Consultation:**

Students interested in enrolling in a course through Georgia Virtual School should first consult with their school counselor.

- **Course Selection:**

Students should select courses offered by Georgia Virtual School that align with their academic goals and interests.

Courses must be relevant to the student's individual graduation plan and approved by the GAVS coordinator.

- **Application Process:**

Once the course selection is finalized with the counselor, students must complete the enrollment application for Georgia Virtual School.

Go to [GAVS | Login \(geniussis.com\)](https://geniussis.com) to start an application.

- **Approval:**

Enrollment in Georgia Virtual School courses is subject to approval by both Putnam County High School and Georgia Virtual School administration.

Approval will be based on meeting the eligibility criteria outlined in the above sections of this document.

## **Responsibilities of GAVS Students:**

- **Academic Integrity:**

Students enrolled in Georgia Virtual School courses must adhere to the highest standards of academic integrity.

Any form of cheating or plagiarism will result in disciplinary action as per the policies of both Putnam County High School and Georgia Virtual School.

- **Communication:**

Students must maintain regular communication with their Georgia Virtual School instructors.

This includes responding promptly to emails, participating in online discussions, and seeking help when needed.

- **Assignment Submission:**

Students are responsible for submitting assignments and completing course requirements according to the schedule provided by their Georgia Virtual School instructors.

Late submissions may result in a reduction of grades or other penalties.

- **Technical Requirements:**

Students must ensure they have access to the necessary technology and internet connection to participate in Georgia Virtual School courses.

Technical difficulties should be reported promptly to both the Georgia Virtual School and the Putnam County High School GAVS coordinator.

### **Conclusion:**

Enrolling in Georgia Virtual School courses can provide students with valuable learning opportunities and flexibility in their academic pursuits. However, it is essential to meet the eligibility criteria and fulfill the responsibilities outlined in this document. For further information or assistance, please contact your counselor or the PCHS GAVS coordinator.

### **Responsibilities of Students enrolled in Advanced Placement Courses via GAVS**

- **Academic Engagement:**

Students are expected to actively participate in all aspects of their AP courses, including lectures, discussions, assignments, and assessments provided by GAVS.

- **Effective Time Management:**

Students must manage their time efficiently to keep up with the rigorous pace of AP coursework, adhering to deadlines and pacing guides provided by GAVS.

- **Regular Communication:**

Students should maintain regular communication with their AP course instructors, seeking clarification on concepts, assignments, and expectations as needed.

They should also check their GAVS email and course announcements frequently for important updates.

- **Technical Requirements:**

Students must ensure they have access to a reliable internet connection and necessary technology to participate in online AP courses offered by GAVS.

- **AP Exam Registration:**

It is the student's responsibility to register for AP exams through the College Board website ([collegeboard.org](http://collegeboard.org)).

Students should coordinate with their school's AP testing coordinator to ensure that the AP exams for their GAVS courses are ordered on time.

- **Preparation for AP Exams:**

Students should actively prepare for AP exams by reviewing course materials, completing practice exams, and utilizing resources provided by GAVS and the College Board.

- **Understanding AP Policies and Procedures:**

Students should familiarize themselves with the policies and procedures outlined by GAVS and the College Board regarding AP courses and exams.

They should adhere to all guidelines regarding exam administration, exam security, and academic integrity.

- **Monitoring Academic Progress:**

Students should monitor their academic progress in their AP courses by regularly reviewing their grades, feedback, and progress reports provided by GAVS.

If they encounter any difficulties, they should seek assistance from their instructors or academic advisors promptly.

- **Adherence to Academic Integrity:**

Students must uphold high standards of academic integrity, submitting original work and properly citing sources in accordance with GAVS and College Board guidelines.

Any instances of plagiarism or cheating will result in disciplinary action.

- **Representation of GAVS and School Affiliation:**

Students should represent GAVS and their affiliated school positively, demonstrating professionalism and integrity in all interactions related to their AP courses and exams.

By fulfilling these responsibilities, students can maximize their success in AP courses through Georgia Virtual School while ensuring a smooth and successful AP exam registration process.

### **Responsibilities of Parents of GAVS Students:**

When enrolling your child in Georgia Virtual School (GAVS), there are several important responsibilities parents should be aware of, along with corresponding consequences for neglecting them. These responsibilities and consequences are outlined below:

1. **Active Participation:** Parents must ensure that their child actively participates in all required coursework, discussions, and assessments as outlined by the GAVS curriculum.

**Consequence:** Lack of participation may result in academic penalties, such as lowered grades or course failure.

2. **Technical Requirements:** Parents should ensure that their child has access to a reliable internet connection and the necessary technology to engage in online learning.

**Consequence:** Technical difficulties leading to missed assignments or inability to access course materials may impact academic performance.

3. **Communication with Instructors:** Parents should encourage their child to communicate regularly with their instructors, asking questions and seeking clarification when needed.

**Consequence:** Failure to communicate with instructors may result in misunderstandings, missed deadlines, or inadequate support, negatively affecting academic progress.

4. **Attendance and Pacing:** Parents must monitor their child's attendance and progress in each course, ensuring they stay on track with assignments and pacing schedules.  
**Consequence:** Chronic absenteeism or falling behind in coursework may lead to academic probation, course withdrawal, or dismissal from the program.
5. **Academic Integrity:** Parents should emphasize the importance of academic honesty and integrity to their child, ensuring that all submitted work is their own and properly cited when necessary.  
**Consequence:** Violations of academic integrity policies, such as plagiarism or cheating, may result in disciplinary actions, including course failure or dismissal from GAVS.
6. **Support and Encouragement:** Parents should provide emotional support and encouragement to their child throughout their virtual learning journey, helping them stay motivated and engaged.  
**Consequence:** Lack of parental support may contribute to feelings of isolation or disengagement, impacting academic performance and overall well-being.
7. **Regular Progress Monitoring:** Parents should regularly review their child's grades, feedback, and progress reports provided by GAVS to identify areas of improvement and address any challenges promptly.  
**Consequence:** Failure to monitor progress may result in missed opportunities for intervention, leading to academic struggles or failure to meet graduation requirements.
8. **Compliance with Policies and Procedures:** Parents and students must adhere to all GAVS policies and procedures, including those related to behavior, technology usage, and academic standards.  
**Consequence:** Violations of GAVS policies may result in disciplinary actions, including suspension or expulsion from the program.

By understanding and fulfilling these responsibilities, parents can support their child's success in Georgia Virtual School while also helping them develop essential skills for online learning and future academic endeavors.

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[This handbook is subject to updates and revisions as per the policies of Putnam County High School and Georgia Virtual School.]



