World-Class Virtual Education
Gwinnett Online Campus

STUDENT

PARENT

HANDBOOK

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Gwinnett Online Campus Vision and Mission

Vision Statement
Our vision is to provide world-class education to Gwinnett County students in grades K - 12 for whom anywhere and anytime access to instruction is an optimal alternative.

Mission Statement
Our mission is to provide a challenging, innovative, and flexible learning environment for students to uniquely pursue excellence in academic knowledge, skills, and behavior.

Core Values
During the first year as a full-time school, the faculty and staff developed the core values for Gwinnett Online Campus. These values guide the decisions we make as we strive to be the best online school in the nation.

ATTENDANCE POLICY

Performance-Based Attendance Policy

Students are considered present if they are actively working in each of their courses. If students are not actively engaging in their courses, parents will be contacted by teachers, counselors, and/or school administration. If students are not actively engaged, they will be considered truant and will be invited for a Student Attendance Review Committee (SARC) or Student Support Team (SST) meeting. If the student continues in non-attendance, the student may be withdrawn. If students in grades K-8 are not actively engaged, a conference may be scheduled to determine if the online environment is an appropriate educational setting for the student.

VIRTUAL SESSIONS

Students at GOC are expected to attend Virtual/Synchronous sessions. These rich, interactive learning experiences enhance student's understanding and provide supports for success. The Main Virtual Session time for students is designed to allow students to bring specific content questions to their teacher while receiving specific content instruction all within a virtual setting.

Students who are not showing mastery and/or have failing grades will be required to attend weekly synchronous support sessions.

Teachers for middle and high school will have live office hours throughout the week for students to have access to their teachers during set times.

K – 3 Daily Synchronous Instructional Delivery

Kindergarten through 3rd grade will have a daily schedule Monday – Friday meeting with their teachers in a live virtual classroom along with some recorded videos. Morning sessions focus on core content. Afternoon sessions include live instruction from specials teachers and counselors. In addition, students will be assigned some independent projects for core subjects. Students must attend all live sessions Monday – Friday.

School ID Badges and Check-In for Activities and Events

If students would like to have a school ID badge for purposes outside of the local school, they can request to have one made at the front desk.

Students or parents must sign up ahead of time for activities and events on campus and will be checked in when they arrive on rosters in the front lobby. A school ID will not be required for this.

SAFETY & SECURITY PROCEDURES

Gwinnett Online Campus follows GCPS (Gwinnett County Public Schools) safety protocols including emergency drills including fire and severe weather. All exterior doors are locked. When you visit Gwinnett Online Campus, please push the button outside the front door to request entry. All parents and visitors must check-in at the reception desk before proceeding to other areas of the campus.

STUDENT ENGAGEMENT AND ACADEMIC SUCCESS

It is expected that students actively engage in each course daily. All students enrolled at GOC are expected to use a variety of technology tools to complete assignments. It is an expectation that students use video and audio recordings to complete assigned tasks and submit them to drop boxes. All students are expected to use a webcam and microphone, as they improve the overall learning experience.

GOC Fridays and Enrichment Opportunities (Designed for Full Time GOC Students)

Students will have the opportunity to participate in activities both off and on campus throughout the school year. Upcoming events will be posted in the weekly newsletter, The #GOCOWLS which is emailed to all families enrolled at GOC. Parents should follow the deadlines for signing up for events in MyPayments Plus. Drop-off and Pick-up times must be followed by parents for students to take part in enrichment opportunities.

VALEDICTORIAN AND SALUTATORIAN GUIDELINES

All GCPS guidelines are followed to determine the Valedictorian and Salutatorian. To be eligible at GOC, students must have completed their entire Junior and Senior year at GOC to become the Valedictorian or Salutatorian.

HONOR GRADUATES

Seniors with a cumulative average of 90% or above at the end of the first semester during their senior year will be designated as an Honor Graduate.

GRADES K – 8

When students in grades K – 8 come to campus for specific activities, they are supervised by GOC teachers or staff during all on-campus classes and activities. Standard middle school GCPS procedures are followed regarding arrival and dismissal for grades 4-8. Standard elementary procedures are followed for students in grades K-3. Parents of K-3 students may be asked to stay on campus during the time their student is on campus. Transportation arrangements should be between parents and students. Students must be dropped off and picked up following the posted times.

GRADES 9 – 12

Gwinnett Online Campus functions as an open campus for students in grades 9 - 12. Students come to campus at various times and for different reasons throughout the school year. Gwinnett Online Campus 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. Students must be dropped off and picked up following the posted times.

COMMUNICATION

Clear communication is an essential part of a successful online experience. All faculty and staff at GOC 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; the following are suggested ways of contacting your teachers:

- Phone- All full-time teachers are issued a cell phone
- Text- All full-time teachers are issued a cell phone
- Email- All teachers have a GCPS email address

Students are to address both faculty and peers with respect and courtesy when speaking on the phone, emailing, texting, participating in chats, and in any written discussions or assignments within the online environment.

ACCELERATED MATH PLACEMENT CONSIDERATIONS

Students in accelerated math courses are expected to show mastery of standards and maintain a B average in their course. Progress is monitored daily, and concerns are communicated to students and parents. At the four-week mark of the semester, the teacher and counselor will review the accelerated students' grades. If a student is struggling, additional recommendations will be offered to assist the students. Performance will be reviewed regularly. Students who continue struggling to maintain a B average will then be placed in the standard math course.

MAKE-UP POLICY

Students can make up work for excused absences. A parent or legal guardian must notify the **Gwinnett Online Campus teacher(s) via email, fax, or phone call** within 48 hours of the missed assignment. When a student fails to submit online course work due to a GCPS excused reason, he/she will be given one day to make up the missed assignment for each day he/she was absent. It is the parent's responsibility to contact the student's teacher to address any make-up work due to a student's excused absence. Parents should stay in contact with their students' teachers during their absence. Please send email updates to your child's teachers every three days in an extended absence. Teacher contact information can be found on the Course Home page of each class in which the student is enrolled.

State Attendance Rule 160-5-1-.10

Students will be excused from school under the following circumstances, as a minimum:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. 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.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rending attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
7. Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
8. Students will be counted present when they are serving as pages of the Georgia General Assembly.
9. Students are advised to review the online course calendar(s) and their personal calendar(s) for prior commitments and to work ahead in their online course(s), if necessary, to avoid potential conflicts. Attendance in the online learning environment is performance-based and equates to adherence to the deadlines and due dates established by online instructors.

Senate Bill 123

Update coming

GRADING SYSTEM

GOC follows the GCPS grade scale and grading practices:
A—90% and above   B— 80% - 90%   C—79%-70%   U/F—69%-0%

Late Work/Deadlines

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.

ASSESSMENT REQUIREMENTS

*GOC students, on an individual basis, may be asked to complete assessments on campus at any time throughout the semester per the discretion of administration and the testing office.

State Testing

All Gwinnett Online Campus students must take any required GA Milestones End of Course (EOC) or End of Grade (EOG) assessments in a proctored setting at the Gwinnett Online Campus 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 0 being issued for the assessment.

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 GOC website prior to any testing window.

Final Exams

Final Exams for all High School Courses will be in person on GOC campus. If a student has extenuating circumstances that prevent them from coming in person, the student and parent can submit valid reason(s) and an assessment team will review and communicate the decision with the student and parent.

I Ready

iReady diagnostic screeners are a critical and necessary step in making informed decisions about how to meet the unique needs of each and every student. Students in grades K-5 will be required to come on campus to take the iReady assessments in both reading and math.

GOC Retesting Policy

Gwinnett Online Campus adheres to the GCPS retesting policy for all summative assessments. All students may participate in a retesting opportunity for any summative course assessment by completing the following steps:

1. Participate in the assessment intervention, as scheduled by your teacher.
2. Complete the reassessment as scheduled by their teacher.

STUDENT MEDICATION ON CAMPUS

If it is medically necessary for students to have prescription, non-prescription medication, and/or a medical plan while on campus, please contact the GOC main office.

IMPAIRED/HANDICAPPED ACCESS

Gwinnett Online Campus wishes to meet the needs of all students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact the GOC student support coordinator in the front office.

STUDENTS WITH DISABILITIES

Full-time enrollment for students with disabilities requires an IEP meeting at the student's zoned school to determine whether FAPE (Free and Appropriate Public Education) can be provided prior to beginning online classes at GOC.

STUDENT SUPPORT TEAMS

Each school in Gwinnett County has a Student Support Team (SST), a collaborative group comprised of educators and parents of the child supported in the SST process. This team uses a systematic approach to developing interventions to address the learning and/or behavioral concerns of students. The membership of the team includes the referring teacher and at least two other participants who may include administrators, teachers, counselors, school psychologists, social workers, or other school personnel as appropriate to meet the needs of the student. While parental consent is not required for the team to meet or for the development of the intervention plan, parents of the child being discussed are viewed as essential members of the problem-solving team and are invited to attend each SST held for their child. The team's purpose is to develop strategies to help the student become more successful at school by providing teachers with instructional interventions and parents with recommendations for helping their child at home.

LOCAL DISCIPLINE CODE

Students are expected to adhere to the GCPS Student Conduct Behavior Code as well as the Acceptable Use Policy and are required to follow all local school rules.

Failure to comply with Gwinnett County Public School rules may result in a discipline referral or, in severe cases, removal from Gwinnett Online Campus.

ETHICS AGREEMENT FOR GWINNETT COUNTY PUBLIC SCHOOLS

All students of Gwinnett Online Campus will abide by all rules and regulations published by the Gwinnett County Board of Education and agree to the jurisdiction of all disciplinary panels and procedures established by the GBOE to address violations of rules of the honor code of GCPS. All students of Gwinnett Online Campus will abide by the school's acceptable use of technology policy specifically covered in the GCPS Student Conduct Behavior Code (see rules 2 and 11).

All assignments and tests will be submitted and performed by the student. Gwinnett Online Campus students should not submit work that is plagiarized or otherwise violates copyright laws of the United States of America.

ARTIFICIAL INTELLIGENCE

Gwinnett Online Campus will use AI to foster critical thinking, creativity, and collaboration while emphasizing human insight and ethics. Improper use of AI will be considered Academic Dishonesty.

GOC will adhere to the GCPS Guidance for AI Use found on the GCPS website here.

ACADEMIC DISHONESTY

All students at Gwinnett Online Campus should show academic integrity when completing their coursework. Gwinnett County Public Schools (GCPS) defines plagiarism as copying phrases, sentences, or paragraphs without giving proper source information, or paraphrasing or summarizing ideas without giving proper source information. Students may not use AI tools for cheating or plagiarism. However, the tool may be used to clarify academic content, to brainstorm or to gain feedback for improvement on an assignment; students must cite that they used generative AI in their work.

Other examples of plagiarism include:
- Selling or giving work to another student to submit as their own
- Asking someone or paying someone to create a work to call your own
- Downloading or copying information from the internet and submitting it as your own
- Submitting another student's work as your own

GCPS policy states that academic misconduct will result in either an academic penalty or disciplinary action, but not both. Infractions of this policy will be handled on an individual basis.

If a student continues to exhibit academic dishonesty, the teacher may score the assignment as a zero. For more information about plagiarism and how to avoid it, please visit our GOC website and www.plagiarism.org.

DRESS CODE

Gwinnett Online Campus administration and staff would like the cooperation of the students and parents in reviewing the student's dress to ensure it meets the following dress code guidelines before the student comes to school.
- Headgear – The school reserves the right to limit headgear which interferes with student behavior or instruction during any school classes or activities.
- Shirts/Blouses/Tops/T-shirts – Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, tank tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips or midriff are not allowed. Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see through, backless, or tube tops. Rips or holes are not allowed in shirts/tops.
- Shorts/Skirts/Pants – Shorts and skirts must be a mid-thigh or longer length. Holes or rips are not allowed above the knee for pants or jeans. No sagging pants which reveal undergarments.

- Shoes - Health regulations and safety factors require that shoes be worn at all times at school (bedroom shoes are not allowed). Closed toed shoes are required for science labs.
- Undergarments should not be visible.
- Pajamas, sleepwear, or blankets of any kind are not to be worn to school.
- Stretch Lycra, spandex or nylon tights, leotards, biker pants or underwear worn as an outer garment are strictly prohibited.
- A shirt of proper length and style must be worn under overalls at all times. No clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, gang affiliation or other illegal activity expressed or implied. No clothing or accessories shall be disruptive, have caused past disruption to the school environment, or could be used as a weapon.
- Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Task Force as being commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates gang affiliation. All students should dress in a symmetrical fashion.
- Jewelry or accessories that are considered heavy and/or bulky that could pose a danger to others are not permitted to be worn at school. This includes, but is not limited to, wallet chains, jewelry such as spiked rings, spiked bracelets, two-or-three finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on clothing or book bags.

Any student dress or appearance, not specifically stated, which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress", instilling dignity, and pride. A student wearing clothing or accessories not described in these rules, but which become distracting to the learning environment or identified as gang attire will receive a written warning in advance of any disciplinary action. Consequences for dress code violations start at Step One on the Disciplinary Scale. ***Determination of dress code violations is at the discretion of administration.***

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.

TEXTBOOK/MATERIALS POLICY:

It is the policy of Gwinnett County Public Schools to administer a system of maintaining and controlling textbooks, and media materials. Recognizing these materials represent a sizable financial investment, the system will establish rules and regulations, as it deems necessary, for the care and protection of these materials.

Students and parents may be held financially responsible for any lost or damaged school issued items.

TECHNOLOGY: ACCEPTABLE USE POLICY FOR STUDENTS

Acceptable Use of Electronic Media for Students

The GCPS Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission, and goals established by the Board and for the purpose of AKS instructional support. All users of the district-wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical, and lawful manner. GCPS technology should be used for legitimate educational reasons only and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett County Public Schools does not condone the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

Access is a privilege. Inappropriate use may result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Gwinnett County Public Schools.

The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through CD-ROM's, DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS technology.

It is highly recommended that students do not share their school issued device with others.

All students are expected to treat this learning tool with respect. GCPS technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Use a computer to steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to on-line resources by using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improper use of the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9- 93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.

Technology Acceptable Use Policy for Students

Students may only access software that has been authorized by GCPS' Division of Information Management and authorized by a teacher or staff member for use.
- Students may not download, install or store software on any school computer or network location.
- Students may not download, install or store files on any school computer or network location without permission from a teacher or staff member. This includes any music or video clips or files.
- Students may not make changes to any computer, network, or programmable calculator settings.
- Students may not possess or use any hardware or software that could be used to probe, bypass, or otherwise interfere with the security of the network or devices connected to the network.
- **Internet usage is for educational purposes only** and must only be used with permission from a teacher or staff member. E-mail can only be used when it is related to the curriculum and only under the supervision of a teacher or staff member.
- Accessing social networking sites at school is prohibited.
- Students are not allowed to have food, candy, drinks or water bottles at any computer workstation located in classrooms, media center, computer labs, or mobile labs.
- Students may not use CD's, portable drives, or other storage media at GOC without permission of a teacher or staff member.
- Students must adhere to all copyright laws. This includes, but is not limited to, copyrights for music, video, photographs, and written or other published materials.

- Students should keep their passwords confidential. Students will be held responsible for any guideline violations committed under their login.
- Students shall not attempt to gain unauthorized access to another student's files, the school's network, prohibited internet content, confidential information, or any computer system beyond their authorized use.
- Students may not instruct other students on breaking computer network security or modifying hard drives.
- Students may not tamper with any system, network, or wiring hardware. This includes, but is not limited to, the removal of mice, keyboards, speakers, or any other peripheral device.
- Students may not connect devices to a computer without the permission and direct supervision of a teacher or staff member.
- The computer network of GOC is the property of GOC and Gwinnett County schools. It is intended to support the academic, educational and research efforts of GOC students and may not be used to:
  - Support or advertise a commercial enterprise or business.
  - Support or advertise a personal business.
  - Support personal use not specific to the mission of the institution.
- GOC/GCPS technology use is at no time considered private or personal and is subject to auditing for legitimate purposes, as well as live monitoring where appropriate.

Failure to acknowledge receipt of the AUP by a completed signature sheet will result in denial of technology privileges.

MEDIA RELEASE INFORMATION

Parents must sign an opt out media release form within the first two weeks of enrolling at GOC for their child *not* to appear in any printed or social media outlets. Gwinnett Online Campus receives many visitors and guests throughout the school year. Our students may be photographed at any time throughout the school year. Additionally, Gwinnett Online Campus uses many social media outlets such as Facebook, Instagram, and Twitter. Gwinnett Online Campus students' photographs may be posted on the Internet.

GOC CALENDAR

The first and last day of semesters at GOC is different from the GCPS calendar. Parents should be aware, however, that students need to be available from the GCPS start and end dates due to testing schedules. Make sure to check the website for the most updated calendar of testing dates, on-campus learning labs, rich experiences, science labs, and other activities. Upcoming events are sent by email weekly in the electronic newsletter to parents and students.

OFFICE OF ACADEMIC SUPPORT & ADVISEMENT

The Gwinnett Online Campus counseling staff offers a variety of services to students, parents, and faculty members. The Bridge Bill requires lessons to ensure that students are given the opportunity to explore their interests, satisfy graduation requirements, and plan future career objectives. The counselors plan and implement guidance activities throughout the year. The counselors are listed on the website by grade levels. In addition to scheduled on-campus times, the counselors are available to students and parents throughout the week for appointments. Parents may make appointments by calling their child's counselor at 770-326-8082. Students may request appointments in the counseling office.

GOC Enrollment Agreement

Please read the Agreement Plan outlined below and electronically sign.

1. I understand that at GOC students are considered present in K-3 if they are attending the live sessions each day. Grades 4 & 5 grade students are expected to attend live sessions Monday-Wednesday and be actively working in courses. Grades 6-12 students are counted present if they are actively working in their courses. Actively working is defined as maintaining a grade of 70 or above and at least 5 hours of activity in the online platform if the course average is below 70.

2. I understand it is my responsibility to check my student's grades regularly.

3. I understand that the main form of communication between GOC teachers, students and parents is email (GCPS email for student and email the parent provided at registration).

4. I understand there are scheduled weekly virtual learning sessions. Teachers may ask students to come to campus in person for support or attend additional virtual learning sessions.

5. I understand that state mandated exams must be taken on campus, and my student must participate in them. Some assessments will be completed online off-campus. GOC may require in-person testing for interims and final exams in specific cases or as required by the district.

6. I understand if my student is not making adequate progress, a student support team member will conference with the family to address the concerns.

7. I understand that the GOC counselors teach required lessons each year and these are advertised in the GOC Owls newsletter. It is my responsibility to ensure that my student participates in these lessons.

8. I understand that parents and students will receive a weekly newsletter via email and that it is our responsibility to read it each week. If I do not receive this communication, I will update my contact information through the Parent Portal.

9. I understand that on-campus activities and events have set arrival and departure times. I will ensure that my child is dropped off and picked up within these published times.

10. I have reviewed and understand the information within the student/parent handbook.

_____   _____
Parent's Signature   Date

_____   _____
Student's Signature   Date

Photo Release— Permission Denial

Dear parent or guardian,

If you DO NOT want your child to be photographed, please sign below and return this sheet to the front office by the end of August.

Students who do not return this sheet may be photographed. Note: Students will not be identified by name in the GCPS promotional materials.

I DO NOT want my child, _____, to be photographed for GCPS promotional materials.

_____
(Signature of Parent or Guardian)

_____
(Date)