



eSchool
Student and Parent
Handbook
2023 - 2024

Introduction

The purpose of this handbook is to familiarize students and parents with school policies, established routines and procedures of operation. It is published in an effort to enhance positive school/home relationships and to promote open lines of communication.

Parents should feel free to contact the school (706.823.6946) for clarification, further information or needed assistance.

Please visit our school website for a listing of current events and resources throughout the year (rcboe.org/eschool). An electronic copy of the handbook is available on our website.

RICHMOND COUNTY SCHOOL SYSTEM

VISITOR GUIDELINES

WELCOME! The Richmond County School System values the participation of parents and community in the activities of the schools and encourages adults to serve as role models for students. The School System welcomes visitors to the campuses of the schools and provides for opportunities to observe and learn about the educational programs, to volunteer and to attend events such as sporting events as well as musical and dramatic presentations offered to the public.

While visitors are welcome on campus, the paramount concern of the School System is to provide a safe and orderly educational atmosphere in which disruptions and distractions are minimized.

To that end, the following guidelines apply.

- **SIGN IN:** Upon arrival, all school visitors must report immediately to the administrative office of the school in order to sign-in and obtain permission to be on campus.
- **RESPECT:** Visitors are considered role models and are expected to be appropriately and modestly dressed and to display respect for activities in progress at the school. Visitors shall conduct themselves in a manner that is not disruptive to the educational environment.
- **ABIDE:** All visitors are expected to abide by the general rules of the school, any applicable provisions of the Code of Student Conduct and Discipline and shall comply at all times while on Board property with Board of Education policies and procedures.
- **MAINTAIN:** Visitors shall maintain the integrity of student confidentiality policies. Any confidential school matters overheard or observed shall remain in the school, and any concerns should be discussed with the site administrator.
- **KEEP THEM PUT:** Visitors are not permitted to remove students from the classrooms or other school activities without direct permission of the legal guardian of the student and/or the site administrator.
- **SIGN OUT:** Parents/guardians visiting or volunteering in the school shall sign their children out using proper procedures established at the school. Visitors shall sign out or follow approved procedures for notifying the administrative office that the visit is concluded.

Mission Statement

eSchool will deliver excellence in education through an innovative and flexible online learning format.

Vision Statement

eSchool shall be an organization of online learners striving to ensure all students become global leaders and responsible citizens prepared to meet the challenges of the future.

Commented [JK1]: Please pick one. Add or delete what you need.

Daily Schedule

8:00 am – 8:15 am	Homeroom
8:20 am – 9:10 am	1 st Period
9:15 am – 10:05 am	2 nd Period
10:10 am – 11:00 am	3 rd Period
11:05 am – 11:55 am	4 th Period
12:00 pm – 12:30 pm	Lunch
12:30 pm – 1:25 pm	5 th Period
1:30 pm – 2:20 pm	6 th Period
2:25 pm – 3:15 pm	7 th Period
3:15 pm – 4:00 pm	Tutoring

To qualify for admission as a full-time eSchool student, applicants must meet the following criteria:
Eligibility for Grades 6-12:

1. Students must have documented academic success in prior courses that are aligned to grade-level standards.

Academic success is defined as satisfactory performance (2.0 academic core grade point average or higher). Middle school applicants must have grades of C or higher in core academic subjects.

Student progress toward grade-level promotion and timely high school graduation is a condition of enrollment and a continuous expectation after enrollment. Exceptions may be made on an individual basis for students whose academic progress has been impeded by a chronic illness or medical emergency documented by a medical professional.

2. Students must meet the following criteria on standardized assessments:

- Developing Learner (level 2) on Georgia Milestone Assessments (English Language Arts and Mathematics) in prior school years.
- Satisfactory performance on official standardized tests administered by another public or private school system in prior school years.

3. Students must reside in Richmond County. Richmond County students must be currently registered in a public school. Students can only participate in one choice option school or program.

4. Students with disabilities are not restricted from participation in the full-time program nor exempt from meeting entrance criteria. Current Individual Education Plans (IEP) of student applicants who meet the entrance criteria will be evaluated on an individual basis to determine the appropriateness of the virtual education option. Parents must be part of the IEP review process.

5. eSchool is a choice option and is not required to modify or change the instructional program in which the integrity of the program would be compromised.

6. New and returning full-time eSchool students must attend a face-to-face orientation session with a parent or guardian before starting courses. An eSchool counselor contacts students and parents with an orientation/registration date and time.

7. Parents should consider the following before making a decision for **each** child:

- If you choose for your child to enroll in a virtual learning option, the decision is a year-long commitment.
- Parents should consider how their child engaged and performed in the virtual learning environment before making a decision. School Administrative Staff and Counselors are available to support you with thinking through the best option.
- Virtual course offerings may be more limited than those available for students attending school in-person.
- If a family chooses virtual learning, the students must fully engage in synchronous (live direct instruction led by a teacher) and asynchronous (online without real-time teacher-led instruction) learning. School administration will monitor daily attendance.



eSchool
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(706) 823-6946
rcboe.org/eSchool
Dr. Judy Ward, Program Administrator

Agreement of Understanding

By signing my name below, I indicate that I have read the Agreement of Understanding and I acknowledge the conditions of acceptance. The privilege of attending this school rests upon the personal responsibility of the child and parent. This contract will be renewed each year.

All eSchool Students:

1. I understand my child is expected to log in promptly daily and to remain throughout the scheduled hours.
2. I understand my child is to cooperate and conduct himself or herself with teachers, other adults, and classmates in a manner showing respect to all persons.
3. I understand my child is to complete all required work, including homework and work missed.
4. In order to remain enrolled in the eSchool program, I understand that, in grades 6-8 it is my child's responsibility to maintain an overall 75 average in academic subjects (language arts, math, science, and social studies) and not have a yearly average below a 70 in any subject. Students in grades 6-8 having a yearly average below 70 in any class or having a cumulative average below 75 in the core classes will be required to return to the student's zoned school at the end of the year. In grades 9-12, it is my child's responsibility to pass each subject with a 70 or above. Students in grades 9-12 having an end-of-course average below 70 are required to attend summer school and pass the course in order to remain enrolled in the eSchool program. Students in grades 9-12 who do not maintain a passing score of 70 (after summer school) are required to return to the student's zoned school at the end of summer school.
5. I understand my child is to respect and care for all equipment, supplies, and school property he/she uses.
6. I understand that if I choose to remove my child, or if I am asked to remove my child from the school, my child may not re-enter unless there are rare and extenuating circumstances as approved by the Assistant Superintendent or determined by the Board of Education. [Note: Students who withdraw due to military transfers may apply for re-admission through the annual school choice application process.]
7. I understand my child must adhere to all school policies and Richmond County Board of Education policies.
8. I understand if either the student or parent/guardian, or both, ceases to be a resident of Richmond County, the school shall be promptly notified, to allow a prompt determination as to whether the student remains eligible to attend the selected school.
9. I understand that my child will be enrolled as a full-time student at the eSchool program for the entire academic year. My child must demonstrate acceptable performance in order to remain in the eSchool program.

Conditional Acceptance Additional Requirements:

10. I understand that there are limited seats available for the eSchool program. By applying, I am giving consent to enter my child's name into the electronic lottery system. Once all seats are filled, the electronic lottery system will generate a waitlist. If I am placed on the waitlist, I understand that I may be contacted by the school prior to the start of the school year if any seats should become available.
11. New RCSS Students: I understand if I fail to provide appropriate proof of residency documents and a birth certificate during on-site registration in the summer, my spot will be forfeited and offered to the next person on the waiting list.

I promise my child will be in regular attendance, cooperative, respectful of people, and studious in order to remain enrolled. The student hereby agrees to work with the parents and staff in compliance with the above responsibilities.

Signature of Parent/Guardian

Date

Signature of Student

Date

Athletics and eSchool

Eligibility

eSchool students may participate in athletics and other extracurricular activities at their zone school. **eSchool students are not permitted on any school campus during the school's instructional hours.**

All first time ninth graders are eligible to participate during the first semester. At the end of each semester, all students wishing to participate must be passing at least 5 of the 7 courses being taken. Eligibility can be gained or lost at the end of the previous semester. A student has 8 consecutive semesters or 4 consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. All students must be on track for graduation:

Entering 10th grade must have at least 5 units of credit.

Entering 11th grade must have at least 11 units of credit.

Entering 12th grade must have at least 18 units of credit.

Age

To be eligible to participate in interscholastic activities, a student must not have reached his/her 19th birthday prior to May 1st preceding his/her year of participation.

Limits of Participation

Students must have a certificate of an annual physical examination on file at the school prior to participating in any athletic try-outs, practices or games that indicate that the students are physically approved for participation. Physical examinations will be good for 12 months. The physical exam must be done by a licensed medical physician or PA. The exam must be signed by the doctor.

For more information on eligibility, visit the [Georgia High School Association](#) website.

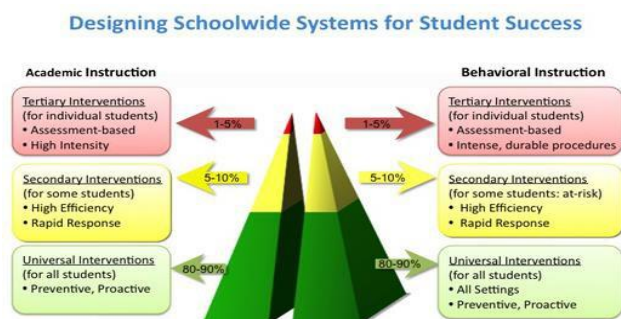
School-Wide Discipline Plan

Introduction

School-wide positive behavior interventions and supports (PBIS) is a systemic framework for addressing challenging behaviors within schools. The goal is to increase the academic and social behavior outcomes for all students. School-wide PBIS is the behavioral part of the Response to Intervention (RTI) triangle that is currently implemented in more than 10,000 US schools.

PBIS is **not** a "packaged curriculum" or geared toward "rewarding" students. Depending on the local culture and the needs of the school, school-wide PBIS plans adapt to fit the context and can look different across districts or even schools.

School-wide PBIS is a prevention-oriented approach to school-wide discipline. It is a framework that focuses on the use of evidence-based practices and solid, effective data-based decision-making to improve academic and social contexts. The three tiered approach provides additional interventions for students as their behavioral / social needs increase.



Source: www.pbis.org

Figure 1: School-Wide PBIS National Three Tier Model

Georgia Four Tier Model

Georgia has implemented a four-tier Response to Intervention (RTI) model in a) identifying and b) addressing students' academic and/or behavioral needs. Standards-based instruction, universal screening, and progress monitoring are the critical foundation elements of our model (Tier 1). Every public school in Georgia is mandated to teach the standards to all students based on their grade level and/or content area. Universal screening helps teachers identify students who will need more individualized assistance. Progress monitoring allows teachers to assess the effectiveness of instruction and to differentiate their assistance based on the instructional and/or behavioral needs of the students. When a variety of Tier 1 strategies are utilized and the student is not showing significant improvement, this should be the trigger that activates the school's RTI plan to bring more *focused attention* and more intensive instructional assistance that comprises Tier 2.

Tier 2 is characterized by the addition of more concentrated small-group or individual interventions that target specific needs and essential skills. All Tier 2 Interventions must be research proven and aligned to the needs of the student and resources of the school. Interventions may involve an increase in intensity, frequency, and duration of the strategies utilized in Tier 1, or they may be entirely different based on information shared among staff members. Collaboration by staff in delivery of rigorous instruction and appropriate Tier 2 interventions is vital in order to ensure a transfer of learning from Tier 2 to Tier 1 activities. Progress monitoring is more frequent and is vital in order to judge the effectiveness of the interventions based on the student's response to them. If such appropriate interventions-- implemented with fidelity and for an established duration-- are not effective then the staff must call upon the assistance of the Student Support Team (SST), which is Tier 3.

In Tier 3, SST is the structure and RTI is the process. Team members now individualize appraisal and interventions to determine barriers to learning and develop appropriate individual interventions for the student. If a variety of SST/Tier 3 interventions are finally determined not to be adequate and the need for more individualized assistance is thus documented, the SST will make an appropriate referral for consideration of placement of the student in an appropriate Tier 4 program. If found eligible, this student may be placed in Special Education, English to Speakers of Other Languages (ESOL), Gifted or other programs that are delivered by specially trained teachers.

In summary, the SST is mandated by federal court order and our RTI model is a systemic process to bridge behavioral and academic gaps. Ultimately, the success of any SST relies on the foundation of Tiers 1 and 2. Success is attainable when schools analyze their data to identify school-wide, classroom, and individual student needs and by their use of research based strategies and interventions led by ongoing professional learning, coaching, and measurement of student response to these supports. The Georgia Pyramid of Interventions/RTI is a robust school improvement framework which is guided by data-driven decision making and time-proven practices to proactively address the needs of all Georgia students in the 21st Century. (Quoted directly from "Response to Intervention: Georgia's Student Achievement Pyramid of Interventions. (2011). [Georgia Department of Education](#))

Tier 1 – Standards-Based Classroom Learning:

All students participate in general education learning that includes:

1. Universal screening to target groups in need of specific instructional and/or behavioral support.
2. Implementation of the Georgia Performance Standards (GPS) through a standards-based classroom structure.
3. Differentiation of instruction including fluid, flexible grouping, multiple means of learning and demonstration of learning.
4. Progress monitoring of learning through multiple formative assessments.
5. Positive behavior supports.

Tier 2 – Needs-Based Learning:

In addition to Tier 1, targeted students participate in learning that is different by including:

1. Standard intervention protocol process for identifying and providing research based interventions based on need and resources.
2. On-going progress monitoring to measure student response to intervention and guide decision-making.

Tier 3 – SST-Driven Learning:

In addition to Tier 1 and Tier 2, targeted students participate in learning that is different by including:

1. Intensive, formalized problem solving to identify individual student needs.
2. Targeted research based intervention tailored to individual needs.
3. Frequent progress monitoring and analysis of student response to intervention(s).

Tier 4 – Specially- Designed Learning:

In addition to Tiers 1 through 3, targeted students participate in:

1. Specialized programs, methodologies, or instructional deliveries.
2. Greater frequency of progress monitoring of student response to intervention(s).

(Quoted Directly from [Georgia Department of Education](#), “Response to Intervention The Georgia Student Achievement Pyramid of Interventions”)

School-Wide Behavior Expectations

All students are expected to

- Attend live sessions as directed by each teacher
- Have cameras on and participate during live sessions
- Use business language
- Dress appropriately for the setting
- Follow staff directions
- Be on time
- Completed all assignments as directed by teacher and submit on time

Classroom Consequences

1. Verbal reminder/warning
2. Individual conference with student and parent contact
3. Teacher assigned detention
4. Counselor Referral
5. Office Disciplinary Referral

Individual classroom teachers design incentive plans to reward the students for positive classroom behavior and to encourage students to develop self-discipline.

End of Course Test

The A+ Educational Reform Act of 2000, O.C.G.A. §20-2-281, mandates that the State Board of Education adopt end-of-course assessments for core courses to be determined by the Board. With educator input, and State Board approval, the End-of-Course Assessment program is therefore comprised of the following 12 twelve content area assessments:

- **Mathematics**
 - Algebra: Concepts and Connections
- **Social Studies**
 - United States History
- **Science**
 - Biology
- **English Language Arts**
 - American Literature and Composition

What is the Purpose of the EOC?

Improved teaching and learning are the main focus of Georgia's education system. The EOC align with Georgia's state mandated content standards and include assessment of specific content knowledge and skills. The assessments provide diagnostic information to help students identify strengths and areas of need in learning, therefore improving performance in all high school courses and on other assessments, such as the GHSGT. The EOC also provide data to evaluate the effectiveness of classroom instruction at the school, system and state levels. In 2011 – 2012, the EOC became Georgia's high school accountability assessment as part of the College and Career Readiness Performance Index (CCRPI).

Who is required to take the EOC?

Any student enrolled in and/or receiving credit for an EOC course, regardless of grade level, will be required to take the EOC upon completion of that course. Middle school students completing an EOC course must take the EOC regardless of whether they are receiving high school credit. Students enrolling from non-accredited programs are required to take and pass the EOC prior to receiving credit for the course.

How does the EOC affect the student's grade?

The EOC is administered upon completion of one of the above courses. A student's final grade in the course will be calculated using the EOC as follows (State Board Rule 160-4-2-.13):

- The EOC counts 10% of the final grade. Students will not receive credit for EOC courses if the EOC was not taken.

When are the EOC administered?

There are three main administrations of the EOC: Winter, Spring and Summer. In addition, on-line Mid-Month administrations may be given in August, September, October, November, January, February and March. EOC's are administered near the end of the course or after the course is over (in extreme illness situations or in retake situations).

Graduation Requirements

All students must use their Georgia College 411 account to track their progress and apply for colleges ([see GA College 411](#)). If you have not already done so, go to www.GAcollge411.org and click “Create an Account.” For specific information regarding graduation requirements in Georgia, refer to Georgia Code Law [160-4-2-.48](#).

Seniors participating in the graduation ceremony will be required to wear a cap and gown and participate along with their homeschool peers at their designated home school. The graduating senior, through the school will purchase the cap and gown. Appropriate “dress attire”(as determined by the Graduation Committee) will be worn beneath the gown. Parents of graduating seniors are often surprised at the monetary expense of having a student graduate. Expenditures can add up quickly and the average cost is somewhere in the \$200-\$300-dollar range. It can be higher depending upon the cost for class rings and prom attendance. The inclusion of this estimate is to help parents plan and prepare for these unexpected costs. All graduation practice sessions are scheduled by the school. The Graduation Committee will establish protocol. Policies and information will be disseminated to students and parents in a timely manner.

UNITS OF CREDIT

		Carnegie Units Required for Graduation	Minimum Grade Promotion Requirements		
	Possible Carnegie Units	Diploma	10 th	11 th	12 th
Students entering high school 2008-2009 or later	28	23	5	11	18

Attendance

A school year consists of 180 school days. Georgia law requires that all students between six and sixteen years of age attend school regularly. A written note from the parent explaining the child’s absences is required when the child returns to school. The note must be submitted to the child’s teacher or Ms. Beckett in the Front Office. Absences will be deemed excused or unexcused according to the [Richmond County School System Code of Conduct](#). Students who have an excused absence will have five days upon their return to school to make up work. Missed work can be found by going to the teacher’s web page. **It is the student’s responsibility to set up dates and times for makeup work.** In the event of an unexcused absence, teachers may or may not allow students to make up work. This is strictly at the teacher’s discretion.

If the student was not counted present for the school day, the student will not be allowed to participate in any extra-curricular, co-curricular activities or cooperative work experience that day. A student must be considered present by their home school in order to participate. It is the student’s responsibility to notify their coach if they were absent for any portion of the school day that the activity is being held.

Each grading period, students with perfect attendance for the period will receive recognition. Students with five or more unexcused absences during the year are considered truant and will not be allowed to participate in any extra-curricular activities. Truancy will not be tolerated. Failure to attend school regularly will be reported to the proper authorities. Students with 10 or more unexcused absences will be referred to the Department of Driver Services. The Academy of Richmond County does not recognize or condone any type of student cut day; these absences are deemed unexcused.

Examples of excused absences are as follows:

1. Personal illness (we will only accept 5 parent written notes for illness)
2. Serious illness or death in one's immediate or extended family
3. Court appearance
4. School related function authorized by the superintendent or designee
5. Medical or dental appointments
6. Extreme circumstances that cannot be resolved outside of school hours
7. To visit with the child's parent or legal guardian prior to deployment or during leave from an overseas assignment to a combat zone or combat support position, up to a maximum of 5 school days per year

Any student who is absent due to suspension shall have the opportunity to make up work within one week (5 days) after returning to school. **As mentioned above, it is the student's responsibility to make arrangements with his/her teachers.**

Academic Calendar

eSchool adheres to the RCSS District Academic Calendar which can be found online at <https://rcboe.org>.

Student assignment deadlines will be postponed during any student holiday, though students may continue working during that time. eSchool facilitators are not available on weekends, holidays, or teacher planning/professional learning dates. Students should refer to communications from facilitators regarding set office hours. Students who message facilitators Monday through Thursday can expect a response within 24 hours. Students who message Friday through Sunday can expect a response on the next school day.

Board of Education Meetings

Richmond County Board of Education meetings are normally held at 6:00pm on the third Tuesday of each month. Individuals who wish to speak must write a letter requesting permission to speak to the board. The request must include the subject that is to be discussed and the individual's name and should be sent to the Board of Education office three days before the meeting. Minutes from the meetings and board member contact information are posted on the system's homepage in the [eBOARD section](#).

Books and Materials

Textbooks are issued to students by the student's homeschool. All textbooks, media center books, and supplemental materials are to be returned at the end of each course. Prior to or at final exams, students who have lost books will be informed of the amount owed. Failure to pay for lost or damaged items will result in the student not receiving his/her report card. In the case of a graduating senior, the diploma will be withheld.

Current Address/Zone Adherence

To be enrolled in a particular school, a pupil must reside with a parent or legal guardian in the attendance area of the school. Post office box addresses are not acceptable. Parent/Guardians must sign an oath on the registration form certifying that the address given is true and correct. In addition, proof of residence must be provided for new students entering the school. The following documents, containing name and address are acceptable: sales lease contract, utility bill or rent receipt. If there is a change of address, parents should notify the school immediately. Any questions regarding the authenticity of zone verifications will be referred to the school social worker.

Cutting School and/or Classes

Students and parents should understand that cutting a class or a full school day is an unexcused absence and a serious breach of the rules of the school system. The student will receive a disciplinary consequence according to the [Richmond County Uniform Code of Student Conduct and Discipline Handbook](#).

Dress Code

eSchool adheres to the system's dress code policy. Students should be appropriately dressed for class. Students in violation of the RCSS dress code will be disciplined according to the [Richmond County Uniform Code of Student Conduct and Discipline Handbook](#).

Eye/Ear/Dental Exam Certificate and Immunization

All students are required to have a certificate of eye, ear, and dental examination on file at school. This certificate may be obtained from the local health department office, a private physician, or other health official. Parents are given forty-five (45) calendar days to provide the proper documents to the school. Students will be withdrawn from school on the 46th day if the documents are not on file.

All students entering school must prove that they have been immunized against seven childhood diseases – polio, mumps, measles, diphtheria, whooping cough, rubella, and tetanus. Proof of hepatitis B vaccination and Varicella (chicken pox) is also required to enter kindergarten. All certificates of immunization must be on the [Georgia form](#), which may be obtained from the local health department office, a private physician, or the Fort Gordon health department. Parents are given thirty-five (35) calendar days to provide the proper documents to the school. Students will be withdrawn from school after 35 days from the registration date if the completed Georgia immunization form has not been provided.

Field Trips and School Events

During the school year, parents may be asked to give permission for their child to go on a class field trip. A form will be emailed for the legal guardian's signature before a student will be permitted to go on a field trip. Any student who has not returned the signed permission form will not be allowed to participate. All eSchool field trips will require the student to arrange transportation to and from the field trip location. Parents are encouraged to remain with their student while on field trips if time permits. Field trips are for students enrolled in eSchool and not younger and/or older sibling. Parents who wish to chaperone a trip must have a current volunteer card/status on file (see Volunteer Policy).

For voluntary out-of-town field trips that utilize a bus service, complete support of parents will be required. When a trip of this nature is planned, the cost will be the same for all students regardless of the mode of transportation used. If a parent opts to drive instead of riding the bus, the cost will be the same.

Final Exams Policy

Final exams are an important time for all eSchool students. In order to ensure that each student has the most conducive testing environment for success, tardiness to the test site and early dismissal from the test site will not be allowed. If a student is tardy to a final exam, they will not be permitted into the test site and will have to schedule an alternate time in order to make up the exam. Students who are late to the morning exam must wait in the front office until the lunch period for the afternoon exam to begin. Students must stay in the exam period the full time in order for the exam to be counted. Any student who leaves the exam early risks having their exam grade forfeited and counted as a zero.

Students with a 90 or above grade average, with no more than five (5) absences (all absences count, except school-related activities with principal's approval) are eligible to exempt the second semester exams if all books are returned and fines and fees are paid.

Gifted Program

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education and the [Richmond County School System Gifted Policy](#). Students may qualify on mental abilities and achievement or on three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K2.

An automatic referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals or counselors of the student may also refer students. Referrals are solicited in May for August testing and in November for testing in January. Gifted program personnel notify referred students' parents of test dates two or more weeks in advance.

Students entering the system who had prior placement in a gifted program will be placed at once if they meet Georgia Department of Education eligibility. Gifted program staff will evaluate those who do not have the required eligibility documentation. Written parental consent must be on file before students are evaluated. Parents receive a written report of evaluation results and are offered an opportunity to discuss the results with program personnel.

Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Parents are invited to an annual review to evaluate the student's progress in the program and are provided the Curriculum Focus for the coming year.

Grades

Students' grades will be based on daily classroom participation, projects, progress tests (usually on a weekly basis), summative exams, and homework. Teachers will update Infinite Campus and Canvas on a weekly basis.

Grades in Infinite Campus are the official grade for students. Canvas shares information with Infinite Campus that may be updated by the teacher which may cause grades to vary. Parents are encouraged to check students' grades online weekly. Parents who have questions regarding grades and/or the grading procedure should contact the student's teacher or the guidance office at 706-823.6946 to schedule a parent/teacher conference.

Homework

Daily homework is prescribed by Richmond County Board of Education policy. A copy of this policy is given to each parent at registration. Homework may include project assignments, observations, collecting materials, researching, practicing skills, assigned reading, or written work. Parents are encouraged to set aside sufficient time each evening to provide a quiet place for students to complete their homework.

Honor Graduates

Determine by the zone school.

Honor Roll

It is the policy of the Richmond County Board of Education to recognize the academic achievement of students in the following categories for each nine-week period and annually according to the criteria and conditions hereafter set forth.

Nine Weeks Honors

A. Academic

- All “A/B” Academic Achievement Honor Roll: Criteria – “A” or “B” in each subject.
- All “A” Academic Achievement Honor Roll: Criteria – “A” in each subject.

B. Academic and Conduct

- Distinguished Scholars/Principal’s Honor Roll: Criteria – “A” in each subject area and no disciplinary referrals.

eSchool will follow the Richmond County grading scale.

The scale is: A= 90 – 100 B= 80 – 89 C= 75 - 79 D=74 - 70 F= 69 – below

Insurance

The Richmond County Board of Education does not carry insurance for students; however, student insurance is offered to parents on an optional basis. Parents are strongly advised to consider coverage for their children. The school is not responsible for paying any doctor or hospital bills.

Internet

All precautions are taken to ensure that students do not access web sites that are not appropriate for students.

Meals

Please contact the district office at 706.826.100 and request to speak to the Food and Nutrition Department for arrange meal pick up from a school site nearest you.

Medicines

It shall be the [policy of the Richmond County Board of Education](#) that all children’s medicine and/or medication be administered by a parent at home. Under exceptional circumstances, medicine and medication may be administered by the school principal, his/her designee, or the school nurse in compliance with the following administrative regulations:

- I. LONG TERM PRESCRIPTION MEDICINES
 1. A completed form shall be on file for each child requiring long term medication or medicine. Such form shall include:
 - a. Name of child, address and phone number
 - b. Name of medicine and medication
 - c. Purpose of medicine and medication
 - d. An official label must be on the container of medicine or medication
 - e. Physician’s requirements specifying frequency (dosage) and method of administration
 - f. Physician’s description of anticipated reactions of child to medicine or medication
 - g. Instructions for school personnel to follow in the event of side effects
 - h. Termination date for administering medicine or a medication statement that medicine is to be given for an indefinite period of time
 - i. Parent(s) or legal guardian(s) signature approving the administration of the medicine or medication
 - j. Physician’s signature
 2. Long term medication will not be administered to students unless the above conditions are followed.

- II. SHORT TERM PRESCRIPTION MEDICINES (10 OR LESS SCHOOL DAYS)
 - 1. Short term medication will not be given unless a completed form obtained from the school office is on file for each child requiring medication or medicine or unless the information received in writing by the school contains the following:
 - a. All medicine must be in its appropriate bottle or container.
 - b. Such bottle shall have a label with the name of the student, name of the medicine, doctor's requirement for how to administer, frequency of dosage, and termination date.
 - c. In addition, there shall be a note signed by the parent giving permission for the medicine to be administered and a phone number where the parent could be reached.
- III. OVER THE COUNTER MEDICATION
 - 1. Before over the counter medication can be administered to students, there must be a signed note from the parent authorizing such administration; setting forth the dosage; the frequency; and the termination date.
 - 2. All such over the counter medicines must be in the original containers with the child's name taped to the bottle.
 - 3. Such medicines shall be administered by the principal or the principal's designee or the school nurse. The principal may designate for the counter medicines to be administered by the classroom teacher or office personnel, depending on what would be appropriate under circumstances. This applies to over the counter medicines only.
 - 4. All medication, including inhalers, should be brought to and picked up from school by a parent, not sent on the bus with the student.
- IV. Asthma
 - 1. All students with asthma must have an asthma action plan filled out by their doctor. Parents may obtain the asthma action plan from the school nurse.

The district retains the right to reject requests for administration of medicine where all of the conditions set forth therein are not met or where, in the opinion of authorized personnel, the administration of such medicine is not appropriate for the school. In those cases where it is determined that the appropriation of a particular medicine is not proper for administration the Director of Guidance and the Assistant Superintendent for Instruction shall be notified so that alternative arrangements can be made.

The Administration of Medicines/Medication form must be completed and filed each school year and whenever the prescription is changed by the physician. A copy of this form shall be filed in the student's personal folder, the school nurse's office and forwarded to the child's parent.

For more information regarding Richmond County Nursing Policies, refer to the [Nurse's Handbook](#).

Parent Access to Student Records

Parents have the right to examine and challenge their child's school records. Custodial and non-custodial parents have access to their child's records unless there is a legally binding document to the contrary. The procedures outlined in the [RCSS policy for student records](#) will be followed.

Parent-Teacher Conferences

Teachers are available to meet with parents on a continuing basis throughout the year. Conferences may be initiated by teachers, parents, or the principal. Parents are asked to contact the teacher or call the guidance office at 706.823.6946 to schedule conferences.

Promotion Policy

Middle Grades

The Richmond County Board of Education policy requires that students must earn a passing grade (70 and above) in the following content areas:

- Language Arts
- Mathematics
- Science or Social Studies,
- and an overall passing average in all connections courses to be promoted to the next grade.

In addition to the above policy, 8th grade students are required to pass the Mathematics portion and be on Reading Level of the Georgia Milestones to be promoted to the 9th grade. State Education Policy 160-4-5.11(3)(1)(3) states:

3. No eighth-grade student shall be promoted to ninth grade if the student does not achieve grade level on the state-adopted assessments in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school the student attends.

High School

Promotion Requirements:

9 th to 10 th grade	05 units	11 th to 12 th	18 units
10 th to 11 th	11 units	Graduation	23 units

Release of Students/Custodial Rights

It is a parent's responsibility to provide the school with information concerning custody of students. Parents who hold primary custody must furnish the school with copies of custodial documents. Every effort will be made to allow release of students to custodial parents or authorized persons only. However, where no court order has been issued granting sole custody, the school cannot stop either parent from seeing the child. School records may be shared with non-custodial parents. If parents wish a student to be released to someone other than themselves or those listed on the registration form, written authorization must be provided to the school.

Report Cards

Report cards are mailed home at the end of each semester. Two progress reports are sent during the semester.

Safety

Every effort is made to assure that your child is safe at school. All staff members have been given instructions on procedures related to fire drills, natural disasters and external violence.

Schedule Changes

Every effort is made to ensure student schedules are correct. If there is an error in the student's schedule (i.e., incorrect class, double class, pathway credit, etc.), the student will meet with the guidance counselor to make the necessary changes. Schedules are not changed based on student preferences for teachers, classmates, or other personal reasons. Once schedules are finalized, no changes will be made. If there is a concern related to a particular class, the student and parent are encouraged to schedule a parent-teacher conference to resolve any questions or concerns.

School Council

School Councils are intended to bring the schools, parents and community together to improve communication and the understanding of issues; address difficult educational problems; improve academic achievement; provide support for teachers and administrators. Local School Councils are established to help the Richmond County Board of Education and the Administration create a better understanding and mutual respect for school and community concerns and promote ideas for school improvement.

Specifically, Richmond County School Councils are created as described in Sections 20-2-85 and 20-2-86 of the [Official Code of Georgia Annotated](#) (O.C.G.A.) and for the purposes set forth therein. The Richmond County Board of Education and the Administration manage and control the local schools and the principal is the school leader. School Councils operate as advisory bodies.

Our School Council meets four times a year to discuss issues related to the school. All meetings are open to the public. Each member serves a two-year term. The council is made up of two business members, two parents, two teachers and the principal. If you have concerns that you would like discussed, please contact a member of the council. Contact information and meeting minutes are posted on the school's website.

School Hours

The school instructional day begins at 8:00 a.m. It is highly recommended that students attempt to log in to synchronous classes early to ensure technology is working appropriately. Much of eSchool's instruction occurs asynchronously and is facilitated via the Canvas Learning Management System (Canvas LMS). It is critical that students organize their work and time to meet all deadlines.

Standardized Testing

Each school year, standardized tests are given to specified grade levels. Parents will be notified when students are scheduled to take one of these tests. A copy of test scores will be sent home, and parents will be offered an opportunity to schedule a conference for discussion of test results. eSchool students must complete required state and local assessments. Georgia Milestones Assessment information can be found at the following site: <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>. All EOG, EOC and AP exams must be taken in a face-to-face format during the designated state established windows. Students taking the EOGs and EOCs will be scheduled to come to a schoolsite to take exams. Times, dates, and locations will be communicated. EOCs count as 10% of the student's yearly average for the course, and the course's average will count as 90% of the final average. Students taking AP exams must communicate with the high school testing coordinator.

Standards of Participation

Each student enrolled in eSchool is solely responsible for the content posted through his/her login and account activity. Sharing or using your username and password with others or using other's usernames and passwords is strictly prohibited and is against RCSS's Procedure and Policy.

The following are strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material including language, photographs, and videos that are inappropriate;
- any criminal or other illegal activity including encouraging the unlawful use, illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations, or rules regarding academic honesty;
- spam or unauthorized, unsolicited, commercial promotion; and
- disruptions of the server or host software.

Failure to comply with these strictly prohibited standards of participation will result in temporary or permanent removal of user access to eSchool and possible expulsion from RCSS.

Tobacco Free Environment

Staff and all visitors are prohibited from smoking or using tobacco or smokeless tobacco products while on school board property during the regular school day or while attending any school sponsored function.

Transcripts

The first three requests for transcripts of an actively enrolled student will be sent free of charge. Other transcripts will cost \$2.00 (cash).

Volunteers

Parent volunteers are needed. Those who are able to help are asked to contact the school office. All volunteers in the school are **required** to attend a training workshop provided by the county or school. Trainings are held upon request between August-March each year. Adults without a current approved volunteer status cannot attend or supervise school field trips or class activities.

Withdrawal

At least one day's notice (24 hours) is requested to withdraw a student from school. Parents are asked to notify the school as soon as possible of the student's expected withdrawal date. All textbooks and library books must be returned and any outstanding debts to the school must be cleared before the withdrawal can be completed.