



**STUDENT & PARENT
HANDBOOK
2017-2018**



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Gwinnett Online Campus Vision and Mission

Vision Statement

Our vision is to be a world-class 4 - 12 education provider to Gwinnett County students 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.





Gwinnett Online Campus Faculty and Staff

Administration	
Dr. Christopher Ray	Principal
Marisa Kana	Assistant Principal
Dr. Ginger O'Neal	Assistant Principal
Coordinators	
Christine Austin	Middle School/Special Projects
Kimberly Bondeson	High School Supplemental Program
Laura Herring	Technology Integration
Dr. Tom Kana	Student Support
Jennifer Tennant	Graduate Gwinnett
Dr. Gary Torkington	Technology and Media Support
Melissa Torrens	Assessment
Dale Wade	Media Relations/Communication
Technology Team	
Jennifer Cote	Digital Production Facilitator
Randi Hill	LSTC
Kristin Sokol	LSTC
Advisement Team	
Dr. Lindsey Brown	Counselor - Grades 9-12
Alison Cunningham	Counselor - Grades 9-12
Dr. Dana Edwards	Counselor - Grades 4-8
Support Team	
Shannon Bridges	Productivity Center Manager
Dianna Cordell	Curriculum & Instructional Support Assistant
Donna Evers	GOC Bookkeeper
Petra Ordini	Office of Student Services
Dee Godfrey	Administrative Assistant
Freda Moore	Registrar & Administrative Support
Heather Ramsey	Administrative Support
Corina Weiglein	Receptionist
Custodial Team	
Joan Tullis	Head Custodian
Gary Evers	Custodian
Florica Goia	Custodian



Teaching Team	
Shawn Bailey	Language Arts Teacher
Ann Beindorf	Social Studies Teacher
Robert Blair	Health/PE Teacher
Kathrine Call	Social Studies Teacher/Department Chair
Hope Campbell	Social Studies Teacher/Student Liaison
Charissa Crook	Social Studies Teacher
Leigh-Ann Danley	Language Arts Teacher
Lisa Fanczi	Career and Technical Education Teacher
Sandy Frierson	Foreign Language Teacher/Department Chair
Dr. Cathy Griffin	Mathematics Teacher/Department Chair
Michael Herring	Mathematics Teacher
Debora Hogan	Science Teacher/Department Chair
Mandie Holmes	Language Arts Teacher
Leigh Ann Huffstetler	Mathematics Teacher
Elyse Hughes	Special Education Teacher/Department Chair
Dr. Bree Johnson	Social Studies Teacher
Michelle Jones	Mathematics Teacher
Ursula Jones	Science Teacher
Bonnie Lavine	Special Education Teacher
Amy Lollis	Special Education Teacher
Dan Lollis	Language Arts Teacher/Department Chair
Marcelle Martin	Health/PE Teacher
Kristen Moore	Mathematics Teacher
Dr. Gregory Pritchard	Music Teacher
Kristi Rhine	Health/PE Teacher/ Department Chair
Jeanette Schiffmann	Career and Technical Education Teacher/Department Chair
Melissa Amir Smith	Development Facilitator
Dr. Renee Smith	Career and Technical Education Teacher
Whitney Snuggs	Language Arts Teacher
Lourdes Sotolongo	Language Arts Teacher
Erin Springthorpe	Science Teacher
Josh Springthorpe	Mathematics Teacher
Carissa Tester	Social Studies Teacher
Dr. Robin Tillotson	Science Teacher
Deana Triemer	Science Teacher



ATTENDANCE POLICY

Performance-Based Attendance Policy:

Students are considered present if they are actively working in each of their courses.

Actively working in a course is defined by the following:

- Maintaining a grade of 70 or above
- Daily online activity of at least 5 hours in Brightspace if course average is below a 70

If a student is not actively engaged on a consistent basis in their courses, a conference will be scheduled to determine if the online environment is an appropriate educational setting for the student.

LEARNING LABS (Grades 4-10) and Campus Times (Grades 9-12)

Students at GOC are highly encouraged to attend these on-campus sessions on a regular basis either face to face or virtually. For students in grades 4-10, these rich, interactive learning experiences will take place once per week. Students in grades 9-12 are encouraged to attend Campus Time. Campus Time is designed to allow students to bring specific content questions to their teacher in a face to face setting.

On-Campus Student Check-in/Check-out Procedures

Due to a new security system, students must have their identification badge visible when they enter the building. This ID badge must be scanned as they enter and leave the building. At the beginning of the year, one ID card will be issued to each student. The cards contain a computer chip, so if it is lost or damaged families will be responsible for paying a replacement fee.

Grades 4 – 10

When students in grades 4 – 10 come to campus for learning labs and other 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 4-10. Transportation arrangements should be between parents and students.

Grades 9 – 12

Gwinnett Online Campus functions as an open campus for students in grades 9 - 12. Students come on campus at different 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.



SAFETY & SECURITY PROCEDURES

Gwinnett Online Campus follows GPCS 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 need to check-in at the reception desk before proceeding to other areas of the campus.

ID Badge Requirement

Students are required to carry ID badges to scan as they enter and exit the building. If a student forgets the ID badge the receptionist will manually check the student into the system. The second time a student does not have the ID badge a new one will be issued and a \$5.00 charge will be posted on the student's account.

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 GOC 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.

Online Assignment Expectations

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 dropboxes. All students are expected to have a webcam and microphone, as they improve the overall learning experience.

Accelerated Math Placement Guidelines

Students in accelerated math courses are expected to maintain a B average in their course. Progress is monitored on a daily basis 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. At the six-week mark of the semester, performance will be reviewed again by the teacher, counselor, and administrator. Students who continue struggling to maintain a B average will then be placed in the standard math course.



MAKE-UP POLICY

Students are allowed to make up work for excused absences only. 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 and all make-up 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 the event of 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 rendering 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 with no activity for 10 consecutive days will be withdrawn from Gwinnett Online Campus. 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.

GRADING SYSTEM

A—100-90 B—89-80 C—79-74 D—73-70 F—69-0

Late Work/Deadlines for all High School Courses:

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

Late Work/Deadlines for Elementary and Middle Grade Courses

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

ASSESSMENT REQUIREMENTS

Interim Accountability Testing

All students in grades 4-8 are expected to take an interim or mid-point accountability test on campus. This check point ensures that students are working independently while taking exams. It also gives students the opportunity to practice taking a test on campus before the final exam. If students do not score within 25 points of their summative test average, they may be required to complete the remainder of their tests on campus.

Final Exams

All Gwinnett Online Campus students must take any Interims, Post-Tests, Final Exams and 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 by the teachers. Students may not exempt from a Georgia Milestones EOC, EOG, or Final Exam. Georgia Milestones EOC or EOG are required by the state of Georgia. Failure to attend a test will result in a grade of 68 being issued until the test is taken. Make up of end-of-semester assessments that are missed as a result of a GCPS-approved reason will be scheduled on an individual basis.

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. Students in grades 9 - 12 will receive an individual assessment plan for state assessments at the beginning of the year.

2nd Chance Final Exams

If a student's final exam grade is twenty-five (25) or more percentage points lower than his/her test average for the semester, Gwinnett Online Campus may require the student to take a second chance cumulative assessment in a proctored setting to ensure the student's mastery of the course material. The grade on this second chance cumulative assessment must fall within twenty-five (25) percentage points of the student's original test average. If the student's score is more than twenty-five (25) percentage points lower than the original test average, then the second chance assessment grade will replace all summative assessment grades.



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. Attend the face-to-face retesting opportunity at GOC on the scheduled retesting dates each semester.
3. Student will receive the higher of the two grades.

STUDENT MEDICATION ON CAMPUS

Gwinnett Online Campus students are expected to adhere to the Student Conduct Behavior Code. If it is medically necessary for students to have prescription, non-prescription medication, and/or a medical plan while on campus, please contact the main office.

IMPAIRED/HANDICAPPED ACCESS

Gwinnett Online Campus wishes to meet the needs of all of its 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.

STUDENTS WITH DISABILITIES

Students with disabilities applying for enrollment as a full time student should consider the amount of support available through an online learning environment, and consider Gwinnett Online Campus a match to the least restrictive environment.

STUDENT SUPPORT TEAMS

Each school in Gwinnett County has a Student Support Team (SST) which is a collaborative group comprised of educators and parents of the child being supported in the SST process. This team uses a systematic approach to the development of interventions for addressing 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 purpose of the team 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. These rules are designed to notify students/parents as to the types of behaviors that are unacceptable. However, every specific type of misconduct may not have been included. A student may expect to be disciplined for misbehavior which negatively affects the mission of the school even if no specific rule is written for that misconduct.

Failure to comply with Gwinnett County Public School rules may result in removal from Gwinnett Online Campus as well as a discipline referral.

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 will not submit work that is plagiarized or otherwise violates copyright laws of the United States of America.

All Gwinnett Online Campus students may be required to complete portions of the coursework in a proctored setting.

ACADEMIC DISHONESTY

It is the expectation that all students at Gwinnett Online Campus will exhibit academic integrity when completing their coursework.

Plagiarism is taking someone else's words or creation and passing it off as your own or the stealing of ideas from an old source and passing those ideas off as new and/or original. If a student is suspected of cheating or plagiarism on assignments within his or her course, the following consequences will occur:

- **First offense:** The student will receive no credit on that particular assignment and parents will be notified of the incident. The teacher may require additional assessments to be completed in a proctored setting. Administrative referral may be issued.
- **Second Offense:** The student will receive no credit on that particular assignment and parent will be notified of the incident. Additionally, the student must complete all future assessments at the teacher's discretion in a proctored setting. Administrative referral issued.
- **Third Offense:** Discretion of the Gwinnett Online Campus administration.

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.**



ACTION TO BE TAKEN FOR STUDENT DRESS CODE VIOLATIONS

Students who wear inappropriate clothing must obtain appropriate clothing to be admitted to class. Inappropriate clothing may be held in the office until the end of the day or until loaned clothing is returned.

- **1st offense:** Documented warning. Student may be required to change clothing or be given a cover garment to be worn that day. Parents may be contacted.
- **2nd offense:** Student will receive disciplinary action per local school decision.

CLUBS & EXTRACURRICULAR ACTIVITIES

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

TEXTBOOK/MATERIALS POLICY:

It is the policy of Gwinnett County Public Schools to administer a system of maintaining and controlling textbooks, media materials, and fitness equipment. 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.

These rules and regulations may include any of the following sanctions against a pupil who fails or refuses to pay for a lost or damaged textbook, media materials, or fitness equipment at replacement cost:

- Students may be refused any additional textbooks, media materials, or fitness equipment until restitution is made.
- Students may be made to participate in appropriate voluntary services to the school, to reimburse the cost of the lost materials.
- Students may be denied participation in extracurricular activities until restitution is made.

Please Note: Textbook, fitness equipment and/or materials not turned in at the end of a term will be marked lost and the student will be assessed the cost of replacement.

VIRTUAL MEDIA MALL

The Virtual Media Mall is an integral part of the educational program at Gwinnett Online Campus. It provides electronic sources for faculty and students that enhance and support all areas of the curriculum. The Virtual Media Specialist is available for consultation and assistance throughout the day.

The following electronic materials are available through the Virtual Media Mall:

- GCPS online databases and ebooks
- Gale Virtual Reference Library (GVRL) – Searchable ebooks for reference and research
- FollettShelf – Variety of ebooks available for checkout, download, or to view online
- Mobile apps for most resources



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 in an effort 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 - NOT A RIGHT! 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.

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.

SOFTWARE USED AT GOC

The official software of GCPS includes the Microsoft Windows operating system for PC's and the Microsoft Office Suite (Excel, Word, Access, PowerPoint). Student projects made in other software packages may not be able to be opened at school. As a general rule, documents made in other software titles may be saved as rich text (.rtf) or plain text (.txt) and may be opened here at school, although the formatting of fonts and layouts may be lost in doing so. Currently, our school operates using WindowsXP and Office 2010.

MEDIA RELEASE INFORMATION

Parents must sign an opt out media release form within the first two weeks of the school year in order 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 and Twitter. Gwinnett Online Campus students' photographs may be posted on the Internet.

GOC 2017-2018 CALENDAR

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 also sent weekly in the #GOCOWLS 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. These opportunities exist 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. Counseling departments are divided as follows:



Dr. Dana Edwards	Grades 4-8
Dr. Lindsey Brown	Grades 9-12
Alison Cunningham	Grades 9-12

In addition to scheduled weekly Learning Labs, 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.