

George P. Butler
Comprehensive High School



● **DOGS ONLINE & GROWING** ●



George P. Butler High School

#Team1052

Educating & Empowering Tomorrow's Self Sufficient Citizens

2020 – 2021

**D.O.G HOUSE
ONLINE ACADEMY
STUDENT & PARENT
HANDBOOK**

Butler High School Website

<https://www.rcboe.org/butler>



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Butler High School's D.O.G. House Online Academy

(Dogs Online Growing)

The Butler High School Online Academy is a program within the Richmond County School System. It is accessible to all registered students at Butler High School. The Online Academy is a fully online instructional program intended to be a highly independent, self-motivating work from home program utilizing both synchronous and asynchronous components to provide quality instruction. This handbook gives general guidance for parents and students enrolled in the D.O.G. House Online Academy. The Online Academy is a program and is subject to the rules and regulations of the Georgia Department of Education and Richmond County Schools. The Butler High School D.O.G. House Online Academy will follow Richmond County Schools' calendar for beginning dates, tests dates, and holidays. We welcome you as a student and parent/guardian taking courses through the Online Academy. We are eager to help you at any time so feel free to get in touch with us when you need an answer. This handbook has been designed to provide you with answers to many of the questions or concerns you may have and summarizes the important policies that govern online courses. Please refer to this handbook, in combination with additional information from our Guidance Counselors, Teachers and/or Principal.

You may be wondering, "What did I get myself into?" but remember, you are not alone. You are part of a "virtual community" of students and staff and we are here to provide you with the support, guidance, and help you need.



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2011 Lumpkin Road, Augusta, GA 30906

Phone: 706-796-4959 Fax: 706-796-4780

School Staff Hours:

Monday – Friday 7:00am – 3:00pm

Administration

Grade Level	Administrators	Email Address
9 th	Assistant Principal, Mr. Marcus Jackson	jacksma1@boe.richmond.k12.ga.us
10 th	Assistant Principal, Mrs. Kimberly Rouse	rouseki@boe.richmond.k12.ga.us
11 th	Assistant Principal, Ms. Dawn Phillips	phillda@boe.richmond.k12.ga.us
12 th	Principal, Dr. Stacey Mabray	mabrast@boe.richmond.k12.ga.us

Support Services

Support	Contact	Email Address
Guidance Counselor	Ms. Alicia Rocker, Grades 10 & 12	rockeal@boe.richmond.k12.ga.us
Guidance Counselor	Mrs. Tia Nelson, Grades 9 & 11	nelsti@boe.richmond.k12.ga.us
GRASP Counselor	Ms. Jessica Lemon	lemonje1@boe.richmond.k12.ga.us
Student Intervention Specialist	Ms. LaSherrica Christian	chrisla@boe.richmond.k12.ga.us
Registrar	Mrs. Chautilena Goodwin	goodwch@boe.richmond.k12.ga.us



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D.O.G. House Online Faculty

Teacher	Subject	Email Address
Arensman, Perry	Social Studies	arenspe@boe.richmond.k12.ga.us
Boddy, Cervantes	Social Studies	boddyce@boe.richmond.k12.ga.us
Brown, Angela	Math	brownan1@boe.richmond.k12.ga.us
Chambers, Winford	Science	chambwi@boe.richmond.k12.ga.us
Chrisman, Tiffany	Fine Arts	christi@boe.richmond.k12.ga.us
Cook, Victoria	Social Studies	cookvi@boe.richmond.k12.ga.us
Davis, LaKeisha	English Language Arts	davisla@boe.richmond.k12.ga.us
Fields, Eboni	Math	fieldeb@boe.richmond.k12.ga.us
Fletcher, Melvin	MCJROTC	fletcme@boe.richmond.k12.ga.us
Gay-Randolph, Schonta	English Language Arts	gaysc@boe.richmond.k12.ga.us
Gilmore, Tanya	Science	gilmota@boe.richmond.k12.ga.us
Handberry, Nathan	Fine Arts	handbna@boe.richmond.k12.ga.us
Hood, Willie	MCJROTC	hoodwi@boe.richmond.k12.ga.us
Johnson, Courtney	Physical Education	johnsco@boe.richmond.k12.ga.us
Lundy, Michelle	CTAE	lundymi2@boe.richmond.k12.ga.us
McNair, Petina	Resource	mcnaipe@boe.richmond.k12.ga.us
Nero, Joseph	Social Studies/Math	nerojo@boe.richmond.k12.ga.us
Newton, Myron	Physical Education	newtomy@boe.richmond.k12.ga.us
Nichols, Sam	Math	nichosa@boe.richmond.k12.ga.us
Nickerson, Brandi	Language Arts/Science	nickebr@boe.richmond.k12.ga.us
Nolla, Kenneth	World Language	nollake@boe.richmond.k12.ga.us
Olive, Kristy	Physical Education	olivekr@boe.richmond.k12.ga.us
Quinn, Danta	CTAE	quinnda@boe.richmond.k12.ga.us
Rodgers, Suzette	English Language Arts	rodgesu@boe.richmond.k12.ga.us
Smith, Barry	CTAE	smithba@boe.richmond.k12.ga.us
Smith, JoEtta	Math	smithjo@boe.richmond.k12.ga.us
Spiller, Yolanda	English Language Arts	spillyo@boe.richmond.k12.ga.us
Taylor-Springs, Katrena	Social Studies	tayloka@boe.richmond.k12.ga.us
Thrash, Alex	Science	thrasal@boe.richmond.k12.ga.us
Void, Moneka	Science	voidmo@boe.richmond.k12.ga.us
Walker, Angela	AVID	walkean1@boe.richmond.k12.ga.us
Walker, Danita	MOID	walkeda2@boe.richmond.k12.ga.us
White, Tarana	CTAE	whiteta@boe.richmond.k12.ga.us
Williams, Tyjuanesica	Science	willity@boe.richmond.k12.ga.us



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D.O.G. House Online Academy Schedule

- **Synchronous** teaching allows the teacher(s) and students to gather in real time using a virtual online meeting (Microsoft Teams, ZOOM, etc) in order to engage, review, and discuss material and assignments.
- **Asynchronous** learning allows students to learn the same material at different times and locations. The term includes online learning in which students learn from instruction—such as pre-recorded video lessons or game-based learning tasks that students complete on their own—that is not being delivered in person or in real time.

D.O.G. House Online Academy Attendance

The Online Academy is designed and intended to be an at home virtual learning environment. Instruction is computer-based; therefore, students can work anywhere there is an Internet connection. The Online Academy program requires that students work in their online courses daily. Student progress will be monitored closely. Although flexibility in choosing instructional times is a huge advantage to the D.O.G. House Academy, students must maintain their progress in all courses. Online Academy students must meet attendance requirements. The D.O.G. House Online Academy instructors will track absentees daily.

While students may not be responsible for daily classroom participation as in a traditional classroom setting, there is still an important need to participate on a regular basis. Your learning and the success of other students depend upon your participation. Be aware of the guidelines and expectations set forth by your online teacher at the beginning of the course. Extended absence from an online class (failure to hand in assignments, post to discussion boards, communicate with instructors, etc.) will quickly cause problems with your grades.



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State Guidance

- Students are considered to be in attendance when participating in active instruction and/or educational services from a school or district. This active instruction may occur in-person or through virtual/distance/remote learning.
- Virtual student attendance will be recorded 2 ways:
 1. *Synchronous Instruction*- Teachers will document attendance by student being present for synchronous class.
 2. *Asynchronous Instruction*- Teachers will document attendance by student logging into Canvas.

Enrolled Student Absence Protocol

1. On the **4th day of school**, investigate the No Show students by calling parents and/or emergency contacts for each student who has not reported to school or logged into the Canvas platform.
2. On the **7th day of school**, an Enrollment No Show Report is generated and a Social Worker referral completed for students that were not able to be contacted.
3. On the **11th day of school**, the administration and social worker will collaborate to determine if a DFCS referral is needed.



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Student Expectations

To be successful in your course, you will need to work independently, stay on task, and maintain a regular schedule of logging on and keeping up with the readings, course assignments, homework, discussions, and other expectations. There is no way to 'sit in the back' and be silent in an online course! So, stay engaged and good luck. Be sure to stay in contact with both your online and local teachers and reach out to them as soon as you run into any problems. Here is a summary of your responsibilities in an online class:

Daily

- Log in with your correct user name and password.
- Check your e-mail.
- Check course announcements.
- Check discussion groups for student and teacher postings.
- Access your course content and assignments.
- Begin working where you left off from in the previous course session.
- Make sure you do your own work!
- Use a notebook to take notes for assignments as well as make note of problems with the online course.
- Anticipate when you will have a quiz or test and allow yourself enough time to complete it, without running the risk of submitting incomplete work. If time allows, check your answers before your submittal.
- Don't forget to log off.

Weekly

- Be in contact with your online instructor.
- Check your course grade book to see how you are progressing in the course.
- Discuss any questions that come up with your online teachers and/or administrators.
- E-mail your instructor about any problems you encounter with the course. Be constructive with any criticism.



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Grading Policy

Teachers issue student grades based on a professional assessment of demonstrated mastery of course content, satisfactory application of required skills, and effective course participation. The teacher provides a course syllabus for each semester with grading policies and guidelines.

Parents and students are able to review grades and student progress at all times using the Infinite Campus portal. Determination of the letter grade for any D.O.G. House Academy course will take into account all course work (including on-line assignments and off-line class assignments, as applicable) and will be calculated according to the formula included in the course syllabus.

Final letter grades for courses are established by the following percentages:

A 100-90

B 89-80

C 79-75

D 74-70

F 69-0

Student Conduct

The goal of our educational program is to provide a school climate and atmosphere that encourages and provides for academic achievement, independence, responsibility, and physical and emotional well-being for all of our students. An orderly and non-threatening atmosphere is essential if learning is to take place. All students enrolled in the Butler High School Online Academy are subject to the rules and restrictions implemented by the Richmond County School System's Code of Conduct policies.



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Academic Honesty

The Richmond County School System expects a full commitment to academic integrity from each student. The Butler High D.O.G. House Online Academy promotes three basic principles: respect, responsibility and integrity. Each student is expected to demonstrate these principles in his/her academic work. Academic misconduct is a denial of these three principles in that it is evidence of lack of respect for self and others, lack of individual responsibility, and lack of personal integrity.

Academic integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be in accordance with your instructor
- You will not practice plagiarism of any form.

***Plagiarism** is defined as follows: Copying or using ideas or words from another online classmate, or an Internet or print source and presenting them as your own.*

- If an instructor confirms that a student has plagiarized work, the student will be subject to consequences determined by the Richmond County School System Code of Conduct.

Bulldog Netiquette

A high sense of personal honor and integrity is expected for students taking online courses. All students and teachers participating in online courses are expected to conduct their communications in a professional, respectful manner as outlined in the Richmond County School System student code of conduct. The use of proper Internet etiquette is expected at all times. Inappropriate language or behavior will result in disciplinary action and possible termination of your enrollment. Procedures outlined in the local school district's Acceptable Use Policy will apply to all online courses. Remember that e-mail is not private. Never say anything via e-mail that you wouldn't mind seeing on the school bulletin board or in the local newspaper.



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Special Education

Special Education Services are available to students identified with a disability and appropriate IEP (Individualized Education Program). Butler High School utilizes a full inclusion model to provide specialized services. Services will be in accordance with student's IEP and may include: adaptations and modifications to the general education curriculum, specialized instructional strategies, and adjustments in pacing.

504 Students

504 services are available to students with Individual Assistance Plans. To receive other related services, a student may contact their designated support personnel.

School Communications

It is the goal of Butler High School Online Academy to foster a sense of connection for our families during this unprecedented school year. In an effort to help families connect to their child's learning, you will receive information about your child's progress and important announcements through the CANVAS learning platform as well as via email.

Extra-Curricular Activities

Since Butler High School Online Academy is an extension of the local school, students are allowed to participate in all clubs and athletics offered at the local schools. Students who wish to participate in clubs and athletics must contact the school. The Online Academy will have frequent announcements to pass on information to students for all extra-curricular activities.

Technology Support

If you encounter any issues with school issued equipment such as laptops and Wi-Fi hotspots, please contact your teacher to report your problem. The teacher will create a work order ticket and provide information on how to proceed.