2016-2017

Richmond County School System
Welcome Packet for Parents and Students

Richmond County School System
864 Broad Street
Augusta, GA 30901

Dr. Angela D. Pringle, Ed. D.
Superintendent of Schools

Mrs. Helen Minchew
President, Richmond County Board of Education

Mr. Marion Barnes
Vice- President, Richmond County Board of Education

Welcome to the 2016-2017 school year. On behalf of the Richmond County School System, the following is provided for your information as you support your child in grades PreK -12 and beyond.

Enclosed you will find the following information:

- Welcome letter from Superintendent
- 2016-2017 School Calendar
- Richmond County Curriculum (RCK12)
- Promotion Requirements
- Grading Procedures
- Graduation Requirements
- Special Education
- Student Record information under FERPA
- Educational Programming for Gifted Students
- Move on When Ready/ Dual Enrollment/Georgia411
- Family Dynamics Parental Information
- Internet Acceptable Use Policy
- Bring Your Own Technology
- Inclement Weather Guidelines
- Annual Parents Right to Know (Title I only provided separately by schools)
- Non-Discrimination Statement
- Code of Student Conduct and Discipline (Provided in a separate document)

We hope that you will find this information useful as school begins and as you support your child during the school year.

The mission of the Richmond County School System is building a world-class school system through education, collaboration, and innovation.

June 29, 2016

Dear Parents,

On behalf of the Richmond County Board of Education, *Welcome!* Each day we welcome more than 30,000 enthusiastic students as they join our community of learners in a quest for excellence. Every educator in our district is prepared to receive each student for the best academic experience yet! As a partner, we encourage you to be actively engaged in your child's education.

This communication outlines promotion requirements as well as the communication process regarding notification of student progress. We encourage you to make every effort to communicate with the school and remain knowledgeable regarding the curriculum requirements and assessment expectations. The Richmond County School System website, www.rcboe.org, provides additional information that may be helpful as you support your child's learning experience.

Our school district remains committed to building a foundation of excellence through collaboration. We strive toward academic growth for each student. As the year progresses, you will hear more about the growth and achievement model which demonstrates an emphasis on each individual student. Classroom instruction will prepare our students to be *College and Career Ready* whether your student is in kindergarten or completing high school. There is no limit to what we can accomplish with your support.

Enjoy your school year,

Dr. Angela D. Pringle
Superintendent of Schools

Richmond County School System
2016 - 2017 Academic Calendar

Date	Event
June 7-July 21	Registration—Online Elementary, Middle & High School
July 4	Holiday (Independence Day)
July 18, 19, 20	New Teacher Orientation
July 27-August 1	Preplanning
July 27	District Professional Learning
July 28	Open House High School 2:00 p.m.—6:00 p.m.
July 29	Open House— Elementary School 8:00 a.m.—12:00 p.m. Open House—Middle School 12:00 p.m.—4:00 p.m.
August 2	**First Day of School**
September 1	Progress Reports
September 5	Labor Day Holiday
October 4	End of First Nine Weeks
October 5	Beginning of Second Nine Weeks
October 7	District Professional Learning
October 10	Columbus Day Holiday
October 12, 13	Elementary Early Release/Parent Conferences
October 13	Report Cards
November 9	Progress Reports
November 11	Veteran's Day Holiday
November 21-25	Thanksgiving Holidays
December 16	End of Second Nine Weeks
Dec. 19 – Jan. 3	Christmas/Winter Break
January 4	School Based Professional Learning Teacher Work Day (Student Holiday)
January 5	Beginning of Third Nine Weeks
January 11	Report Cards
January 16	M.L. King Holiday
February 7	Progress Reports
February 20	President's Day Holiday
February 21	District Professional Learning (Student Holiday)
March 13	End of Third Nine Weeks
March 14	Beginning of Fourth Nine Weeks
March 22, 23	Elementary Early Release/Parent Conferences
March 23	Report Cards
April 3-10	Spring Break
April 14	Easter Holiday
April 26	Progress Reports
May 17-23	Exams
May 23	Last Day of School (½ day) High School
May 24	Last Day of School (Elementary/Middle School)
May 25-30	Post Planning
May 25-30	Graduation
May 26	Report Card (Pick Up)
May 29	Memorial Day
May 30	Report Card (Mail Out)

Board Approved March 15, 2016

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Calendar Key

Color	Meaning	Color	Meaning	Color	Meaning
Green	Pre/Post Planning	Light Blue	Early Release	Dark Purple	Beginning of Nine Weeks Period
Red	First and Last Day of School	Blue	Progress Reports Issued	Pink	End of Nine Weeks Period
Yellow	Holidays/Schools Closed	Gray	Report Cards Issued	Orange	District/School Professional Learning

Instructional Periods

First Semester
1st Nine Week Period (August 2 – October 4)
2nd Nine Week Period (October 5 – December 16)

Second Semester
3rd Nine Weeks Period (January 5 – March 13)
4th Nine Weeks Period (March 14 – May 23)

Elementary Early Release Days

October 12	October 13	March 22	March 23

System-wide Testing

Elementary

GKIDS: Kindergarten August 2016 —May 2017

GAA: Sept. 6, 20156 - March 24, 2017 (Gr. K, 3-8, 11)

School Abilities Test: Gr. 1,4,6 October 5-6, 2016

ACCESS for ELLs: ELL Students Jan. 16-February 28, 2017

Georgia Milestones Assessment (EOG) (Grades 3-8) April 17-28, 2017

Middle

GAA: Sept. 6, 2016 - March 24, 2017 (Gr. K, 3-8, 11)

School Abilities Test: Gr. 1,4,6 October 5-6, 2016

PSAT: All 10th (Select 8-11) October 19, 2016

ACCESS for ELLs: ELL Students Jan. 16-February 28, 2017

Georgia Milestones Assessment (EOG) (Grades 3-8) April 17-28, 2017

High

GAA: Sept. 6, 2016 - March 24, 2017 (Gr. K, 3-8, 11)

PSAT: All 10th (Select 8-11) October 19, 2016

Georgia Milestones Assessment (EOC) Grades: 9-12 (Economics) December 12-14, 2016

ACCESS for ELLs: ELL Students Jan. 16-February 28, 2017

End of Pathway (EOPA) Gr. 9-12 April 17-28, 2017

Georgia Milestones Assessment (EOC) (Grades 9-12) May 1-12, 2017

Graduation Schedule

Thursday, May 25, 2017
Laney	9:00 a.m.
Westside	12:00 p.m.
PLC	3:00 p.m.
ARC	5:00 p.m.

Friday, May 26, 2017
RCTCM	9:00 a.m.
A.R. Johnson	12:00 p.m.
Cross Creek	3:00 p.m.
Josey	6:00 p.m.

Tuesday, May 30, 2017
Butler	9:00 a.m.
Davidson	12:00 p.m.
Hephzibah	3:00 p.m.
Glenn Hills	6:00 p.m.

Weather-Related Schools Closings
For Inclement Weather, please tune to WJBF-TV, WAGT-TV, WRDW-TV news, or WGAC-AM Radio for up-to-date information on school closings. Also, you can view the school system's website at www.rcboe.org.

Testing dates are subject to change based on unforeseen adjustments to the regular school calendar.

Revised: 6/3/2016

Curriculum-

All teachers will provide instruction based on the State Adopted Curriculum in each subject area. The Richmond County Curriculum (RCK12) includes Georgia Standards of Excellence, CCGPS, Advanced Placement, IB Programme Curricula and RCK12 Technology Standards.

K-8 Promotion Requirements

ELEMENTARY (K-5)

A student shall be promoted when, in the professional judgment of the teacher/s and the principal and other professional school staff, he/she has successfully mastered the identified instructional standards of Georgia Public Schools (K-5) and Richmond County Board of Education.

State Promotion Requirements

- No third grade student shall be promoted to the fourth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.*
- No fifth grade student shall be promoted to the sixth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.*

Additional Richmond County Promotion Requirements

Kindergarten

To meet promotion requirements, a student must master essential standards for Language Arts and essential standards for Mathematics as identified on the Richmond County Board of Education report card.

Grades First and Fifth

In addition to State Promotion Requirements in grades third and fifth, students in grades first-fifth must:

a) Obtain a passing grade on the report card in
   -Mathematics
   -Language Arts
b) Obtain a passing grade on the report card in two of the following:
   -Social Studies
   -Science
   -Health

MIDDLE SCHOOL (6-8)

A student shall be promoted when, in the professional judgment of the teacher/s and the principal and other professional school staff, he/she has successfully mastered the identified instructional standards of Georgia Public Schools and Richmond County Board of Education.

State Promotion Requirements

- No eighth grade student shall be promoted to the ninth grade that does not achieve grade level on the state-adopted assessment and meet the local promotion standards and criteria established by The Richmond County Board of Education.*

Additional Richmond County Promotion Requirements

To meet promotion requirements students in grades six-eighth must:

a) Obtain a passing grade on the report card in:
   -Mathematics
   -Language Arts
b) Obtain a passing grade on the report card in one of the following:
   -Social Studies
   -Science
c) Obtain a passing average in at least half of all connections courses.

Communication for Grades K-8

If a student is not meeting the above requirements, the parent/guardian will be notified in the following manner:

1. Midway through the first nine weeks (4 ½ weeks of instruction): A parent conference should be held to discuss strengths and weaknesses and offer suggestions for student improvement. A parent conference shall be scheduled to develop an educational plan for each student experiencing difficulties.

2. End of second nine weeks (18 weeks of instruction): At the end of the second nine weeks, the report card and the report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The report card envelope will also indicate promotion difficulties. A parent conference must be held for each student not making satisfactory progress toward promotion.

3. End of third nine weeks (27 weeks of instruction): At the end of the third nine weeks, the report card and report card envelope will indicate with a check mark when the student is not making satisfactory progress toward promotion. The report card will also indicate promotion difficulties. A parent-teacher conference shall be held at this time to evaluate student progress in order to determine improvement needed to meet promotion requirements.

4. End of the school year-fourth nine weeks (36 weeks of instruction): Conference must be scheduled for all students who are not meeting promotion requirements. The parent/guardian of a student who has been retained will be notified in the final report card.

5. In addition to the communication described here, when a student does not perform at grade level in grades levels 3, 5, and 8 on the state adopted assessment (s) specified above the school system will also follow communication guidelines and procedures outlined by the Promotion, Placement and Retention State Rule 160-4-2.11 adopted November 6, 2014 and effective November 27, 3014.

IHA   Grading Systems   **ADMINISTRATIVE PROCEDURE**
06/01/2015

RATIONALE/OBJECTIVE:

The Curriculum, Instruction and Assessment Division of the Richmond County School System shall devise a grading system, which shall be used to report student progress toward academic standards to parents/guardians and to record this progress in each student's educational record.

The administration is also authorized to establish differentiated quality points based upon the academic demands of specified high school courses.

PROCEDURE:

In 2015-16, this rule will apply to all students in grades K-10. In 2016-17, to all students K-11 and 2017-18, all K-12 students.

The following grading systems shall be used in the District:

A. GENERAL GUIDELINES:

1. **Assignment of Grades:**
    While the Richmond County School System's grading system has been developed cooperatively between the Curriculum, Instruction and Assessment Division and local school educators, the final evaluation of students and the assignment of grades is the responsibility of teachers and school administrators. The following guidelines shall be followed in the calculation of grades:

    a. Courses with state-required end-of-course Georgia Milestone assessments will count this test as the only comprehensive final exam and must calculate the score as 20% of the final grade.

    b. **Grade Changes:**
        In accordance with O.C.G.A. § 20-2-989.20, no classroom teacher shall be required, coerced, intimidated, or disciplined in order to change the grade of a student. This Rule shall not apply when a teacher has failed to comply with the grading Policies or Procedures adopted by the System or written procedures established by a school within the Richmond County School System that are applicable to the grading process unless such a Policy, Rule, or Procedure would require a student be given a grade different than the actual grade achieved. Under these circumstances a teacher may be disciplined. Nothing in this Rule shall be construed to prevent a principal or other school Administrator from discussing the grade of a student with a classroom teacher. Further, this Rule shall not be construed to prevent a central office administrator, Superintendent, or other System administrator from changing a student's grade. Any grade change made by a person other than the classroom teacher must be clearly indicated in the student's school records and must indicate the person responsible for making such grade change.

2. **Late Enrollment:**
    Students enrolling in the System when two weeks or less remain in the evaluation period shall receive evaluation marks based on the transcript from the sending school. Parents/guardians shall be notified of this procedure.

3. **Notification of Failure:**
   The Principal shall follow the established system procedures requiring parent/guardian notification prior to a student's receiving a failing grade as a final grade for an evaluation period.

4. **Accommodations/Modifications:**
   a. Accommodations are changes in instruction that enable students to demonstrate their classroom abilities. They provide equity, not advantage. Appropriate accommodations for disabled students do not reduce or lower the standards or expectations for content and do not invalidate assessment results. Therefore, students with accommodations may earn the same credit as those not receiving accommodations. Accommodations will adhere to the State Special Education Accommodations Manual and the decisions of the IEP/504 Team.

   b. Modifications according to the IEP or 504 Plans are alterations that change, lower, or reduce learning expectations.   These modifications can increase the gap between the achievement of students with disabilities and expectations for proficiency at a particular grade level. Consistent use of modifications could adversely affect students throughout their educational career. Modifications on statewide assessments may invalidate the results and may not be appropriate or allowed on statewide assessments.
   c. The report card shall designate modified curriculum by the assigned special education-designated course number.

B. ELEMENTARY SCHOOL:

1. **Kindergarten**
   a. Students shall be evaluated on one scale that reflects the implementation of the curriculum in Academic Areas and Conduct and Work Habits.
   b. Academic Areas:
      Performance in some academic areas shall be marked on the following scale:

      EX = Exceeds Standards-in addition to meeting standards, makes applications and inferences beyond expectations;
      M = Meets Standards-consistently and independently;
      PR = Progressing toward meeting the standards;
      EM = Emerging; Limited progress toward mastery of the standards; and
      ND = Not yet demonstrated.
   c. Conduct and Work Habits:
      Conduct and Work Habits shall be marked on the following scale:

      EX = Exceeds the expected learning skill and behaviors;
      M = Meets expected learning skills and behaviors;
      PR = Progressing toward meeting expected learning skills and behaviors;
      EM = Emerging toward mastery of expected learning skills and behaviors;
      ND = Not yet demonstrated.

2. **Grades 1-5**
   a. Students in grades 1-5 shall be evaluated in all courses by means of numerical grades. These numerical grades represent the following letter grades:

      A Shall represent an average of 90-100
      B Shall represent an average of 80-89
      C Shall represent an average of 75-79
      D Shall represent an average of 70-74
      F Shall represent an average of below 70
   b. In grades 1 - 5 a letter grade of D or above shall indicate that the student's academic performance complies with the Georgia Board of Education Rule 160-4-2.13 now written or hereafter amended Grading Systems, which establishes 70 as a minimum passing score.
   c. Conduct and Study/Work Habits shall be evaluated as:

      A Shall represent an average of 90-100
      B Shall represent an average of 80-89
      C Shall represent an average of 75-79
      D Shall represent an average of 70-74
      F Shall represent an average of below 70

3. **Honor Roll:**
   At the end of each nine week grading period and at the end of the year, students meeting the following criteria will be recognized as follows:
   a. **Academic**
      ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL
          Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.
      ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL
          Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

   b. **Academic and Conduct**
      DISTINGUISHED SCHOLARS
          Criteria: "A" in each subject area and "S" in all categories requiring "S" or "U" including conduct.

C. MIDDLE SCHOOL:

1. **Grades:**
   All subjects shall be graded by means of numerical grades. These numerical grades represent the following letter grades:
   - **A** Shall represent an average of 90-100
   - **B** Shall represent an average of 80-89
   - **C** Shall represent an average of 75-79
   - **D** Shall represent an average of 70-74
   - **F** Shall represent an average of below 70

2. All high school rules and procedures shall apply to high school courses taken in middle school, including, but not limited to grading, withdrawing, and scheduling.

3. **Honor Roll:**
   At the end of each nine week grading period and at the end of the year, students meeting the following criteria will be recognized as follows:
   a. **Academic**
      ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL
         Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.
      ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL
         Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U" with the exception of conduct.

   b. **Academic and Conduct**
      DISTINGUISHED SCHOLARS
         Criteria: "A" in each subject area and "S" in all categories requiring "S" or "U" including conduct.

D. HIGH SCHOOL:

1. **Grades:**
   Student performance shall be recorded on the permanent record using numerical grades. These numerical grades represent the following letter grades.
   - **A** Shall represent an average of 90-100
   - **B** Shall represent an average of 80-89
   - **C** Shall represent an average of 75-79.
   - **D** Shall represent an average of 70-74
   - **F** Shall represent an average of below 70

2. **Exams:** Final Exams will count for 20% of the overall grade for each high school course. Georgia Milestone Assessments and other state mandated assessments may not be exempt. Final Exams for students in grades
   9-12 may be exempted provided students meet the following requirements:
   a. 90 average or above in the course
   b. No more than 6 non-school related absences for a year-long course and 3 for semester course. (Revised and Board Approved 7/19/2016)

3. **Transferring Grades and Credits from Accredited and Non-Accredited Schools:**
   District Procedures to correspond to the State Rule 160-5-1-.15
   a. **Course Titles:**
   Transfer course titles will be changed to the appropriate Richmond County course titles for courses in English, mathematics, science, social studies, foreign language, health, and the specific course Personal Fitness. Transfer elective course titles will be changed to broad categorical titles, such as physical education, business education and other appropriate categories to best meet the description of the appropriate course.

   b. **Credit:**
   Accredited Schools, Home Study Programs, and Non-Traditional Educational Centers:
   (a) Carnegie unit credit received from the schools accredited by a designated regional or state accrediting agency will be accepted as established by Georgia Board of Education Rules and Richmond County School System.
   (b) Grades of students transferring from schools accredited by a designated regional or state accreditation agency will be recorded as numerical grades.

   (c) For students transferring to a Richmond County School from an accredited school as defined previously the following procedures will be followed:

      1. Student grades will be subject to the following conversion scale if the transferring school has not assigned a numerical average.

A+ = 99	**B+** = 89	**C+** = 79	**D+** = 74	**F** = 65
A = 95	**B** = 85	**C** = 77	**D** = 72	
A- = 90	**B-** = 80	**C-** = 75	**D-** = 70	

      2. In cases where the issuing school uses a grading scale different from Richmond County's the numerical grade to be recorded will be derived by the following steps:
         a. Converting the transferred numerical grade to a letter grade according to the issuing school's grading scale, and then,
         b. Assigning a numerical grade based on the preceding conversion scale.

      3. If grades of pass or fail are received, the following procedure must be applied:
         a. Fail will be recorded as "F", and no course credit will be included in the calculation of the cumulative average;
         b. Pass will be recorded as "P", and course credit will be awarded however, this course will not be included in the calculation of the cumulative average.

4. If a situation occurs where the above procedures adversely affects the academic standing of the student, a request for transcript review may be made to the school administration. If dissatisfied with the decision of the school administrator a written request may be made to the School Principal for an appeal to the Richmond County Transcript Review Committee. A Review Committee consisting of two counselors, Director of Student Services, Director of Curriculum, and the Assistant Superintendent of Instruction will make the final determination. The Review Committee will meet on a quarterly basis to review requests.

Non-Accredited Schools, Home Study Programs, and Non-Traditional Educational Centers:
Students transferring from a non-accredited school, non-traditional education center or from a home study program will not be awarded credits from these schools and will be placed in the grade level based on the credits last earned by an accredited school. If no credits have been earned the student will be classified as a beginning ninth grade student.

4. **Repeated Courses:**
   a. Once a student has received credit for a course, he/she may not repeat the course for additional credit or to improve his/her grade.
   b. A student may repeat for credit a course in which he/she has received an F. Both grades must be recorded on the cumulative record and figured in the grade point average.

5. **Grade Point Average:**
   A student's grade point average (GPA) is based on quality points (See Chart Below regular High School courses 4.0 scale and AP, IB and College/University Courses 5.0 scale) awarded for each grade earned. High School Student Transcripts include the GPA, Class Rank and Numerical Average.

QUALITY POINTS	
Regular Courses	**Advanced Placement (AP), International Baccalaureate (IB) and College/University courses**
A = 4 Quality Points	A = 5 Quality Points
B = 3 Quality Points	B = 4 Quality Points
C = 2 Quality Points	C = 3 Quality Points
D = 1 Quality Points	D = 2 Quality Points
F = 0 Quality Points	F = 0 Quality Points

6. **Honor Roll:**
At the end of each nine week grading period and at the end of the year, students meeting the following criteria will be recognized as follows:

ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL
Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U".
ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL
Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U".

7. **Class Rank:**
   a. An official class rank should be compiled for each grade. It will be computed at the end of the year. Averages are to be carried out to three decimal places. The final averages are not rounded.
   b. When two or more students have the same average, they shall be given the same rank in class, but each student shall be counted as though he/she were occupying a separate station in the ranking. For example: Students A, B, C have a GPA of 3.729. The immediately preceding average is 3.750 which ranks number 8 in the class. Students A, B, C are assigned rank number 9. Student D, with a GPA of 3.695 is assigned rank number 12.
   c. After the final computation of averages, Honor Graduates shall be only the students with a grade point average of 3.500 or better after the third nine weeks.

8. **Valedictorian/Salutatorian:**

The Valedictorian is the student with the highest average in the senior class and Salutatorian is the student with the second highest rank in the senior class. These students should be selected at the end of the third nine weeks of their senior year. Valedictorian and Salutatorians must attend their representative high school their Junior and Senior years prior to receiving this honor. If students vying for Valedictorian or Salutatorian have identical grade point averages, the fourth nine weeks shall be considered. If a tie remains, the student with the highest SAT verbal and math total or the ACT equivalent will be Valedictorian or Salutatorian.

Graduation Requirements

Students must meet graduation requirements as outlined by the State Rule 160-4.2-.48 Graduation Requirements for Students Enrolling In The Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years effective August 11, 2011.

Special Education

Special education is specially designed instruction, support, and services provided to students with an identified disability requiring an individually designed instructional program to meet their unique learning needs. The purpose of special education is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act (IDEA).

The Family Educational Rights and Privacy Act

(*FERPA*) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g) establishes student and parent rights with regard to student records. These rights include:

- The right to inspect and review the student's education records;
- The right to request that records be amended if they are inaccurate, misleading or in some manner violate the student's privacy or other rights;
- The right to consent to the disclosure of personally identifiable information except to the extent the law allows certain disclosures without consent;
- The right to file a complaint with the U. S. Department of Education if the school district fails to comply with the requirement of FERPA.

The procedure for exercising the right to inspect, review or request the amendment of the student's education records is as follows:

- Please request that the principal of the school your child attends allow you to inspect your child's record.
- If you believe the records should be amended because they are inaccurate, misleading, or in some other manner violate the student's privacy or some other rights, please notify the principal in writing of the misleading materials insufficient detail to allow the principal or designee to easily determine the portion of the record in question.
- The principal will promptly present your concern and request to the Executive Director of Student Services for Instruction who shall determine whether the records should be amended and explain your rights to appeal and the appeal timeline.

EDUCATIONAL PROGRAMMING FOR GIFTED STUDENTS

Richmond County provides programs for all 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 Department of Education.

Placement of Students

All students placed in the Richmond County Gifted Program must meet the mandated Georgia Department of Education eligibility requirements. Referrals are solicited from all system schools twice annually for testing of students. Students may be referred by parents, peers, school personnel, and self.

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 documents.

A student may qualify for gifted education services by meeting the following criteria:

Grades K-2
A full scale or composite score at the 99th percentile on a standardized mental abilities test PLUS a total reading or total math or composite achievement score at or above the 90th percentile on a standardized achievement test.

Grades 3-12
A full scale or composite score at or above the 96th percentile on a standardized mental abilities test PLUS a total reading or total math or composite achievement score at or above the 90th percentile on a standardized achievement test.

Grades K-12
Three out of the four criteria must be met:

A composite or appropriate component score on a standardized mental abilities test at the 96th percentile or higher.

A total reading or total math or composite achievement score at or above the 90th percentile on a standardized achievement test.

A score at or above the 90th percentile on a standardized test of creativity.

A score at or above the 90th percentile or higher on a motivational scale (grades K-8) or 3.5 academic GPA for the last two years (grades 9-12).

GSFC | Georgia Student
Finance Commission

1. What is the Move On When Ready program?

Move On When Ready is Georgia's new dual enrollment program that allows high school students (9th – 12th grade) to earn college credit while working on their high school diploma. Move On When Ready replaces Accel, HOPE Grant for dual enrollment and the previous Move On When Ready program. The new Move On When Ready program now covers tuition, mandatory fees and provides a book allowance.

2. Why was the new Move On When Ready program created?

The new Move On When Ready program is easier for students, parents and schools to understand – it is streamlined with one funding source and one set of eligibility requirements and regulations.

In addition, Move On When Ready aims to expand dual enrollment opportunities by increasing the number of courses students can take for college credit and removing financial barriers to student participation.

The goal of Move On When Ready is to increase college access and completion, and prepare students to enter the workforce with the skills they need to succeed.

3. What are the benefits for a student participating in the Move On When Ready dual enrollment program?

There are several benefits for students who participate in Move On When Ready.
- Introduces students to college-level coursework.
- Earning college credits while still in high school may enable students to graduate early and/or possibly even earn an associate degree or certificate.
- Helps students adjust to certain aspects of the college experience (e.g., classes, coursework, instruction, being on a college campus) so the transition from high school to college may be easier.
- Students who participate in a dual enrollment program are more likely to go to college and get a college degree.
- Students may be able to take classes that are not offered at their high school, especially in subject areas they are interested in for a potential career.
- Participating in a dual enrollment program demonstrates a student's ability to handle more difficult coursework which is something college admissions officers may look upon favorably during admissions and recruiting.
- Taking college-level classes while still in high school may build confidence and encourage those students who may not be thinking about college to reconsider.

4. Who is eligible to participate in Move On When Ready?

All high school students (9th – 12th grade) attending a public or private high school in Georgia or home study program operated in accordance with O.C.G.A. 20-2-690(c) can participate in Move On When Ready.

Students should begin receiving program information and materials in 8th grade in preparation for high school. Public high schools are required to provide Move On When Ready program information and materials to each 8th grade student when the student is developing his or her individual graduation plan.

5. How do eligible high schools and postsecondary institutions participate in Move On When Ready?

Each eligible high school (public, private or home study program) must complete a MOWR Program Participation Agreement as provided by the Georgia Student Finance Commission (GSFC) in order to participate in the program.

6. What do students have to do to participate in Move On When Ready?

To participate in Move On When Ready, students sign an advisement form with their high school or home study program, meet the admissions requirements at the postsecondary institution of their choice and make satisfactory academic progress.

Interested students should see their high school counselor and visit **GAcollege411.org** for program information and the application.

7. What classes/courses will be available to students?

Approved courses for Move On When Ready are listed in the Move On When Ready Approved Course Directory. Approved classes may include degree level or non-degree level courses in the five main academic areas (English, math, science, social studies and foreign language), as well as electives, career, technical and agricultural offerings.

The courses a student chooses each term must be listed on his or her Move On When Ready application and must be approved by his or her high school and the postsecondary institution he or she will be attending.

8. Can a student pursue his/her high school diploma and a postsecondary degree or certificate at the same time?

Yes, while in high school, eligible students may choose to pursue a postsecondary degree or certificate. Students should speak with their high school counselor to explore the options associated with this opportunity.

Eligible high school students may choose to pursue their high school diploma by:
1. Completing required courses as listed on the GADOE High School Required Course List, including two English, two math, two science, and two social studies courses, the associated end of course tests for each, and one health and physical education course (courses that would normally be taken during the 9th and 10th grade year); and,
2. Enrolling at an eligible participating postsecondary institution and earning one of the following:
a. Associate degree,
b. Technical diploma, or
c. Two certificates in one specific career pathway, all postsecondary academic education, technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field as determined by the Technical College System of Georgia (TCSG).

9. Are online courses available to students participating in Move On When Ready?

Yes, Move On When Ready students can enroll in online courses if the course is on the approved course list. Students should carefully consider whether an online course is a good fit for them before enrolling.

**10. Will students have to take an End of Course (EOC) assessment for a class they complete through
Move On When Ready?**

Yes, public school students participating in Move On When Ready are required to take all appropriate EOCs. Students who are home schooled or attend a private school are not required to take EOCs.

11. When will Move On When Ready be offered?

Beginning Fall term 2015, students may participate in Move On When Ready for all terms.
- Fall, spring and summer semesters
- Fall, winter, spring and summer quarters

12. How does a student apply to participate in Move On When Ready?

Students attending an eligible public or private high school or participating in the GAMES Academy or the Advanced Academy of Georgia should complete the Move On When Ready *online* application which can be found on **GAcollege411.org**.

Home study students must complete the *paper* application which can be printed from **GAcollege411.org**.

The application has three parts:
- Students and parents complete Part A
- High school counselors or home study instructors complete Part B
- Postsecondary institutions complete Part C

All three sections of the application must be completed and submitted to GSFC: Email: sas@gsfc.org

Fax: 770.724.9249

Mail: Georgia Student Finance Commission
Attention: Student Aid Services
2082 East Exchange Place
Tucker, GA 30084

13. What are the deadlines to submit the application?

Term	Application
Fall	October 1
Winter	March 1
Spring	March 1
Summer	May 15

14. What expenses does the Move On When Ready program cover for eligible participants?

Students who meet all eligibility requirements will receive a student-specific award amount to be applied to tuition, mandatory fees and books. The postsecondary institution cannot charge the student any additional tuition or mandatory fee costs for approved MOWR courses. The postsecondary institution must provide the required textbooks for the approved MOWR courses. How the books are provided to the MOWR student is determined by the postsecondary institution.

The aid is paid to the postsecondary institution. The award chart for Move On When Ready can be found on **GAcollege411.org**.

15. What expenses are not covered by the Move On When Ready program?

Students may incur expenses for course related fees and supplies required for a particular course or optional fee charged by the postsecondary institution. If the postsecondary institution provided the textbooks through a lending program, the student may be charged a lost or damaged book fee if the book is not returned in the required condition.

The student is responsible for tuition and fees for any course taken that is not on the MOWR Approved Course Directory and the student's MOWR application.

RICHMOND COUNTY

BOARD OF EDUCATION

864 Broad Street – 4th Floor
Augusta, Georgia 30901-1215
(706) 826-1124 – Fax: (706) 826-4613

| MRS. HELEN MINCHEW | ANGELA D. PRINGLE, Ed.D. | MR. MARION BARNES |
| President | Superintendent of Schools | Vice-President |

June 29, 2016

Dear Parents,

Family Dynamics is a comprehensive personal education program designed to provide information in a structured manner. Mandated by Georgia Law, Family Dynamics includes topics such as the family, peer pressure, abstinence, the dangers of illegal drug use, personal safety and sexual transmitted diseases including AIDS.

Family Dynamics is not new to our instructional program or the county; family life has been offered for a number of years. Topics such as decision-making, positive self-concept, stranger danger, peer pressure and communication have always been components of the elementary curriculum. Recently, instruction regarding threats to personal safety and support mechanisms concerning personal safety, have been added at all grade levels. State law mandates this change.

The state law regarding sex education requires local Boards of Education to appoint a committee of citizens (Sex Education Review Committee) to review the existing sex education program and to make recommendations to the Board of Education. Our committee is comprised of community leaders, parents, educators, and students who expressed an interest in sex education and were invited to participate. The law allows parents to preview all sex education curriculum materials, both print and non-print, before the materials are used for instructing students.

If you do not want your child to participate in the Family Dynamics Program, you have the option of teaching your child at home. If you choose to do so, we request that you write a letter to your child's principal expressing a desire to teach this curriculum at home and call the school for a conference to review what you will be responsible for teaching; your child will be evaluated on this information. If the school office does not receive a letter from you, your child will participate with all students in this program.

The outline for the unit to be studied in the grade level which your child is enrolled is available online. The Richmond County School System website is rcboe.org - at the top of the page click on *Staff and Departments,* scroll down to and click on *Curriculum,* click on *Health and Physical Education* then click on *Health and Physical Education Resources.*

Sincerely,

Dr. Angela D. Pringle
Superintendent of Schools

INTERNET ACCEPTABLE USE POLICY

It is the policy of the Richmond County Board of Education that employees and students should be furnished educational opportunities and resources to have access to Internet based instructional programs and administrative services. The primary purpose and mission of the Richmond County Board of Education is to educate students to become lifelong learners and productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web-based technology will prepare students for the future. Technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Richmond County Board of Education has adopted guidelines regarding acceptable use to ensure that the technology users share in the technology resources in an effective, efficient, ethical and lawful manner.

It is the policy of the Richmond County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC254 (h)]. Each school principal or site administrator in conjunction with the media/technology committee shall be responsible for communication and monitoring of the Richmond County Acceptable Use Policy.

Guidelines:

This Acceptable Use Policy applies to all students, faculty, staff, employees and visitors (both adults and minors). 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 school system reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

Availability of Access:

The Internet will be available to users for instructional and administrative purposes. The electronic information available to users does not imply endorsement by the Richmond County Board of Education. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions, including cancellation of those privileges.

Security:

It shall be the policy of the Richmond County Board of Education that users maintain appropriate passwords to obtain access to the network. Login information, user names, and passwords are confidential and it is the responsibility of the user to safeguard that information. Passwords should be at least 8 characters and should contain a number and a capital letter. At no time should any user login with another user's information.

While the Internet is an extremely valuable tool for educational research, information is accessible that may not be appropriate according to community, school, or family standards.

The Richmond County Board of Education provides an Internet filtering system which blocks access to a large percentage of inappropriate sites. Specifically, as required by the Children's Internet Protection Act, visual depictions of material deemed obscene or child pornography, or any material deemed to be harmful to minors will be blocked by the web filtering system. Even though most objectionable sites are blocked, various entities create new inappropriate sites daily. If a questionable site or information is encountered, the same should be reported to the school's Media Specialist or to the Media and Instructional Technology Department. Staff members in Media and Instructional Technology will make every effort to block the site as quickly as possible.

Internet Safety:

It shall be the responsibility of all educators of the Richmond County Schools, including administrators, instructional supervisors, principals, teachers, media specialists, technology specialists, guidance counselors, instructional paraprofessionals and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

A series of Internet Safety courses will be taught to all students in the Richmond County School System to provide education on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, safety and privacy, as well as cyberbullying awareness and response. School personnel have the discretion to provide such other training or to implement such other curricula, provided that such training or curricula meet the requirements of CIPA, as may be amended from time to time. Any suggested topics or proposed curricula are intended as a guideline and in no way replace or diminish the professional judgment and discretion of the administrators or school personnel implementing this policy.

CIPA DEFINITION OF TERMS:

Technology Protection Measure The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
1.   OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2.   CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code;
or
3.   HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
     a. Taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
     b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
     c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Minor: Under Federal law, the term "minor" is defined as "an individual who has not attained the age of 17 years" (pursuant to 47 U.S.C. § 254(h)) and "any person under the age of eighteen years" (pursuant to 18 U.S.C. § 2256). For purposes of this policy, however, the term "minor" shall apply to any student properly attending a school within the Richmond County School System.

Sexual Act; Sexual Contact The terms "sexual act" and "sexual contact" have the meanings given such terms in 18 U.S.C. § 2246.

USER PROHIBITIONS: Users should NOT:

A. Post, publish, send or create materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law. Use the network for financial gain, advertising or commercial activity

B. Transmit any material in violation of any United States or State regulation

C. Post anonymous or forge electronic mail messages or alter, delete or copy another user's email

D. Use the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws

E. Download, install, or play any unauthorized program or content (even that created at home) on any school's computer or network

F. Purposely bring any hardware on the premises or load any software that is designed to damage, alter, destroy or provide access to unauthorized data

G. Attempt to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration

H. Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person

I. Send spam through email

J. Use the network while access privileges have been suspended

K. Bypass or attempt to circumvent network security, virus protection, network filtering, or policies

Employee Responsibilities:

- Employees must use good judgment and keep all passwords protected. Do not post a list of user names and passwords where they may be seen by students or others. Never email user names and passwords to unknown sources. The Richmond County School System Information Technology Department will never ask for passwords by email.

- When leaving a computer, always log off so to prevent unauthorized access to files or email.

- Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.

- Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building's staff.

- If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.

- Employees may not download any unauthorized software onto Richmond County School System computers.

- Employees will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.
- Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.
- Employees shall act in good faith to enforce the operation of technology protection measures while school computers with Internet access are being used.

Student Responsibilities:

- Students should not use the Internet for purposes other than instructional assignments related to the curriculum.
- Students will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, biogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate e information.
- Students must follow teacher directions for Internet related assignments.
- Students must heed prohibitions and Internet Safety rules.
- Students should participate in any and all training as instructed by school personnel.
- Students will follow all applicable rules related to Internet, computer or digital device use contained within the Student Code of Conduct and Discipline.
- Students should take precautions when using the network. Internet safety is a great concern of the Richmond County Board of Education.

For Internet Safety, Students Should:

- Never provide last name, address, telephone number, or school name online.
- Never respond to and always report any messages that make the student feel uncomfortable or that are from an unknown origin.
- Never send a photo of themselves or anyone else.
- Never arrange a face-to-face meeting with someone they met online.
- Never open attachments or files from unknown senders.
- Always report any inappropriate sites observed.

Usage of Web-Enabled Devices and/or Personal Computers

The use of web-enabled devices or personal computers on campus is a privilege that the school grants to students who are willing to assume the responsibilities outlined in the Richmond County Acceptable Use Policy and Procedures. This usage policy also applies to the web-enabled devices checked out by the school. All guidelines in the Richmond County Board of Education Acceptable Use Policy continue to apply when a student brings a personal laptop computer or other web-enabled device for use on campus.

Failure to follow the Acceptable Use Policy violates the requirements as set forth by the Official Code of Georgia and the Children's Internet Protection Act (CIPA).

Richmond County School System Bring Your Own Technology
(BYOT) Procedures

Learning today and Leading tomorrow….indicates that the students of Richmond County require a world class education that includes the use of technology to prepare them for the future. The mission statement of the school system is to educate students to become lifelong learners and productive citizens. In today's society, the use of technology and good information literacy skills are an integral part of day-to-day life in the work force. The Richmond County School System believes that to accomplish this mission, students must utilize technology and be provided with a variety of learning opportunities and experiences.

The Richmond County School System is dedicated to providing equitable access to technological resources including software and hardware. A procedure is in place to centralize many server based systems giving all schools access to a number of educational tools. Gaps in each school's hardware inventory have been identified and great strides have been made in making sure that all schools have the same student to modern computer ratio. In addition to the existing wired infrastructure in each building, RCSS has developed a plan to ensure that all schools have a wireless infrastructure which will allow for students to engage in a more personalized learning environment with the use of mobile devices.

Our vision for the future includes permitting students who own technological devices to be able to use them in the classroom for learning and to provide those who do not have such technology with equitable devices. The CCRPI (College and Career Readiness Performance Index) supports the use of technology not only because schools can earn points for being STEM (Science, Technology, Engineering, and Mathematics) focused, but also for the number of 8th grade students scoring proficient or advanced on the 21st Century Skills Technology Assessment.

By providing our students with opportunities and increasing information and technology literacy, the Richmond County School System's students will be learning today and leading tomorrow.

FREQUENTLY ASKED QUESTIONS – STUDENTS

What is BYOT?

BYOT is an acronym for Bring Your Own Technology. This is a program that allows students to use their own technology during the school day to enhance learning in conjunction with the curriculum and the teacher's plans.

What do I have to do before I can bring my own technology to school?

Students and parents have to read the Richmond County BYOT packet and fill out the Technology Agreement Form as well as the technology description form. Once you have received approval from the school, you may bring your own technology.

Once it is approved, can I use my technology at any time?

Students will only be able to use their technology with teacher approval. The teacher will ultimately decide if the technology will be appropriate to use with the curriculum. The use of technology outside of the classroom will not be permitted.

What if I do not have my own technology to bring to school?

RCSS will provide technology whenever possible. You will not be penalized for not having your own technology.

Why is my own device filtered?

All public school networks must comply with the rules of the Children's Internet Protection Act (CIPA). The Richmond County School System network is filtered for all users.

I have my own Internet service provider; may I use it instead of the school's wireless network?

No – all technology must use the wireless network provided by RCSS. Students using any other network or who try to bypass the RCSS wireless network will have BYOT privileges revoked.

What if my technology is lost, stolen or damaged?

Report it immediately to the school's administration. The Richmond County School System is not responsible for privately owned technology.

Will I be able to print?

No – the RCSS will not allow for printing from personal devices.

What if something is wrong with my technology?

Unfortunately, your teacher or the RCSS IT staff will not be able to troubleshoot personal devices.

What about charging my technology?

Students are responsible for bringing fully charged technology to school.

What happens if another student is bullying me using technology?

Report it immediately to your school's administrator.

Can I use video recording or the camera?

Only with teacher-directed instruction. At no time should you record others without their knowledge or consent.

How can I make sure that my technology is secure?

It is your responsibility to secure your technology. You may keep it with you at all times or lock it in a locker. The Richmond County School System is not responsible for lost, stolen, or damaged personal technology.

How can I access the wireless network?

Most devices will detect a wireless connection. You should choose the RCSS-Guest network. The password for this network will be obtained when you turn in your forms. Remember when you log into this network, you are accepting the RCSS Internet Acceptable Use Policy.

What if I cannot access the wireless network?

A very general troubleshooting guide will be available in the Media Center. Also check your technology's user guide.

FREQUENTLY ASKED QUESTIONS – PARENTS

Am I required to purchase a device for my student?

The BYOT program is voluntary and class activities are designed so that a device will be provided for students who do not bring their own. Students will NOT be penalized for not having a device.

What if I do not want my student to participate in the program?

Please just indicate that you would not want your child to participate on the RCSS Technology Agreement form. Your student will be able to partner with another student or will be able to use school provided equipment.

How will this affect my data plan?

Students will only be able to use the RCSS wireless network. They will not be allowed to use any data plan. The RCSS wireless network is a free and filtered network for the students, faculty and staff of Richmond County schools.

Will I have to purchase special software for my student's technology?

The Richmond County School System is not requiring any specialized software, but all devices should have antivirus (if applicable). There are free antivirus programs available. All devices will be filtered through the Richmond County School System's filtering software.

What if my student's technology is stolen or damaged?

The Richmond County School System is not responsible for any student owned equipment. Theft or vandalism should be reported to school administrators immediately.

How is the school teaching the students about Internet safety?

All schools have a plan for teaching digital citizenship. The Media Specialist in each school coordinates this effort. This is an ongoing effort to instruct students about keeping information private, handling cyberbullying, and communicating in an appropriate manner.

What measures are in place to filter the Internet?

The Richmond County School System has an Internet filter that blocks inappropriate websites. A process is in place to instantly block sites that make it through the filter. Students and parents must agree to the Internet Acceptable Use policy which states that the Internet should only be used for instructional purposes. Students will only be allowed to use the RCSS wireless network and not their own provider's network while at school. Students who try to bypass the RCSS network will lose BYOT privileges.

What if my student has technical issues with the technology?

The Richmond County School System will not be able to support technical issues.

RCSS Mobile Device and Bringing of Personal Technology Agreement

The Richmond County School System's mission is to educate students to become lifelong learners and productive citizens. In our world today, technology is an integral part of both work and home environments. Because the Richmond County School System wants students to have opportunities to learn using technology, we are implementing a one-to-one environment with mobile devices, as well as permitting teachers and students to bring personal technology to use for instructional purposes only.

Definition of Technology – Technology covers hand-held and other mobile equipment such as tablets, netbooks, notebooks, or other systems that can be used for word processing, Internet access, recording audio or video, and that may serve other purposes as deemed appropriate for a subject area by the teacher. It also includes peripherals such as batteries and charging cables.

Responsibility – School-supplied mobile devices will be checked out to one student. Students are responsible for the safe- keeping, storage, updating, charging and usage of school-supplied devices, as well as personal technology. Students should log in with his or her own account and should never share his/her password with another student. The Richmond County School System is not liable for theft, loss, or intentional damage. All school-supplied devices have accidental warranty coverage. Students must report any damage, theft, or loss immediately to his/her teacher.

Internet Access – All users must follow the Richmond County Internet Acceptable Use Policy both at school and at home when using a school-supplied mobile device. Personal devices with other connectivity besides wireless (such as 3G or 4G) must only use the wireless network provided by RCSS while at school.

Conditions – All students using mobile devices and/or bringing their own technology must agree to the following:

- All users must follow the Richmond County Internet Acceptable Use Policy and Procedures.
- All RCSS Code of Student Conduct and Discipline rules apply to mobile device and personal technology use.
- The user takes full responsibility for his or her mobile device and/or personal technology. This includes making sure the technology is charged and is in good operating condition.
- The technology must be used for instructional purposes only.
- If a student comes across information, pictures, etc. that makes him/her feel uncomfortable, he/she should notify his/her teacher immediately.
  - All devices, with the exception of personal technology brought by a student, are the property of the Richmond County School System.
- Only the RCSS wireless network may be accessed. No other Internet gateway is permissible.
- There will be no attempt to bypass the network filter or network security.
- If antivirus can be loaded on a personal device, it should be updated and in working order.
- There will be no unauthorized recording of audio, pictures, or video.
- The school system has the right to collect and examine any device that is suspected of causing problems on the network.

- RCSS will not provide print services for mobile devices.
- The teacher is in charge of his/her classroom and can request at any time for the mobile devices to be put away or shut down.
- The device will be surrendered for examination at any time upon request.
- The use of mobile devices and/or personal technology is a privilege and not a right and can be revoked for misconduct.

I have read and understand this agreement as well as the Richmond County Acceptable Use Policy and Procedures. I will abide by this agreement and understand that the privilege of using school-supplied mobile devices and/or bringing personal technology will be revoked and disciplinary actions may occur if I violate this agreement.

Richmond County School System

BYOT Description Form

Student Name _____

Teacher Name _____

Please list the technology that you are planning to bring to school. This form will stay on file at the school. Please make sure that you have a copy for home or that you record the serial number of the device in case of loss or theft. The Richmond County School System is not responsible for personal technology. Devices should be personalized to reflect ownership by using an engraver, permanent marker, paint pen, etc.

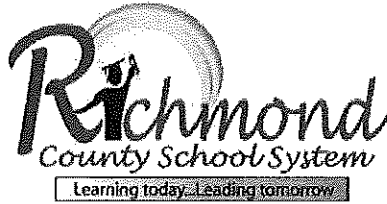Type of Device (laptop, eReader, iPad, tablet, etc.) _____

Serial Number of Device _____

Any special identifying features of the device (color, stickers, etc.) _____

_____

Parent Name _____

Phone Number _____

Parent Signature _____

Richmond County Board of Education
864 Broad Street - Augusta, Georgia 30901- Phone: (706) 826-1000
http://www.rcboe.org

Information Regarding Inclement Weather

Dear Parents/Guardians:

The following information is provided to keep you abreast of the school system's procedures regarding inclement weather conditions.

❖ HOW DO WE MAKE THE DECISION TO CLOSE OR DELAY SCHOOL?

The decision to open, delay, or close school in bad weather is based on the weather conditions or situations listed below:

- Information on road conditions from transportation staff, maintenance staff and from the police. Careful consideration is given to potential dangerous roads in the district. Even if a street in view looks clear, streets or roads elsewhere in the county may be dangerous or unsafe for adult drivers and especially student drivers.
- Amount of ice or snow accumulated.
- Whether or not there is continuing precipitation.
- Building conditions (such as to whether there is electricity and heat).
- Parking lot conditions. Administrators talk to maintenance and custodial staff members who are responsible for clearing and treating school parking lots and sidewalks.
- Temperature and wind chill. Many students walk to school and some must wait outside for the bus.
- Weather predictions. The practice of making decisions based on weather predictions is rare, as predictions are not always accurate. But sometimes it becomes necessary to do so.
- What other school districts are doing. When possible, information is shared with other local school districts.

❖ WHO MAKES THE DECISION?

The Superintendent of Schools is responsible for making the decision to open, delay, or close school. This decision is based on the above factors and recommendations from the Director of Transportation and the Director of Facilities.

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❖ HOW IS THE PUBLIC NOTIFIED?

Information will be posted on the Richmond County School System website at www.rcboe.org. The public can also tune to WJBF-TV, WAGT-TV, WRDW-TV news, WGAC-AM radio or read the Augusta Chronicle for up-to-date information on school closings.

❖ WHEN IS THE DECISION MADE?

Generally, the decision is made by 5:00 AM or earlier so that the media can be notified, and that such information can be posted on the school system's website.

❖ PARENTAL RESPONSIBILITIES IN THE EVENT OF SEVERE WEATHER:

When severe weather watches are announced, immediate emergency procedures are taken for safety in schools or for dispatch of students to homes according to existing school and board policies and procedures. If the parents cannot be home to receive students dismissed from school under these circumstances the parent must make alternate arrangements to house their child.

NOTICE OF NON-DISCRIMINATION FOR STUDENTS

The Richmond County School System does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities for students. The following person has been designated to investigate any complaint communicated to the Board of Education alleging non- compliance of non-discrimination policies regarding student activities.

Associate Superintendent of Curriculum & Instruction and Technology
864 Broad Street • Augusta, Georgia 30901
Phone: 706-826-1000

NOTICE OF NON-DISCRIMINATION

The Richmond County School System does not discriminate in employment or services on the basis of race, color, national origin, sex or handicap.

Inquiries can be directed to:

Chief Human Resources Officer
864 Broad Street • Augusta, Georgia 30901
Phone: 706-826-1000