

Academy of Richmond County



Student and Parent Handbook

2019 - 2020

Introduction

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

Parents should feel free to contact the school (737-7152) for clarification, further information or needed assistance.

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

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RICHMOND COUNTY SCHOOL SYSTEM

VISITOR GUIDELINES

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

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

To that end, the following guidelines apply.

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

Mission Statement

ARC's mission is to educate students to become lifelong learners and productive citizens who understand that other people, with their differences, can also be right.

Vision Statement

ARC shall be a nurturing, global community of learners working together for the attainment of knowledge and wisdom for all.

Beliefs

The Academy of Richmond County High School believes that

- student learning should be the chief priority of the school and should be the focus of all decisions,
- all students have the ability to learn and should be provided with a variety of instructional approaches and media and technology to support their individual learning styles,
- each student is a valued individual whose self-esteem and overall success is enhanced by positive relationships and mutual respect,
- students should demonstrate their understanding of essential knowledge and skills as well as be actively involved in solving problems and producing quality work,
- positive values, ethics and character should be incorporated into the classroom and modeled by educators in order to create well-rounded citizens,
- teachers, administrators, staff, parents, students and the community share the responsibility for advancing the school's mission,
- international mindedness and cultural diversity enhance students' understandings of different people and cultures, contributing to their overall education and
- the International Baccalaureate curriculum should be used as the model for raising the standards of teaching and learning at all levels of the school.

History and Tradition

Our school is steeped in rich history and traditions.

Academy of Richmond County High School was officially founded on July 31, 1783, when the Georgia legislature created a board of commissioners who were instructed to establish an academy or seminary of learning. This board became the Trustees of the Academy of Richmond County. With that charter, the state of Georgia established a school which was to become one of the oldest schools in the United States. Three other schools (Phillips Academy in Massachusetts; Granville Hall in North Carolina; and Liberty Hall Academy in Virginia) have ARC by a few years to just under a year respectively. Accordingly, "The Academy" (as ARC is affectionately known) is the fourth oldest high school in the nation. However, the venerable Augusta school can boast the moniker of the oldest educational institution in Georgia.

Some time elapsed before The Academy was prepared to begin educating the young. The school's first rector (or principal) was William Rogers of Maryland. The school's first location was on Bay Street between Elbert (Fourth) and Lincoln (Third) street. The buildings used are reported to have been wooden structures of several stories, which also housed the Georgia state legislature, the Richmond County State Courts, a Federal District Court, and the Masonic Lodge. Classes began on April 12, 1785, with Mr. Rogers teaching all of the subjects. Soon thereafter, an assistant tutor was hired to help Rogers who was understandably overworked.

In May 1791, George Washington honored the school by attending the final examination of the students and expressing his pleasure at their performance. Despite some success, problems of funding, a parade of masters coming and going, and the dilapidated condition of the buildings on Bay Street forced the school to close in 1798. To try to save the school, the school's governing board - Trustees of The Academy - pushed to have a new, more accommodating school building constructed. Accordingly, a larger, commodious structure was built on Telfair Street. This was the home of ARC from 1802 until 1926. The building still stands today.



The Academy of Richmond County, 540 Telfair Street, Augusta, GA

Between 1802-1861, ARC prospered. A female department was organized in 1810 under the leadership of Rector William T. Brantley. Additional instructors were hired and the curriculum was expanded. The school hours in 1807 were 8:30-12:00 and 2:30-5:00 (students went home for lunch). Students attended school from 7:30-12:00 and 2:30-6:00 during the summer months (by 1848, summer hours were reduced to 8:00-2:00). By 1816, the number of students grew to 150. Just before Christmas in 1819, the Trustees passed a resolution authorizing the rector to receive female scholars in the classical department, providing the total number of pupils in the department did not exceed forty. A formal set of student conduct rules were adopted in 1819. Below are some of those rules.

On Campus:

- students could not assemble on campus more than 15 minutes before the opening of school
- students marched in and out of class with the most advanced students in front
- a pupil who left campus without permission lost his recess
- students were not allowed to leave their seats without the teacher's permission
- students were forbidden to communicate with one another during class
- when a teacher entered the room, students were to rise and face the center
- when a teacher passed by, students at play were to suspend their activities

- students had to pay for damages inflicted to the building, shrubbery or grounds
- poor behavior was reported to the Trustees – students who did not show improvement after one quarter were denied re-admission

Off Campus:

- required to be respectful and were forbidden to commit outrage or violence
- forbidden to trespass on the property of others
- required to attend religious services on Sunday
- No immoralities (profane swearing, lying, theft, drunkenness, Sabbath-breaking, cock fighting, obscene language, quarreling, fighting, frequenting vicious company). Repeated immoralities without correction was considered “incorrigible” and a referral was made to the Trustees for expulsion.

A sign of prosperity, the Sand Hills branch of ARC was opened at the site of the old William Robinson School in 1816 (on the corner of Cumming and Johns Road). The branch campus originally served as a summer school (the weather was more desirable in the Sand Hills area). In 1818, the neighborhood inhabitants petitioned to keep the branch open winter and spring. The branch also served as a summer home for The Academy rector between 1820-1827. By the 1830's, the branch campus served forty-four pupils, several of whom were young ladies. During this prosperous period, the combined enrollment from both campuses of The Academy reached 437 in 1835. By June 14, 1865, the Trustees' control over the Sand Hills branch came to an end.

The prosperous days of the antebellum period waned as students enlisted in the Civil War. During this time, the building on Telfair housed a private school for girls. On August 15, 1863, the school closed its doors for summer vacation. Sometime between 1863 and 1865, The Academy building on Telfair Street was taken over and used as the headquarters for a Confederate military hospital. Five wooden hospital buildings were constructed at the site (later to become the Medical College). Then, when Federal troops occupied Augusta from 1865-1867, the building was used as a military headquarters. The Academy reopened in 1868. In 1882, the Academy added a military department for boys until the program was discontinued in 1889. In 1898, the military department returned to the school under the leadership of Major George P. Butler – an Army JROTC contingency remains to this day.

On July 1, 1909, the Trustees of the Academy entered into a contract with the County Board of Education of Richmond County. The Academy became a public school after operating as a private school for 126 years. As partners, the local board employed the teachers and the Trustees worked to improve the property and increase the equipment. Because of the increase in the size of the student body, in 1924 the Board voted on a bond issue to build a new building which is the main part of our school building today.

In 1926, The Academy moved to its present-day building on the corner of Walton Way and Russell Street. The principal at that time, Major George Butler, described the school in 1927 as "Second to none in the South in terms of facility." The 1926 building of the school has a Gothic-style architecture and is on the National Register of Historic Places. A fifth year of studies was added to the curriculum which evolved into the Junior College of Augusta and later became Augusta College and now Georgia Regents University. During the 1950s, the school became co-educational. In 1959, the school was desegregated and began serving all students in the community.

To celebrate the 200th birthday of The Academy, many activities were conducted during the 1982-1983 school year. The bicentennial celebration culminated in 1983 at the Augusta-Richmond County Civic Center. The event was attended by hundreds of alumni and friends. In 1987, the Academy of Richmond County was recognized by the Department of Education as a Georgia School of Excellence. ARC was the first high school in Richmond County to receive this coveted distinction.

In 2012, the school hosted its first Hall of Fame ceremony to recognize the achievements of its graduates and faculty. The first group of honorees included Frank Hull (federal court judge), Carl Sanders (Georgia governor), Bennie Ward (physics professor), Jimmie Dyess (war hero), Pat Dye (football player and coach), Forrest Towns (gold Olympian), Jacquelin Marshall (former ARC teacher), Frank Inman (winning ARC football coach), A. L. Williams (winning ARC baseball coach and principal), Judy Woodruff (PBS news reporter), Joseph Lamar (US Supreme Court Justice), and General James Longstreet (civil war general).

We are proud of the great history and tradition of the Academy of Richmond County. It continually serves as an inspiration to all who attend.

School Colors: Purple and Gold
Mascot: Musketeers



Further Reading

For more information on the history of the Academy of Richmond County, please read the following suggested titles:

Memories: The Academy of Richmond County 1783-1983 by Alethia Edwards Bigbie

The University of Georgia and Richmond Academy: Their Relationship from 1785-1985
by Alethia Edwards Bigbie

Trustees of the Town: Story of the Richmond Academy Trustees: 1780-1998 by Alethia Edwards Nowell

Notable Academic Achievements

- On Monday, November 8, 2010, The Academy of Richmond County was recognized for maintaining 100 years of continuous accreditation from the Southern Association of Colleges and Schools.
- Over the past three years, the attendance rate has shown improvement (2010 90.68%, 2011 94.57%, and 2012 93.37%).
- In 2011, 81.82% of the students met or exceeded the standards in all content areas. This was a gain of 1.19%. The change was above 49% of other high schools in Georgia.
- 92.2% of students met or exceeded the standards of the state writing test in 2012.
- The Richmond Academy Players won 1st Place in the One Act Play Region Competition, fall 2012.
- Our JROTC department continues to lead our school system and region in competition success.
- The photography students were invited to display their work at the Morris Museum of Art in the fall of 2012.



ARC Daily Schedules

Monday

| Period | Class Time | Minutes | Lunch |
|-----------------|------------------------------|---------|---------------|
| 1st Bell | 8:05 - 8:15 | 10 | |
| 1st Period | 8:15 - 9:11 | 56 | |
| FLEX | 9:11 - 9:41 | 30 | |
| 2nd Period | 9:46 - 10:42 | 56 | |
| 3rd Period | 10:47 - 11:43 | 56 | |
| 4th (3rd lunch) | 11:48 - 12:48 | 60 | 12:48 - 1:13 |
| 4th (2nd lunch) | 11:48 - 12:16 & 12:46 - 1:13 | 55 | 12:16 - 12:41 |
| 4th (1st lunch) | 12:13 - 1:13 | 60 | 11:43 - 12:08 |
| 5th Period | 1:18 - 2:14 | 56 | |
| 6th Period | 2:19 - 3:15 | 56 | |

Tuesday

| Period | Class Time | Minutes | Lunch |
|-----------------|------------------------------|---------|---------------|
| 1st Bell | 8:05 - 8:15 | 10 | |
| 1st Period | 8:15 - 9:11 | 56 | |
| 2nd Period | 9:16 - 10:12 | 56 | |
| FLEX | 10:12 - 10:42 | 56 | |
| 3rd Period | 10:47 - 11:43 | 56 | |
| 4th (3rd lunch) | 11:48 - 12:48 | 60 | 12:48 - 1:13 |
| 4th (2nd lunch) | 11:48 - 12:16 & 12:46 - 1:13 | 55 | 12:16 - 12:41 |
| 4th (1st lunch) | 12:13 - 1:13 | 60 | 11:43 - 12:08 |
| 5th Period | 1:18 - 2:14 | 56 | |
| 6th Period | 2:19 - 3:15 | 56 | |

Wednesday

| Period | Class Time | Minutes | Lunch |
|-------------|---------------|---------|-------|
| 1st Bell | 8:05 - 8:15 | 10 | |
| 1st Period | 8:15 - 9:11 | 56 | |
| 2nd Period | 9:16 - 10:12 | 56 | |
| 3rd Period | 10:17 - 11:13 | 56 | |
| FLEX | 11:13 - 11:43 | 56 | |

| | | | |
|-----------------|------------------------------|----|---------------|
| 4th (3rd lunch) | 11:48 - 12:48 | 60 | 12:48 - 1:13 |
| 4th (2nd lunch) | 11:48 - 12:16 & 12:46 - 1:13 | 55 | 12:16 - 12:41 |
| 4th (1st lunch) | 12:13 - 1:13 | 60 | 11:43 - 12:08 |
| 5th Period | 1:18 - 2:14 | 56 | |
| 6th Period | 2:19 - 3:15 | 56 | |

Thursday

| Period | Class Time | Minutes | Lunch |
|-----------------|-------------------------------|---------|---------------|
| 1st Bell | 8:05 - 8:15 | 10 | |
| 1st Period | 8:15 - 9:11 | 56 | |
| 2nd Period | 9:16 - 10:12 | 56 | |
| 3rd Period | 10:17 - 11:13 | 56 | |
| 4th (3rd lunch) | 11:18 - 12:18 | 60 | 12:18 - 12:43 |
| 4th (2nd lunch) | 11:18 - 11:46 & 12:16 - 12:43 | 55 | 11:46 - 12:11 |
| 4th (1st lunch) | 11:43 - 12:43 | 60 | 11:13 - 11:38 |
| 5th Period | 12:48 - 1:44 | 56 | |
| FLEX | 1:44 - 2:14 | 56 | |
| 6th Period | 2:19 - 3:15 | 56 | |

Friday

| Period | Class Time | Minutes | Lunch |
|-----------------|-------------------------------|---------|---------------|
| 1st Bell | 8:05 - 8:15 | 10 | |
| 1st Period | 8:15 - 9:11 | 56 | |
| 2nd Period | 9:16 - 10:12 | 56 | |
| 3rd Period | 10:17 - 11:13 | 56 | |
| 4th (3rd lunch) | 11:18 - 12:18 | 60 | 12:18 - 12:43 |
| 4th (2nd lunch) | 11:18 - 11:46 & 12:16 - 12:43 | 55 | 11:46 - 12:11 |
| 4th (1st lunch) | 11:43 - 12:43 | 60 | 11:13 - 11:38 |
| 5th Period | 12:48 - 1:44 | 56 | |
| 6th Period | 1:49 - 2:45 | 56 | |
| FLEX | 2:45 - 3:15 | 56 | |

*Students will not be released during their lunch break. If you have an appointment scheduled for that time, the student should be checked out prior to the start of lunch.

** Students will not be released during the last 30 minutes of the day. If you need to pick up your child early, please do so before 2:45pm. This is for the safety and security of all students.

ARC Important Dates - Fall Semester



| | |
|--|---|
| First Day of School | Tuesday, August 6 |
| Labor Day Holiday | Monday, September 2 |
| Yearbook Picture Day | Tuesday, August 13 |
| Ring Ceremony | TBD |
| Open House | Friday, August 2 from 3:00-7:00pm |
| Progress Reports Issued | Thursday, September 5 |
| Senior Picture Make-up Day | Monday, October 21 |
| School Council Meeting | Monday, September 16 at 3:00pm |
| Make-up Picture Day | Monday, September 16 |
| End of First Nine Weeks | Monday, October 7 |
| PSAT (10 th Graders) | Wednesday, October 16 |
| ARC Hall of Fame Ceremony | Thursday, October 17 at 6:00pm |
| Professional Learning - No School | Wednesday, August 21 |
| Report Cards Go Home | Thursday, October 17 |
| Honor Roll Ice Cream Party | Thursday, October 24 (during lunch) |
| Homecoming (vs. Greenbrier) | Friday, October 4 |
| Veteran's Day Holiday | Monday, November 11 |
| Progress Reports Issued | Thursday, November 14 |
| School Council Meeting | Monday, November 18 at 3:00pm |
| Thanksgiving Holidays | Monday, Nov. 25 – Friday, Nov. 29 |
| End of Course Tests (semester courses only) | Monday, December 16-Friday, December 20 |
| End of Second Nine Weeks | Friday, December 20 |
| Christmas/Winter Break | December 23, 2019- January 6, 2020 |

ARC Important Dates - Spring Semester



| | |
|---|-------------------------------------|
| Beginning of 3 rd Nine Weeks | Tuesday, January 7, 2020 |
| Report Card Issued | Thursday, January 9 |
| Honor Roll Ice Cream Party | Thursday, January 16 (during lunch) |
| M.L. King Holiday | Monday, January 20 |
| Progress Reports | Thursday, February 6 |
| School Council Meeting | Monday, February 10 at 3:00pm |
| End of Third Nine Weeks | Thursday, March 12 |
| Report Card Issued | Thursday, March 19 |
| Honor Roll Ice Cream Party | Thursday, March 26 (during lunch) |
| Spring Break | April 6, 2020-April 13, 2020 |
| Good Friday Holiday | Friday, April 10 |
| School Council Meeting | Monday, April 20 at 3:00pm |
| Progress Reports Issued | Thursday, April 25 |
| Senior Week | Monday, April 27-May 1 |
| ARC Honors Night | Wednesday, April 22 at 6:00pm |
| Junior-Senior Prom | Friday, May 1 at 7:30pm |
| End of Course Tests | Monday, April 27-Friday, May 8 |
| IB Exams | April 30-May 21 |
| Exams | May 18, 19, 20, 21 |
| Last Day of School | Thursday, May 21 |
| Graduation | Thursday, May 28 at 10:30am |

What is IB?

The International Baccalaureate® (IB) is a non-profit educational foundation, motivated by its mission, focused on the student. IB's four programmes help develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalizing world. Founded in 1968, IB currently works with 3,633 schools in 146 countries to develop and offer four challenging programmes to over 1,117,000 students aged 3 to 19 years.

The IB offers four programmes for students aged 3 to 19. The programmes can be offered individually or as a continuum by IB World Schools.

- The Primary Years Programme (PYP) for students aged 3 to 12 started in 1997
- The Middle Years Programme (MYP) for students aged 11 to 16 started in 1994
- The Diploma Programme for students aged 16 to 19 started in 1968 with first examinations in 1970 and is now offered by 2,452 IB World Schools.
- The Career-related Certificate (IBCC) for students aged 16 to 19 is a new programme within the IB.

What is the Diploma Programme?

The IB Diploma Programme (DP) is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 19, for success at university and life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students. The programme has gained recognition and respect from the world's leading universities.

The Diploma Programme Core

The extended essay asks students to engage in independent research through an in-depth study of a question relating to one of the DP subjects they are studying. The world studies extended essay option allows students to focus on a topic of global significance which they examine through the lens of at least two DP subjects.

Theory of knowledge develops a coherent approach to learning that unifies the academic disciplines. In this course on critical thinking, students inquire into the nature of knowing and deepen their understanding of knowledge as a human construction.

Creativity, action, service (CAS) involves students in a range of activities alongside their academic studies throughout the Diploma Programme. Creativity encourages students to engage in the arts and creative thinking. Action seeks to develop a healthy lifestyle through physical activity. Service with the community offers a vehicle for a new learning with academic value. The three strands of CAS enhance students' personal and interpersonal development through experiential learning and enable journeys of self-discovery.

For more information about the IB Diploma Programme at ARC, please contact the Assistant Principal, Mr. Guinn (guinnsc@boe.richmond.k12.ga.us) and or the IB Dean, Mrs. Carson Thompson (thompca@boe.richmond.k12.ga.us) or visit the [ARC IB website](#).

ARC Athletics

Eligibility

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

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

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

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

Age

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

Limits of Participation

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

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

| | | | |
|--|-------------------------|--|---------------------------------------|
| Athletic Director | Chequita Stephens | Wrestling Head Coach | Joseph Cordova |
| Football Head Coach | Lyle Burns | Swimming Head Coach | Marcial Rodriguez |
| Cheerleading Head Coach | Zulailed Rivera | Baseball Head Coach | Brian Lewis |
| Softball Head Coach | Susanmarie Harden | Soccer Boys Head Coach Girls Head Coach | Kevin Scheyer Kevin Scheyer |
| Volleyball Head Coach | David Bradberry | Track Boys Head Coach Girls Head Coach | Michael Buckshaw Chequita Stephens |
| Cross County Head Coach | Kevin Scheyer | Boys/Girls Golf | John Loebel |
| Basketball Boys Head Coach Girls Head Coach | Steve Nobles Vacancy | Boys/Girls Tennis | Marcial Rodriguez |

School-Wide Discipline Plan

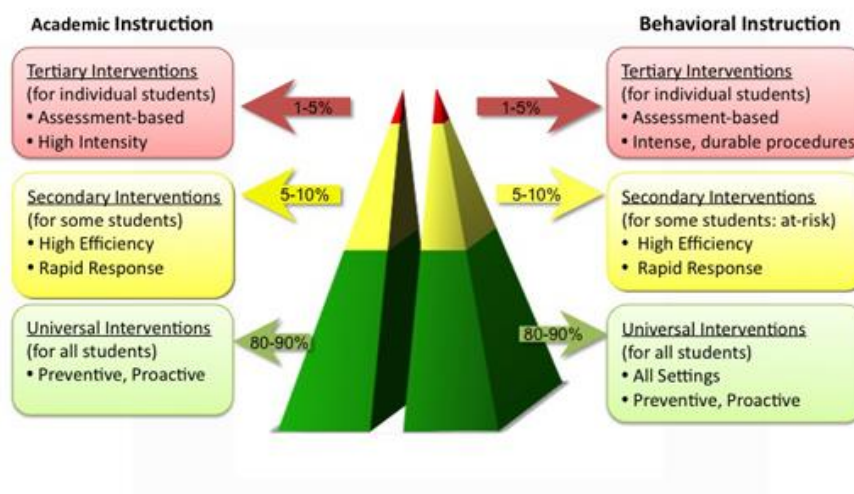
Introduction

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

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

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

Designing Schoolwide Systems for Student Success



Source: www.pbis.org

Figure 1: School-Wide PBIS National Three Tier Model

Georgia Four Tier Model

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

plan to bring more *focused attention and* more intensive instructional assistance that comprises Tier 2.

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

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

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

Tier 1 – Standards-Based Classroom Learning:

All students participate in general education learning that includes:

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

Tier 2 – Needs-Based Learning:

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

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

Tier 3 – SST-Driven Learning:

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

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

Tier 4 – Specially- Designed Learning:

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

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

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

School-Wide Behavior Expectations

All students are expected to

- Keep the school and learning environment clean
- Walk directly to their destination
- Use business language
- Dress appropriately for the setting
- Follow staff directions
- Be on time
- Bring all necessary materials

Classroom Consequences

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

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

Questions?

For help or information, call (706) 737-7152, fax (706) 737-7155, or visit our website at www.arc.rcboe.org.

| | | |
|---------------------------|--------------------------|--|
| Principal | Jason Medlin | medlija@boe.richmond.k12.ga.us |
| Secretary to Principal | Hyacinth Turner | turnehy@boe.richmond.k12.ga.us ext. 1563 |
| Assistant Principal | Kyshone Cortinez | cortiky@boe.richmond.k12.ga.us ext. 1574 |
| Assistant Principal/IB | Scott Guinn | guinnsc@boe.richmond.k12.ga.us ext. 1575 |
| Assistant Principal | Chequita Stephens | stephch@boe.richmond.k12.ga.us ext. 1560 |
| Assistant Principal | John Germany | germajo@boe.richmond.k12.ga.us ext. 1566 |
| MYP Coordinator | Carson Thompson | thompca@boe.richmond.k12.ga.us ext. 1584 |
| Main Office | Diana Register | regisdi@boe.richmond.k12.ga.us ext. 1554 |
| Main Office | Patricia Kelly | kellypa@boe.richmond.k12.ga.us ext. 1553 |
| Bookkeeper | Jeanice Barrett | barreje@boe.richmond.k12.ga.us ext. 1565 |
| Registrar | Dorothy Johnson | johnsdo@boe.richmond.k12.ga.us ext. 1564 |
| Guidance Counselor | Sonya Weaver | weaveso@boe.richmond.k12.ga.us ext. 1586 |
| Guidance Counselor | Rhonda Howard | howarrh@boe.richmond.k12.ga.us ext. 1569 |
| Guidance Counselor | Juretta Thomas | thomaju@boe.richmond.k12.ga.us ext. 1570 |
| Guidance Counselor | Cindy Conner | conneci@boe.richmond.k12.ga.us ext. 1585 |
| Guidance Secretary | Denise Jenkins | jacksde@boe.richmond.k12.ga.us ext. 1571 |
| Media Specialist | Laura West | westla@boe.richmond.k12.ga.us ext. 1581 |
| Media Assistant | Julie Harris | harriju@boe.richmond.k12.ga.us ext. 1567 |
| Athletic Director | Vacancy | vacant@boe.richmond.k12.ga.us ext. 1588 |
| School Nutrition Manager | Virginia Jones | jonesvi1@boe.richmond.k12.ga.us ext. 1555 |
| Nurse | Barbara Washington | washiba@boe.richmond.k12.ga.us ext. 1577 |
| Public Safety Office | (706) 737-7152 ext. 1561 | |
| RCSS Central Office | (706) 826-1000 | |
| Transportation Department | (706) 796-4777 | |

End of Course Test

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

- **Mathematics**
 - Algebra
 - Geometry
- **Social Studies**
 - United States History
 - Economics/Business/Free Enterprise
- **Science**
 - Biology
 - Physical Science
- **English Language Arts**
 - Ninth Grade Literature and Composition
 - American Literature and Composition

What is the Purpose of the EOC?

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

Who is required to take the EOC?

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

How does the EOC affect the student's grade?

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

- For students enrolled in grade nine for the first time before July 1, 2011, the EOC counts as 15% of the final grade.
- For students enrolled in grade nine for the first time on July 1, 2011 or after, the EOC counts as 20% of the final grade.

When are the EOC administered?

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

Graduation Requirements

All students must use their Georgia College 411 account to track their progress and apply for colleges (see [GA College 411](#)). If you have not already done so, go to www.GAcollege411.org and click "Create an Account." For specific information regarding graduation requirements in Georgia, refer to Georgia Code Law [160-4-2-.48](#).

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

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

ARC School Policies and Procedures

Accreditation

Academy of Richmond County is accredited by the Southern Association of Colleges and Schools (SACS).

Attendance

A school year consists of 180 school days. Georgia law requires that all students between six and sixteen years of age attend school regularly. A written note from the parent explaining the child's absences is required when the child returns to school. The note must be taken to Mrs. Harris in the Media Center or Mrs. Register in the Front Office. Absences will be deemed excused or unexcused according to the [Richmond County School System Code of Conduct](#). Students who have an excused absence will have five days upon their return to school to make up work. Missed work can be found by going to the teacher's web page. **It is the student's responsibility to set**

up dates and times for makeup work. In the event of an unexcused absence, teachers may or may not allow students to make up work. This is strictly at the teacher's discretion.

If the student was not counted present for the school day, the student will not be allowed to participate in any extra-curricular, co-curricular activities or cooperative work experience that day. A student must be present for at least 4 periods in order to be counted present for the school day.

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

Examples of excused absences are as follows:

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

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

Bicycles

Students will be allowed to ride bicycles to school if the following rules are followed. Bike riders must wear helmets, as this is a state law. Bicycles must be stored in the bike racks provided. Bike locks are strongly recommended, but not required. The school will not be responsible for stolen or damaged bicycles. Parents should discuss with their children traffic safety precautions and the best travel route before allowing them to ride their bicycles to school. Please visit the [Georgia Safe Routes to School](#) website for more information on bicycle and pedestrian safety.

Board of Education Meetings

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

Books and Materials

The subject area teachers will issue textbooks to students. All textbooks, media center books, and supplemental materials are to be returned at the end of each course. Prior to or at final exams, students who have lost books will be informed of the amount owed. Failure to pay for

lost or damaged items will result in the student not receiving his/her report card. In the case of a graduating senior, the diploma will be withheld.

Buses

Riding a school bus is a privilege extended to students. This privilege may be taken away at any time for disruptive behavior. Rules of conduct for students being transported by bus are contained in the [*Richmond County Uniform Code of Student Conduct and Discipline Handbook*](#) furnished to each parent at registration. Buses will be loaded and ready for departure at 2:30 p.m.

The bus driver is responsible for the students' conduct while on the bus. In case of misconduct on the bus, the driver will refer the student to the attention of the school principal. On the first offense, the student will receive a verbal warning. A copy of the referral stating that further offenses will result in suspension will be sent to parents for a second referral. The third referral will result in suspension of riding privileges for a period of up to ten days. Fourth referrals may result in loss of riding privileges for a longer period or for the remainder of the school year. Any of the above steps may be eliminated according to the seriousness of the offense as determined by the principal.

Conduct at the bus stop and to and from the bus stop is also covered by the above stated policy. Rules and consequences stated in the *Richmond County Uniform Code of Student Conduct and Discipline Handbook* apply to bus and bus stop behaviors and take priority over the above stated policy.

Students may ride assigned buses only. Requests to ride different buses to different locations must be made in writing by the student's parent/guardian. Students should bring the written request to the office upon arrival at school so it can be verified by phone and a copy made to keep on file. The original request with a note stating that it was verified will be given back to the student to give the bus driver.

Car Riders

Car riders will be released at 3:15 each day. Parents are asked to remain in their cars in the car pick-up lane. When parking is necessary, visitors must use the parking lot only, rather than parking along the driveway/road. Parents should follow the flow of traffic entering on Musketeer Way from Baker Street, proceeding through the magnolia trees to the front of the school, and exiting between the softball field and tennis courts.

Students are expected to remain in their classrooms until they are dismissed. Students will not be called to the office after 2:45 p.m. If a parent must pick a child up early for an appointment or other reason, he/she should sign the student out of school prior to 2:45 pm.

Closed Campus

ARC operates a closed campus. Students must stay on school grounds from the time they arrive until dismissal. Students who ride the bus to school, are dropped off, or drive may not leave school unless they have signed out through the main office. Students who drive to school must obtain a parking permit. Students with driving privileges who need to leave campus for scheduled appointments must provide a written note from a parent stating the reason the student must leave. This written note must be given to Mrs. Register in the front office upon arrival. Mrs. Register will call the parent to verify the note before allowing the student to sign out. Students who sign out early will receive a tardy (according to the Richmond County tardy policy). Students who leave campus without signing out appropriately through the office will be

disciplined according to the [Richmond County Uniform Code of Student Conduct and Discipline Handbook](#).

Current Address/Zone Adherence

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

Cutting School and/or Classes

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

Dress Code

ARC adheres to the system's dress code policy. Students should be appropriately dressed for work and physical education. Sneaker/tennis style shoes are recommended for daily wear. Dress shoes, sandals, or open-toed shoes are not recommended for daily wear. Although shorts may be worn, they should be of appropriate length. Students in violation of the RCSS dress code will be disciplined according to the [Richmond County Uniform Code of Student Conduct and Discipline Handbook](#).

Early Dismissal

The expectation is that students remain at school for the full instructional day. Valuable instruction is missed when students leave for a portion of the day. In addition, the teacher and class must be interrupted to call the student to the office. Parents who must pick up students early due to an emergency or unavoidable circumstance should report directly to the office, where students must be signed out. Students will be released only to persons listed on the registration card or as identified in written authorization for a particular occasion. A student leaving early will receive a tardy (see Tardy Policy). If your child has a doctor's appointment, the doctor's excuse should be turned in to the office the following morning. The tardy will be excused at that time.

Students will not be released during the student's lunch period or during the final 30 minutes of the school day. This is for the safety of all students and staff. Any student needing to leave during those times should be signed out prior to lunch or 2:45.

Emergencies

An emergency telephone number must be listed on each student's registration card. If a student gets sick at school or if the school needs to get in touch with the parent due to an emergency, there must be a way of doing so. Telephone numbers of relatives, friends, or neighbors who can be contacted in the event of an emergency are required in order to complete registration. When no available number can be found, a referral to the school social worker or DFACS will be made.

Entrance

Please use the designated driveway entrances only. Students, staff, and visitors should use the main entrance on Baker Street. During morning drop-off and afternoon dismissal, parents are asked to make a continuous, on-way loop entering on Musketeer Way, proceeding to the front of the school via the Magnolia trees, and turning left to exit near the softball field. This is for the safety of all students, staff, and visitors. Entering through the exit only side of the parking lot creates a danger for all drivers.

Eye/Ear/Dental Exam Certificate and Immunization

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

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

Field Trips and School Events

During the school year, parents may be asked to give permission for their child to go on a class field trip. A form will be sent home for the legal guardian's signature before a student will be permitted to go on a field trip. Any student who has not returned the signed permission form to participate will remain at school under the supervision of another classroom teacher.

Field trips are for students enrolled in ARC and not are younger and/or older sibling. Siblings attending ARC are not allowed to go on field trips with a brother or sister in another class. Parents who wish to chaperone a trip must have a current volunteer card/status on file (see Volunteer Policy).

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

Final Exams Policy

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

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

Gifted Program

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education and the [Richmond County School System Gifted Policy](#). Students may qualify on mental abilities and achievement or on three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

EXAMPLES

Grades 3 – 12:

John has the required total mental abilities score of 96th percentile and an achievement score at the 90th percentile. He qualifies for placement.

Grades K – 12:

Mary has the required mental abilities component score at the 96th percentile but not the 90th percent on achievement. She will be given a test of creativity and rated on motivation. If creativity and motivation meet requirements of the 90th percentile, Mary will qualify for placement. Mary could qualify if her mental ability test was not high enough but achievement scores, creativity, and motivation were. Other combinations of the four components are possible.

Grades K – 2:

Students in K-2 who score at the 99th percentile composite score on a mental abilities test will automatically qualify on that score alone.

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

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

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

Grades

Students' grades will be based on daily classroom participation, projects, progress tests (usually on a weekly basis), summative exams, and homework. Teachers will send home papers and update Infinite Campus on a weekly basis. Parents are encouraged to check students' grades online weekly. Parents who have questions regarding grades and/or the grading procedure should

contact the student's teacher or the guidance office at 706-737-7152 ext. 1571 to schedule a parent/teacher conference.

Homework

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

Honor Graduates

All high schools will have a Valedictorian and Salutatorian. All other students with an average of ninety and above will be honor graduates. These students will be selected at the end of the first semester of their senior year. Averages may not be rounded to determine qualification. To be selected as the Valedictorian (highest average in the class) or Salutatorian (second highest average in the class) for a school, the student must have taken all junior and senior course work in Richmond County. Students enrolled in the senior year program at Augusta Tech should be excluded as possible candidates. Students enrolled in the Joint Enrollment program are prospective candidates. The Valedictorian and Salutatorian must be enrolled in the school from which they are chosen first and second semesters of their senior year. If students vying for Valedictorian or Salutatorian have identical averages, the second semester average shall be considered. If a tie remains, the student with the highest SAT verbal and math total will be Valedictorian or Salutatorian.

Honor Roll

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

Nine Weeks Honors

A. Academic

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

B. Academic and Conduct

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

ARC School will follow the Richmond County grading scale. The scale is:

A= 90 – 100

C= 75 - 79

F= 69 – below

B= 80 – 89

D = 74 - 70

Insurance

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

Internet

All precautions are taken to insure that students do not access web sites that are not appropriate for students. Parents/guardians will be required to sign an Internet use form to grant permission for their child to use the computer to search the web for academic research.

Lockers

Lockers may be rented for a fee of \$10.00 for the school year. During the first week of school, lockers may be purchased from the homeroom teacher. Lockers are not to be shared. Valuables should not be brought to school. Neither Richmond Academy nor the Richmond County Board of Education will be liable for items stolen from lockers. Combinations should be turned fully before leaving the locker.

Lost and Found

A lost and found area is maintained at school for items turned in to the office. If a student is missing something, either the student or the parent should check the lost and found located near the front office. Any items not collected by the end of the school year will be donated to a local charity.

Meals

Breakfast and lunch are served each day. All student meals are free. Per federal guidelines, students who bring their own lunches are not allowed to bring canned or bottled drinks or fast food bags/containers. Microwaves are not available for underclassmen use. Any meals brought from home should not require the use of a microwave at school.

Medicines

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

- I. LONG TERM PRESCRIPTION MEDICINES
 1. A completed form shall be on file for each child requiring long term medication or medicine. Such form shall include:
 - a. Name of child, address and phone number
 - b. Name of medicine and medication
 - c. Purpose of medicine and medication
 - d. An official label must be on the container of medicine or medication
 - e. Physician's requirements specifying frequency (dosage) and method of administration
 - f. Physician's description of anticipated reactions of child to medicine or medication
 - g. Instructions for school personnel to follow in the event of side effects
 - h. Termination date for administering medicine or a medication statement that medicine is to be given for an indefinite period of time
 - i. Parent(s) or legal guardian(s) signature approving the administration of the medicine or medication
 - j. Physician's signature
 2. Long term medication will not be administered to students unless the above conditions are followed.
- II. SHORT TERM PRESCRIPTION MEDICINES (10 OR LESS SCHOOL DAYS)
 1. Short term medication will not be given unless a completed form obtained from the school office is on file for each child requiring medication or medicine or unless the information received in writing by the school contains the following:
 - a. All medicine must be in its appropriate bottle or container.

- b. Such bottle shall have a label with the name of the student, name of the medicine, doctor's requirement for how to administer, frequency of dosage, and termination date.
- c. In addition, there shall be a note signed by the parent giving permission for the medicine to be administered and a phone number where the parent could be reached.

III. OVER THE COUNTER MEDICATION

- 1. Before over the counter medication can be administered to students, there must be a signed note from the parent authorizing such administration; setting forth the dosage; the frequency; and the termination date.
- 2. All such over the counter medicines must be in the original containers with the child's name taped to the bottle.
- 3. Such medicines shall be administered by the principal or the principal's designee or the school nurse. The principal may designate for the counter medicines to be administered by the classroom teacher or office personnel, depending on what would be appropriate under circumstances. This applies to over the counter medicines only.
- 4. All medication, including inhalers, should be brought to and picked up from school by a parent, not sent on the bus with the student.

IV. Asthma

- 1. All students with asthma must have an asthma action plan filled out by their doctor. Parents may obtain the asthma action plan from the school nurse.

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

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

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

Parent Access to Student Records

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

Parent-Teacher Conferences

Teachers are available to meet with parents on a continuing basis throughout the year. Conferences may be initiated by teachers, parents, or the principal. Parents are asked to contact the teacher or call the guidance office at 706-737-7152 ext. 1571 to schedule conferences.

Parking/Student Pickup & Arrival

Student parking is located behind the gym only. Parking lots are available in the front of the school for faculty, staff, and visitors. Parking should not occur in driveways, yellow curb areas or bus

drop off areas. Students should be dropped off and pick up in front of the school at the flag pole. Please be courteous of others and have your child ready for drop-off when it's your turn. Pedestrians should use the crosswalk. Parents and visitors should not block other cars by parking behind them in the parking lot, even for a short time.

Personal Property

No student shall possess radios, electronic games, cellular phones, or any other device or items which disrupt or interfere with any lawful mission, process, or function of the school. Confiscation and punishment as outlined in the *Richmond County Uniform Code of Student Conduct and Discipline Handbook* will be followed. In addition, cameras, expensive watches or jewelry, videos, games, and/or large sums of money should not be brought to school. If such items are brought without authorized permission, parents will be called to pick up the item. The school is not responsible for personal items brought to school.

Promotion Policy

A copy of the county [promotion policy](#) is given to parents at the beginning of each school year.

Promotion Requirements:

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

Public Displays of Affection (PDA)

Hugging, kissing, holding hands and other public displays of affection are not permitted on school grounds.

Release of Students/Custodial Rights

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

Report Cards

Report cards are sent home at the end of each nine-week grading period.

Safety

Every effort is made to assure that your child is safe at school. All staff members have been given instructions on procedures related to fire drills, natural disasters and external violence. Evacuation plans are posted inside each classroom. Please note that the only exterior door that will be open after the 8:15 bell will be the front door by the main office. All visitors are asked to stop by the front office to get a visitor's pass upon entering the building.

Schedule Changes

Every effort is made to ensure student schedules are correct. If there is an error in the student's schedule (i.e., incorrect class, double class, pathway credit, etc.), the student will meet with the guidance counselor to make the necessary changes. Schedules are not changed based on student preferences for teachers, classmates, or other personal reasons. Once schedules are finalized, no

changes will be made. If there is a concern related to a particular class, the student and parent are encouraged to schedule a parent-teacher conference to resolve any questions or concerns. Conferences can be schedule by calling the guidance secretary, Ms. Jenkins, at 706-737-7152 ext. 1571.

School Council

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

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

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

School Hours

The school instructional day begins at 8:15 a.m. Students arriving after that time will be marked tardy. **Students should never be dropped off or sent to school before 7:45 am.** Car riders or walkers eating breakfast should arrive when the breakfast line is open from 7:45 – 8:05 a.m. Arrival of students riding buses is determined by the individual bus route schedules. Students who are eating breakfast should report directly to the cafeteria; students not eating breakfast will go directly to the gym to be supervised (if they arrive between 7:30-7:45). All students may report to their classrooms or lockers at 7:20 am. Student dismissal occurs at 3:15. Car riders should be picked up by 3:30.

School Newspaper

The ARC student-published newspaper, [The Musketeer](#), can be accessed at the following website: <http://arcnewspaper.weebly.com/>. Parents and students are encouraged to check the site periodically for the latest edition.

Social Security Numbers

Social Security numbers are requested to be used for identification purposes. The student's social security card should be presented at registration. A copy will be made and the card returned.

Standardized Testing

Each school year, standardized tests are given to specified grade levels. Parents will be notified when students are scheduled to take one of these tests. A copy of test scores will be sent home, and parents will be offered an opportunity to schedule a conference for discussion of test results.

Student Deliveries

Students may not receive flowers, balloons, presents or other deliveries of this nature at school. Parents are requested to celebrate special occasions and holidays in the home. Students are not

allowed to have food/lunch delivered from restaurants or other delivery services. Students should eat in the cafeteria or bring a nutritious meal from home. Parents are discouraged from bringing lunch to their students during the lunch period.

Student Parking

Students must have a valid parking permit hanging from the interior mirror. Parking permits are purchased at a cost of \$25.00. Students must have proof of insurance and a valid driver's license. The following rules apply to students who drive:

1. Must have a parking permit
2. Always secure your vehicle
3. Obey all traffic laws and speed limits while operating motor vehicle on campus
4. Student drivers who leave school without appropriate permission are subject to having their parking permit revoked.

Student vehicles are subject to search by administration if there is reasonable suspicion that the vehicle contains illegal contraband or a weapon. RCSD canine units will do unannounced searches throughout the year of all buildings and parking lots.

Tardies

A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell. The accumulation of unexcused tardies will warrant disciplinary action. The accumulation of excused tardies will not warrant disciplinary action; however, there are very few excuses for tardiness which will be accepted as a valid reason for tardiness. Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency. The lawful excuses for tardiness are as follows:

- Instances where the student has a medical or dental appointment, which cannot reasonably be scheduled outside of the school day. A signed written statement from the appropriate physician shall be required to validate a tardy for a medical or dental reason.
- Appearances before a court when required by subpoena. A copy of said subpoena is to be furnished to the school to validate a tardiness caused by a court appearance.
- In special situations, which rarely happen, but are not likely to recur, such as when a parent brings a child to school, if the principal concurs with the circumstances.

The following procedures will be followed according to county policy each semester for tardiness to school, homeroom, and /or class:

- A Shout Point call will alert parents each time a student is tardy
- 5th Tardy – a letter will be sent home with child
- 11th Tardy - ISS (2 days)
- 16th Tardy - OSS (1 day)
- 21st Tardy - OSS (3 days)
- All subsequent tardies will result in a recommendation for placement at the Alternative School.

Telephone

The school telephone is to be used by students for **emergencies** only. Cell phones are not allowed. The school will adhere to the RCSS cell phone policy and procedures regarding confiscated phones. Student messages received by the office will be passed on to the student between classes, unless it is an urgent message.

Tobacco Free Environment

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

Transcripts

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

Visitors

Visitors are required to stop at the school office upon arrival. Parents are asked to check with the student's teacher before visiting and upon arrival report to the school office to receive a pass. All visitors on campus must comply with the school system visitor's guidelines (see page 4). Former students who do not have official business are not to be on campus. First offense will result in a criminal trespassing warning. The second offense will result in a charge of criminal trespassing and possibly arrest. This policy is in place to insure the safety of students, faculty and staff and to minimize the amount of disruption to instruction.

Volunteers

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

Withdrawal

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

ARC Clubs and Organizations

Academic Decathlon Team—Students are involved in local and state competition. Teams are made up of 3 “A” students, 3 “B” students and 3 “C” students. These students represent their school in various academic bowl tournaments.

Sponsor: Mr. Bradberry

Art Club—Promotes art activities in the school and community.

Sponsor: Mrs. Johnson

Chorus—Promotes school spirit by singing at concerts in the school, in other school, and in the community.

Sponsor: Ms. Ashley Bridgeforth

Richmond Academy Players—Provide students an opportunity to experience all facets of a theatrical production. Our mission is to help students develop strong work ethics, learn to work in all areas of theatre, with all kinds of people, while learning to prioritize their time, maintain their grades, problem solve and persevere until the job is completed in an excellent manner.

Sponsor: Ms. Katharine Anne Howard

Drill Team—Represents the school in community parades, military parades and competes interscholastically with other drill teams throughout the Southeast. Limited to JROTC members.

Sponsor: Mr. Harris

Junior Council—Promotes many worthwhile activities for the student body, coordinates homecoming activities and prom.

Sponsor: Ms. L. West

FBLA (Future Business Leaders of America)—Promote leadership and job skills and training through competitions and workshops.

Sponsor: Ms. Cheeley

Band—The band program will enrich students’ knowledge of music through performance of literature that will enable each member to learn to make good musical judgments, learn about the history of music and express themselves through the performance of the music. Band members compete at District Band and All-State competitions. They also perform the half time shows during football season and concerts at various times throughout the school year. Students also attend band camp.

Band Director: Mr. Outen

FCCLA (Family Career Community Leaders of America)—Promote family and consumer growth. Promotes a growing appreciation of the jobs and satisfactions of home-making. Any student who has had homemaking in either middle or senior high school is eligible.

Sponsor: Ms. Washington

Senior Council—Promotes activities such as Senior Week
Sponsor: Ms. Weaver

Student Council—Promotes school spirit and citizenship. Students are nominated and voted on by their peers
Sponsor: Ms. Moss

Color Guard—JROTC unit that present colors at different events at school and at other venues.

Rifle Team—Represents ARC in all rifle marksmanship competitions and is not limited to JROTC cadets.

BETA—The mission of the BETA club is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in students. Must have an overall average of 90 in full credit subjects taken.

Sponsor:

Saber Club—Provides entertainment and recreation for the members of the club, betterment of the Military Dept. Membership is limited to cadet officers in JROTC.
Sponsor: Chief Jenkins

Science Olympiad—Promote critical thinking and problem-solving skills. Builds a competitive spirit through applying Science in technology, engineering and lab events.

DECA—Prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.
Sponsor: Ms. Jordan

Pep Club—Promotes school spirit for various sports.

Yearbook—The mission of the yearbook staff is to provide a resource to students, faculty and alumni which captures the most outstanding and memorable moments of the year and records the history of the school. Students wishing to be on yearbook must apply.

Sponsor: Ms. K. West

Interact Club—A civic oriented club that is involved in school and community service projects. Sponsor: Mr. Loebel

Math Team—Students compete against other high school on the local, state and district levels.
Sponsor: Ms. Prouty

SkillsUSA- The mission is to empower its members to become world-class workers, leaders and responsible American citizens. At the heart of this mission are SkillsUSA's core values: integrity, responsibility, citizenship, service and respect. SkillsUSA Georgia is focused on serving high

school students involved in Architecture, Construction, Communication, Cosmetology, Public Safety, and Transportation pathways.
Sponsor: Ms. Jordan

Richmond Academy Club and Activities Acknowledgement Form

By our signatures, my parent/guardian and I hereby acknowledge that we have received, read and understand the information about the clubs and organizations offered to students at Richmond Academy.

By our signature, my parent/guardian and I hereby acknowledge that we have received, read the statement below.

I DO NOT wish for my child to participate in the ARC clubs and/or organizations checked below:

- | | | | |
|--|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Academic Decathlon Team | <input type="checkbox"/> Animation | <input type="checkbox"/> Art Club | <input type="checkbox"/> SkillsUSA |
| <input type="checkbox"/> DECA | <input type="checkbox"/> Chorus | <input type="checkbox"/> Drama Club | <input type="checkbox"/> Drill Team |
| <input type="checkbox"/> Junior Council | <input type="checkbox"/> FBLA | <input type="checkbox"/> Band | <input type="checkbox"/> FCCLA |
| <input type="checkbox"/> Senior Council | <input type="checkbox"/> Student Council | <input type="checkbox"/> SADD | <input type="checkbox"/> BETA |
| <input type="checkbox"/> National Honor Society | <input type="checkbox"/> Color Guard | <input type="checkbox"/> TSA | <input type="checkbox"/> Math |
| <input type="checkbox"/> Peer Mediator | <input type="checkbox"/> Yearbook | <input type="checkbox"/> FCA | |
| <input type="checkbox"/> Science Olympiad | <input type="checkbox"/> Interact | <input type="checkbox"/> VOCA | |

Student Signature

Date

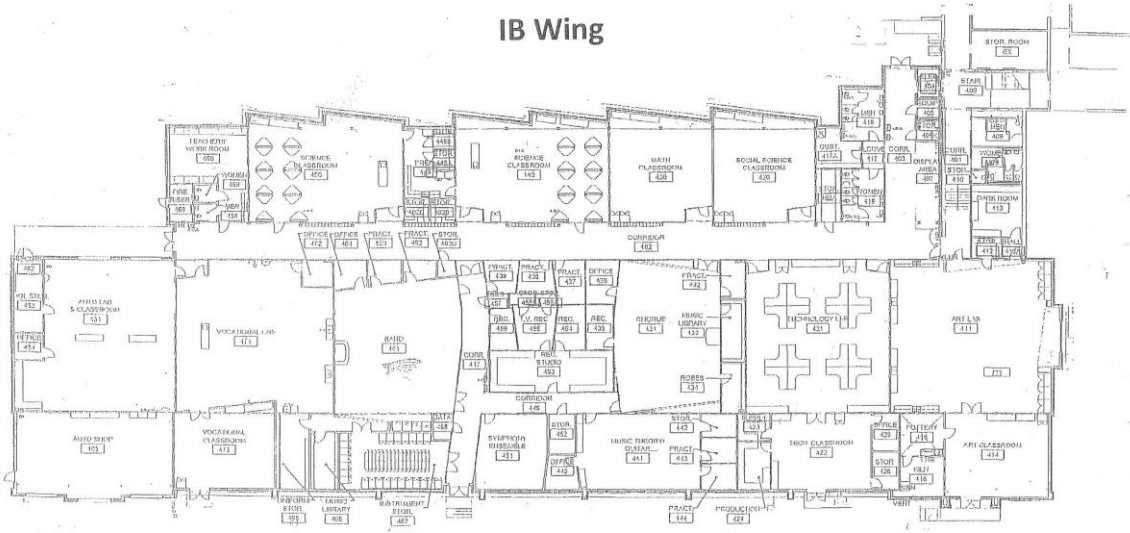
Parent Signature

Date

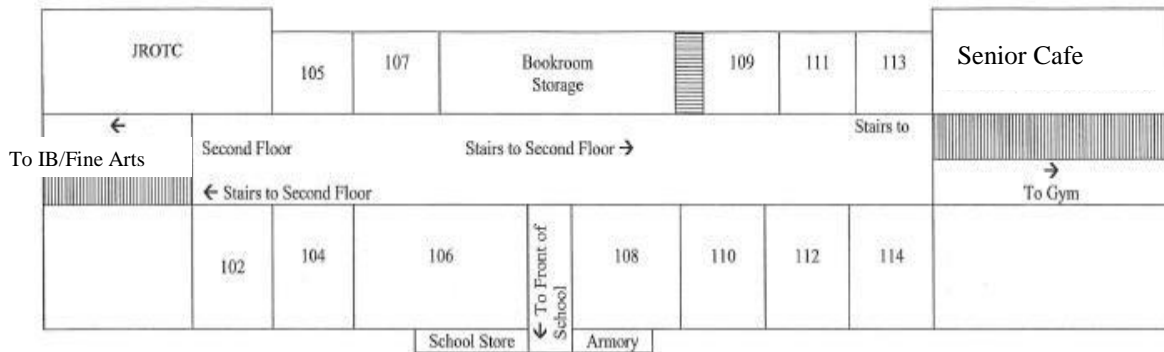
Please detach this page after signing and have your student return to his/her first period teacher during the first week of school.

“Learning Today...Leading Tomorrow”
The Mission of the Richmond County School System is to educate students to become lifelong learners and productive citizens.

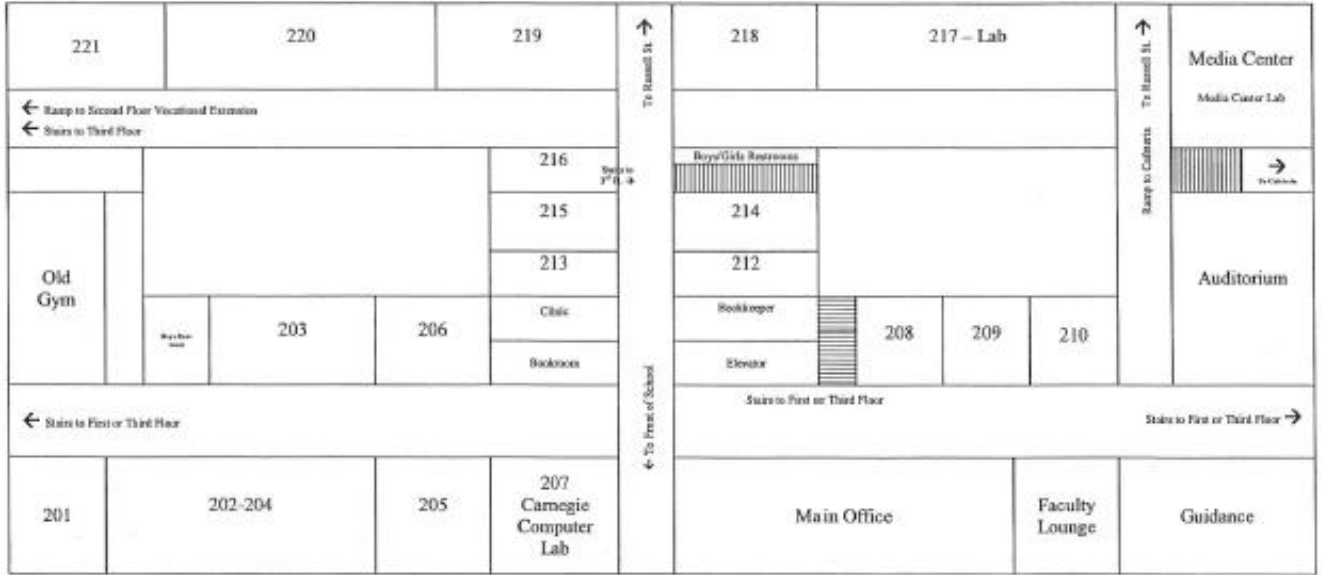
IB Wing



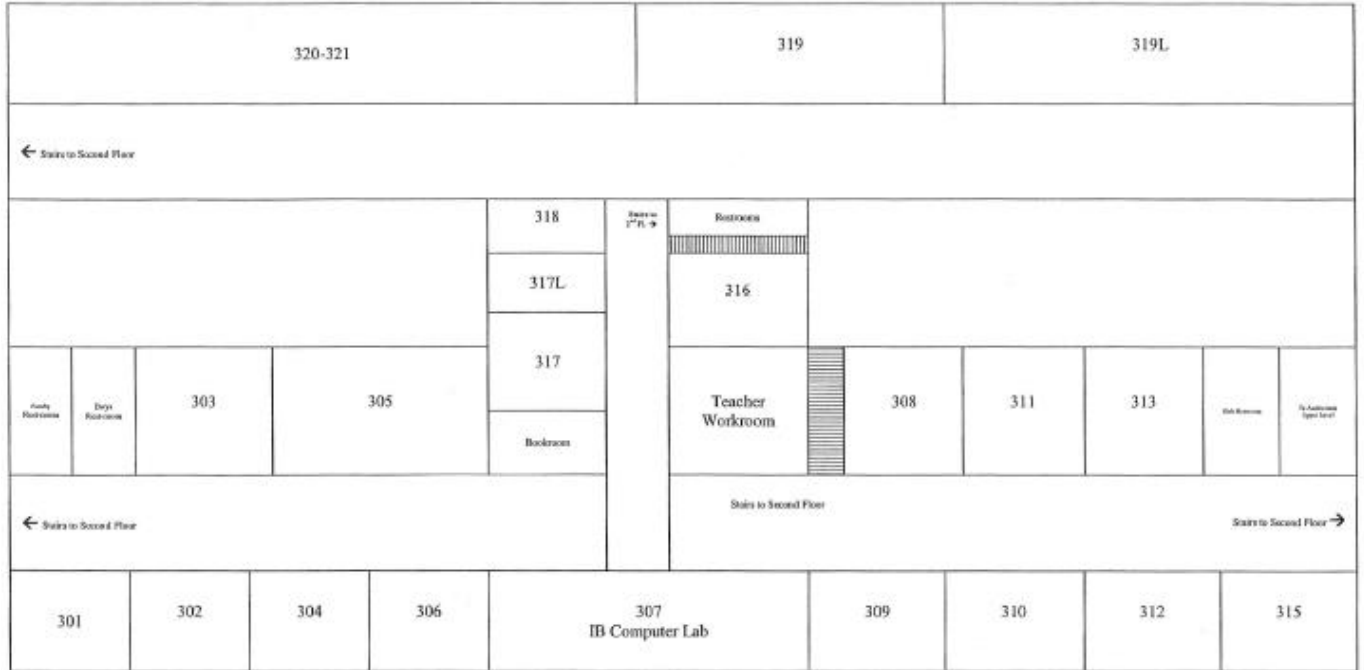
First Floor

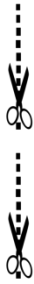


Second Floor



ARC Third Floor





I have read the Academy of Richmond County Parent & Student Handbook for 2019 – 2020. I will contact the school if I have any questions regarding this handbook and/or the Richmond County Board of Education’s Code of Conduct Handbook that I was given at registration.

Parent Signature

Date



Child’s Name

Teacher

