

# **Performance Learning Center Student Handbook 2024-2025**



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**"The Tassel is Worth the Hassle"**

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## **Introduction**

This Student Handbook sets forth some general guidance for parents and students enrolled in the Performance Learning Center (PLC). PLC is a non-traditional school program, subject to the rules and regulations of the Richmond County School System.

## **Target Market**

- High school students with the desire to earn their high school diploma in a non-traditional setting.
- Students who desire a smaller, self-paced learning environment with access to community resources.
- High school students who have the desire to develop soft skills and access opportunities to prepare for the workforce to include application completion, mock interviews, and dressing for success.

## **Benefits for PLC Students**

- Smaller class sizes within learning communities
- Self-paced instruction with timelines
- Opportunity to accelerate course completions
- Graduate with their home school
- Participate in extra-curricular activities with their home school
- Access to community mentors
- Restorative practices to develop problem-solving and relationship building skills
- More flexibility with a modified schedule
- Opportunity to earn a high school diploma vs. GED
- Fresh start

**PLC FALCULTY AND STAFF 2024-2025**

<b>ROOM ASSIGNMENTS</b>	<b>NAME</b>	<b>POSITION</b>	<b>EXTENSION</b>
203/A	Bennett, Antoinette	Bookkeeper	1389
224	Booker, Brian	Math Teacher	1329
201 (Shared)	Bridges, Valencia	SPED Teacher	1403
262	Bush, Consquella	Registrar	1339
263	Campbell, Allison	Transition Facilitator	1336
210	Crockett, Debra	Social Studies Teacher	1319
Main Office 261/B	Dr. Dixon-Golden Lueisha	Assistant Program Administrator	5656
209	Corporal Dubois	School Security	1327
264	Falcons Nest	Teacher Lounge	1388
214	Dr. Marshall, Merofier	ELA Teacher	1309
203/B	Dr. Mcrae, Ny	Program Administrator	1301
213	Dr. Miller, Sam	Math Teacher	4933
Main Office 261/A	Murry, Christy	Discipline Attendance Clerk	1300
207	Dr. Pitter, Silburn	CTAE Teacher	4996
220	Pontoo, Glenn	Social Studies Teacher	1328
262	Pugh, Tisheka	School Counselor	1302
223	Regitko, Brian	PE/Health Teacher	1385
Media Center 1 <sup>st</sup> Floor	Sheppard, Nicole	Media Specialist	4932
208	Slaughter, Torri	ELA Teacher	1330
262	Snead, Kysalyn	Social Worker	1322
	Thornton, Vivian	School Counselor (PT)	
268	Dr. Ward, Judy	PLC Online (E-School)	1326
212	Worthy, Monica	Science Teacher	2999
	<b>VACANT</b>	Science Teacher	
201 (Shared)	<b>VACANT</b>	SPED Teacher	1311
<b>GYM</b>		<b>GYM</b>	1827
Success Center	Lewis, Thelma	Food Service	4983
Success Center	Mungo, Kimberly		5719
DJJ	Dr. Amistad, Audrey	Mr. Cleave, Ms. Crawford, Pascal, Franklin	5204
Juvenile Court	Juvenile Court		5204
Sandhills/GNETS	Sandhills/GNETS		1303
Success Center	England, Sonya		5734
School Nurse	Elam, Brenda		1318

# PLC Bell Schedule 2024- 2025

7:30 AM - 8:15 AM	Morning Duty
7:45 AM - 8:15 AM	Breakfast
<b>8:15 AM – 8:20 AM</b>	Transition to 1 <sup>st</sup> Period
8:20 AM - 9:40 AM	1 <sup>st</sup> Period
9:40 AM - 9:45 AM	Class Change
9:45 AM - 11:10 AM	2 <sup>nd</sup> Period
11:10 AM - 11:15 AM	Class Change to 3 <sup>rd</sup> Period
<b>11:15 AM -11:20 AM</b>	Students In class prior to lunch transition
11:20 AM - 11:50 AM	1 <sup>st</sup> Lunch
<b>11:50 AM – 11:55 AM</b>	Students Transition from Lunch
11:55 AM - 12:25 PM	2 <sup>nd</sup> Lunch
<b>12:25 PM – 12:30 PM</b>	Students Transition from Lunch
12:30 PM - 1:40 PM	3 <sup>rd</sup> Period Continued
1:40 PM - 1:45 PM	Class Change
1:45 PM - 3:10 PM	4 <sup>th</sup> Period
3:10 PM - 3:30 PM	Dismissal

## PLC Teacher Planning Schedule

NO Students PE/SS 1 <sup>st</sup> Period	PE/SS Planning 1 <sup>st</sup> Period
NO Students CTAE/Science 2 <sup>nd</sup> Period	CTAE/Science 2 <sup>nd</sup> Planning Period
NO Students Math 3 <sup>rd</sup> Period	Math Planning 3 <sup>rd</sup> Period
NO Students ELA 4 <sup>th</sup> Period	ELA Planning 4 <sup>th</sup> Period

## **Mission**

To educate the whole child, empowering them to become productive citizens in their community through the development of personalized learning programs and one-on-one relationships with caring adults.

## **Vision**

Richmond County PLC will provide an equitable education for all students to prepare them for life beyond the classroom.

## **Beliefs**

Richmond County PLC is committed to graduating students from high school by creating a nurturing environment through which:

1. Every person has the right to a quality education.
2. Education is the shared responsibility of the individual, home, school, and community.
3. Every person can learn.
4. Respect and acceptance are essential for learning and personal development.
5. A safe, healthy and orderly environment is essential to learning.
6. Communication is the key to understanding among people.
7. Excellence cannot be compromised.
8. Building trusted relationships with students, staff, and the community gives each a voice to achieve the mission and experience success.

## **Governing Principles of Richmond County PLC**

- Each student will master curriculum and a set of skills that prepare the student for success for life beyond the classroom.
- The climate of the center emphasizes caring, high expectations, support, trust, dignity, and a professional learning environment.
- The students are responsible for their education and instructors will provide guidance in the learning process.
- Learning is documented and assessed with tools that measure mastered skills and performance-based outcomes.
- Support and resources are provided to assist students in meeting all standards.
- Parents and local community members are essential collaborators and vital partners of the PLC.

## 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.GAcolllege411.org](http://www.GAcolllege411.org) and click "Create an Account." For specific information regarding graduation requirements in Georgia, refer to Georgia Code Law 160-4-2-.48.

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

## Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher through Edgenuity. The weighting for each category of graded activity may vary from course to course.

## Academic Probation

You are expected to make 3% progress daily in each course. This means by the end of the 9 weeks a student should have at least 4 classes (2 credits) completed. If you have not completed at least 2 classes by the end of 9 weeks, you will be placed on academic probation. While on academic probation, a conference will be held with the administrative team to develop an academic success plan.

Students who have not completed a minimum of 6 classes (3 credits) by the end of the semester are at risk of being remanded back to their home school. An exit meeting will be conducted with the MTSS team.

## 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 4 twelve content area assessments:

**Mathematics:** Algebra I

**Social Studies:** United States History

**Science:** Biology

**English Language Arts:** American Literature and Composition

## **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.

## **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 on July 1, 2011, or after, the EOC counts as 10% of the final grade.

## **Student Classroom Expectations**

### **1. Be on time**

- Be present and on time every day. Students should be in the classroom before the tardy bell rings.

### **2. Taking notes**

- You will be given a spiral notebook for notes for each class. You are required to take notes for each class. All written notes should contain the student's name, date, and title of the unit/lesson on the top left-hand side of the page. Guided notes may be used.

### **3. Edgenuity**

- Edgenuity is accessed by logging into Launchpad.
- Edgenuity requires alertness. Stay awake and pay attention during class! Leave distractions at home – cellphones are not allowed during instruction. Since your courses are self-paced, student-to-student interaction should be limited to between classes and lunch, unless directed by your teacher.
- Students are expected to work both at school and at home to make adequate progress. Meeting progress monitoring expectations determines students' ability to continue in the PLC program.

### **4. Headphone Usage**

- Only use headphones with a wire are allowed at the PLC. Properly wear the provided wired headphones/earbuds during all vocabulary and lecture activities. Viewing Edgenuity lectures without sound, streaming music during lectures, or accessing alternate websites during lectures is not permitted.



## **5. Cell Phone Usage Is Not Allowed**

- Cell phones will only be permitted during breakfast, lunchtime, and dismissal at the PLC. Cell phones are to remain in your laptop bag throughout the instructional day.

## **6. Computer Usage**

- Use computers only for school-related work activities. You should not access games, email, instant messaging, online social forums, music sites, or other programs not approved by your teachers.
- Tampering with or altering the function of the PLC computer equipment is not permitted. Please notify your teacher if your computer is not working correctly.

## **7. No Profanity**

- Always use school-appropriate language in the building. Swearing or vulgar language is not appropriate. Please keep conversations G-rated or E for everyone.

## **8. Ticket out the Door**

- Check your progress report to see if you will need to put in extra time outside the school day to stay on track for course completion.
- Be sure to log off properly to maintain the accuracy of your grades and protect your course security.
- Make sure your workstation is clean, collect all your personal belongings and throw away any trash you leave.

## **9. Dress Code (Striving for professionalism).**

- PLC 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.

### **○ Examples of What Is Not Acceptable:**

- ✓ Sagging pants (revealing underwear)

- ✓ See through clothing
- ✓ Slippers or Slides (House/shower shoes) SAFETY CONCERNS
- ✓ Jeans with no holes above the knee
- ✓ Hoodies
- ✓ T-shirts with suggestive obscene, drug, alcohol, tobacco or racial references
- ✓ Low cut revealing blouses/shirts; no visible cleavage
- ✓ Ski Masks
- ✓ No midriff shirts or tank tops

## **School Climate**

### **Student Responsibilities and Expectations**

- Attend a non-traditional program that incorporates computer-based instruction.
- Maintain attendance at a rate of 90%.
- Follow all guidelines and rules of the PLC and listed in the Richmond County Student Code of Conduct.
- Obey all rules and policies concerning behavior and conduct as determined by the Performance Learning Center and school district, including dress code and acceptable computer use guidelines.
- Meet the requirements for graduation from the school district in order to receive a diploma from home high school.
- If you are in violation of the computer-use agreement, you will receive a warning the first time. The second time you violate the computer-use agreement, you will be sent home for the rest of the day.
- Bookbags are not allowed.
- You are expected to work diligently on your coursework by completing the assignments on and offline. If you have been locked out of an assignment (or test), you will have to begin the lesson over at the starting point.
- Students are to remain in the Performance Learning Center designated areas and use the appropriate entrance and exit doors.
- Public Displays of Affection (PDA) Hugging, kissing, holding hands and other public displays of affection are not permitted on school grounds.
- Cell phone usage is not permitted in classrooms or labs.
- Students who complete the required graduations credits are required to graduate from their zone (home) school.

- **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 (ex. UberEats, GrubHub, etc.). 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.

### **PLC Parent/Guardian Involvement**

PLC staff members work together with parents/guardians to improve and enhance students' professional development and academic performance. PLC staff members recognize that two-way communication through personal contact is extremely valuable. Therefore, they not only provide information to parents/guardians on a regular basis but also provide opportunities for parents to voice their comments and concerns. Teachers will send home a conference sheet twice 9 weeks grading period.

### **Attendance**

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 Ms. Murray 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. It is the student's responsibility to set up dates and times for makeup work. A student must be present for at least 2 periods in order to be counted present for the school day. Each grading period, students with perfect attendance for the period will receive recognition.

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

## **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.

## **ALCOHOL, TOBACCO, and VAPE PENS**

All Richmond County School District properties are tobacco and alcohol-free school zones.

## **Visitors**

Visitors are required to stop at the school office upon arrival. All visitors on campus must comply with the school system visitor's guidelines. Former students who do not have official business are not to be on campus. This policy is in place to insure the safety of students, faculty and staff and to minimize the amount of disruption to instruction.

## **Social-Emotional Learning**

PLC participates in active social-emotional learning throughout the school day.

## **IMPORTANT TERMS TO KNOW**

*Affective Language/ "I" Messages-* are a way to communicate to another person how they have affected you by their behavior.

*Check-In-* allows educators to quickly and easily ask students how they are doing right now—focusing on students' well-being, learning environment and social-emotional. growth—and then use the information to plan community wide or targeted supports in response.

*Culture Camp-* a way to reinforce the academic and classwork expectations discussed at the beginning of the multi-systems approach.

*Intervention-* is a strategy used to teach a new skill, build fluency in a skill, or encourage a child to apply an existing skill to a new situation or setting.

*Restorative Practices-* promotes inclusiveness, relationship-building and problem-solving through such restorative methods as circles.

*Social contract-* a collaboratively created framework for behavior expectations in the classroom. Students and teachers work together to design an agreement for classroom norms, rules and consequences. Contracts should be developed and agreed upon by all class members.

*Temperature Check-* quick check-ins to see how students are doing using a number or symbol.

*Tier 1-* educational and behavioral expectations for all students.

*Tier 2-* educational and behavioral expectations for students that need more intensive resources (15%-20% of student populations).

*Town Hall-* community-wide check in; includes temperature check in (*see above definitions for check-in and temperature check in*).

*Work based learning-* is a set of instructional strategies that engages employers and schools in providing learning experiences for students.

**Performance Learning Center Acknowledgement  
2024-2025**



I have reviewed and do acknowledge receipt of the 2023-24 PLC Student handbook. I understand that adherence to the rules and regulations at PLC will determine my ability to remain within the program.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_