



# Student Handbook

Congratulations Class of  
**2018**

**Richmond County Technical Career Magnet School**

A Handbook to Guide **You** to Success

**“Experience the Difference”  
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**\*Forms must be turned into your student’s first period teacher during the first week of school.**

*“Greatness is in you”*

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## Message to Students....

**Welcome Back Students** and let’s make this the most exciting year ever. You may ask **how**. It’s possible through intense focus and determination to **be the best**. We can achieve this goal through a collective effort of all team members (teachers, students, parents, administration, community, & support staff) working together. Our goal as educators is to teach and lead you to excellence through continuous learning, passion and dedication to the profession. Our goal is to provide you with opportunities that will support your dreams and goals as you enjoy your learning experience in high school. A great writer once penned- “A man will perish in a land of plenty,” so my question to every student, is this. **Are you taking advantage of your opportunities of abundance?** What are you waiting on RCTCM students? As we begin the school year, I want you to begin planning for your future. Ask yourself, **Am I investing the time and energy** and taking advantage of all the available opportunities? Let’s take inventory of the following resources and services:

1. Conducive Learning Environments
2. Master Teachers
3. Learning Enrichment & Redelivery
4. Tutoring sessions (AM or After school)
5. Early College (starting at 9<sup>th</sup>-12<sup>th</sup>, state funded)
6. Student Organizations & Sports
7. Speakers
8. Work Experiences with a variety of Industries
9. National Certifications
10. Field Trip
11. Service Learning
12. Humanitarian Projects & so many other opportunities

### **How to Achieve these Goals:**

**O- Organize It**

**A- Assess It**

**B- Reach It**

Students begin to challenge yourself and stretch your learning experiences to meet and exceed expectations. If you allow yourself to learn new concepts and improve on areas of weakness through practice, your learning will increase, but you will also increase your growth mindset and never become content with your current ability to learn.

**Let’s Go** and make a difference today and change the future through strong **work ethics (W.E.)**, determination and the will to win big. Have an amazing year because greatness is in each and every one of **YOU**.

Principal Clark ☺

Vision ~ Creating a World Class School w/ World Class Learners

Mission ~ Career Pathways Leading to a Profession

Slogan ~ Experience the Difference

Creed ~ A New Day, a New Way to Educate

“We are what we repeatedly do, *Excellence*, then is not an act, but its *habit*.”  
Aristotle

# Congratulation Class of 2018



June 1, 2018 @

Welcome to RCTCM



**The Tiger's Roar**

## 1.2 SCHOOL HISTORY

**Congratulations** new and returning students and parents! We are excited about your arrival to Richmond County Technical Career Magnet School, “**RCTCM**”. This is the beginning of a new educational experience that will prepare your child for the 21st century workforce. Welcome to RCTCM, an experience you will remember forever. Our history begins with you and every student to follow.

Our goal is to provide a canvas of learning at its highest level so that all students will succeed. The world is very excited and eagerly awaiting for RCTCM students to paint and sculpt a new beginning into society.

Our students and faculty will have a large responsibility in shaping the school culture, setting high standards of excellence in all areas. We are looking forward to the wonderful gifts your child will contribute to RCTCM’s history.

Our goal and mission is to create— **“A World Class School with World Class Learners.”**

*“Greatness is in YOU.”*

Melisa Clark

Principal

## First Semester

Open House	Thursday, July 28
Registration Online	June 7 – July 21
<b>First Day of School</b>	<b>Monday, August 7</b>
Progress Reports Issued/ White Tiger Parent Night 5-6	Thursday, September 1
Labor Day Holiday	Monday, September 4
Last Day of 1 <sup>st</sup> Nine Weeks	Wednesday, October 11
District Professional Learning	Friday, October 6
Columbus Day	Monday, October 9
Report Cards Go Home	Thursday, October 19
Progress Reports Issued/WTPN	Wednesday, November 1
Veteran's Day Holiday	Friday, November 10
Thanksgiving Holidays	November 20-24
End of 2 <sup>nd</sup> Nine Weeks	Thursday, December 21
GA Milestones Economics	December 18-20
Christmas Break	December 22- January 8, 2018

## Second Semester

School Based Professional Learning	Monday, January 8
Beginning of 2 <sup>nd</sup> Semester	Tuesday, January 9
Report Card Issued	Friday, January 12
M.L. King Holiday	Monday, January 15
Progress Reports /WTPN	Wednesday, February 7
President's Day	Monday, February 19
District Professional Learning	Tuesday, February 20
End of 3 <sup>rd</sup> Nine Weeks	Thursday, March 15
Report Card Issued	Thursday, March 22
Easter Holiday	Friday, March 30
Spring Break	April 2, 3, 4, 5, 6, 7, 8, 9
Progress Reports Issued/WTPN	Tuesday, April 24
GA Milestones	April 30-May 11
Exams	May 21, 22, 23,24,25
Last Day of School/Early Release	Friday, May 25
Memorial Day Holiday	Monday, May 28
Post Planning	May 30-June 1
Graduation	May 30-June 1
Report Card Mail-out	Friday, June 1

## RCTCM Daily Bell Schedules Monday/Wednesday & Tuesday/Thursday

A/B Schedule 2017-2018 MW/TTH Regular Schedule				
CLASS		Start/ Tardy	End	Class Time
Breakfast/Student		7:10 AM		
Teachers Report		7:45 AM		
First Bell		7:50 AM		
1st/2nd		8:00 AM	9:35 AM	1:35
3rd/4th		9:40 AM	11:10 AM	1:30
5th/6th		11:15 AM	1:35 PM	1:30
1st Lunch/DEF		11:05 AM	11:35 AM	0:30
2nd Lunch/Middle		11:50 AM	12:20 PM	0:30
3 <sup>rd</sup> Lunch/A/B		12:40 PM	1:10 PM	0:30
5 <sup>th</sup> /6 <sup>th</sup> DEF		11:40 AM	1:10 PM	
Literacy Time*		1:20 PM	1:35 PM	0:15
7th/8th		1:40 PM	3:10 PM	1:30
End of Day for Teachers				3:45 PM

\* Students **MUST** read during this time. There will be no talking.



# RCTCM Daily Bell Schedules

## Friday

2017-2018 FRIDAY Regular Schedule				
CLASS		Start/ Tardy	End	Class Time
Breakfast/Student		7:10 AM		
Teachers Report		7:45 AM		
First Bell		7:50 AM		
1st Period		8:00 AM	8:40 AM	0:40
2nd Period		8:45 AM	9:25 AM	0:40
3rd Period		9:30 AM	10:10 AM	0:40
4th Period		10:15 AM	10:55 AM	0:40
Clubs		11:00 AM	11:40 AM	0:40
5 <sup>th</sup> Period		11:45 AM	12:55AM	0:40
1st Lunch		11:45 AM	12:15 PM	0:30
6th Period		1:00 PM	1:40 PM	0:40
2nd Lunch		12:25 PM	12:55 PM	0:30
7th Period		1:45 PM	2:25 PM	0:40
8th Period		2:30 PM	3:10 PM	0:40
End of Day for Teachers			3:45 PM	

**For Help or Information**

TCM main number (706) 823-5580	Fax (706) 796-4889
Principal	Melisa Clark
Assistant Principal	Angela Moore
Main Office	Erika Baker
Bookkeeper	Brenda Elam
Media Center	Velveeta Tanksley
Guidance	Jamil Miller
Student Data Collection Specialist	Doris James
Guidance Secretary	Elvie Price
Social Worker	Jean Rochelle Brown
Nurse	Phyllis McGahee
Lunchroom Manager	Ashley Whitener
Director of High Schools (706) 826-1000	Dr. Malinda Cobb
RCSS Central Office (706) 826-1000	Nannette Barnes
Transportation (706) 796-4777	Jimmy Wiley

## 2017 – 2018 White Tiger Staff

### Teachers

Ms. Patricia Burke  
 Coach Stevie Berry  
 Ms. April Clyburn  
 Ms. Crystal Crawford  
 Ms. April Demsko  
 Ms. Yushever Jones  
 Ms. Marcia Crawford  
 Ms. Adrienne Turner  
 Ms. Karen Mack  
 Mr. Rahman Bowick  
 Mr. Eddie Byrd  
 Ms. Bonnie Sanders  
 Dr. Sharon Doe  
 Ms. Nathalie Pace  
 Ms. Carla Biley  
 Ms. Shirley Holston  
 Mr. Darryl Stewart  
 Mr. Frank Jefferson  
 Ms. Deiera Evans  
 Ms. Constance Morgan  
 Ms. Ansley Tyler  
 Mr. Al Young  
 Ms. Esther Lake  
 Mr. Moss  
 Dr. Barry Garman  
 Ms. Young  
 Mr. Lorenzo Williams

Spanish  
 PE & Health  
 PE & Health  
 Social Studies/Fin. Literacy  
 Social Studies  
 Social Studies  
 English Language Arts  
 English Language Arts  
 English Language Arts  
 Mathematics  
 Mathematics  
 Mathematics  
 Science  
 Science  
 Science  
 Energy Systems & Electronics  
 Cyber Security  
 Computer Networking  
 Bus Tech  
 MS Math/Sci  
 MS Lit/SS  
 Broadcast Video  
 SPED  
 Music  
 Orchestra  
 ISS  
 Art

### Admin Staff

Erika Baker  
 Elvie Price  
 Brenda Elam  
 Doris James  
 Jamil Miller  
 Velveeta Tanksley

### Custodial Staff

Victor Thomas, Head  
 Eric Patterson, Asst. Head  
 Sara Bush-Fair  
 Margret Thomas  
 Stephanie Tyree

### Nurse

Phyllis McGahee

### Cafeteria Staff

Monique Baldwin  
 Gail Blackwell  
 Lowraine Murray  
 Cynthia Walton  
 Ashley Whitener, Manager

## General Information

### Attendance

Students who are absent from school are required to *bring a written excuse the next day* that the student is back in school. The note must be taken to the front office. The front office will make a determination if the absence is excused or unexcused.

**The state would like for students to miss no more than 6 days of school per year. We will conduct home visits if you exceed the 6<sup>th</sup> day.**

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.** In the event of an unexcused absence, teachers may or may not allow students to make up work. This is strictly at the teachers' discretion.

Examples of excused absences are as follows:

1. Personal illness. However, 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.**

**Students with 10 or more unexcused absences will be referred to the Department of Driver Services.**

### Early Dismissal

A student who wishes to leave school must bring a written request 24 hours in advance of the dismissal, stating the reason for dismissal. Once approved for dismissal, no student may leave with any person unless that person is listed on the approved list to pick up that student.

### Specific Attendance Issues

Richmond County Technical Career Magnet High School does not recognize or condone any type of student cut day. These absences are deemed unexcused.

### Closed Campus

RCTCM operates a closed campus to non-dual enrollment students. Students must stay on school grounds from the time they arrive until dismissal and must check out through the main office. Students that drive to school must obtain a parking permit from the front office for a fee.

### **Visitors on Campus**

All visitors must have official business in order to be on campus, and must check in with the front office upon entering the campus to obtain a pass. 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 trespass and possible arrest. This policy is in place to insure the safety of students, faculty, and staff and to minimize the amount of disruption to instruction.

### **Telephone Messages**

Telephones in the office are for official business and emergency use. Messages received by the office will be passed on to the student between classes, unless it is an urgent message.

### **Grading Procedures**

#### **1. Grades:**

Student performance shall be recorded on the permanent record using numerical grades. These numerical grades represent the following letter grades.

**A** Shall represent an average of 90-100

**B** Shall represent an average of 80-89

**C** Shall represent an average of 75-79.

**D** Shall represent an average of 70-74

**F** Shall represent an average of below 70

#### **2. Exams:** Final Exams will count for 20% of the overall grade for each high school course.

Georgia Milestone Assessments may not be exempted. Final Exams for students in grades

9-12 may be exempted provided students meet the following requirements:

a. 90 average or above in the course

b. No more than 6 non-school related absences for a year-long course and 5 for semester course.

#### **3. Transferring Grades and Credits from Accredited and Non-Accredited Schools:**

##### **a. Course Titles:**

Transfer course titles will be changed to the appropriate Richmond County course titles for courses in English, mathematics, science, social studies, foreign language, health, and the specific course Personal Fitness. Transfer elective course titles will be changed to broad categorical titles, such as physical education, business education and other appropriate categories to best meet the description of the appropriate course.

##### **b. Credit:**

##### **Accredited Schools, Non-Traditional Educational Centers and Home Schools:**

(a) Carnegie unit credit received from the schools accredited by a designated regional or state accrediting agency will be accepted as established by

Georgia Board of Education Rules and Richmond County School System.

- (b) Grades of students transferring from schools accredited by a designated regional or state accreditation agency will be recorded as numerical grades.
- (c) For students transferring to a Richmond County School from an accredited school as defined previously the following procedures will be followed:
1. Student grades will be subject to the following conversion scale if the transferring school has not assigned a numerical average.

<b>A+</b>	= 99	<b>B+</b>	= 89	<b>C+</b>	= 79	<b>D+</b>	= 73	<b>F</b>	= 65
<b>A</b>	= 95	<b>B</b>	= 85	<b>C</b>	= 76	<b>D</b>	= 72		
<b>A-</b>	= 90	<b>B-</b>	= 80	<b>C-</b>	= 74	<b>D-</b>	= 70		

2. In cases where the issuing school uses a grading scale different from Richmond County's the numerical grade to be recorded will be derived by the following steps:
  - a. Converting the transferred numerical grade to a letter grade according to the issuing school's grading scale, and then,
  - b. Assigning a numerical grade based on the preceding conversion scale.
3. If grades of pass or fail are received, the following procedure must be applied:
  - a. Fail will be recorded as "F", and no credit will be included in the calculation of the cumulative average;
  - b. Pass will be recorded as "P", and no credit will be included in the calculation of the cumulative average.
4. If a situation occurs where the above procedures adversely affects the academic standing of the student, a request for transcript review may be made to the school administration. If dissatisfied with the decision of the school administrator a written request may be made to the School Principal for an appeal to the Richmond County Transcript Review Committee. A Review Committee consisting of two counselors, Director of Student Services, Director of Curriculum, and the Assistant Superintendent of Instruction will make the final determination. The Review Committee will meet on a quarterly basis to review requests.

**Non-Accredited Schools, Non-Traditional Education Centers and/or Home Schools:**

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

**4. Repeated Courses:**

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

**5. Grade Point Average:**

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

Beginning with the ninth grade class of 2019 (and succeeding years)

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

**6. Honor Roll:**

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

**ALL "A/B" ACADEMIC ACHIEVEMENT HONOR ROLL**

Criteria: "A" or "B" in each subject and "S" in all categories requiring a grade of "S" or "U".

**ALL "A" ACADEMIC ACHIEVEMENT HONOR ROLL**

Criteria: "A" in each subject and "S" in all categories requiring a grade of "S" or "U".

### 7. **Class Rank:**

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

### 8. **Valedictorian/Salutatorian:**

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

Adopted: 4/15, 83, 8/8/2002

Revised: 7/27/04, 8/9/04, 2/1991, 4/16/92

**Reclassified an Administrative Rule: 06/16/2015**

#### Legal Reference

O.C.G.A. 20-2-989.2	Grade Integrity
O.C.G.A 20-2-2190	Procedures for Timely Graduation
O.C.G.A. 20-2-157	Uniform Reporting System (Post-Secondary Op, HOPE, other Financial Aid Eligibility and Scholarships)
Rule 160-3-1-.07	Testing Programs-Student Assessment
Rule 160-4-2-.11	Promotion, Placement and Retention
Rule 160-4-2-.13	Statewide Passing Score
Rule 160-5-1-.15	Awarding Units of Credit and Acceptance of Transfer Credit and/or
Grades	



### **RCTCM Student Requirements**

1. All RCTCM students must complete four hours of community service per month. Students may obtain community service documentation forms from their CTAE teacher or online via the RCTCM website. Completed forms are due to their CTAE teachers by the 1<sup>st</sup> Friday of each month following the service.
2. All RCTCM students must complete a CTAE pathway.
3. Senior students must complete a senior capstone project. Additional information will be provided at a later date.

### **Promotion Requirements**

9 <sup>th</sup> to 10 <sup>th</sup> grade	5 units
10 <sup>th</sup> to 11 <sup>th</sup>	11 units
11 <sup>th</sup> to 12 <sup>th</sup>	18 units
Graduation	23 units

### **Books and Materials**

The subject area teachers via the Media Center will issue textbooks to students. Books 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 not pay for lost or damaged books will result in the student not receiving his/her report card. In the case of a graduating senior, the diploma will be withheld.

### **Changing of Schedules**

Due to year long courses, once schedules are set, changes will only be made on a case by case basis.

### **Fees**

All new students are required to purchase a sweater vest for **\$20.00 by September**.

### **Class Dues by Grade Level**

9 <sup>th</sup>	TBD
10 <sup>th</sup>	TBD
11 <sup>th</sup>	TBD
12 <sup>th</sup>	TBD

### **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. RCTCM and the Richmond County Board of Education will not be liable for items stolen from lockers. Combinations should be turned fully before leaving the locker.

### **Parking**

Students must have a valid parking permit hanging from the interior mirror. Parking permits are purchased through our bookkeeper 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. Secure vehicle
3. Obey all traffic laws and speed limits while operating motor vehicle on campus
4. Student drives that leave school illegally are subject to having 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. RCSS canine units will do unannounced searches throughout the year of all buildings and parking lots.**

### **Gifted Programs**

Richmond County schools provide programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate a higher level of motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievement or on three or four components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grade K-12.

## **Conduct and Discipline Excerpts**

The Richmond County Board of Education Code of Student Conduct and Discipline for students of the Richmond County Public School system will be distributed under separate cover and discussed in a special meeting when it is delivered to the school.

The consequences for violation of classroom and school rules may range from a warning to out of school suspension depending of the nature of the offense and whether such consequences have or have not been assigned by board of education policy. In the absence of assigned consequences for an offense, the school administration reserves the right to decide what the consequences are appropriate for the violation of school rules.

### **Dress Code**

A student shall not dress, groom wear or use emblems, insignias, badges, or symbols where the effect thereof are to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school. (Please see rule 14 in the RCBE Code of Student Conduct and Discipline).

### **Highlights of Rule 14**

1. Head dress (hats, sweat bands and scarves which are meant to be worn outside) is not to be worn inside the school building. Further, caps and any other head wear are to be put in the locker or book bag for the entire day. Students are not allowed to keep their cap, etc. in their hand, on belt, etc.

2. Shirts or Blouses – Shirts including all T-shirts may be worn on the outside of pants, shorts, etc. However, shirt length may not exceed the fingertips with hands straight down while standing tall. Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist.  
Skirts, shorts, skorts and dresses – Skirts, shorts and skorts must be fitted at the waist and should be at the knee area in length. **Note: As a rule of thumb parents may use a dollar bill, held sideways, for a measurement of no more than 2-1/2 inches from the crease at the back of the knee.**
3. Pants and shorts – All pants, including jeans, must be of traditional style should fit accordingly. **NO Cutouts.** If the pants have holes or are distressed between the waist and knee. Leggings must be worn under the pants. (See RCBE Code of Conduct and Discipline for discipline consequences)

### **Rule 1r (We are a Bring Your Own Technology)**

Can be out and used at breakfast, lunch and after school. Cell phones may not be out in the halls or classrooms unless being used for educational purposes. Cell phones can only be used for instructional purposes; improper use will jeopardize the cell phone privilege. The cell phone will be kept at the school until the parent attends a parent teacher/administrator meeting. The second offense will result in 10 day no use in school. The third offense will result in loss of the phone for the remainder of the year. A fourth offense will result in a referral to a tribunal for alternative school. Along with each confiscation each offense will carry ISS or OSS. Please refer to the Richmond County Board of Education Student Code of Conduct and Discipline.

### **Rule 12**

#### Tardiness

A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell.

1 – 10 Tardies	Verbal notification to student by the teacher or appropriate school Official. (Parents will be notified in writing on or around the 5 <sup>th</sup> tardy)
11 <sup>th</sup> Tardy	Three (3) days of In-School suspension
12 – 15 Tardies	Verbal and written notification to student by the appropriate school Official.
16 <sup>th</sup> Tardy	Five (5) days of In-School suspension
17 – 20 Tardies	Verbal and written notification to student by the appropriate school Official.
21 <sup>st</sup> Tardy	Ten (10) days of and may result in a recommendation or expulsion.

### **Rule 10**

Attendance Policy - Juveniles (15 and under) are subject to Truancy Laws. For the purposes of reporting truancy, truant is defined as any child who has more than five days of unexcused absences during the academic year.

Notice to Department of Motor Vehicles. In accordance with O.C.G.A. 40-5-22, the School Board shall notify the DMV if a student has dropped out of school without graduating and has remained out of school for ten (10) consecutive days; or has more than ten (10) school days of unexcused absences in any semester or has been suspended for violating Rule 4, Rule 5, Rule 6(d) or Rule 7 or the Code of Conduct or any sexual offense prohibited under Chapter 6, Title 16 of O.C.G.A.

## **RCTCM Clubs and Organizations**

**Aeronautical Engineering & Rocketry Club**—Provides students with the opportunity to learn about flight through a “hands-on” application of different notions and theories regarding aircraft flight.

**Art Club** -Promote art activities in the school and community.

**FBLA** (Future Business Leaders of America) — Promote leadership and job skills and training through competitions and workshops. Its purpose is to develop competent and aggressive business leadership.

**FCCLA**—Family, Career, Community Leaders of America promotes family and consumer growth. Promotes a growing appreciation of the jobs and satisfactions of homemaking; encourages democracy in the home and community life; works for good home and community life; and furthers interest in home economics. (*Culinary*)

**Freshman Council**—It is composed of freshmen who are interested in promoting school spirit.

**Junior Council** – Plan and decorate for the Prom. Composed of juniors who are interested in promoting school spirit.

**Ladies of Distinction** - To enhance and enrich the lives of youth and adults through national and community based programs and projects.

**Math Club**-Promote higher-level thinking skills in mathematics. To motivate and encourage excellence in mathematics through competition and fun.

**NAC (Nutrition Advisory Councils)** - This group serves as a link between students, school nutrition personnel, administrators and the community. Not only is the group a vehicle to spread the word about the important role good nutrition plays in students’ lives, but it provides important feedback from students on what they like – or don’t like – about their school foodservice program.

**National Honor Society** - The mission of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students.

**NSBE** (National Society of Black Engineering Technical Society) ---Increase awareness and interest in engineering and technology based careers. Focusing primarily on secondary schools, NSBE seeks to increase college enrollment in these careers, with an emphasis on diversity to include women and minority students.

**Poetry Club** - White Tigers Recite is an organization dedicated to the promotion of poetic and cultural enrichment for its members. The understanding of poetry enhances student relations and emphasizes creativity through written and verbal expression. Student will prepare for the White Tiger's poetry slam in the White Tiger Café.

**Science Club**— Benefits its members by increasing their scientific knowledge, by learning to perfect their skills in science and by learning more about current scientific developments.

### **Senior Council**

**SkillsUSA**--- The organization provides many opportunities for leadership development and skills training. Competition in over 70 leadership, related, and trade, industrial, and technical contests is offered at the region and state levels, culminating with the SkillsUSA Championships in Kansas City, Missouri, in June. (*Broadcast Video*)

**Sophomore Council**- Composed of sophomores who are interested in promoting school spirit.

**Spanish Club**-To further understand Hispanic culture.

**Student Council**—Promotes school spirit and citizenship. Students are nominated and voted on by their peers.

**TSA** (Technology Student Association)—Open to students in the Technology classes; promotes technological literacy, leadership, and problem solving, resulting in personal growth and opportunity: local, state, and national competitions. (*Energy Systems & Electronics*)

**Virtual Book Buddy**-To promote reading for enjoyment, to foster discussion around ideas, and to make members more aware of the common interests, problems, and solutions commonly encountered in chosen intellectual property professions.

**Note: All students will be members of CTSO's and will receive a membership card. Membership cards are required to be presented in order to attend each meeting. Sports will be offered – Cross Country, Tennis, Track, Golf, Swimming, Soccer, & Volleyball.**

CTAE department works within the nine Career Technical Student Organizations (CTSO) to enrich the curriculum in the CTAE Pathways

**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.

Also, 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 12<sup>th</sup> grade must have at least 18 units of credit.

Eligibility can be gained or lost at the end of the previous semester.

**Age**

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

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.

## Richmond County Technical Career Magnet School (RCTCM) 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 TCM.

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Aeronautical Engineering & | <input type="checkbox"/> Art Club              | <input type="checkbox"/> Rocketry               |
| <input type="checkbox"/> Beta Club                  | <input type="checkbox"/> Poetry                | <input type="checkbox"/> Chess                  |
| <input type="checkbox"/> Drama Club                 | <input type="checkbox"/> NSBE                  | <input type="checkbox"/> Junior Council         |
| <input type="checkbox"/> FBLA                       | <input type="checkbox"/> Math Club             | <input type="checkbox"/> National Honor Society |
| <input type="checkbox"/> SkillsUSA                  | <input type="checkbox"/> NAC                   | <input type="checkbox"/> Sophomore Council      |
| <input type="checkbox"/> Student Council            | <input type="checkbox"/> TSA                   | <input type="checkbox"/> Virtual Book Buddy     |
| <input type="checkbox"/> Spanish Club               | <input type="checkbox"/> Yearbook              |   |
| <input type="checkbox"/> Key Club                   | <input type="checkbox"/> Science Club          |   |
| <input type="checkbox"/> Animation                  | <input type="checkbox"/> Freshman Council      |   |
| <input type="checkbox"/> FCCLA                      | <input type="checkbox"/> Ladies of Distinction |   |
| <input type="checkbox"/> Senior Council             | <input type="checkbox"/> Other: _____          |   |
| <input type="checkbox"/> Athletics                  |  |   |

\_\_\_\_\_  
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.

**Note: All students are required to be a member of a student organization.**

## Georgia Milestones Assessment System

The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. Students in grades 3 through 8 will take an end-of-grade assessment in each content area, while high school students will take an end-of-course assessment for each of the eight courses designated by the State Board of Education.

Features the Georgia Milestone Assessment System include:

- open-ended (constructed-response) items in language arts and mathematics (all grades and courses);
- a writing component (in response to passages read by students) at every grade level and course within the language arts assessment;
- norm-referenced items in all content areas and courses, to complement the criterion-referenced information and to provide a national comparison; and
- transition to online administration over time, with online administration considered the primary mode of administration and paper-pencil as back-up until the transition is complete.

### What is the purpose of Georgia Milestones?

The Georgia Milestones Assessment System is designed to provide information about how well students are mastering the state-adopted content standards in the core content areas of language arts, mathematics, science, and social studies. Importantly, Georgia Milestones is designed to provide students with critical information about their own achievement and their readiness for their next level of learning – be it the next grade, the next course, or endeavor (college or career). Informing parents, educators, and the public about how well students are learning important content is an essential aspect of any educational assessment and accountability system. Parents, the public, and policy makers, including local school districts and boards of education, can use the results as a barometer of the quality of educational opportunity provided throughout the state of Georgia. As such, Georgia Milestones serves as a key component of the state’s accountability system – the College and Career Ready Performance Index (CCRPI).

### What content areas and grade levels are tested?

Students in grades 3 through 8 will take an end-of-grade assessment in the content areas of language arts, mathematics, science, social studies. These tests are administered towards the end of the school year, typically in April or early May. Each school district selects a local testing window from within the state designated timeframe to administer the end-of-grade measures.



Students at the high school level will take an end-of-course assessment in the following ten courses:

Language Arts

Ninth Grade Literature and Composition

American Literature and Composition

Mathematics

Algebra I (Beginning Winter 2015)

Geometry (Beginning Winter 2015)

Coordinate Algebra

Analytic Geometry

Science

Physical Science

Biology

Social Studies

United States History

Economics/Business/Free Enterprise

Middle school students who are enrolled in one or more of these courses will also take the end-of-course measure. The end-of-course measures are administered at the completion of the course, regardless of the grade level. These measures serve as the final exam for the course, and contribute 20% to the student's final course grade. Each school district selects a local testing window, based on their local school calendar, from within the state-designated testing window.

Dear Parent/Guardian:

**The State Board of Education Rule 160-5-1-.15 (AWARDING UNITS OF CREDIT AND ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES)**, adopted by the Board in April 2013, provides the opportunity for students to “test-out” of any course for which there is an associated EOCT and earn credit for the course through that process. Therefore, credit shall be awarded to students who reach the performance level of “*Exceeds*” on an EOCT taken prior to taking the course.

**EOCT Courses:**

Ninth Grade Literature	Biology
American Literature	Physical Science
Economics	Analytical Geometry
U.S. History	Coordinate Algebra

The guidelines below must be followed for this Opt-out opportunity:

- Students must not be currently or previously enrolled in the course;
- Must have earned a grade of **B** or better in the most recent course that is the same content area of the course for which the student is attempting the EOCT;
- Students must have a recommendation from the teacher of the most recent course in the same content area, or another teacher in the same content area with knowledge of the student’s academic achievement and ability;
- Must not be or previously been enrolled in a course that is of a higher level than the course attempting to opt-out;
- Eligible students are allowed only one opportunity per course to demonstrate subject area competency;
- Students may earn no more than three units of credit by demonstrating subject area competency in this fashion;
- Must have parent/guardian permission if the student is less than 18 years old; and
- Must submit a fee of \$50.00 for each EOCT content area test. (*If the student scores at the “exceeds” level, the \$50.00 fee will be refunded.*)

Students who take advantage of this opportunity and do not meet the performance level of exceeds, must be enrolled in the associated EOCT course and complete the EOCT again at the end of the course regardless of their score on the opt-out version.

**Opt-out Schedule**

August 4, 2015 - American Literature and 9<sup>th</sup> Grade Literature  
 August 5, 2015 - Coordinate Algebra and Analytical Geometry  
 August 6, 2015 - Biology and Physical Science  
 August 7, 2015 – Economics and U.S. History

If you are interested in this opt-out opportunity for your child, please complete the permission form attached and return to the school no later than\_\_\_\_\_.

RICHMOND COUNTY SCHOOLS  
Permission Form for Opt-Out EOCT Tests

School \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

Grade \_\_\_\_\_

Please check the EOCT subject(s) you are requesting for Opt-out Testing

\_\_\_\_\_ 9<sup>th</sup> Grade Literature

\_\_\_\_\_ American Literature

\_\_\_\_\_ Analytical Geometry

\_\_\_\_\_ Coordinate Algebra

\_\_\_\_\_ Biology

\_\_\_\_\_ Physical Science

\_\_\_\_\_ Economics

\_\_\_\_\_ U.S. History

**Please review and check the list below to verify that your child meets the criteria indicated:**

\_\_\_\_\_ My child is not currently or previously been enrolled in the course(s) checked above.

\_\_\_\_\_ My child has earned a grade of B or higher in the most recent course that is the same content area of the course for which he/she is attempting the EOCT.

\_\_\_\_\_ I have contacted my child’s content area teacher/counselor and a letter of recommendation will be provided.

\_\_\_\_\_ My child has not been enrolled in a course that is of a higher level than the one he/she is attempting to opt-out.

I further understand that:

- if my child scores in the “exceeds” category, that grade will be used as a final grade for that course, and will also be used in calculating his/her GPA.
- I will submit payment of \$50.00 for each test requested prior to the testing date(s).
- if my child scores in the “exceeds” category, I will receive a refund. If my child does not score in the “exceeds” category, I will not receive a refund.

My signature below verifies that I have read and understand the guidelines associated with this EOCT Opt-out request.

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Date

### Richmond County Schools Graduation Requirements

**To earn a high school diploma, students must earn the specified 23 Carnegie units.**

REQUIRED AREA OF STUDY	HIGH SCHOOL COURSES
<b>English/Language Arts</b>	<b>4 Units</b> <ul style="list-style-type: none"> <li>• 9th Grade Literature/Composition (1 unit)</li> <li>• American Literature/Composition (1 unit)</li> <li>• 2 Additional Units in English/Language Arts</li> </ul>
<b>Mathematics</b>	<b>4 Units</b> <ul style="list-style-type: none"> <li>• Algebra (1 unit)</li> <li>• Geometry (1 unit)</li> <li>• Algebra II (1 unit)</li> <li>• 4th year math (1unit)</li> </ul> 4th year math options: Advanced Mathematical Decision Making, Pre-Calculus or AP Statistics, Dual Enrollment course or other math courses. *Note: Pre-Calculus is a pre-requisite for AP Calculus
<b>Science</b>	<b>4 Units</b> <ul style="list-style-type: none"> <li>• Biology (1 unit)</li> <li>• Physical Science or Physics (1 unit)</li> <li>• Chemistry, Earth Systems, Environmental Science or an AP course (1 unit)</li> <li>• Additional Science Unit (1 unit)</li> </ul> *Any AP/IB science course may be substituted for the appropriate courses listed above.
<b>Social Studies</b>	<b>3 Units</b> <ul style="list-style-type: none"> <li>• American Government (.5 units)</li> <li>• Economics (.5 units)</li> <li>• World History or AP World History (1 unit)</li> <li>• U.S. History or AP U.S. History (1 unit)</li> </ul>
<b>Health and Physical Education</b>	<b>1 Unit</b> <ul style="list-style-type: none"> <li>• Health and Safety (.5 units)</li> <li>• Personal Fitness (.5 units)*</li> </ul> *Three(3) units of credit in JROTC (Junior Reserve Officer Training Corps) may be used to satisfy the requirements
<b>CTAE (Career Technology, Agriculture, and Education)and/or Fine Arts, and/or Modern Language/Latin</b>	<b>3 Units</b> 3 units in CTAE, Fine Arts or Modern Language/Latin *Students are encouraged to select courses in a focused area of interest
<b>Additional Elective Units</b>	<b>4 Units</b> For students entering a University System of Georgia institution, two units of the same World language is required; many colleges and universities require 3 units.
<b>TOTAL</b>	<b>23 Units</b>

**Richmond County Schools Graduation Requirements  
Move On When Ready (MOWR) Alternate Graduation Option**

Students enrolled in Grade 9 for the first time during 2012-13 (Class of 2016) and thereafter

To earn a high school diploma, students must earn the specified 9 Carnegie units and complete

1. An Associate degree, or
2. A diploma from a technical college program or
3. Two (2) Technical Certificates in a specified pathway leading to industry certification

Important Notes:

1. Students must complete the End of Course Assessments associated with the required courses.
2. Students pursuing this option may not meet all of the admission requirements for University System of Georgia institutions or other college/university programs.
3. Students will not earn a diploma until all requirements (high school and postsecondary) are met.

<b>REQUIRED AREA OF STUDY</b>	<b>HIGH SCHOOL COURSES</b>
<b>English/Language Arts</b>	<b>2 Units</b> <ul style="list-style-type: none"> <li>• 9th Grade Literature/Composition (1 unit)</li> <li>• American Literature/Composition (1 unit)</li> </ul>
<b>Mathematics</b>	<b>2 Units</b> <ul style="list-style-type: none"> <li>• Algebra (1 unit)</li> <li>• Geometry (1 unit)</li> </ul>
<b>Science</b>	<b>2 Units</b> <ul style="list-style-type: none"> <li>• Biology (1 unit)</li> <li>• Physical Science or Physics (1 unit)</li> </ul>
<b>Social Studies</b>	<b>2 Units</b> <ul style="list-style-type: none"> <li>• American Government (.5 units)</li> <li>• Economics (.5 units)</li> <li>• U.S. History/AP U.S. History (1 unit)</li> </ul>
<b>Health and Physical Education</b>	<b>1 Unit</b> <ul style="list-style-type: none"> <li>• Health and Safety (.5 units)</li> <li>• Personal Fitness (.5 units) *</li> </ul> <p>*Three(3) units of credit in JROTC (Junior Reserve Officer Training Corps) may be used to satisfy the requirements</p>
<b>Postsecondary (MOWR) Courses</b>	Students must fulfill postsecondary requirements for: <ul style="list-style-type: none"> <li>• an Associate Degree, or</li> <li>• a Technical Diploma, or</li> <li>• 2 Technical Certificates in a career pathway and all training prerequisites for any state, national or industry certification or licenses required to work in the field.</li> </ul>



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**Note Page**



**HAVE AN AMAZING YEAR!!!!!!**