

Augustus Roberson Johnson
Health Science & Engineering
Magnet School



ARJ Student Guide **2021-2022**

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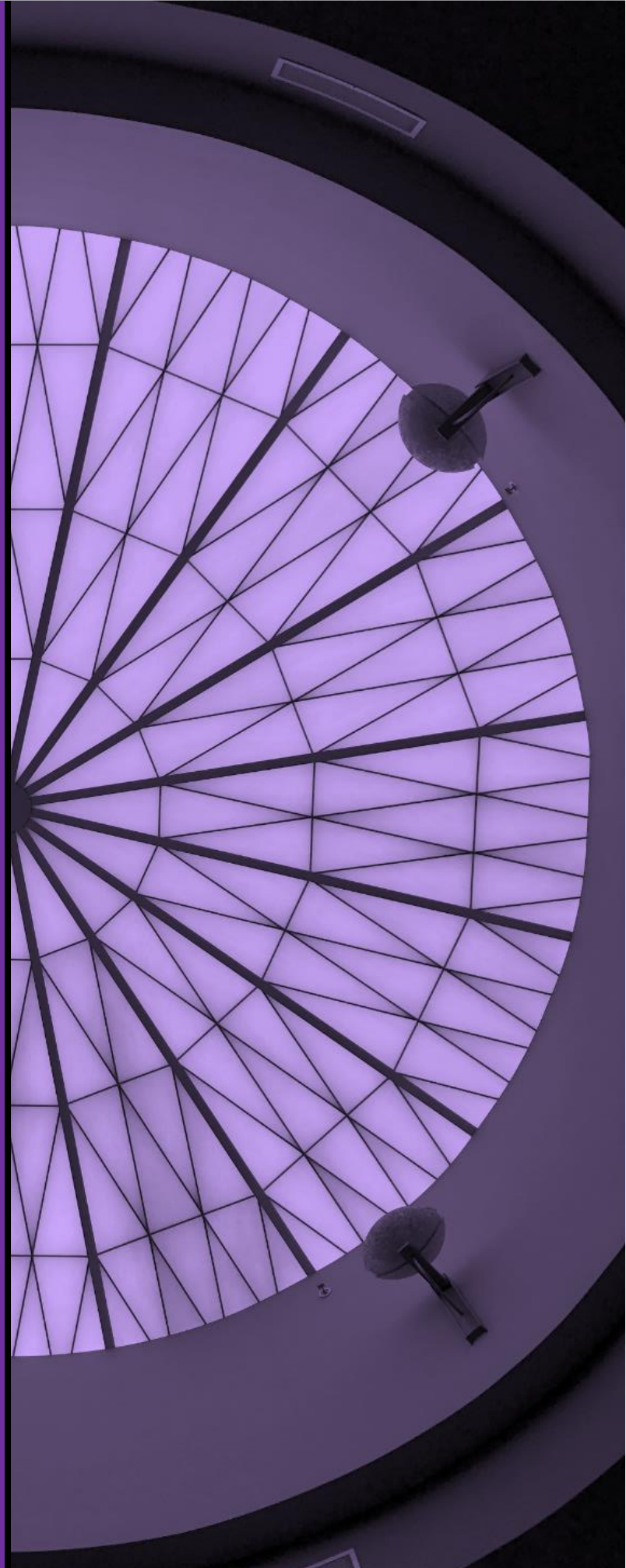




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A.R. Johnson Vision & Mission Statement & Message from the Principal

Our Vision

Education through Innovation

Our Mission

A.R. Johnson Health Science and Engineering Magnet School will foster a STEM culture that creates globally competitive 21st Century citizens that are college and career ready.

A Message to our Students, Parents, and Guardians

This handbook was developed as a school community guide to explain our school's unique expectations, programs, and policies. This guide is **recommended** reading for parents and guardians and **required** reading for our students.

To be successful at A. R. Johnson, students must regularly attend school, report to school and class on time, complete all academic assignments, and exhibit positive behavior that supports learning.

Your first assignment as an ARJ Panther, is to read and understand this guide. If you have any questions, after reading this guide, please ask your classroom teacher or a school administrator. All teachers, staff, and administrators wish to assist you in any way we can.

A.R. Johnson has successfully prepared students for college and careers for the past four decades. We know from experience that successful Johnson students are those who are informed and self-disciplined. We are here to help you reach your full potential.

Good luck and have a great year!

Richmond County School System

Title IX Notice and Complaint Procedures

Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator. Click here to access the [Complaint Form](#)

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline.

RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations.

RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System's responsibilities under Title IX. Individuals with a question on Title IX or who would like to file a formal Title IX Complaint should contact:

System Title IX Coordinator
Dr. Aronica Gloster
Department of Student
Services 864 Broad Street
Augusta, GA 30901
(706)826-1000 x 5501
glostar@boe.richmond.k12.ga.us

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics. A complete listing of Title IX Coordinators is available on the RCSS website, www.rcboe.org. [[CLICK HERE](#)]

For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDAG Bullying, which are located in the School System policy manual that is available on the System web site, www.rcboe.org.

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers or other designated individuals for any act or omission to act related to this policy or procedure. Georgia's Constitution provides that School System employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

Expectations

Magnet School Standards & Expectations

Students must meet and maintain all elements of the ARJ contract each year, to remain at A.R. Johnson. Please see the ARJ annual contract on page 31.

Academic Standards

Middle school (Grades 6-8)

Middle school students must maintain a final core average of 75 with no semester or year-long final grades lower than 70.

Although middle school students must pass math and ELA courses and must pass either science or social studies courses for promotion to the next grade level; failure of any course can lead to dismissal from ARJ.

High school (Grades 9-12)

High school students must maintain a minimum grade of 70 in all courses to remain at ARJ. Students who fail a course, may attend summer school to recover the credit and return to ARJ.

- **Freshman Promotion:** 9th graders will be promoted to 10th grade when they have accumulated 5 credits.
- **Sophomore Promotion:** 10th graders will be promoted to 11th grade when they have accumulated 11 credits.
- **Junior Promotion:** 11th graders will be promoted to 12th grade when they have accumulated 18 credits.

Behavior Standards

Students who violate a major discipline rule may be immediately removed from ARJ through the district tribunal process.

Students with repeated minor violations may be placed on behavior warning and/or probation. Parents of students on behavior warning and/or probation, will be required attend a parent/RTI conference to review behavior expectations and to develop an intervention plan.

Students who continue to disrupt the learning environment while on probation, may be dismissed from the school.

Student Attendance

Students are expected to read and adhere to attendance policies as outlined in the RCSS Code of Student Conduct and Discipline Handbook.

Absence(s)

Absence from class results in lost instructional time. Absences are classified in the following manner:

Excused Absences (E)

An absence is excused if it is caused by illness, death in the family, a late school bus, or a medical appointment (with documentation from doctor) that could not have been made during non-school time.

An absence due to participation in a school related activity is officially excused. The student is responsible, however, for collecting all assignments before leaving or immediately upon return.

Unexcused Absences (U)

Absences due to vacations, trips, etc. are considered unexcused.

Procedures to be followed when students are absent from school:

Missed Work Due to Absence

Missed work must be made up within 5 school days of the student returns to school.

Procedures for Absences

- Parent or guardian must call the school at **706-823-6933**, by 9:00 a.m. each day a student will be absent.
- Please give the student's name and the reason for the absence.
- Within two days of students returning to school, they will present a note or document to the attendance office indicating the:
 - date(s) of absence(s)
 - reason(s) for the absence(s)
- All notes from parents or guardians must be signed and dated with a telephone number where the parent or guardian can be reached to verify both the note and the signature.
- Parent notes will not be accepted after the fifth (5th) absence for the school year.
- Legal excuses are outlined in the Richmond County Board of Education Code of Student Conduct handbook.
- The student/parent should maintain a personal file of all absences.

Early Dismissal Procedures

The student will present to the attendance office a written note from a parent or guardian requesting permission to leave school early.

The written request must be signed and dated by a parent or guardian. For security purposes, we will verify notes using phone numbers that we have on file.

The student and parent should maintain a personal file of all early dismissals.

EARLY DISMISSALS SHOULD BE KEPT TO A MINIMUM.

Any early dismissal that is unexcused will be counted as a tardy. This includes dismissal at the end of the day to avoid traffic.

Students must bring a doctor's note for early dismissals related to doctor's appointments.

Due to school-wide afternoon dismissal procedures, individual early dismissals will not be allowed after **2:45 pm.**

Tardiness

Tardy to School

Students are tardy to school after the **8:15 tardy bell.** After the tardy bell, students must report to the attendance office for a written pass to class.

Train delays and other personal transportation delays are considered unexcused tardies as bus transportation is provided for each student.

Students arriving on a late school bus will not be counted tardy but must sign-in in the attendance office.

**** Students who drive to school and are excessively late to school may lose their parking privileges.***

Tardy to Classes

- Students arriving late to class (10 minutes or less after tardy bell) will be marked tardy by classroom teacher.
- Tardiness of more than 10 minutes may result in a minimum of one-hour of detention (assigned by teacher).
- If a student needs to report to the next class late, he/she will be required to secure permission from the next period teacher in advance.
- The consequences for tardiness can be found in the RCSS Code of Conduct.

Discipline for Excessive Tardiness

- 3rd Tardy – Warning
- 5th Tardy – 1 hour of detention
- 8th Tardy – 2 hours of detention
- 11th Tardy – 1 day of suspension & behavior warning
- 16th Tardy – 3 days of suspension & behavior probation
- 21st Tardy – 5 days of suspension & possible dismissal

Student Sign-In and Sign-Out Process

All students, including dual-enrolled and work-based learning students, are expected to sign-in and sign-out appropriately.

All students will acknowledge arrival or departure by visiting the school's front office.

Withdrawal from A. R. Johnson

Parents of students who plan to withdraw from school for any reason should give the school a twenty-four (24) hour notice to prepare and disseminate the withdrawal forms. The following information must be provided:

- Last day the student will attend A. R. Johnson
- Reason of withdrawal
- A written statement with signature from the student's guardian or parent.

The student should pick-up the withdrawal form in the Registrar's Office. If a twenty-four (24) hour notice is not possible, the student should report to the Registrar's Office to request a withdrawal. The Registrar will notify the counselor and principal of all requests to withdraw.

A parent and/or student conference with the principal may be required prior to the withdrawal. Parents must come to the school to pick up withdrawal documents. The receiving school must formally request academic records. The withdrawal packet will only include the withdrawal document-no academic records.

All textbooks, library books, lab coats and other school property must be returned and fines paid before the withdrawal document will be released.

Dress Code

For detailed information regarding student dress code, please refer to the RCSS Code of Student Conduct.

Important dress code reminders for ARJ students:

- No slides/shower shoes/flip flops
- Shorts or leggings must be worn with any clothing with holes above the knee
- No bandannas, scarfs, hats, bonnets, head coverings, etc.
- Bike shorts are not allowed
- Leggings must be accompanied with a shirt or top that is no shorter than finger-tip length above the knee

Discipline for Dress Code Violations

- 1st offense – Warning, recorded in Infinite Campus by teacher.
- 2nd offense – 1 hour of detention, recorded in Infinite Campus by teacher.
- 3rd offense – 1 day of in-school suspension & behavior warning
- 4th offense – 3 days of in-school suspension & behavior probation
- 5th offense – 1 day of out-of-school suspension & student in jeopardy of dismissal

Dress Code for CTAE Pathways

Students enrolled in high school healthcare science and/or engineering clinical/internship experiences are required to follow specific professional dress codes in addition to ARJ's student dress code.

Each Friday is considered an ARJ Spirit Day. Students are encouraged to wear purple and white.

Technology

Digital Citizenship & Technology

As a 1 to 1 technology school, we believe that it is important for every ARJ student to be good digital citizens. Digital citizenship promotes empathetic understanding and building positive connections with others with digital tools.

Digital citizenship seeks to eliminate cyberbullying, social media harassment, and other abuses of digital media.

Good digital citizenship begins with knowing when and how to appropriately use digital tools. ARJ students should never use digital tools including smartphones and headphones in hallways, transition periods, or classrooms (unless requested by teacher for instructional purposes).

BYOT (Bring Your Own Technology)

RCSS students are allowed to bring personal devices to school for instructional uses during the school day. Personal devices should not be visible or heard when not in use for instruction. Neither RCSS or ARJ will be responsible for lost or stolen technology items.

Phones, tablets, headphones, etc., should never be visible or in use in the hallways, transition periods, or any other time an employee instructs for them to be put away.

Students are not allowed to make or receive phone calls during school hours. Parents should call the front office if they need to communicate with students.

1 to 1 Technology

Each ARJ student will be provided a 1:1 laptop device this school year. Students will be allowed use these devices at home and at school.

Students are responsible for the handling and care of these devices and may be charged lost or damage fines at the end of the school year.

Middle school devices will be managed through a Verizon Innovative Schools grant (VILS). High school devices will be managed through a school district initiative.

Academics

Course Requirements:

Students at A. R. Johnson must meet all state and local requirements in the foundation courses of language arts, mathematics, science, social studies, and world language. Additional courses are offered and recommended.

Upon entering high school, each A. R. Johnson student must choose a major (one of the healthcare science pathways or one of the engineering pathways) and complete all work in this chosen field of study.

Some high school courses require official state assessments (End-of-Course). Students must take and pass these assessments immediately after completing the courses. You may access all Georgia courses at georgiastandards.org.

Homework

Expect it! Students are expected to complete homework independently. Not only is homework academically necessary, but it teaches responsibility. Younger students will have assigned work on certain days, but spelling, vocabulary, and mathematics are expected to be studied daily.

All students will have to work and study regularly each day. If you find yourself cramming for tests, daily preparation should be increased. (See Course Requirements given by teachers.)

Report Cards

Report cards will be given at the end of each nine-week period. If there are questions or concerns, please schedule a conference through the guidance department.

Exams

Final exams, projects or assignments should be expected. Make-ups may have to be approved by the principal.

Richmond County School System Exam Policy

Final exams will count for 20% of the overall grade for each high school course. Georgia Milestone Assessments and other state mandated assessments may not be exempt.

Final exams for students in high school credited courses may be exempted provided students meet the following requirement:

- **90 average or above in the course**

Grading Procedures

Grades

All grades are reported numerically and are based on class participation, quizzes/tests, homework, and/or class projects.

The grading scale for all classes is outlined below:

A	90 – 100	D	70 - 74
B	80 – 89	F	69 - below
C	75 – 79		

Any grade of 69 or below is considered a failing grade. Nine weeks grades of 70 – 74 are dangerously close to unsatisfactory work and a probationary status for students enrolled in our school. Some courses are semester-long and some are year-long. Refer to the magnet contract for more information.

Students and parents are encouraged to monitor the grades earned in all classes. Infinite Campus is a tool that enables the family to track the daily progress of the students. All parents are encouraged to establish an account. Accounts may be accessed from the home, local library, or other locations where internet access is available. Please contact the registrar to establish an account or visit RCBOE.org to set up an account via the internet.

Students who do not meet the grade requirements of our contracts for both the healthcare science and the engineering programs of study may be withdrawn. Academic counseling and tutorial assistance are available to all students. If you need help, please talk with your teacher, the counselor and/or an administrator.

Grade Point Average

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

QUALITY POINTS	
Regular Courses	AP, IB & Dual Enrollment Courses
A = 4 Quality Points	A = 5 Quality Points
B = 3 Quality Points	B = 4 Quality Points
C = 2 Quality Points	C = 3 Quality Points
D = 1 Quality Points	D = 2 Quality Points
F = 0 Quality Points	F = 0 Quality Points

Class Rank

- a. An official class rank should be compiled for each grade based on the students' quality point GPA. 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. During Senior Year, 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

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 based on the students' quality point GPA. Valedictorians and salutatorians must attend ARJ their junior and senior years prior to receiving this honor. If students vying for valedictorian or salutatorian have identical grade point averages, the 100 point scale GPA shall be considered.

Academic Honesty

In an effort to maintain academic excellence and respect for achievement, honesty and integrity must prevail. Students, faculty and administration must each accept responsibility to ensure that honesty and integrity prevail.

The following are considered violations of honesty and integrity.

1. **Cheating** on an examination, quiz, homework assignment, test, etc.
2. **Plagiarism:** Failure to acknowledge the work of another
3. **Collusion:** Unauthorized collaboration in the preparation of a report, term paper, laboratory report, laboratory check-offs, etc.
4. **Forging or alteration of documents**
5. **Abetting:** Allowing another student to copy your work whether homework, class work, laboratory reports or laboratory check-offs, etc.

Student Responsibility

It is the student's responsibility to behave in an honest manner and to not be guilty of any of the above violations of honesty. If there is any question concerning a particular situation, the student should ask the instructor for clarification. The student should report violations of academic honesty to the instructor.

Consequences for Violating the Academic Honesty Code

- The instructor will respectfully and confidentially communicate the accusation to the student and the parent. The teacher will make the accusation known to administration. The teacher will supply administration with documentation of dishonesty.

• Required Area of Study	Minimum Number of Units Required for Graduation (With Seals) at A.R. Johnson
English Language Arts	4 Units
Math	4 Units to graduate with the Health Science Seal 5 Units to graduate with the Engineering Seal
Social Studies	3 Units
Science	5 Units to graduate with the Health Science or Engineering Seal
CTAE	4 Units in the Same Pathway (Health Science or Engineering)
Fine Arts	1 Unit
Health and PE	1 Unit = Health and Safety (.5 units) & Personal Fitness (.5 units)
Foreign Language	2 Units = Both units must be in the same language
Electives	Multiple other courses chosen by students and counselors

- Disciplinary actions may be taken and could result in a status of behavior probation.

Academic Promotion

Middle school students must pass Math and English courses and must pass either Science or Social Studies courses for promotion (although ARJ enrollment may be in jeopardy if any courses are failed). Eighth grade students must also pass the Math and Reading sections of the Georgia Milestones for promotion.

- **For Freshmen:** A freshman will be promoted to the tenth grade when he/she has accumulated five (5) units.
- **For Sophomores:** A sophomore will be promoted to the eleventh grade when he/she has accumulated eleven (11) units.
- **For Juniors:** A junior will be promoted to the twelfth grade when he/she has accumulated eighteen (18) units.

Standards for Remaining at AR Johnson

Students must meet all elements of the ARJ contract to remain at A.R. Johnson each year.

Middle school students must maintain a final 75 core average with no course (semester or year-long) final grades lower than 70 in order to remain at ARJ. Middle school students may attend summer school in order to be promoted to the next grade at their zoned school, but summer school grades cannot reverse the dismissal decision.

Students in high school must earn a final course grade of 70 in order to remain at ARJ. Students who do not pass a course may enroll in summer school. No more than 2 summer school courses can be taken. Students who pass the failed course during summer school are allowed to return to ARJ.

Programs of Study

A. R. Johnson is a college preparatory magnet school for students interested in the fields of Healthcare Science and Engineering. We offer programs of study in health careers and in engineering.

Healthcare Science Program

The Healthcare Science program of study prepares ARJ students to be health care professionals. The medical field is one of the most diverse fields available to young people today.

Healthcare Science courses provide the student with instruction in the theory and in the principles of health care. The student will be oriented to the clinical environment through cooperation of the many professional health care providers in the community. The student will be prepared for the clinical experience through related classroom instruction. The clinical experience will allow the student to examine the function and the role of health workers. This examination will help the student in making his/her own vocational decision in a more realistic manner. ARJ students also have the opportunity to dual enroll with Augusta Technical College's

Pharmacy Technicians' Associates Degree Program.

Engineering Program

The Engineering Program is designed to provide students with the experiences and additional mathematics and science courses that will help them successfully pursue a career in Engineering. Through seminars, field trips and internships, students will be oriented to thousands of diverse fields of engineering. ARJ students also have the opportunity to dual enroll with Augusta Technical Colleges' Mechanical Engineering Associates Degree Program.

Students who do not complete program requirements for the Health Science or Engineering tracts will not be allowed to wear the color cord representing that pathway at graduation nor will they graduate with a seal.

PSAT/SAT/ACT Testing

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test™. It

also gives students an opportunity to enter the National Merit Scholarship Corporation (NMSC) scholarship programs.

All students at A. R. Johnson take the PSAT in their sophomore year. Test scores are used to recommend students for the SAT or ACT as college entrance exams. Non-10th Graders may take the PSAT at a minimal cost.

The College Board SAT Reasoning Test™ is a standardized test used by the state of Georgia as one of the major academic indicators of student success and as a college entrance exam for most colleges and universities. High school students at A. R. Johnson should begin preparing for and/or taking the SAT by the 11th grade year.

The ACT® test assesses high school students' general educational development and their ability to complete college-level work. The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The Writing Test, which is optional, measures skill in planning and writing a short essay. High school students at A. R. Johnson should begin preparing for and/or taking the SAT by the 11th grade year.

Parent-Teacher Conferences

Please feel free to request a teacher-parent conference at any time. Conferences can be scheduled by contacting Ms. Brigham at 706.823.6933 ext. 1864.

School Spirit & Culture

Assemblies

Assemblies will be held on special occasions. At all times, student behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

Athletics & Extra-Curricular Activities

Students enrolled at A. R. Johnson are not permitted to participate in any sport or other extracurricular activity at another school. Currently athletic opportunities are available for all high school students to participate in cross-country, soccer, golf, tennis, track, swimming, and girls' volleyball. Middle school students have the opportunity to play golf and track.

Clubs, Committees, Projects & Other Organizations

A wide variety of clubs, committees, projects and organizations are active at A. R. Johnson Magnet School. Every student should be involved with a group or groups that represent his/her interest. Clubs, committees, projects and organizations may consist of, but are not limited to the following:

- Academic Decathlon
- Beta Club
- Chess Club
- National Honor Society (NHS)
- Math Club / Math Team
- Helen Ruffin Reading
- Yearbook
- Jr Model UN
- Mu Alpha Theta
- Foreign Languages Club
- Science Club / Science Team
- Student Council
- Health Occupations Students of America (HOSA)
- Technology Student Association (TSA)
- Key Club And many more

Parents-Teachers-Students Association (PTSA)

The A. R. Johnson PTSA exists for the purpose of integrating resources of the home, school, and community in providing quality education for the students it serves. The organization allows parents, teachers, and students the opportunity to contribute to general planning of educational and social activities of the school. The time and date of regular meetings will be announced.

Prom

General Guidelines (More specific guidelines will be given at prom season):

- Guests must be 19 years old or younger.
- All participants (ARJ students and/or guests) must be enrolled in an official academic program at the time of prom.
- No ARJ middle school students or freshmen will be able to attend the prom.
- All prom dresses and attire will need to be approved at least 3 days before the prom.

School Spirit

School spirit may be divided into three categories.

1. **Courtesy** – toward teachers, fellow students, and the officials of school athletic activities.
2. **Pride** – in everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** – the ability to win and lose gracefully.

School spirit means loyalty to all functions of school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

School Operations & Procedures

Bus Transportation

Bus transportation is provided for all students attending A. R. Johnson. More information about routes can be found at <http://www.rcboe.org/>. Please refer to the RCSS Transportation Department's page in the menu tab.

Students who come to school on the bus should return home on the bus unless they have been approved by the principal to do something different. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses.

Lockers

Lockers are available to be rented by the students for a \$10 fee. Personal locks **ARE NOT ALLOWED** and students are **NOT ALLOWED TO SHARE LOCKERS**. Your locker should be kept locked at all times. Students are cautioned against sharing locker combinations. Each student is responsible for keeping his/her assigned locker clean both inside and outside.

Do not place permanent stickers or anything on the inside or outside of the locker. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

In addition, the school reserves the right to search lockers at any time deemed necessary for the security, safety and well-being of our school population.

Lost & Found

The school is not responsible for lost items. Students are responsible for both their personal property and property loaned to them by the school. If property is lost and cannot be found after a thorough search, report the loss to the office.

If you find property that is not yours, please turn it in to the main office. Unclaimed items may be discarded or donated.

The school strongly discourages bringing to school large sums of money, expensive jewelry, or other personal items not required for student performance in school.

Student Parking

Parking is a privilege. Any student driving a car to school must obtain a parking permit for the current school year. Parking permit applications may be obtained in the main office at a cost to the student. All applications for parking permits must be signed by both the applicant and a parent or guardian. The parking sticker is to be visibly seen, preferably hooked over the rear-view mirror with the decal number facing forward.

Students with parking permits:

- will park in designated student parking areas
- will adhere to all law and policies-federal, state and local- for operating a motor vehicle
- will not visit vehicles for any reason during the school day without the physical presence or written permission of a school administrator.
- Students who park on campus without a parking permit, park in an inappropriate place or drive in a disorderly or reckless manner will not be allowed to drive automobiles on school property.
- Students violating school policy concerning parking will have their vehicle towed away subject to their own expense. Upon arrival at school, students must park the vehicle in the student parking area, lock and leave the vehicle immediately until the end of the day or until the student has been released from school. All student drivers will vacate the school parking lot promptly at the end of the school day. Any lost, stolen or damaged parking stickers must be replaced at the students' expense. The policy on Damage, Destruction or Theft of Private Property is outlined in the RCSS Code of Conduct.

Student Records and Files

All records and files are maintained in locked cabinets. Access to student information must be obtained from the ARJ Registrar.

School Telephones

Office telephones are utilized strictly for school business. Students will not be excused from class to make a telephone call. Students will be allowed to use office telephones in cases of absolute necessity. Only in cases of stated emergencies will a student be called from class to the telephone.

Selling & Soliciting

Students will not sell, take orders, or solicit money at A. R. Johnson.

Visits to School

Parental Visits to School

Parents who would like to visit classrooms between 8:15am-3:25pm **MUST** have approval from the principal and must be scheduled in advance. Classroom visits should last approximately 10 minutes.

Classroom visits are not opportunities for conferences. School visits are not allowed from 7:30am-8:15am or 3:25pm-4pm (all school personnel are focused on students and our intake and dismissal procedures). Please have your picture identification ready to present at the front door.

The front office secretary will assist parents at the front door. Please press the call button near the front door and have your picture ID available.

Student Services

School Nutrition Services

Student breakfast and lunch meals at ARJ are being offered at no cost this school year.

Our hot breakfast and lunch programs make it possible for students to receive well-balanced meals as they engage their learning environments each day. Students are strongly encouraged to take advantage of these services as they contribute greatly to student readiness to take advantage of the academic program.

The lunch period must be kept orderly and without excessive noise or loud talking. During lunch, students may choose to go to the media center for study or recreational reading. **“Fast Food” lunches cannot be brought to students during the school day.** Glass bottles are not allowed in the lunchroom. ARJ offers no-cost breakfast and lunch for students.

NO STUDENTS ARE ALLOWED IN TEACHER’S LOUNGES BEFORE, DURING, OR AFTER SCHOOL.

Media Services

The A. R. Johnson Media Center provides a supportive collection for the core curriculum and effective materials for our programs of study. Retrospective research is accomplished through electronic newspapers and magazines, as well as through Internet connectivity. The Media Center is open before and after school daily. See posted times.

No passes are required before or after school.

Computers are for academic use only. **NO GAMING IS ALLOWED.** Please refer to the Richmond County Internet Policy for more information. Students may also come to the media center during their lunch period. The media center environment is for academic pursuits only. No food or drinks are allowed in the media center at any time.

A laser printer, a color printer, a scanner and a copier are all available for student use in the media center. All copy fees are supported by the ARJ PTSA.

Students may check out up to 4 books at a time for two weeks. After that point, a fine of ten cents per day will accrue. Students must not check out materials if overdue items or fees are on their account. Students who lose materials will be responsible for replacement cost.

Student Health

Counseling Services

A school counselor is available to all students, faculty and parents. The counselors are available from 8:00 a.m. until 3:45 p.m. The counselors provide many personal, academic and career services. Confidentiality of all information (written and verbal) can be expected. Our school has two counselors, Dr. Gude and Mrs. Young. Counselors see students based on last name and as follows:

Dr. Gude (Students A – J)

Mrs. Young (Students K – Z)

Illness

If students become ill during the school day, the classroom teacher will notify the front office and the nurse or a designee will escort the sick individuals to designated spaces.

If, in the judgment of school office personnel and/or a nurse on staff, the student is too ill to remain in school, the home will be notified. Home calls due to illness must originate from the office.

Immunizations

Georgia State Law requires all students enrolling in school to have an up-to-date immunization certificate on file with the school before they begin the school year. Any student who does not have the necessary documents to comply with this requirement will be notified and will be given adequate time to comply.

If these requirements are not met, the student will be withdrawn from school and the proper authorities notified.

Student Medication

All medicine, prescribed and non-prescribed, must be kept in a locked container in the main office. All medication must be consumed in the front office/nurse's office.

Prescription Medication

- All prescribed medicine must be labeled. The label must clearly state the name of the student, contents, dosage, dosage schedule and the name of the physician. The school must also have a signed (by the doctor) medication form on file.

Non-Prescription Medication

- Parents can sign non-prescription medication in to the front office. No doctor's signature will be required, but the school must have a signed (parent) medication form on file. Explicit instructions for administering must be given. The medication must remain in the original container.
- Students are not allowed to have or carry any medicine with them while on school property. This refers to prescription and non-prescription medication such as Tylenol, aspirin, etc.
- All medications must be picked up by a legal guardian by the last day of school. Medications not picked up by this time will be discarded.

The school, by law, cannot prescribe and/or dispense medications. Students are responsible for administering their own medication under the supervision of school personnel. While the school keeps in stock a variety of items for external use such as bandages and sanitary napkins, we do not stock or prescribe any items for internal use such as aspirin, cough drops, etc.

The use of asthma inhalers in the school setting

Early recognition and prompt treatment of symptoms are vital to the management of asthma. The number of diagnosed cases of asthma is increasing each year. Physician prescribed inhaled medication is frequently used to manage the condition and treatment of acute asthma.

The Richmond County School System has developed the policy with the safety of all students in mind. Easy access to and correct use of asthma inhalers are necessary to avoid serious respiratory complications secondary to acute episodes and to improve the quality of life of students with asthma.

- All Richmond County school students who use physician prescribed inhalers must bring in their medication with a completed medication administration form and daily asthma management plan. This form must contain the signatures of the prescribing doctor and the parent or guardian of the student. These completed medication forms must be turned in to the front office.
- Students with physician's orders may carry their inhalers while in school; while in a before and after school program; while at a school sponsored activity; and while under the supervision of school personnel.
- In the event that the physician does not recommend self-administration of inhalers as documented in the asthma management plan, inhalers will be kept in the clinic in the medication cabinet.
- Any student found sharing his/her inhaler (or any other medication) with any other student will be referred to the principal for appropriate disciplinary action as this behavior is illegal.

School Safety

Emergency Drills

Fire, tornado, and lockdown drills are held throughout the school year. Remember these basic rules:

- **Walk – don't run!**
- **No talking!**
- **Move calmly and quickly to the designated area.**

Needed lockdowns will be announced over the intercom. Please remember to remain calm and silent. Listen to directions that are given. If a lockdown is announced while you are in the hallway or any other open space, please move to the closest classroom or secure space for safety.

Your teachers will review our site safety plan and procedures with you as we prepare for drills. Remember to be aware of your environment. If you see something, say something. If someone needs help, find the closest teacher/adult.

Masks should be worn by all students/staff.

Student Discipline

Behavioral Expectations/Consequences:

The following outlines the overall continuation expectations and consequences:

Level I: Minor Behaviors

Definition: Behaviors that...

- Do not require administrator involvement
- Do not appear chronic

Examples (not all-inclusive):

- Physical disruption: out of Seat without permission, excessive noise, destroying materials, touching others without permission, horseplay, use of electronic devices
- Verbal Disruption: talking out, tantrums, yelling, making noise, speaking loudly
- Minor Verbal Aggression: taunting, teasing, making fun of another student, name calling, screaming at peers or teachers, profane language
- Dress Code: dress code violations
- Non-compliance: doing opposite of what was asked, refusal to follow an adult's spoken direction
- Tardy: Entering the classroom after last tardy bell has sounded

Procedures

- Teacher will Inform student of rule violated
- Teacher will Implement classroom strategies
- Teacher will contact parent regarding current incident
- Teacher will assign consequence (detention)
- Teacher will document communication and incident

Level II: Major Behaviors

Definition: Behaviors that...

- Require administrator involvement
- Are chronic Level I behaviors

Examples (not all-inclusive):

- Repeated and Excessive Level I Behaviors
- Continuous Non-Compliance and/or Overt Insubordination: refusal to follow directions after Level I discipline procedures have been implemented

- Dishonesty: cheating, lying, omitting facts or details
- Verbal/written Aggression to Peers: profanity, obscene gesture and pictures, threats
- Physical Aggression: hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that result in physical harm
- Use of or Possession of Tobacco Products
- Out of area: running away from school, severe truancy, skipping/cutting class
- Tardy: Parents will be notified on the fifth tardy

Procedure

- Teacher will Inform student of rule violated
- Teacher will describe expected behavior
- Teacher will contact parent
- Teacher makes discipline referral to administration
- Parent contacted and notified of incident
- Send Magnet School/Program Conduct Warning Letter to parent(s) (to accompany the Discipline Referral)
- Parents must sign and return warning letter.

Level III: Severe Behaviors

Probation Notification

A student will be placed on behavior probation for repeated or serious misconduct as defined by the Code of Student Conduct. A student will remain on behavior probation for the remainder of the semester in which the probationary status was entered, plus one additional semester. If the student completes a probationary period successfully, the probation will be lifted. The student and parents will be notified, in writing, regarding the terms of the probationary status.

Definition: Behaviors that...

- Require administrator involvement
- Violate school district policies or state policies or laws
- Repeated and Chronic Level II - Major Behaviors

Examples (not all inclusive):

- Physical Aggression: destroying school property, fighting
- Verbal/ written Aggression to School Staff: profanity, obscene gestures or pictures, threats
- Possession of Banned Paraphernalia: weapon, fireworks, alcoholic beverages, un-prescribed/illegal drugs

- Illegal or Unauthorized Entry to School Facilities: after-hour entry of school board property, returning to school during a designated suspension/expulsion period
- Theft: personal items, school property, or identities
- Inappropriate Technology Use: as defined by the Richmond County Board of Education Code of Student Conduct
- Inducing General Panic: the willful making of any threat of false information in order to induce panic
- Tardy: reaching the eleventh tardy, as eleven tardies are considered excessive

Procedure:

- Inform student of rule violated
- Send for an administrator to remove student from area
- Enter discipline referral
- Students will be placed on Behavioral Probation
- Parent Conference will take place
- Signed Behavioral Continuation Probation Letter

Important Reminders

Morning Arrival

- **The school building opens to students at 7:45 am.** We ask that parents **not** drop students off before that time as we have no supervision before 7:45 am. Students are asked to eat breakfast and then report to homeroom when the bell sounds at 8:15 a.m.
- **Bus students arrive at the back of the school each morning.**
- **Car riders should be dropped off using the front entrance of the school (stop, drop, and go).** Parents must exit the front of campus by taking a right, heading east on Laney-Walker Blvd.
- **The school's lecture hall will be open between 7:45 and 8:05 am for study hall and seating for students not eating breakfast.**

Afternoon Dismissal

- Car riders and walkers should exit the campus promptly after the dismissal bell. All students must be off campus or in designated locations (car line, bus zone, after-school activity) by 3:35 am.
- Walkers should exit through the front doors and car riders should exit through the back doors near Mauge Street.
- Bus riders must report to the gym when the dismissal bell sounds. Buses will pick students up in the front of the school on Laney Walker Blvd. *Walkers and car riders will not be able to wait in the gym.
- **For security purposes, we will not be able to accept requests for student dismissal nor will we accept requests for needed changes in pick-up or transportation via the phone.**
- We must have a written notice from parents if students are to do anything different concerning pick-up or transportation. We will verify parent notes using phone numbers that are in our system.
- **Please always be prepared to present a picture ID when signing students out of school.**
- **We ask that parents, guardians, and students read the Richmond County Student Code of Conduct and the ARJ Student Handbook thoroughly as we use these documents to respond to applicable situations.**
- All students must be off campus by 4:00 pm unless attending detention, or participating in an after-school activity with supervision.

Move On When Ready (MOWR)/Dual Enrollment, House Bill 444

Georgia's Dual Enrollment Program provides funding for students who are dually enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary degree, diploma, or certificate requirements. The program is offered during all terms of the school year: fall, spring and summer semester or fall, winter, spring and summer quarter.

Program Year 2020-2021, effective Summer term 2020

House Bill 444 has passed both the House and Senate as of March 3, 2020. HB 444 was signed into law by Governor Kemp April 28, 2020.

More information can be found at the link below:

<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>

A. R. Johnson Health Science & Engineering Magnets School

Contract for Students and Parents

Name of Student: _____

School Year: 2021-2022

By signing my name below, I indicate that I have read the Agreement of Understanding and I acknowledge the conditions of acceptance. The privilege of attending this school rests upon the personal responsibility of the child and parent. This contract will be renewed each year.

All Magnet School and Magnet Program Students:

1. I understand my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
2. I understand my child is to cooperate and conduct himself or herself with teachers, other adults, and classmates in a manner showing respect to all persons.
3. I understand my child is to complete all required work, including homework and work missed.
4. In order to remain enrolled in a magnet school or program, I understand that, in grades K-3, it is my child's responsibility to maintain an overall rating of a 2 in language arts and math. In grades 4-8 it is my child's responsibility to maintain an overall 75 average in academic subjects (language arts, math, science, and social studies) and not have a yearly average below a 70 in any subject. In grades 9-12, it is my child's responsibility to pass each subject with a 70 or above. Students in grades K-3 having a yearly rating below a 2 in ELA and Math or in grades 4-8 having a yearly average below 70 in any class or having a cumulative average below 75 in the core classes will be required to return to the student's zoned school at the end of the year. Students in grade 9-12 having an end-of-course average below 70 are required to attend summer school in order to remain on track for graduation.
5. I understand my child is to respect and care for all equipment, supplies, and school property he/she uses.
6. I understand that if I choose to remove my child, or if I am asked to remove my child from the school, my child may not re-enter unless there are rare and extenuating circumstances as approved by the Assistant Superintendent or determined by the Board of Education. [Note: Students who withdraw due to military transfers may apply for re-admission through the annual magnet application process.]
7. I understand my child must adhere to all school policies and Richmond County Board of Education policies.
8. I understand if either the student or parent/guardian, or both, ceases to be a resident of Richmond County, the school shall be promptly notified, to allow a prompt determination as to whether the student remains eligible to attend the selected school.
9. I understand that my child will be enrolled as a full-time student at the school of acceptance for the entire 2020/2021 academic year. My child must demonstrate acceptable performance in order to remain in the magnet school or magnet program.

A. R. Johnson is a college preparatory magnet high school for students interested in health science and engineering. I will enroll in one of the pathways and complete all course requirements and clinical/internship opportunities following prescribed and stipulated guidelines.

I promise my child will be in regular attendance, cooperative, respectful of people, and studious in order to remain enrolled. The student hereby agrees to work with the parents and staff in compliance with the above responsibilities.

Signature of Parent/Guardian

Signature of Student

Date

Date

ARJ Platinum "J" Honor Society Application

NAME: _____

HOMEROOM: _____

Platinum "J" Society Members are selected from seniors who earn a minimum of 20 points on the scale below. Eligibility is limited to graduating seniors who complete their full high school program in no more than four years. Every recipient must have an **overall Grade Point Average of 85 for grades 9 through 1st semester of grade 12**. The number of points required for each area is designated below. The conduct record and the reputation of each candidate must be approved by the principal, assistant principals, and the chairperson of the Honors Committee. Each point claimed requires a signature by the faculty member responsible for that area.

NOTE: THIS APPLICATION MUST BE COMPLETELY FILLED OUT AND RETURNED TO the high school guidance counselor. POINTS MUST BE VALIDATED BY THE Platinum "J" COMMITTEE CHAIR.

AREA 1 SCHOLASTIC ACHIEVEMENT (min. 4 pts)

	Points		Faculty
	<u>Assigned</u>	<u>Earned</u>	<u>Signature</u>
Honors for 9 th grade (90 or better avg.)	2	_____	_____
Honors for 10 th grade (90 or better avg.)	2	_____	_____
Honors for 11 th grade (90 or better avg.)	2	_____	_____
Honors for 12 th grade (90 or better avg. 1 st sem.)	1	_____	_____
Governor's Honors Finalist	1/year	_____	_____
Governor's Honors Semi-Finalist	1/year	_____	_____
Valedictorian	3	_____	_____
Salutatorian	2	_____	_____
Honor Graduate	1	_____	_____
National Honor Society Member	1/year	_____	_____
Star Student	2	_____	_____
Scholarship Granted	1/scholarship	_____	_____
National Merit or National Achievement Finalist	3	_____	_____
National Merit or National Achievement Semi Finalist	2	_____	_____
National Merit Outstanding Participant	1	_____	_____
FLAIR	1/induction	_____	_____
AP (3 or higher on AP exam)	1/exam	_____	_____
Dual Enrollment	1/ea. 3	_____	_____
TOTAL: _____			

AREA II LEADERSHIP (minimum 2 points)

Editor of the Yearbook	1/year	_____	_____
Officer of approved club	1/club/year	_____	_____
Member of Student Council	1/year	_____	_____
Class Officer	1/club/year	_____	_____
State Officer of approved Club/Activity	2/year	_____	_____
Team Captain of Sports	1/year	_____	_____
Youth Leadership Augusta Program	1	_____	_____
TOTAL: _____			

AREA III CLUB/Competitive Team MEMBERSHIP (Max. of 4 points)

**** Faculty signs credit for students who have been active members for 2 or more years. ****

	Points		Faculty
	<u>Assigned</u>	<u>Earned</u>	<u>Signature</u>

Club Name _____

_____	1	_____	_____
_____	1	_____	_____
_____	1	_____	_____
_____	1	_____	_____

TOTAL: _____

AREA IV EXTRACURRICULAR ACTIVITIES

All-County Orchestra	1/year	_____	_____
All-State Orchestra	2/year	_____	_____
Letter in Orchestra	1/year	_____	_____
HS/Eng/Academic Competition Part.	1/competition	_____	_____
HS/Eng/Academic Competition Winner (County/District/State/National level)	2/award	_____	_____
Yearbook staff member	1/year	_____	_____
Science Fair Winner (1 st -3 rd place)	1/year	_____	_____

TOTAL: _____

AREA V ATHLETICS

Varsity Letter	1/sport/year	_____	_____
Manager's Letter (any sport)	1/sport/2year	_____	_____
All-Region Team	2/sport/year	_____	_____
All-County Team	1/sport/year	_____	_____
Most Valuable Player	1/sport/year	_____	_____
Member of State-Winning Team	1/sport/year	_____	_____

TOTAL: _____

AREA VI Certifications

Health Science	1/certification	_____	_____
Engineering	1/certification	_____	_____

TOTAL: _____

AREA VII Community Service

Documented/approved hours	1/50 hrs	_____	_____
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TOTAL: _____

TOTAL POINTS: _____

RCSS Internet Acceptable Use Policy

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

It is the policy of the Richmond County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Each school principal or site administrator in conjunction with the media/technology committee shall be responsible for communication and monitoring of the Richmond County Acceptable Use Policy

Guidelines:

This Acceptable Use Policy applies to all students, faculty, staff, employees and visitors (both adults and minors). All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The school system reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

Availability of Access:

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

Security:

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

While the Internet is an extremely valuable tool for educational research, information is accessible that may not be appropriate according to community, school, or family standards. The Richmond County Board of Education provides an Internet filtering system which blocks access to a large percentage of inappropriate sites. Specifically, as required by the Children's Internet Protection Act, visual depictions of material deemed obscene or child pornography, or any material deemed to be harmful to minors will be blocked by the web filtering system. Even though most objectionable sites are blocked, various entities create new inappropriate sites daily. If a questionable site or information is encountered, the same should be reported to the school's Media Specialist or to the Media and Instructional Technology Department. Staff members in Media and Instructional Technology will make every effort to block the site as quickly as possible.

Internet Safety:

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

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

CIPA DEFINITION OF TERMS:

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

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

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

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

USER PROHIBITIONS:

Users should NOT:

- A. Post, publish, send or create materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law. Use the network for financial gain, advertising or commercial activity
- B. Transmit any material in violation of any United States or State regulation
- C. Post anonymous or forge electronic mail messages or alter, delete or copy another user's email
- D. Use the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws
- E. Download, install, or play any unauthorized program or content (even that created at home) on any school's computer or network

- F. Purposely bring any hardware on the premises or load any software that is designed to damage, alter, destroy or provide access to unauthorized data
- G. Attempt to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration
- H. Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person
- I. Send spam through email
- J. Use the network while access privileges have been suspended
- K. Bypass or attempt to circumvent network security, virus protection, network filtering, or policies

Employee Responsibilities:

- Employees must use good judgment and keep all passwords protected. Do not post a list of user names and passwords where they may be seen by students or others. Never email user names and passwords to unknown sources. The Richmond County School System Information Technology Department will never ask for passwords by email.
- When leaving a computer, always log off so to prevent unauthorized access to files or email.
- Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.
- Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building's staff.
- If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.
- Employees may not download any unauthorized software onto Richmond County School System computers.
- Employees will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information..
- Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.
- Employees shall act in good faith to enforce the operation of technology protection measures while school computers with Internet access are being used.

Student Responsibilities:

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

- Students should take precautions when using the network. Internet safety is a great concern of the Richmond County Board of Education.

For Internet Safety, Students Should:

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

Usage of Web-Enabled Devices and/or Personal Computers

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

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

Alma Mater

**We are the hopes of tomorrow.
We are the dreams of today.
We are the students of Johnson.
We are leaders of the way.
Along life's road we'll travel,
First together and then alone,
But never shall we forget the days
When we started out as one.**

**Purple and White, Royal and Pure,
To you dear Johnson
We shall always be true.**

**We'll remember Johnson to the end,
The times we shared, the plans we made.
The laughter, the joy, and the tears
Our gain - our loss - our fears.
An institution of learning, an institution of care
An institution of love - that taught us all to share.**

**Purple and White, Royal and Pure,
To you dear Johnson
We shall always be true.**