



Reaching Potential Through Manufacturing

Motto:
“Manufacturing Brighter Futures”

2920 Mike Padgett Highway
Augusta, Georgia 30906
(706) 823-5690

This handbook belongs to:

Name_____

Address_____

City_____ Zip_____

Phone_____

Homeroom_____ Grade_____

Reaching Potential



Through Manufacturing

**2950 Mike Padgett Highway
Augusta, Georgia 30906
(706) 823-5690**

***Kierstin L. Johnson, Ed. D.
Principal***

***Adrianne Bogans, Ed. D.
Assistant Principal***

Dear Parents and Students,

Welcome to the 2024-2025 school year. On behalf of the faculty and staff, we look forward to meeting all of our new students and seeing all of our returning students.

Over the summer months, teachers have been diligently planning your family's arrival. Our goal is to provide our students with rigorous instruction in a safe and orderly learning environment that prepares them for life after high school. All students are expected to aim high and focus on learning.

To accomplish this goal, we need the support of students, parents, and our community. As we enter this new school year, our school will focus on growth. We will implore our students to be one percent better each day and work towards growth in all endeavors. In order to do so, students, along with all faculty and staff, will be asked to have a growth mindset. I have challenged the faculty to present students with instructional tasks and activities that require productive struggle. Through this struggle, students will find they are capable of more than they believed possible.

Many items will be sent home throughout the year requiring the signature of a parent, including: Dress Code, Code of Conduct, Attendance Protocol, and the Parent/Student Handbook. Please sign and return the appropriate forms and review the items thoroughly with your child. **We have high discipline and behavior standards, as well as high academic standards, so it is imperative that you and your child know the policies of both the school and the board of education.**

Teamwork and collaboration are essential and we look forward to working with you to ensure your child's success. If you have any questions or concerns pertaining to any aspect of your child's education, please feel free to contact the school any time.

Again, welcome to the 2024-2025 school year. I look forward to a regarding experience with you and your child. Our Reaching Potential through Manufacturing (RPM) family is proud to have you with us!

Sincerely,

Dr. Kierstin Johnson
Principal

Table of Contents

Contents

ADMINISTRATIVE STAFF	5
TELEPHONE DIRECTORY	5
Notice of Nondiscrimination for Students	5
Handbook Revisions	5
Revision Date: August 2024	5
Bell Schedule	6
FACULTY AND STAFF	7
MAIN OFFICE	7
FACULTY	7
OPERATIONS	7
Graduation Requirements	8
High School Promotion Requirements:	8
ACADEMIC EXPECTATIONS	8
Appropriate Dress (RCSS)	9
Appropriate Dress / Dress Code (EZ GO)	10
Attendance (RCSS)	10
Truant	10
Other consequences:	10
Tardy Policy	11
Attendance (Textron)	11
Behavior Policy	13
Bus Regulations	13
Conduct and Discipline	13
Cell Phones and Electronic Communication Devices Policy	13
Consequences of Violation of Cell Phone Policy	14
BYOT Student Responsibility	14
Public Displays of Affection (PDA)	14
End of Course Test	15
What is the Purpose of the EOC?	15
Who is required to take the EOC?	15
How does the EOC affect the student's grade?	15
When are the EOC administered?	15
Entry / Entrance	15
Extra-Curricular Activities	16
Early Dismissal/Signing-Out Procedure	16

Eligibility for Georgia High School Athletic Association Activities	16
Field Trips and School Events	16
Final Exams Policy	17
Grading	17
Final Exams Policy	17
Report Cards	17
Progress Reports.....	17
Grading Scale.....	18
Homework Policy	18
Graduation Ceremony.....	18
Guidance and Counseling.....	18
Illness	18
Lockers	19
Lunchroom.....	19
Medication Policy	19
Messages and Deliveries.....	20
Personal Transportation and Parking	21
Safety	21
Emergency Procedures.....	21
Schedule Changes	21
School Council.....	22
School Telephones.....	22
School Insurance.....	22
Standardized Testing.....	22
Standards of Participation – Technology Usage	23
Textbooks	23
Tobacco Free Environment.....	23
Transcripts	23
Visitors on Campus.....	24
Volunteers.....	24
Withdrawal	24
Richmond County School System Title IX Notice and Complaint Procedures.....	25

ADMINISTRATIVE STAFF

Principal	Dr. Kierstin Johnson
Assistant Principal	Dr. Adrienne Bogans
Guidance Counselor	Mrs. Delia Coberly
Clerical	Mrs. Suzan Makowski

TELEPHONE DIRECTORY

RPM Facility Office	706-823-5690 ext. 5810
Guidance	706-823-5690 ext. 5812 or 5813
Website	http://www.rcboe.org/Domain/8082

Notice of Nondiscrimination

The Richmond County Board of Education does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities for students. Dr. Johnson has been designated to investigate any complaint communicated to the Board of Education.

Handbook Revisions

Please note that the information outlined in this handbook is subject to change at any time. Please check our website at rcboe.org/rpm for the most up-to-date information.

Revision Date: August 2024

Bell Schedule



BELL SCHEDULE

Period	Start and Ending Time	Teacher Planning
1st Period	8:15 am - 10:05 am	Hudson
2nd Period	10:10 am - 12:25 pm	Jones
3rd Period	12:30 pm - 2:20 pm	Iyer/Coleman
4th Period	2:25 pm - 4:15 pm	Olivares/Holbrook

TEXTRON



FACULTY AND STAFF

RPM is a manufacturing facility as well as a school. The following is a listing of the key personnel and their position at RPM:

MAIN OFFICE

Kierstin Johnson	Principal
Adrianne Bogans	Assistant Principal
Delia Coberly	Counselor
Suzan Makowski	Secretary to the Principal / Data Entry Clerk / Bookkeeper

FACULTY

India Hudson	Social Studies
Michelle Olivares	English Language Arts
Srinath Iyer	Math
Yolanda Jones	Science
Bruce Holbrook	Special Education
Inga Coleman	Work Based Learning
Willie Powell	CTAE Manufacturing
Daniel Anzures	CTAE Welding

OPERATIONS

Willie Powell	Operations Manager
Jerry McCarley	Shift Supervisor
Daniel Sutphin	Shift Supervisor
Anthony Alston	Shift Supervisor

Graduation Requirements

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

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

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

High School Promotion Requirements:

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

*23 units of associated with the appropriate courses required to meet graduation requirements.

ACADEMIC EXPECTATIONS

Students are assigned an expected graduation date upon entering the program. Students must be progressing toward graduation to remain in the program. Among other measures, students' grades will be monitored. Students with failing grades will be counseled. Students failing to make progress will be dismissed.

Academic Warning – formal notification to students that their academic performance has fallen below the institution's required standards. RPM students will receive an academic warning letter if they fail one or more classes during a quarter.

Academic Probation – formal notification to students that their academic performance has fallen below the institution's required standards for two or more consecutive quarters. RPM students will receive an academic probation letter if they fail one or more classes for a second consecutive quarter.

Academic Dismissal – formal notification to students that their academic performance has fallen below the institution's required standards for two or more consecutive quarters, resulting in their dismissal from the institution. RPM students will receive an academic dismissal letter if they fail one or more classes for a third consecutive quarter. Students will be counseled regarding other educational options at the time of notification of dismissal when possible.

Appropriate Dress (RCSS)

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is 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. The Dress and Grooming policy must accommodate students whose religious beliefs are substantially burdened by this policy.

Students shall at all times adhere to the following guidelines:

- Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.
- Extreme hair color and/or styles, body piercing, or style of dress that may cause a disruption to the learning environment or school program will not be allowed.
- Coats and Jackets: Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school.
- Shirts or Blouses: 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, Dresses and Pants: Skirts, shorts, and pants must be fitted at the waist and must be at a length at least equal to the longest part of the fingertip when hanging down by the side of the student, which should be at least the mid-thigh area. The Local Board deems miniskirts and short-shorts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the fingertip/mid-thigh area previously described herein. All pants, including jeans, must be without cutouts or holes that expose the skin above the fingertip/mid-thigh area previously described herein. They must be fitted at the waist and must not be baggy or oversized or undersized and not sagging. Pants must not drag the floor. Leggings are considered an accessory and are to be covered by the appropriate length skirt, dress or other garment. Unacceptable shorts include, but are not limited to, spandex-style "bicycle" shorts, short-shorts, running shorts, and boxer-type shorts or any see-through garment.

(Please see the RCSS Code of Conduct for the entire Dress and Grooming Policy)

Appropriate Dress / Dress Code (EZ GO)

Students must come ready to work in appropriate attire. Students are required to wear pants that fall below the knees, RPM specified shirt, and steel-toed boots. No jewelry and no baggy clothes will be allowed. During shift times, students are also required to wear safety glasses and gloves.

Attendance (RCSS)

Students who are absent from school are required to bring a written excuse for the absence on their first day back at school. An absence is either excused or unexcused and will be governed in accordance with the laws of the State of Georgia, rules and regulations of the State Department of Education, and local policy.

Lawful excuses include personal illness of a student, family death and funeral, medical or dental appointments that cannot be scheduled outside school hours, attendance of non-school activities or functions authorized by the superintendent or his designee, special and recognized religious holidays observed by the student's faith, mandate or order of government agency, extreme circumstances that cannot be resolved outside school hours: parent or guardian must request and receive approval from the principal or his designated representative., or 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 absence not covered in the previous shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their child out for other reasons, such absence shall be deemed unlawful and, therefore, unexcused. Classwork missed due to an unlawful absence (except suspensions) cannot be made up. Any student who is absent due to suspension will have the opportunity to make up work within one week after returning to school. **The student's responsible for asking for missed assignments on all occasions.** For any absence beyond five (5), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence.

Truant

For purposes of reporting truancy, truant is defined as any child who has more than five days of unexcused absences during the academic year.

Other consequences:

- (1) Referral to visiting teacher. Any student who has accumulated two unexcused absences or three consecutive absences shall be referred to the school social worker/ visiting teacher. The social worker/visiting teacher, as a matter of courtesy, shall notify the Juvenile Court Judge, or designee, of each of these referrals.
- (2) Compliance with State Compulsory Law. By Georgia Law, it is mandatory for children between ages 6 and 16 to attend school. Therefore, in addition to all other provisions of this policy, failure of a parent, guardian or other person residing within the state having control or charge of any child or children between their 6th and 16th birthdays, to enroll and send such child or children to school as defined in O.C.G.A. § 20-2-690.1, shall be a violation of the Student Code of Conduct & Discipline.
- (3) Notification of Parents. Schools will notify parents by certified mail when a student has his or her fifth unexcused absence that each unexcused absence thereafter is a separate offense, is a misdemeanor, and, upon conviction, provides for a fine of not less than \$25.00 and not more than \$100.00; imprisonment not to exceed thirty (30) days, community service or any combination of such penalties. In addition, parents will also be notified that the Juvenile Court has the authority to incarcerate truant juveniles for up to sixty (60) days.
- (4) Notification of Juvenile Court. When a student has accumulated five (5) unexcused absences, which have been verified by the Lead Social Worker or designee, a letter will be sent to the Juvenile Program Manager in such manner and on such forms as agreed to by the Juvenile Court Judge and the school district. Upon receipt of this form and proper verification, the court will issue a summons requiring the parent and student, as appropriate, to appear before the court on a date certain. The Juvenile Court and the school district will cooperate to develop forms, checklists and timelines to ensure to the maximum extent possible

prompt referrals and hearings.

(5) Notification of Students. **Parents and students over 10 years of age on September 1 of the school year will receive a copy of Georgia's compulsory school attendance law. They will also sign a receipt of written notice of consequences and penalties for violating attendance laws. Schools will keep these signatures on file for the entire school year.**

(6) 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 of the Code of Conduct or any sexual offense prohibited under Chapter 6, Title 16 of O.C.G.A.

Tardy Policy

A student is tardy when he or she enters the classroom and is not in their seat after the ringing of the tardy bell. The RCBOE provides transportation for students to and from the RPM Campus. Students who choose to use alternative means of transportation to and from RPM take the responsibility to arrive at school on time. The following procedures will be followed according to county policy each semester for tardiness to school, homeroom, and /or class:

- Verbal and written notification will be given to the student on the occasion of the
- 5th tardy and 1-hour detention assigned.
- 10th Tardy - One day suspension from school and work
- 15th Tardy - Two days of suspension from school and work
- 20th Tardy - Three days of suspension from school and work

Attendance (Textron)

Points Summary

Verbal	Written	Final	Termination
20 Pts	50 Pts	80 Pts	120 Pts

- **Verbal Warning (20 Pts):** Documentation of the verbal warning form is prepared by the leader, presented to the student for signature, and is returned to the HR department to be placed in the student file.
- **Written Warning (50 Pts):** Documentation of the written warning form is prepared by the leader; presented to the student for signature and is returned to the HR department to be placed in the student file. Leaders will consult with Human Resources before issuing written and final warnings and before termination.
- **Final Written Warning (80 Pts):** Documentation of the final warning form is prepared by the leader and HR and is presented to the student together. It is then returned to the HR department to be placed in the student file. Leaders will consult with Human Resources before issuing written and final warnings and before termination.

*Please note, students are presented the discipline form to sign but are not required to sign. If the student refuses to sign the form, it does not void the write-up. The documentation will still stand.

Attendance Policy

It is the student's responsibility to consistently come to work on time according to their work & class schedule. Students that are absent from work, come late or leave early will incur attendance points. Students who have difficulty meeting attendance or punctuality standards will be counseled early and provided reasonable time to demonstrate improvement. Continued excessive absenteeism or tardiness will result in progressive disciplinary actions including warnings and possible termination from the RPM program.

Each absence (except holiday or vacation) or tardiness (late or home early) will be assigned a specific point value. Points are charged from the first date of occurrence and remain on the student's attendance record for one (1) rolling calendar year.

In order to be considered an excused absence, the student must call their supervisor prior to the start of their shift or no later than one (1) hour after the start of their shift. The student must also provide documentation for their absence if requested.

The points are assigned as shown below:

- **2 POINTS** – Students who arrives late or leaves early up to one (1) hour will be assessed 2 points.
- **5 POINTS** – Student who arrives late or leaves early, greater than one (1) hour and less than two (2) hours will be assessed 5 points.
- **10 POINTS**– Student is absent greater than two (2) hours, follows the call-in requirement, and provides documentation of absence if requested within one (1) working day of absence. This is considered an excused absence which still generates 10 points. Consecutive absences are not assigned additional points.
- **15 POINTS**– Student is absent greater than two (2) hours and does not follow the call-in requirement. This is considered an unexcused absence which will generate 15 points. Consecutive absences are not assigned additional points

*Failure to follow call-in for three (3) consecutive days will be considered job abandonment and a voluntary resignation.

*Students are responsible to call their TSV supervisors to let them know if they will not be reporting to work. It is not the school's responsibility to let the TSV supervisors know.

*Students who follow the call-in process and are utilizing PTO will not be assigned points.

Behavior Policy

RICHMOND COUNTY SCHOOL SYSTEM AND TEXTRON SPECIALIZED VEHICLES (TSV) have a high expectation for student behavior. Certain behaviors will not be tolerated:

- Bullying
- Threatening
- Fighting
- Job Abandonment
- Foul language toward adults on the premises
- Tobacco usage on the premises
- Metal Cans on the premises
- Students and those who pick up or drop off will be held accountable for their actions.
- TSV monitors social media - Inappropriate behavior on social media will be addressed.
- Important Note: PTO may not be used for days of out-of-school suspension.

Bus Regulations

Students are expected to conduct themselves appropriately on the bus and abide by the rules of the RCBOE and Georgia highway laws. The bus drivers are responsible for the lives of everyone on the bus. Students are required to follow the directions and commands of the bus driver. Anyone violating bus rules is subject to disciplinary action, and repeated violations of bus rules will result in suspension or revocation of bus privileges. For a student to ride a different bus home, a note signed by a parent must be presented to the front office secretaries, who will call to verify the change. Bus changes are only for emergencies.

Conduct and Discipline

The RCSS “Code of Student Conduct and Discipline” provides substantial guidance for behavior standards and expectations for students, assures due process and fair treatment for every student, fosters a wholesome environment within the school, affords each student an uninterrupted opportunity to pursue academic excellence, and provides rules designed for the safety and welfare of the students.

Cell Phones and Electronic Communication Devices Policy

To promote the best possible learning and social environment in the classrooms and schools of Richmond County, students will adhere to the terms of this policy. The intent of the cell phone policy is to limit access to and use of cell phones in order to avoid distractions from learning and the loss of instructional time.

Under the terms of the RCSS cell phone and electronic communication devices policy, all cellular phones, smart phones, smart watches, any type of headphones, earbuds, and other devices or accessories used to electronically communicate are considered personal electronic communications devices and will be referred to as “cell phone(s)” and/or “electronic communication devices” throughout this policy.

The use of cell phones, electronic communication devices and/or accessories is prohibited for all students at all times during the instructional day, which is defined as the time the student arrives on campus until the end of the school day and/or the time the student leaves campus. The instructional day includes, but is not limited to, class periods, class changes, study halls, and any other structured or non-structured instructional activity that occurs during the normal school day.

Students are not allowed to use cell phones in the common areas, hallways, restrooms, locker rooms or any other areas during the instructional day. [Note: The school site administrator, or designee, may offer an incentive for high school students to utilize phones during lunch time, if certain criteria are met, as decided upon by the administration.]

The possession of cell phones and electronic communication devices on school property is a privilege extended to students, and the School System is not responsible for any lost, stolen or damaged electronic communication devices or cell phones, nor will the administration or school officials investigate missing or damaged cell phones.

Consequences of Violation of Cell Phone Policy

First Offense: The first offense will result in the electronic device being confiscated, to be picked up by the student or parent at the end of the same school day. The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Second Offense: The second offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Third Offense: The third offense will result in the electronic device being confiscated, to be picked up by the parent on the Friday following confiscation, at the specific time designated by the school. The student will receive one day of in-school suspension (ISS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Fourth Offense: The fourth offense and thereafter will result in the electronic device being confiscated for ten (10) school days, and the parent must schedule a conference with an administrator to retrieve the electronic device. The student will receive three days of in-school suspension (ISS). The incident will be recorded in the student's discipline record within the student database (e.g., Infinite Campus).

Further incidents may result in the student losing the privilege of bringing electronic devices on campus, in-school suspension, out-of-school suspension, and any other forms of discipline deemed appropriate under the circumstances.

BYOT Student Responsibility

- 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. The Richmond County Board of Education is very concerned about internet safety.

Public Displays of Affection (PDA)

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

End of Course Test

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

- **Mathematics**
 - Algebra
- **Social Studies**
 - United States History
- **Science**
 - Biology
 - **English Language Arts**
 - American Literature and Composition

What is the Purpose of the EOC?

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

Who is required to take the EOC?

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

How does the EOC affect the student's grade?

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

- For students enrolled in grade nine for the first time on July 1, 2022 or after, the EOC counts as 10% of the final grade.

When are the EOC administered?

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

Entry / Entrance

All students must enter and leave the building at the front door. Bus riders will be dropped off at the back bay doors. All visitors must check in at the front office and use the parking lot directly outside the front door.

Extra-Curricular Activities

The school shall not allow a student to participate in any extracurricular, co-curricular activities, or cooperative work experience if the student was not counted present for the school day. For absences after the fifth (5th) unexcused absence, the student shall not be allowed extracurricular participation without a physician's note.

For a student to be marked present for a full school day, a student must be in attendance for one half or more of the school day. However, a student will not be recognized for perfect attendance after ten (10) tardies.

Early Dismissal/Signing-Out Procedure

A student who wishes to leave school early must bring a written request to school stating the reason for early dismissal. Parents should not pick up students before the end of the school day except where there is a legitimate emergency. Always make an effort to schedule appointments after school hours. For scheduled appointments, bring a written request to the front office prior to 1st period or the parent should message the student's group chat. Include release time, parent/guardian to contact, and phone number to verify the note's authenticity. Notes will indicate whether you will be driving or being picked up. You are not officially released until you sign out in the main office or have spoken to administration before your departure. It is the student's responsibility to keep up with all excuses for future reference.

Eligibility for Georgia High School Athletic Association Activities

RPM students may participate in athletics events and other extra-curricular activities at their homeschool. To be eligible to participate in Georgia High School Association (GHSA) activities, students must:

- Be enrolled as a regular student in grades 9 – 12 taking, 7 courses per semester.
- Not have completed 8 consecutive semesters from date of first enrollment in the ninth grade.
- Have passed five (5) unit subjects out of seven (7) the previous year.
- Have not reached their 19th birthday prior to May 1 the preceding year of participation.
- Must not be migrant students of less than one year standing.
- Must be on track for graduation.
- Entering 9th grade: Promoted from 8th grade
- Entering 10th grade: Earned 5 units of credit
- Entering 11th grade: Earned 10 units of credit
- Entering 12th grade: Earned 16 units of credit
- Must pass a physical exam by a certified physician.
- Joint enrollment must be taking 5 classes at home school.
- Must receive credit for college classes at home school.

Field Trips and School Events

During the school year, parents may be asked to give permission for their child to go on a class field trip. A form will be sent home for the legal guardian's signature before a student will be permitted to go on a field trip. Any student who has not returned the signed permission form will not be allowed to participate. Parents who wish to chaperone a trip must have a current volunteer card/status on file (see Volunteer Policy).

For voluntary out-of-town field trips that utilize a bus service, complete support of parents will be required. When a

trip of this nature is planned, the cost will be the same for all students regardless of the mode of transportation used. The cost will be the same if a parent opts to drive instead of riding the bus.

Final Exams Policy

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

Students with a 90 or above grader average, are eligible to exempt from second, and fourth quarter exams if all media materials are returned and fines are paid.

Grading

There are four quarters in the school year. Report cards will be sent home every nine weeks. RPM students are also required to participate in summer school activities if they have not graduated.

Final Exams Policy

RPM students will take final exams at the RPM site. Final exams are an important time for all RPM students. In order to ensure that each student has the most conducive testing environment for success, tardiness to the test site and early dismissal from the test site will not be allowed. If a student is tardy to a final exam, they will not be permitted into the test site and will have to schedule an alternate time in order to make up the exam. Students will not be called or dismissed during an exam period, except in the event of an emergency. Students must stay in the exam period the full time for the exam to be counted. Any student who leaves the exam early for any reason other than a family emergency risk having their exam grade forfeited and will be required to take another exam on a date to be scheduled at least 24 hours before their homeschool's graduation day.

Report Cards

Report Cards will be distributed on or about the following dates:

- October 16th
- January 10th
- March 12th
- May 30th

FINAL REPORT CARDS WILL BE MAILED HOME

Progress Reports

Progress reports are given to students after the completion of the midpoint in each quarter. All teachers will inform parents of their child's progress at least twice during the grading period.

Progress Reports will be distributed on or about the following dates:

- September 11th
- November 13th
- February 5th
- April 16th

Grading Scale

RPM will follow the Richmond County grading scale.

The scale is:

A= 90 – 100

B= 80 – 89

C= 75 – 79

D= 74 – 70

F= 69 – below

Homework Policy

Teachers are not required to assign homework. However, when assigned on an as needed basis, homework can be a valuable part of the instructional process. It allows students to practice what has been taught; it lets parents see what students are learning and where they are in their level of understanding; and it gives teachers the opportunity to provide useful feedback to students.

Grading of Homework: Homework for practice or preparation for instruction is intended to build skills and understanding. This type of homework does not evaluate learning and, therefore, is not graded. Rather, the intent of such homework is to help students learn and to prepare them for subsequent tasks that are graded. Projects and large assignments requiring additional work time may be assigned as homework that is graded upon completion.

**All teachers do not count homework the same.*

Graduation Ceremony

Seniors participating in the graduation ceremony will be required to wear a cap and gown. The graduating senior, through their home school, will purchase the cap and gown. RPM will provide information that has been relayed to us from homeschools to assist students with purchasing a cap and gown. Appropriate “dress attire” (as determined by the homeschool’s Graduation Committee) will be worn beneath the gown.

Parents of graduating seniors are often surprised at the monetary expense of having a student graduate. Expenditures can add up quickly and the average cost is somewhere in the \$200-\$300 range. It can be higher depending on the cost of class rings and prom attendance. The inclusion of this estimate is to help parents plan and prepare for these unexpected costs. All graduation practice sessions are scheduled by the home school. The Graduation Committee will establish protocol. Policies and information will be disseminated to students and parents as it is received from homeschools.

Guidance and Counseling

Each student has a counselor who can be of tremendous help in many ways. The counselor’s main concerns are to help students make sound decisions about their school program, their career plan and their personal life situations. Students are encouraged to confer with the counselor whenever they need help in these areas.

Illness

A student who becomes ill at school should request a pass from his/her teacher to go to the front office. The school nurse or school administration will call parents if warranted.

Lockers

Each student must have a locker for books and personal items. A student can use **ONLY** the locker assigned and the student will lock it once their possessions have been placed inside. Students may not share lockers. Students may go to lockers during arrival and dismissal. If a student has problems opening a locker, he/she will report to an RPM Faculty member. Damaged lockers should be reported immediately. Students are responsible for their belongings at all times. Lockers should be neat and **LOCKED!!** Students are accountable for **ALL** items found in lockers. Any damage to a locker will be the student's responsibility and will be considered a serious violation of school and company policy. No decorations may be permanently attached to the outside or inside of the locker. The school's staff reserves the right to inspect lockers at any time.

Lunchroom

We have a "closed campus" policy at RPM. Students will remain on site during the day unless parents sign them out for situations/circumstances that cannot be handled after school hours. **No student may leave campus for lunch or order food to be delivered to the facility.**

STUDENTS MUST REMAIN IN THE CAFETERIA AREAS DURING LUNCH. STUDENTS MAY ONLY USE THE RESTROOMS NEAR THE CAFETERIA DURING LUNCH PERIODS.

The cafeteria should be neat and clean at all times. Students should return lunch trays to the proper area and dispose of paper in proper containers. Trays, plates, and utensils **MAY NOT** be taken outside of the lunchroom area. Students are asked to leave the cafeteria clean and orderly.

Medication Policy

All medicines require written permission from a parent/guardian. Bring to school only the dosage necessary to last the duration of treatment while at school. For recurring ailments, it would be to the student's advantage to have medication on hand in the clinic, such as asthma, allergy and/or pain treatments. All medication must be housed and administered by Mrs. Makowski or authorized personnel.

***Students are forbidden to share, give, receive, or take any medication from other students. This is to include all over-the-counter medications (i.e. Tylenol, aspirin) and prescribed medications.**

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

I. LONG TERM PRESCRIPTION MEDICINES

1. A completed form shall be on file for each child requiring long term medication or medicine.

Such form shall include:

- a. Name of child, address and phone number
- b. Name of medicine and medication
- c. Purpose of medicine and medication
- d. An official label must be on the container of medicine or medication
- e. Physician's requirements specifying frequency (dosage) and method of administration
- f. Physician's description of anticipated reactions of child to medicine or medication
- g. Instructions for school personnel to follow in the event of side effects
- h. Termination date for administering medicine or a medication statement that medicine is to be given for an indefinite period of time
- i. Parent(s) or legal guardian(s) signature approving the administration of the medicine

- or medication
 - j. Physician's signature
 - 2. Long term medication will not be administered to students unless the above conditions are followed.
- II. SHORT TERM PRESCRIPTION MEDICINES (10 OR LESS SCHOOL DAYS)
- 1. Short term medication will not be given unless a completed form obtained from the school office is on file for each child requiring medication or medicine or unless the information received in writing by the school contains the following:
 - a. All medicine must be in its appropriate bottle or container.
 - b. Such bottle shall have a label with the name of the student, name of the medicine, doctor's requirement for how to administer, frequency of dosage, and termination date.
 - c. In addition, there shall be a note signed by the parent giving permission for the medicine to be administered and a phone number where the parent could be reached.
- III. OVER THE COUNTER MEDICATION
- 1. Before over the counter medication can be administered to students, there must be a signed note from the parent authorizing such administration; setting forth the dosage; the frequency; and the termination date.
 - 2. All such over the counter medicines must be in the original containers with the child's name taped to the bottle.
 - 3. Such medicines shall be administered by the principal or the principal's designee or the school nurse. The principal may designate for the counter medicines to be administered by the classroom teacher or office personnel, depending on what would be appropriate under circumstances. This applies to over the counter medicines only.
 - 4. All medication, including inhalers, should be brought to and picked up from school by a parent, not sent on the bus with the student.
- IV. Asthma
- 1. All students with asthma must have an asthma action plan filled out by their doctor. Parents may obtain the asthma action plan from the school nurse.

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

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

Messages and Deliveries

Messages to students will be taken and delivered to students only in case of an emergency. Third-party deliveries (e.g., Door Dash, Uber Eats, etc.) are not allowed. **RPM will not accept flowers or other deliveries.**

Personal Transportation and Parking

There is one parking lot on the side of the RPM Facility for faculty, staff, and students. Students will fill out the required parking permit application form, informing them that their vehicles are subject to being searched while on TSV/RCBOE property. Students must also provide a copy of proof of insurance when they apply for the permit.

Students will not be allowed to return to their cars during the day. Any student who drives and must leave early must check out in the main office and have a pass to return to the parking area to leave.

Textron Specialized Vehicle, RPM, and the Richmond County Board of Education are not responsible for any loss, damage, or theft. Students park and drive at their own risk on, to, and from campus. Students will not be permitted in the parking lot areas during school time without permission from the administration except for arriving and leaving the RPM campus. Students must exit their cars and enter the building immediately when arriving at school. All vehicles on the RPM campus are subject to search by school officials.

Safety

Every effort is made to ensure that your child is safe at school. All staff members have been instructed on procedures related to fire drills, natural disasters, and external violence. RPM follows the state's guidance regarding safety drills and equipment checks. Students are expected to participate fully in all drills and follow the instructions of faculty and staff. Please refer to the RCSS Code of Conduct or call RCSS Public Safety at 706-826-1000 for additional details relating to safety.

Emergency Procedures

Fire Drills: In the event of a fire alarm, all students, at the direction of their teachers, will exit their classroom and proceed in an orderly fashion to the nearest exit. Upon exiting the building, students will be directed by their teachers or administrators to a safe area. Your teacher will call roll; therefore, you must stay with your teacher during the evacuation.

Tornado Drills: In the event of a tornado drill, all students will, upon the direction of the classroom teacher, exit the classroom and proceed to the male and female bathrooms in the RPM facility. Male students, administration, supervisors, and teachers/staff will report to the male restroom. Female students, administration, supervisors, and teachers/staff will report to the female restroom. Upon entering the bathrooms, all students will line up facing the wall, kneel down and place their head down with their hands covering their heads and remain in this position without talking until all clear is given.

School Floor Plan with /Emergency Evacuation Paths and evacuation routes are posted in each classroom.

Schedule Changes

Every effort is made to ensure student schedules are correct. If there is an error in the student's schedule (i.e., incorrect class, double class, pathway credit, etc.), the student will meet with the school counselor to make the necessary changes. Schedules are not changed based on student preferences for teachers, classmates, or other personal reasons. Once schedules are finalized, no changes will be made. If there is a concern related to a particular class, the student and parent are encouraged to schedule a parent-teacher conference to resolve any questions or concerns.

School Council

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

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

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

School Telephones

Phones in the school offices are available for student use. Students should request permission from their teacher before accessing the phone in the front office or school counselor's office.

School Insurance

School insurance is made available for all students. Parents have the option to accept or reject purchasing the coverage. Students participating in all athletic events, except varsity football, are encouraged to take out the policy. Varsity football players are under separate coverage. We strongly urge all students involved in any school club or activity to purchase school insurance.

Standardized Testing

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

RPM students must complete required state and local assessments. Georgia Milestones Assessment information can be found at the following site: <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>

Standards of Participation – Technology Usage

Each student enrolled in RPM is solely responsible for the content posted through his/her login and account activity. Sharing or using your username and password with others or using other's usernames and passwords is strictly prohibited and is against RCSS's Procedure and Policy.

The following are strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material including language, photographs, and videos that are inappropriate;
- any criminal or other illegal activity including encouraging the unlawful use, illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations, or rules regarding academic honesty;
- spam or unauthorized, unsolicited, commercial promotion; and
- disruptions of the server or host software.

Failure to comply with these strictly prohibited standards of participation will result in temporary or permanent removal of user access to RPM and possible dismissal from RCSS.

Textbooks

It is the student's responsibility to turn in each textbook to the issuing teacher. Students must take books to class every day. Textbooks will have the school's name, and a number will be assigned to each textbook. A periodic check will be made to see if each student has his/her own textbook. The teacher of the course will issue textbooks. Lost or damaged textbooks should be reported to that teacher. Students will sign for textbooks and are responsible for these textbooks. Parents or guardians will be notified of the amount owed for lost or damaged textbooks, library books, system or state owned materials, or equipment. Students who owe for textbooks, library books, or equipment will not be issued additional textbooks or library books until restitution is made. Graduating seniors will not be permitted to participate in graduation ceremonies until all fees are paid. Students are required to have class materials, such as pencils, pens, paper, books, uniforms, etc., and other items that a teacher may require for a specific instructional purpose when students go to class. **Students are not to go to class and then ask to go back to their lockers.** (Textbook Policy: O.C.G.S. 2-02- 1013)

Tobacco Free Environment

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

Transcripts

The first three requests for transcripts of an actively enrolled student will be sent free of charge. Other transcripts or request for education verification must be ordered using the online portal at <https://www.rcboe.org/Page/36498> (Student Records).

Visitors on Campus

Persons not enrolled at RPM are not allowed on the campus during school hours unless they have checked in at the main office. This badge must be visibly displayed. Parental visits do not constitute a conference. Please the school counselor to schedule a meeting or conference with Richmond County School System employees at 706-823-5812.

Volunteers

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

Withdrawal

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

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. Titania Singh
Department of Student
Services
864 Broad Street
Augusta, GA 30901
706-826-1000 x 5501**

**School Title IX Coordinator
Dr. Adrienne Bogans
2920 Mike Padgett Highway
Augusta, GA 30906
706-823-5690**

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.