

910 Russell Street
Augusta, Georgia 30904
Telephone (706) 737-7152
<http://arc.rcboe.org>

Academy of Richmond County
Established July 31, 1783



Mr. Jason Medlin | *Principal*
Ms. Kyshone Cortinez | *Assistant Principal*
Mr. John Germany | *Assistant Principal*
Mr. Scott Guinn | *Assistant Principal*
Mrs. Chequita Stephens | *Assistant Principal*

Musketeer Parents and Students,

Students will no longer be allowed to check out during the lunch block unless a parent is present to sign the student out of school. Parent request through email will no longer be honored unless the student is able to produce the proper documentation (see below) to be excused. For an absence to be excused proper documentation must be presented when the student returns to school.

A written note from the parent explaining the child's absence (limit 5 for illness) is required when the child returns to school. The note must be taken to Mrs. Harris in the Media Center or Mrs. Register in the Front Office. Absences will be deemed excused or unexcused according to the Richmond County School System Code of Conduct.

Examples of excused absences are as follows:

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

Thank you for your continued cooperation.

Sincerely,

Jason Medlin
Principal
The Academy of Richmond County