

**Augustus Roberson Johnson**  
Health Science & Engineering  
Magnet School



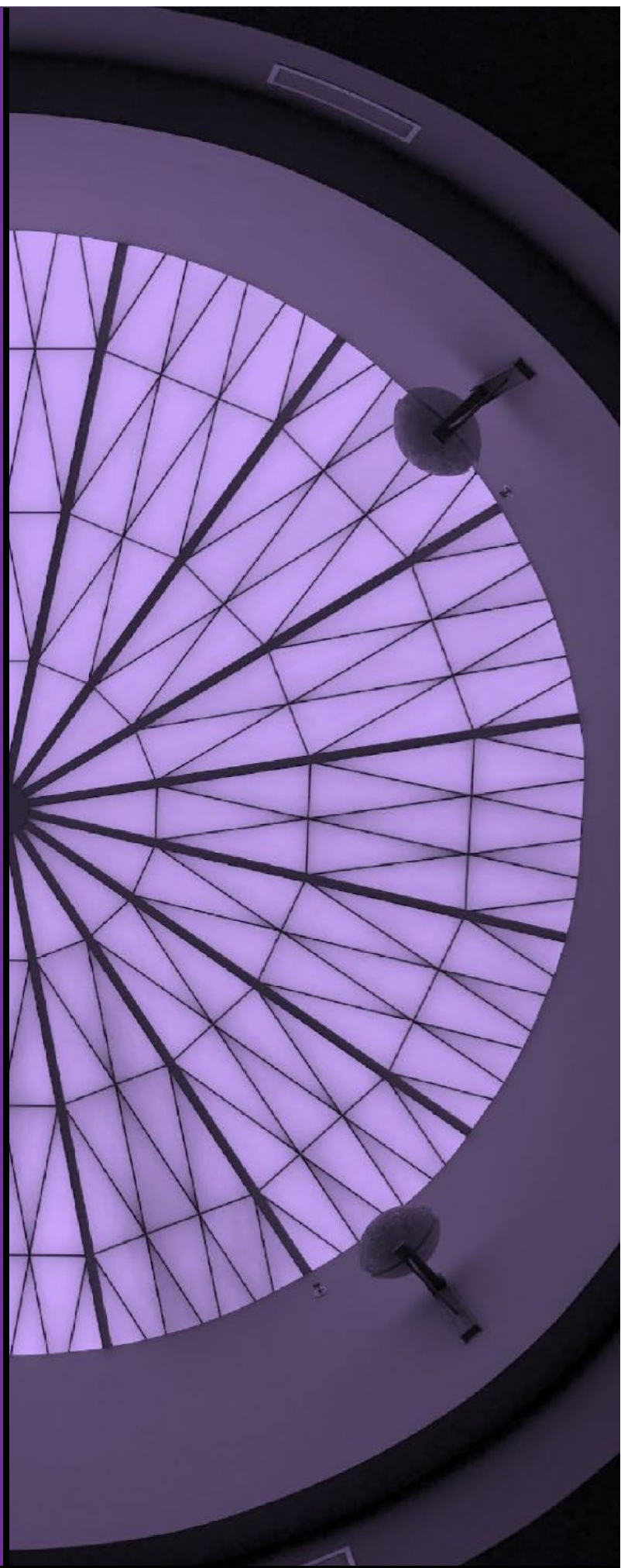
Middle School Student  
Handbook  
**2023-2024**

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## **A.R. Johnson Health Science & Engineering Magnet School**

### **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.

### **Augusta Roberson Johnson (1853-1908)**

In 1870 A.R. Johnson became the first African American licensed to teach by the State of Georgia and paid under the state school fund. He was born in Augusta and was educated in the Augusta public schools. He was graduated from the Augusta Institute, now Morehouse College, from which he received the A.B. and A.M. degrees.

A.R. Johnson became principal of the first grammar school in Augusta for African Americans and taught in the Augusta public school system for 39 years. He later served as principal of the Mauge Street School.

A.R. Johnson was a masonic leader, he was president of the Lincoln Memorial Association, and a prominent member of the Knights of Pythias.

A.R. Johnson was a founder of the Douglass Infantry, the first state military company in Augusta, and was later commissioned lieutenant colonel by the State of Georgia.

An outstanding church leader, A.R. Johnson served for 36 years as superintendent of Sunday School at Harmony Baptist Church where he was also church clerk.



## **Message from the Principal**

Dear ARJ Family,

As we continue the legacy of success established at A.R. Johnson by building strong working relationships between students, parents, staff, and community partners, our primary focus is on developing employability and 21<sup>st</sup> Century Skills that ensure ARJ students are prepared for a successful future.

This school year, it is my hope that we will work together to provide students the best learning opportunities available and prepare them to be world class citizens who understand hard work and dedication are crucial for success.

This handbook was developed as a guide to explain our school's unique expectations, programs, and policies. This guide should serve as 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 handbook in its entirety. If you have any questions, 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, and we know from experience that successful Johnson students are those who are knowledgeable, informed and self-disciplined. We are here to help you reach your full potential. Best wishes and have a great year!

Dr. Driggers

**Dr. Emily Driggers, Principal**

## **Magnet School Standards & Expectations**

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

### **Academic Standards for Middle School (Grades 6-8)**

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

Although middle school students are expected to pass math and ELA along with science or social studies courses for promotion to the next grade level, failure of any course may lead to dismissal from 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.

### **Behavior Standards**

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

Students with repeated minor violations may be placed on disciplinary warning and/or probation. Parents of students on disciplinary warning and/or probation will be required to attend a parent 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 immediately.

### **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. Middle School students will take exploratory classes in both programs before they decide which program to enter during high school.

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 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.

## Academic Requirements

### Course Requirements

Students are expected to maintain a rigorous course schedule throughout their academic career at A.R. Johnson. Students must meet all state and local requirements in the foundational courses of language arts, mathematics, science, social studies, and foreign language. Additional courses are offered and recommended. Students must observe county and school academic policies. **Homework is a part of each student's total evaluation.**

### Homework

Students are expected to complete homework independently. Not only is homework academically necessary, but it teaches responsibility. All students will have to work and study regularly each day. If you find yourself cramming for tests, daily preparation should be increased. You should refer to the ARJ teacher Canvas pages and individual course requirements for more information.

### Progress Reports & Report Cards

Progress reports are sent home two times during Fall Semester and two times during Spring Semester. Grades will be reported as numerical scores based on tests, projects, and assignments. Progress reports provide insight and an opportunity to improve grades before report cards are issued. If you see that your child is not doing well in a class, please contact the teacher to schedule a conference. Report cards will be disseminated twice a year at the end of each semester.

### Grades

All grades are reported numerically and are based on the following calculation:

- **Minor Grades = 60%** Examples include quizzes, labs, and other graded assignments to assess certain standards in a unit of study.
- **Minimum number** of minor grades per 6-week progress report period = **5**
- **Major Grades = 40%** Examples include unit tests, essays, research papers, project-based assignments, and other culminating assessments to measure mastery of standards that comprise a unit
- **Minimum number** of major grades per 6-week progress report period = **2**

Letter grades for all courses are defined as follows:

<b>A</b>	<b>Represents an average of 90-100</b>
<b>B</b>	<b>Represents an average of 80-89</b>
<b>C</b>	<b>Represents an average of 75-79</b>
<b>D</b>	<b>Represents an average of 70-74</b>
<b>F</b>	<b>Represents an average below 70</b>

Any grade of 69 or below is considered a failing grade. Progress report grades of 70 – 74 are dangerously close to unsatisfactory work and a probationary status for students enrolled in our school. Refer to the magnet contract for more information.

Students who do not meet the grade requirements of our contracts 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.

Students and parents are encouraged to monitor the grades earned in all classes. RCBOE provides two services that assist parents in monitoring their child's progress—Canvas and Infinite Campus.

### **Canvas & Infinite Campus**

Canvas is the school's Learning Management System where assignments are given and submitted. Parents should sign up for an account so that they can “observe” their child in each class. This will give you a list of all upcoming assignments and announcements from each of your child's teachers. It will also let you see grades as they are posted. Infinite Campus is a tool that enables the family to track the daily progress of the students. It is the school's platform for tracking grades and attendance. 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.

### **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.

### **Academic Probation**

Progress reports are issued at the end of each six-weeks. At this time, a list will be compiled of all students who are on academic probation.

A student will be placed on academic probation if either of the following are true:

- An average below 70 in any individual class for those six weeks, OR
- An academic average below 75 in core classes (mathematics, social studies, science, and language arts)

Academic probation will continue for six weeks, at the end of which the average(s) will be reevaluated. While on academic probation, a student will not be allowed to miss academic classes for school-related functions such as field trips or athletics. Any fees submitted in advance for such activities will not be refunded. (If an entire grade is going on a field trip, the student will be allowed to go or an alternative assignment will be given per teacher discretion.)

## Honors

Honor roll recognition at AR Johnson is reserved for those students who earn grades of 80 to 100 and having satisfactory conduct in all classes. (Students must be aware that discipline is an integral part of the magnet school program and that all students will be held to the signed contract.)

The Honor Roll designations are as follows:

- All A/B Honor Roll—Student earns an 80 or higher in ALL subjects.
- All A Honor Roll—Student earns a 90 or higher in ALL subjects.
- All year honor roll requires students to be on the honor roll each semester.

## Attendance

Absence from class results in lost instructional time. Missed work must be made up within one week (5 school days). Generally, if you are only absent the day of a scheduled test/quiz, you are expected to take that test/quiz on the day of your return. Make-up work/tests due to multiple, intermittent absences will be scheduled at the discretion of the teacher. Excessive absences, for whatever reason, invariably cause lower grades. Make-up work is allowed following an excused absence. Students are expected to attend all classes and to be prepared for those classes. Being prepared means having all necessary materials including paper, pencils, books, and homework.

## Excused Absences (E)

An absence is excused if it is caused by illness, death in the family, or a medical appointment. A note for all absences is required upon the student's return to school and should be placed in the drop box outside of the Counseling Office.

Tests, quizzes, and regular assignments are to be made up at the convenience of the teacher, and it is the student's responsibility to contact teacher regarding make-up work. Students who fail to see the teacher and schedule a time to make up missed work may result in not receiving credit for the assignment.



Due to students having advanced notice of pre-assigned essays and projects, these are still due on the assigned day even if the student is absent. Please plan to email or send any essays or projects to the school on the day they are due.

### **Unexcused Absences (U)**

An absence is unexcused when there is no explanation or note explaining the absence from the parent or the doctor. Absences due to vacations, trips, etc. are considered unexcused unless a pre-approval form is completed and approved by the principal prior to the event. Richmond County Policy states that no absences should be unexcused. The Social Worker, Principal, and the Attendance Committee are notified when students accumulate 1 (ONE) unexcused absence.

### **Procedures for Absences**

Within two days of the student returning to school, he/she should present a note or document to the guidance 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.

Five parent notes will be accepted for absences for the school year. For all additional absences, students MUST submit a doctor's note for that absence to be considered excused.

Students are responsible for placing ALL excuses (doctor notes and parent notes) in the drop box outside of the counseling suite.

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 and excuses.

### **Early Dismissal**

If a student is to leave school before 3:20 pm, the student will present a written note from a parent or guardian explaining the need to leave school early. The note 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. EARLY DISMISSALS SHOULD BE KEPT TO A MINIMUM.

### **Full School Day**

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 he or she is tardy (10) or more times.

## **School/Athletic Activity**

An absence due to a student's participation in a recognized school activity or event is officially excused. The student will not be marked absent from school. However, the student is responsible for getting, completing, and submitting all assignments.

## **Special Circumstances (Prearranged)**

The principal may grant an approval under special circumstances. These must be pre-approved by the principal and documentation may be necessary. If the parent knows in advance that the student will be absent, the parent should send a note or email to the principal requesting a Prearranged Absence Form. Once the form is returned, the principal will then determine whether the absence is excused or unexcused and if excused, allow the student to gather their work and assignments prior to the absence.

## **Tardiness**

Punctuality is expected of AR Johnson students. Students are tardy to school after the 8:30 tardy bell. Train delays and other personal transportation delays are considered unexcused times tardy as bus transportation is provided for each student. Excessive unexcused times tardy are viewed as cutting class and such cases will be referred to the principal and may be considered grounds for dismissal from AR Johnson. Classroom teachers handle students' tardiness according to the county policy. Students who arrive to school after 8:30 am must report to the front office and sign-in BEFORE going to their first class.

Tardies are also assessed each class period by individual teachers. If a student enters the classroom after the tardy bell for that class rings, then he or she is tardy and will be marked as such by the classroom teacher. These tardies will count as disciplinary infractions. A student's tardy count will start over at the beginning of each semester.

## **Discipline for Excessive Tardiness**

- 4th Tardy – Warning letter sent to parents.
- 8th Tardy – 3 hours of detention.
- 11<sup>th</sup> Tardy – 1 day of suspension and student placed on behavior probation.
- 16<sup>th</sup> Tardy – 3 days of out-of-school suspension & the student will have to return to their zoned school.

## **Truancy**

Any student guilty of cutting or skipping school is guilty of truancy. Truants break the contract required by the school, as well as the county rules. Discipline will be administered following the Richmond County Code of Conduct. Students who are repeat offenders will be referred

to a Richmond County Social Worker and may be dismissed from the magnet school. Additionally, truancy may be referred to the county authorities for legal prosecution.

## **Behavior & 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 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
- Excessive Tardies: Parents will be notified on the fourth tardy

**Procedures:**

- Teacher will Inform student of rule violated
- Teacher will describe expected behavior
- Teacher will contact parent
- Teacher makes discipline referral to administration through Infinite Campus
- 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**

**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, unprescribed/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

**Procedures:**

- Inform student of rule violated
- Send for an administrator to remove student from area

- Enter discipline referral in Infinite Campus
- Students will be placed on Behavioral Probation
- Parent Conference will take place
- Signed Behavioral Continuation Probation Letter

## Disciplinary Probation

If a student accumulates multiple infractions or is suspended, he/she will be placed on Disciplinary Probation. A student will remain on disciplinary 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.

Rules as stated in the RCBOE Code of Student Conduct will be upheld. Exemplary behavior is expected at AR Johnson Magnet School. Students will not be permitted to disrupt the vital process of teaching and learning, therefore, compliance with the signed AR Johnson Contract and Discipline Criteria is mandatory for each student. (A copy of the contract and discipline criteria is included in this handbook.) Detention hours for times tardy will not count toward disciplinary probation unless the student reaches the 11<sup>th</sup> tardy, for which he/she will receive a 1-day suspension. This suspension will apply to Disciplinary Probation because 11 times tardy are considered excessive. The student's status will be reviewed at the end of each semester. If improvement does not occur, the student will be asked to return to his/her zoned school. When a student is suspended, he/she is put on disciplinary probation. If that student is suspended a second time during that school year, he/she will have to return to their zoned school. Furthermore, students who go to tribunal and are found guilty of the charges will not be able to return to A.R. Johnson after the tribunal.

## Academic Honesty

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.

- **Cheating** on an examination, quiz, homework assignment, test, etc.
- **Plagiarism:** Failure to acknowledge the work of another. This includes copying and pasting from the internet or using AI to write an essay or other assignment.
- **Collusion:** Unauthorized collaboration in the preparation of a report, term paper, laboratory report, laboratory check-offs, etc.
- **Forging or alteration of documents**
- **Abetting:** Allowing another student to copy your work whether homework, class work, laboratory reports or laboratory check-offs, etc.

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 communicate the accusation to the student, parent, and administration along with documentation of dishonesty.
- The grade for the assignment will be entered as incomplete with a notation of "Ch" for "Cheated" in Infinite Campus.
- The student will be given an opportunity to complete an alternate assignment over the standards being assessed.
- Disciplinary actions may be taken and could result in disciplinary probation.

### Forgery

If a student is caught forging a parent's signature, the student will be given three hours of detention and placed on disciplinary probation.

### Academic Integrity and the Use of Artificial Intelligence (AI)

Artificial Intelligence (AI) has emerged as a key tool in the realm of education, supporting students in various ways, such as homework assistance, problem-solving, language learning, and so forth. However, with its growing role in education, we must address how AI interacts with our school's policies on academic integrity.

**ROLE OF AI IN LEARNING** AI can be a potent tool in your learning journey. It can offer personalized learning materials, help you understand complex topics, and give you access to a wealth of knowledge. It can facilitate studying and make learning more interactive and engaging. However, while using AI, it's essential to ensure that your actions remain within the framework of academic integrity.

### **GUIDELINES FOR AI USE AND ACADEMIC INTEGRITY**

1. Understand the Difference Between Assistance and Cheating—AI can assist in finding information and explaining concepts, which is very much like a tutor assisting you. However, you should never use AI to complete your assignments, tests, or any form of graded work entirely on your behalf. This would be equivalent to cheating.
2. Cite AI-Sourced Information—When using AI for research or gathering information, ensure that you properly cite the sources provided. Not doing so could result in plagiarism. AI is a tool to find information, but that does not exempt you from acknowledging the original creators of that information.
3. Do not Use AI to Circumvent Learning—AI is here to complement your learning, not replace it. Using AI to bypass understanding concepts or doing the work yourself defeats the purpose of education, which is to develop your knowledge, skills, and competencies.

4. Understand the Limitations of AI—While AI can be very helpful, it's not infallible and shouldn't be wholly relied upon for accuracy. Always cross-verify information from multiple sources and don't hesitate to ask your teachers if you're unsure about something.

## **CONSEQUENCES FOR MISUSE OF AI**

The misuse of AI, such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding, will be treated as a serious violation of our school's academic integrity policy. Consequences can range from grade penalties, failing the course, or even suspension or expulsion.

We encourage you to use AI as a learning tool, but to do so responsibly and ethically. Remember, the goal of your education is not just about earning grades; more importantly, it's about learning, growing, and preparing yourself for the future. The responsible use of AI aligns with these goals and helps you become a better learner and future leader.

### **Leaving Class**

- Students who leave class without permission will be give three hours of detention.
- Students who leave campus without permission will be suspended and may face removal from the school.

### **Manners/Lecture Hall Etiquette**

Students at AR Johnson are expected to exhibit appropriate audience etiquette during assemblies. Teachers and administrators will issue detention where necessary when a student is not adhering to the proper behavior below:

- Arrive on time.
- Do not take food or drink into the Lecture Hall. (This includes chewing gum.)
- Avoid unnecessary talking or other forms of noise.
- Do not enter or leave during the presentation.
- Be attentive.
- Do not sleep or "lie down" across multiple chairs.
- Applaud where appropriate-**but do not whistle, yell, or call out.**
- Do not prop up your feet on the backs of chairs or on chairs next to you.
- All cellular devices are to be silenced.

### **Detention**

Some rule infractions will result in the assignment of after-school detention.

The detention location is announced each afternoon. Students should report to after-school detention no later than 3:30. Being tardy to detention will result in further disciplinary action. Detention will end at 4:10.

Detention is served on the date assigned. Athletics practice, work, etc. are not excuses for not serving detention. Detention students may be given work activities to do in the school as their detention.

Sign out in the detention book after completing your time.

Parents must pick up their child no later than 4:20 pm, as the building closes at 4:30 pm. Students will be given additional detention if picked up later than 4:20 pm and on occasions where students are continuously not being picked up on time, other disciplinary measures besides detention will occur and shall not exclude suspension.

Not being picked up on time can also put your status at AR Johnson in jeopardy, and you may have to return to your zoned school. This policy will be strictly enforced.

If you do NOT notify the office BEFORE you cannot serve detention, you will be given another hour of detention.

If you accumulate detention hours that are not being served, you will be suspended.

## Dress Code

For detailed information regarding student dress code, please refer to the RCSS Code of Student Conduct. There are a few exceptions and additions specific for ARJ listed below:

- At all times students are responsible for body cleanliness, neatness of appearance, and good grooming.
- Clothing with excessive holes larger than 3 inches are not permitted. Holes in pants must be below fingertip-length.
- All tops/dresses must cover the waist, shoulders, and back. No see-through garments. Crop tops are not permitted.
- Pajama pants are not allowed. Bedroom shoes and slippers, i.e. furry slides, are not permitted.
- Blankets and stuffed animals are to remain at home.
- Hair color must be within the "natural" range, not green, blue, purple, fuchsia, pink, orange, bright red, etc.
- No slides/shower shoes/flip flops/shoes with wheels.
- T-shirts may not have sorority/fraternity logos, or derogatory writing or pictures.
- The waistband of pants must be worn at the waist. Pants worn on the hips are not allowed.
- No body piercing (Ear piercing is allowed).
- Every student is expected to wear proper undergarments.
- Hats, caps, brushes/picks/combs, bandannas, scarfs, hoodies, bonnets, head coverings, etc. should not be worn inside the building and should be kept in lockers while students are at school.
- All shorts must be at least beneath finger-tip length.  
(No running/volleyball/spandex/bike shorts).

- Leggings must be accompanied with a shirt or top that is no shorter than fingertip length above the knee. (PE classes will have separate guidelines.)
- Ear buds/Headphones are not to be worn in the hallways or classrooms.

### **Discipline for Dress Code Violations**

- 1<sup>st</sup> offense – Warning, recorded in Infinite Campus by teacher. Parents will be called for a change of clothing. Student will sit in the office until a parent arrives with a change of clothing.
- 2<sup>nd</sup> offense – 1 hour of detention, recorded in Infinite Campus by teacher. Parents will be called for a change of clothing. Student will sit in the office until a parent arrives with a change of clothing.
- 3<sup>rd</sup> offense – 1 day of in-school suspension & behavior warning letter. Parents will be called for a change of clothing. Student will sit in the office until a parent arrives with a change of clothing.
- 4<sup>th</sup> offense – 3 days of in-school suspension & behavior probation letter. Parents will be called for a change of clothing. Student will sit in the office until a parent arrives with a change of clothing.
- 5<sup>th</sup> offense – 1 day of out-of-school suspension & student in jeopardy of dismissal.

### **School Operation and Procedures**

## Typical School Day Schedule

8:30-3:20	School Hours
8:00-8:20	Breakfast (No supervision before this time)
8:30-9:35	1 <sup>st</sup> period
9:40-10:25	2 <sup>nd</sup> period
10:30-11:15	3 <sup>rd</sup> period
11:15-12:40	4 <sup>th</sup> period and lunches
12:45-1:30	5 <sup>th</sup> period
1:35-2:20	6 <sup>th</sup> period
2:25-3:20	7 <sup>th</sup> period
3:30-4:10	After-School Detention
4:20	All Students Should Be Picked Up No Later Than This Time
4:30	School is closed and locked; no supervision provided.

## Morning Arrival

The school building opens to students at 8:00 am. We ask that parents not drop students off before that time as we have no supervision before 8:00 am. Students are asked to eat breakfast and then report to first period when the bell sounds at 8:20 a.m.

Bus students arrive at the front of the school each morning.

Car riders should be dropped off using the back entrance of the school (stop, drop, and go).

Drivers are cautioned to place students' safety before a fast pick up.

## 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 3:30 pm.

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. \*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.

STUDENTS ARE NOT TO REMAIN AFTER 3:20 P.M. unless they are involved in a teacher-supervised activity.

STUDENTS MAY NOT STAY AFTER SCHOOL UNSUPERVISED.

Not being picked up on time for activities may result in detention, suspension, and even returning to the zoned school. If your job does not allow you to pick up your child by 3:20, please have your child ride his/her assigned bus.



## **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 be sure to download the StopFinder Bus App.

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.

- Morning Bus Transportation—Students who ride a bus to school should board the bus designated for the zoned high school in their area from their residence. At the students zoned high school, students will board shuttle buses that transport magnet school students directly to AR Johnson.
- Afternoon Bus Transportation-after 3:20 pm, AR Johnson students will report to the gym and wait quietly for their buses to be called. They should not leave the gym area or go anywhere else in the building as this could cause them to miss hearing their bus being called. Once their bus is called, they should walk to the front of the building to board their bus. Students will be transported to their zoned middle school where they will then ride the appropriate bus to their residence.

Parents are asked not to leave their cars unattended at the curb or park behind teachers' cars in the parking lot during after-school pickup. As parents leave, cars need to move up to keep the traffic flowing. Parents wishing to come into the building are to park in the spaces provided, not along the curb. The office will not call into classrooms between 3:00-3:15 pm. If a parent needs to change transportation for a student, the parent should send a note with the student in the morning. If an unexpected change should occur, parents should call the front office.

## **Lunchroom**

Students are responsible for emptying their lunch tray, cleaning their lunch tables, and making the eating areas neat. Lunchroom noise will be monitored. If students bring their lunch, they must remember that gum, candy, and soft drinks are not permitted. Students may not order or have others deliver "fast foods." (This includes food delivery services such as UberEats and DoorDash.) No glass containers are allowed in the lunchroom.

## **Restrooms and Locker Rooms**

Restrooms are located for student convenience in each area. Students are encouraged to use the restroom during the scheduled class change. Restrooms are not to be viewed as a meeting place between class changes, nor are students to use a trip to the restroom as an excuse to use the office telephone. Loitering in the restrooms is forbidden. Students should not leave their belongings (especially purses, wallets, and money) in the restrooms or unlocked in the locker rooms during PE.

## **Passing from Class to Class**

Students should be moving directly from one class to another. For orderly movement in the hall, students should walk on the right side. Each classroom teacher has an official hall pass for students to use during class. Passes are not to be used for telephone calls or to permit a student to interrupt another class or teacher. Students must have a pass to come to the office, clinic, or media center. Students coming during class change should secure a pass from the next period teacher.

## **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 will be charged to the assigned student. 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.

## **Teacher-Pupil Relationship**

An essential component of a proper teacher-student relationship is the respect shown to teachers by students. Students at AR Johnson are expected to follow the directions of all teachers and to be courteous, polite, and respectful at all times. Students should accept reprimands in a mature manner without sarcasm or demonstrations of disrespect. Students at AR Johnson have many different teachers, each of whom will have different expectations and requirements. Students must learn to adjust to individual teachers and their requirements. However, a student who has a misunderstanding with a teacher has every right to discuss the problem with the teacher on a one-on-one basis outside of class time. Students should bear in mind that teachers, like everyone else, may make a mistake, but above all they want to help and to maintain a pleasant relationship.

## **Parent-Teacher Conferences & Classroom Visits**

Conferences can be scheduled by contacting the teacher via email or the front office at (706) 823-6933.

Classroom visits are not opportunities for conferences. Parents who would like to visit classrooms between 8:30am-3:20pm MUST have approval from the principal and must be scheduled in advance. Classroom visits should last approximately 10 minutes.

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.

### **Textbooks**

The media center issues textbooks. Each textbook has an identification label on the inside of the front cover. When students receive textbooks, they should fill in these labels with the following information: student's name, school year, and the present condition of textbook. When receiving textbooks, students should examine them carefully. If the textbooks are defective in any way, they should be returned to the media center immediately. Otherwise, students may be fined if they do not care for their textbooks and damage them by the end of the year. Should a student lose an assigned textbook, it is the student's responsibility to pay the replacement cost for the lost textbook BEFORE another is issued, or at the time the teacher requests the return of the textbook. If the condition of the textbook indicates that another student cannot use the textbook, total replacement cost is expected. Fines reflect the total cost of the textbook. Textbooks should be returned free of any pencil/pen marks, rips, or any other defacement.

### **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 middle school students in 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 interests. Clubs, committees, projects and organizations may consist of, but are not limited to the following:

- Chess Club
- National Honor Society (NHS)
- Math Club/Math Team

- Helen Ruffin Reading Bowl
- Junior Model UN
- Foreign Languages Club
- Student Council
- Science Club/Science Team
- Health Occupations Students of America (HOSA)
- Technology Student Association (TSA)
- Key Club
- And many more

## **School Spirit**

School spirit may be divided into three categories.

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

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

To celebrate school spirit, the student council will host an annual Spirit Week. Students are encouraged to show their spirit by actively participating in this competition.

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

## **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.

## **Book Bags**

No rolling book bags may be used unless the principal receives a written statement of medical need from the student's doctor. Once the principal approves the request, the student will be issued permission. Students are expected to use their locker. Book bags are to be used sparingly. Students cannot carry huge book bags; they are to use their locker for book storage. Warning—a loaded book bag is too heavy for students' backs and dangerous to others who may get bumped.

## **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. Classes will not be interrupted for messages, deliveries, or phone calls (except for verified emergencies) during the school day. Please make your arrangements with students before they leave for school. When the office receives personal messages or items for students, the students are asked to pick them up between classes from the front office

### **Parent/Teacher Organization**

The Parent Teacher Organization integrates resources of the home, school, and community by enhancing the quality of education for the students it serves. The organization allows parents, teachers, and students the opportunity to contribute to the general planning of educational and social activities of the school. Suggestions are always welcome. AR Johnson encourages 100% participation. The times and dates of regular meetings will be announced on the ARJ website. PTO dues and fundraisers support many endeavors including award plaques and scholarships which are presented to students and teachers each year.

### **Instrument Care and Responsibility**

For those students enrolled in orchestra courses, the students are expected to provide their own instruments, place their names on their cases, and be responsible for the security of their instruments. It is not the school's responsibility to locate lost instruments. Students should be wary of lending their instruments to other students. If students borrow school instruments, they are responsible for securing and caring for those instruments. Students are expected to pay for lost school instruments and for any damage that is beyond normal wear and tear. The school cannot be responsible for damage to personally owned instruments.

### **Items for Resale**

Bringing items (food, beverage, crafts, school supplies, etc.) for resale by students is not allowed unless a specific fundraiser form has been completed and preapproved by the principal. Students will not sell products, take orders for products, or solicit money at A. R. Johnson.

### **Parties During School**

Parties during school for any occasion are not permitted. This is in accordance with the county policy. Students should not bring or have food delivered for themselves or other students or classes without permission from the office. For example, please do not bring a dozen cupcakes to celebrate someone's birthday. At ARJ, we decorate our rooms and halls in recognition of calendar events and holidays. However, we do not dress up for Halloween. On "spirit days" students dress in class colors and/or ARJ T-shirts. Limousine-type pick-up is discouraged and may not interrupt school dismissal times nor block pick-up traffic.



## Volunteers

Parents and teachers working together have a tremendous impact on a child's success in school and in life. When parents are involved, students achieve more, and they exhibit more positive attitude behavior. There are many volunteer opportunities within our school daily. Our active PTO also seeks volunteers each year to help with special events and activities. All volunteers must complete a volunteer training program provided through Richmond County (including a background check) every year prior to working with students. Information on parent volunteer training sessions will be announced around the third week of school.

## Yearbook

A school yearbook for grades 6-12 is produced each year. The price will be determined at the beginning of the year and increases throughout the year. Orders take place during the fall. It is important to save your receipt for the spring delivery.

## School Safety

### Emergency Drills

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

- Everyone must stop work immediately.
- The students will file out of the classroom quietly, following the exit route for their classroom. Walk – don't run!
- Students will move calmly and quickly to the designated area.
- Once outside, the teacher will check the roll using the NaviGate Prepared App. No talking!

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.

### Fire Alarm at Lunch

Students will be informed of the appropriate exits to use during lunch and will follow regular fire alarm procedures.

### Fire Alarm during Class Change

Students in the corridors should fall into double lines and walk quietly to the nearest exit. Under no circumstances is anyone to run. Once outside, students should regroup with the class they were going to attend.

### Lecture Hall Evacuation

Students will exit through the assigned doors. The nearest exit free from obstruction is the second choice with immediate regrouping outside the building with their assigned teacher.

### Blocked Exits

If a student meets a blocked exit or stairway, he/she should immediately reverse direction and proceed to the nearest exit. ALL FIRE ALARM PROCEDURES WILL BE CLARIFIED AND PRACTICED DURING THE SCHOOL YEAR.

### First Aid/Illness during the School Day

If students require first aid or become ill during the day, they are to report to the school nurse or the front office. The nurse or office staff will determine if it is necessary for the child to go home. Any medicine must be checked into the office (with a note) each morning that the student brings to school. **Parents should notify the school of any change in work or home phone numbers as soon as the change occurs, so that in the event of an emergency the school can make contact in a timely manner.**

### Tornado Warning Procedure

Actions to be taken when a tornado alarm sounds are listed below. The principal will alert students and staff via the Intercom system.

- If a classroom is next to a restroom or a vacant room, a student near the door is to check the room. If anyone is in the room, they are to report to the shelter area immediately.
- Personal articles will be left in the room. Possible exceptions are a hand-carried bag, sweater, or coat if taking them does NOT delay the movement of the class.
- Students should move quickly, calmly, and quietly without running.
- Groups will stay together in the shelter area until authorized to return to the room, or until dismissed.
- If insufficient time is available to reach the shelter area of the building, students should:
- Go to the inside of the hall away from windows, squat on the floor next to the wall, head and knees together, or lie face down on the floor.
- Cover their heads with a book if one is available.
- Notify the nearest teacher or adult immediately in case of injury.
- Realize that help is on the way-and keep calm.

### Student Services

## **Media Center**

The Media Center hours are as follows:

- Monday-Friday: 8:30-3:20

Students should have a pass to visit the Media Center.

Students may not come to the Media Center during their lunch period.

No food or drinks are allowed in the Media Center. Students should remain quiet so as not to disturb others who are working.

Students may check out up to 4 books at a time for 10 school days. Students may not check out materials if overdue items are on their account. Students must pay full replacement cost for any library materials that they might lose or damage.

All fines and fees will remain on a student's account until they are paid. Unpaid fines and fees will result in records being held if the student is leaving the school system or diplomas being withheld upon graduation. This includes fines for lost or damaged textbooks, library books, sports uniforms, and technology.

Students who are printing must have a signed pass from their teacher outlining the nature of what needs to be printed.

## **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 through 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 directed by the 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. All users bringing technology must agree to the RCSS Technology Policy. Technology (including headphones and/or ear buds) are not permitted in the halls, restrooms, Lecture Hall, or anywhere the student does not have explicit permission from a teacher. Students may use technology (not including social media) during breakfast and after school unless engaged in a club or athletics. AR Johnson has a phone in the main office for student use with a pass from the teacher and students should not make phone calls on cellular devices before,

during, or after school. Social media use is not allowed while on school campus. Please see the acceptable use policy and the BYOT agreement for additional guidelines.

## 1-to-1 Technology

Each ARJ student will be provided a laptop device. Students will be allowed use these devices at home and at school. Students are responsible for the handling and care of these devices. Lost or damage fines will result if students are irresponsible with their school issued device.

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

IF AN ELECTRONIC DEVICE IS USED OUTSIDE OF THE AUTHORIZED CLASSROOM OR WITHOUT THE PRESENCE OF A TEACHER, THE CONSEQUENCES ARE:

- 1<sup>st</sup> Offense-School will require a parent to pick up the technology and sign a letter documenting they understand the guidelines for appropriate use of technology during school.
- 2<sup>nd</sup> Offense-Student will receive 3 hours of detention. Parent must pick up the technology from the school.
- 3<sup>rd</sup> Offense-Student will receive 5 hours of detention. Parent must pick up the technology from the school.
- \*If after the 3<sup>rd</sup> offense the student continues to use an electronic device inappropriately, more severe consequences will follow including possible return to zoned school.

## Computer Use/Internet-General Guidelines:

### **SEE CODE OF CONDUCT FOR SCHOOL SYSTEM'S NEW INTERNET POLICY.**

- Internet is accessed only for support of the instructional program and the curriculum is outlined in the Richmond County Curriculum Guides.
- Transmission of any material in violation of any US or state law or regulation is prohibited, including copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities is prohibited.
- Use for product advertisement or political lobbying is prohibited.
- Netiquette-Generally accepted rules of network etiquette shall include, but are not limited to, the following: Be polite; use appropriate language; no swearing or vulgarities; email is not necessarily private; therefore, be careful about what you say about others; no disruptive use of the network such as "chain letters" or other non-educational traffic; remember statements offered by the user are a personal opinion and do not necessarily reflect the views of Richmond County Schools.
- Internet usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and may result in disciplinary action.

- Security-Students are not to reveal their personal information (home address, telephone number, social security number, etc.) to other individuals on the Internet. On email, use only school addresses.
- Vandalism-defined as any attempt to harm or destroy hardware, software or data of another user, Internet or agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the immediate cancellation of privileges and disciplinary action.
- No software of any kind may be brought from the student's home for use on any school computer.

## **Counseling Department**

The Counseling Department provides each student with the opportunity for maximum personal growth and achievement. The counselors provide students with advisement regarding academics, colleges, careers, and scholarships, as well as personal/social development. Classroom guidance lessons are provided as part of the comprehensive school counseling program. In addition to some testing, the counselors also coordinate special programs such as the Governor's Honors Programs for 10<sup>th</sup> and 11<sup>th</sup> grade students and the Duke Talent Identification Program for 6<sup>th</sup> and 7<sup>th</sup> grade students. Several parents' night programs are conducted each year on various topics of interest through the Counseling Department. Information on colleges, careers, scholarships, financial aid, and summer enrichment programs are also available in the Counseling Department.

The first five days of school are reserved by the Counseling Department for student scheduling needs. Students are to address scheduling concerns by following outlined procedures. Schedules are finalized after the first week of school. If an emergency arises during this time, the counselors will be available. Parents may arrange an appointment with the counselors any time to discuss student progress.

A school counselors are available to all students, faculty, and parents. The counselors are available from 8:00 a.m. until 4:00 p.m. by appointment. The counselors provide many personal, academic and career services. Confidentiality of all information (written and verbal) can be expected. Our school has two counselors, and work with students based on grade levels:

Mrs. Emily Kelm (6<sup>th</sup>-9<sup>th</sup> Grades)

Ms. Alicia Rocker (10<sup>th</sup>-12<sup>th</sup> Grades)

## **Student Records/Confidentiality**

The records of the school system concerning individual students are used in accordance with state and federal laws and will not be made available to any person or organization without prior written permission from the students' parents or legal guardians. Student records, however, may be used to gather directory information (student names, addresses,



phone numbers). After graduation, records are sent to the Richmond County Board of Education Student Records Department. All records and files are maintained in locked cabinets. Access to student information must be obtained from the Registrar.

### **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 for withdrawal
- A written statement including the name and location of the next school.
- A signed statement acknowledging understanding that the student cannot return to AR Johnson if withdrawn.

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.

### **School Nutrition Services**

Student breakfasts and lunches 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 and performance.

The lunch period must be kept orderly and without excessive noise or loud talking. During lunch, students may choose to study or participate in recreational reading. "Fast Food" lunches cannot be brought to students during the school day. (This includes food delivery such as UberEats and DoorDash.) Glass bottles are not allowed in the lunchroom.

NO STUDENTS ARE ALLOWED IN TEACHER'S LOUNGES AT ANY TIME.

Water machines are available during the school  day.

### **Illness/Clinic**

If students become ill during the school day, the classroom teacher will notify the front office. 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. Students are not allowed to use their cell phones to call home and ask to leave.

### **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 medication form signed by the prescribing doctor on file.

### **Non-Prescription Medication**

Parents can sign non-prescription medication into the front office. No doctor's signature will be required, but the school must have a medication form signed by the parent 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.

### **Asthma Inhalers**

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.

## **APPENDIX 1: 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, usernames, 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 usernames and passwords where they may be seen by students or others. Never email usernames 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).*

## **APPENDIX 2: RCSS 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. Complaint forms are located on the RCSS website, [www.rcboe.org](http://www.rcboe.org).

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](mailto: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](http://www.rcboe.org).

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](http://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.

## **APPENDIX 3: A. R. Johnson Health Science & Engineering Magnet School**

### **Contract for Students and Parents**

At AR Johnson, teaching and learning occurs in a structured environment where expectations are clearly established and understood. Each student is encouraged to reach their full potential. The administration and staff expect students to comply with the requirements of the RCSS Code of Student Conduct and the responsibilities listed below.

**A list of expectations is given below. Please read carefully. Then parents and students sign the contract.**

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 due to conflicts and/or illness.
4. I understand that, in grades 6-8, 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 6-8 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 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/or Richmond County Board of Education policies.
8. I understand that, to remain an ARJ student, my child must take appropriate level classes as determined by the school each year. ARJ offers no alternative program.
9. I understand that my child will be enrolled as a full-time student for the entire 2023/2024 academic year. My child must demonstrate acceptable performance in order to remain in the magnet school.
10. I understand my child must maintain the highest standards of honesty and integrity while attending ARJ.

AR 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. The privilege of attending this school rest upon the personal responsibility of the child and the parent. For and in consideration of the County Board of Education of Richmond County offering this education program and selecting my child to attend, as a parent, I promise my child will be in regular attendance, cooperative, respectful of people, and studious in order to remain enrolled at AR Johnson. The student hereby agrees to work with the parents and staff in compliance with the above responsibilities.

Signature of Parent/Guardian

Signature of Student

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Date

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Date

### ***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.**