

# **Augustus Roberson Johnson**

**Health Science and Engineering Magnet School  
1324 Laney Walker Blvd  
Augusta, GA 30901**

## **ARJ Student Handbook 2018 – 2019**



**Mr. Charlie Tudor, Ed. S.**  
Principal  
**Mrs. Angela Key, Ed. S.**  
Assistant Principal  
**Mr. Travis Wiggins, M. Ed**  
Assistant Principal

## TABLE OF CONTENTS

Absences, Missed Work, Tardiness, and Early Dismissal .....	2
Academics .....	3
Assemblies .....	4
Athletics and Extra-Curricular Activities .....	4
Bus Transportation .....	4
BYOT-RCSS Bring Your Own Technology Policy.....	5
Clubs, Committees and other Organizations .....	5
Counseling Services .....	5
Dress Code .....	6
Exams .....	7
Grading Procedures & Academic Honesty .....	7
Illness .....	9
Immunizations .....	10
Lockers .....	10
Lost and Found .....	10
Media Services .....	10
Medication .....	11
Parents-Teachers-Students Association (PTSA) .....	12
Parking .....	12
Programs of Study .....	13
Healthcare Science	
Engineering Program	
Prom .....	13
SAT/ACT/PSAT .....	13
Safety .....	14
School Food Service .....	14
School Spirit .....	15
School Telephones .....	15
Selling and Soliciting .....	15
Standards for Remaining at Johnson .....	15
Visits to School .....	18
*Important Things to Remember.....	18
*AR Johnson Contract for Students and Parents.....	21
*ARJ Platinum J Honor Society.....	22
*RCSS Internet Acceptable Use Policy.....	24
*ARJ Alma Mater.....	29

## NOTE TO PARENTS AND GUARDIANS

This handbook was developed as both a guide and an explanation of the programs and policies at A. R. Johnson Health Science and Engineering Magnet School.

It is **RECOMMENDED READING FOR PARENTS AND REQUIRED READING FOR STUDENTS.**

Please read it carefully with your Johnson student.

To be successful at A. R. Johnson, your student must be regular in attendance, on time, complete all homework assignments, and maintain appropriate behavior. With your cooperation, your student will have a productive and rewarding year at this school.

Thank you,

A handwritten signature in cursive script, appearing to read "Charlie Tudor MS".

Charlie Tudor, Ed S.  
Principal

## A NOTE TO STUDENTS

As a student at Johnson, **one of your first “assignments” is to read this handbook** – and to ask your parent or guardian to read it as well. It contains valuable information that you and your parent or guardian need to know.

If, after reading the handbook, you have any questions, please feel free to ask your homeroom teacher. All of the teachers and administrators wish to assist you in every way we can, and if one of us cannot provide an answer, we will direct you to the person who can.

We know from experience that successful students at Johnson are those who are informed and self-disciplined. Please do your best at all times, and recognize that success in the academics, Health Sciences, and Engineering fields comes from daily attendance, preparation, and self-discipline—all of which start from within.

We promise to work with you in every way possible so that you may reach your full potential.

**GOOD LUCK AND HAVE A GREAT YEAR!**

The Administration and Staff  
A. R. Johnson Health Science and Engineering Magnet School

## **ABSENCES, MISSED WORK, TARDINESS AND EARLY DISMISSAL**

Students are expected to read and adhere to the guidelines for absence(s), tardiness and early dismissal as outlined in the Richmond County Board of Education Code of Student Conduct and Discipline Handbook.

### I. Absence(s)

Absence from class results in lost instructional time. Missed work must be made up within one week (5 school days) after the student returns to school.

Absences are classified in the following manner:

**Excused:** An absence is excused if it is caused by illness, death in the family, a late school bus, or a medical appointment (with documentation from doctor) that could not have been made during non-school time. An absence due to participation in a school related activity is officially excused. The student is responsible, however, for collecting all assignments before leaving or immediately upon return.

**Unexcused:** Absences due to vacations, trips, etc. are considered unexcused.

#### **Procedures to be followed when students are absent from school:**

- a) A parent or guardian **MUST** call the school, 706-823-6933, **BEFORE 9:00 a.m.** each day a student will be absent. Please give the student's name, the homeroom teacher's name, and the reason for the absence.
- b) When the student returns to school, he/she will present a note or document indicating the date(s) and reason(s) for the absence(s) to the guidance office. This should happen within two days of the absence(s). All notes from parents or guardians must be signed and dated with a telephone number where the parent or guardian can be reached to verify both the note and the signature. Parent notes will not be accepted after the fifth (5<sup>th</sup>) absence for the school year. Legal excuses are outlined in the Richmond County Board of Education Code of Student Conduct handbook.
- c) The student/parent should maintain a personal file of all absences.

### II. Early Dismissal

Procedures to be followed when requesting permission to leave school early:

- a) The student will present to the main office a written note from a parent or guardian requesting permission to leave school early. The written request must be signed and dated by a parent or guardian. For security purposes, we will verify notes using phone numbers that we have on file.
- b) The student and parent should maintain a personal file of all early dismissals.

- c) EARLY DISMISSALS SHOULD BE KEPT AT A MINIMUM. **Any early dismissal that is unexcused will be counted as a tardy.** This includes dismissal at the end of the day to avoid traffic.
- d) Students must bring a doctor's note for early dismissals related to doctor's appointments.
- e) Due to school-wide afternoon dismissal procedures, individual early dismissals will not be allowed after 2:30pm.

### III. Tardiness

**TO SCHOOL:** After the first tardy bell of the school day: Students **must** report to the main office for a written pass for admittance to class. A train delay is considered an unexcused tardy as bus transportation is provided for each student. Students who arrive on a late school bus will not be counted tardy but must sign-in in the main office. \* **Students who drive to school and are excessively late to school may lose their parking privileges.**

**TO CLASS:** Students less than 15 minutes late to class should report directly to class and the teacher will handle tardiness according to system policy. Tardiness of more than 15 minutes may result in assigned teacher detention. If a student needs to report to the next class late, he/she will be required to secure permission from the next teacher in advance. The consequences for tardiness can be found in the RCSS Code of Conduct.

**TARDINESS DISCIPLINARY PROCEDURES:** The disciplinary plan for the first 11 tardies are as follows:

1. 5 – 7, 1 hour of detention
2. 8 – 10, 2 hours of detention and a parent conference.
3. After the next 3 tardies (a total of 15), 1 day of suspension
4. Missing detention will result in further disciplinary action.

After the 11<sup>th</sup> tardy is earned, the consequences will be those set forth in the Code of Student Conduct and Discipline and will involve suspension from school. This action could render a student on Behavior Probation.

### IV. Missed work

- a) *Tests, quizzes and regular assignments:* These are to be made up at the convenience of the teacher. **It is the student's responsibility** to contact teachers regarding make-up work. Students who fail to see the teacher and schedule a time to make-up missed work may receive a zero for that assignment or test. Remember, a student only has 5 days to make up work.
- b) *Pre-assigned essays and projects:* These assignments will be due on the day of return.

## **ACADEMICS**

**Course Requirements:** Students at A. R. Johnson must meet all state and local requirements in the foundation courses of language arts, mathematics, science, social studies, and world

language. Additional courses are offered and recommended. Upon entering high school, each A. R. Johnson student must choose a major (one of the healthcare science pathways or one of the engineering pathways) and complete all work in this chosen field of study. Some high school courses require official state assessments (End-of-Course). Students must take and pass these assessments immediately after completing the courses. You may access all Georgia courses at [georgiastandards.org](http://georgiastandards.org).

**Homework:** Expect it! Students are expected to complete homework independently. Not only is homework academically necessary, but it teaches responsibility. Younger students will have assigned work on certain days, but spelling, vocabulary, and mathematics are expected to be studied daily. All students will have to work and study regularly each day. If you find yourself cramming for tests, daily preparation should be increased. (See Course Requirements given by teachers.)

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

## **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 AND EXTRA-CURRICULAR ACTIVITIES**

For the 2018/2019 school year, students enrolled at A. R. Johnson are not permitted to participate in any sport or other extracurricular activity at another school. Currently athletic opportunities are available for all high school students to participate in cross-country, soccer, golf, tennis, track, swimming, and girls volleyball. Middle school students have the opportunity to play golf and track.

## **BUS TRANSPORTATION**

Bus transportation is provided for all students attending A. R. Johnson. More information about routes can be found at <http://www.rcboe.org/>. Please refer to the School Zone and Bus Stop Locator in the menu tab.

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

## **BYOT-Bring Your Own Technology**

Students in the RCSS are now able to register technology devices and use them for instructional purposes during the school day (with teacher permission). We are a wireless facility. If not being used in class for instructional purposes, the devices must be in the off position and should not be visible. Neither RCSS nor ARJ will be held responsible for lost or stolen items. Students may use their technology appropriately, during breakfast and lunch in the commons, media center, and gym following the RCSS acceptable use policy. Technology is not allowed for usage in hallways. If parents need to communicate with their student they should contact the front office. Parents should not contact students on the student's technology. Students should not text/call or receive a text/call from anyone using their technology during school hours.

## **CLUBS, COMMITTEES, PROJECTS AND OTHER ORGANIZATIONS**

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

Academic Decathlon	Beta Club
Chess Club	National Honor Society (NHS)
Math Club / Math Team	Photography Club
1 <sup>st</sup> Robotics	Meditation
National Society of Black Engineers (NSBE)	World Languages Club
Science Club / Science Team	Student Council
Health Occupations Students of America (HOSA)	Technology Student Association (TSA)
National Technical Honor Society (NTHS)	And many more

### **Fine Arts Opportunities**

Music Technology    Guitar    String Orchestra    Visual Arts

## **COUNSELING SERVICES**

A school counselor is available to all students, faculty and parents. The guidance office is open from 7:50 a.m. until 3:45 p.m. The guidance office provides many personal, academic and career services. **Confidentiality of all information (written and verbal) can be expected.**

### **Conferences**

Please feel free to request a teacher conference at any time. You may do this by contacting the ARJ Guidance Office. The guidance office schedules all parent conferences.

## **Student Records and Files**

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

## **Withdrawal**

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: (a) Last day the student will attend A. R. Johnson (b) Reason of withdrawal; and (c) A written statement with signature from the student's guardian or parent. The student should pick-up the withdrawal form in the Guidance Office. If a twenty-four (24) hour notice is not possible, the student should report to the Guidance Office to request a withdrawal. The Guidance Counselor will notify the 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 properties must be returned and fines paid before the withdrawal document will be released.

## **DRESS CODE**

Please refer to the RCSS Code of Student Conduct (Rule 14).

ARJ Dress Code Reminders: students are not allowed to wear slides/shower shoes/flip flops, clothing with holes above the knee must be worn with shorts or leggings to conceal skin from the knee to the waist.

**NOTE:** Students sent to the office for improper dress will remain in an isolated area until the correction can be made.

- **Uniform Policy** Students enrolled in the high school Health Care Science and/or Engineering clinical/internship classes are required to follow ARJ and/or site guidelines for dress and grooming.



## **EXAMS**

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

### **Richmond County School System Exam Policy**

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

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

- No more than 6 non-school related absences for year-long courses and 3 for semester courses
- 90 average or above in the course

## **GRADING PROCEDURES & ACADEMIC HONESTY**

### **Grades**

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

The grading scale for all classes is outlined below:

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

Any grade of 69 or below is considered a failing grade. Nine weeks grades of 70 – 74 are dangerously close to unsatisfactory work and a probationary status for students enrolled in our school.

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

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

**Grade Point Average**

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

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

**Class Rank:**

- a. An official class rank should be compiled for each grade based on the students' quality point GPA. It will be computed at the end of the year. Averages are to be carried out to three decimal places. The final averages are not rounded.
- b. During Senior Year, after the final computation of averages, Honor Graduates shall be only the students with a grade point average of 3.500 or better after the third nine weeks

**Valedictorian/Salutatorian:**

- a. The Valedictorian is the student with the highest average in the senior class and Salutatorian is the student with the second highest rank in the senior class. These students should be selected at the end of the third nine weeks of their senior year based on the students' quality point GPA. Valedictorians and Salutatorians must attend ARJ their Junior and Senior years prior to receiving this honor. If students vying for Valedictorian or Salutatorian have identical grade point averages, the 100 point scale GPA shall be considered. ARJ will designate one valedictorian and one salutatorian for the Engineering and Health Science Pathways for the 2017/2018 and 2018/2019 school years. For 2019/2020 and henceforth ARJ will designate one valedictorian and one salutatorian for the graduating class.

## Academic Honesty

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

The following are considered violations of honesty and integrity.

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

## Student Responsibility

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

### Consequences for Violating the Academic Honesty Code

- A. The instructor will respectfully and confidentially communicate the accusation to the student and the parent. The teacher will make the accusation known to administration. The teacher will supply administration with documentation of dishonesty.
- B. Disciplinary actions may be taken and could result in a status of behavior probation.

## **ILLNESS**

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

## **IMMUNIZATIONS**

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

## **LOCKERS**

Lockers are available to be rented by the students for a small fee. Personal locks **ARE NOT ALLOWED** and students are **NOT ALLOWED TO SHARE LOCKERS**. Your locker should be kept locked at all times. Students are cautioned against sharing locker combinations. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Do not place permanent stickers or anything on the inside or outside of the locker. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. In addition, the school reserves the right to search lockers at anytime deemed necessary for the security, safety and well being of our school population.

## **LOST AND 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.

## **MEDIA SERVICES**

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

The media center hours are as follows:

Monday – Thursday: 7:30 – 3:45

Friday: 7:30 – 3:30

No passes are required **before** or **after** school.

Computers are for academic use only. **NO GAMING IS ALLOWED. Please refer to the Richmond County Internet Policy for more information.**

Students may also come to the media center during their lunch period. The media center environment is for academic pursuits only. **No food or drinks are allowed in the media center at any time.**

A laser printer, a color printer, a scanner and a copier are all available for student use in the media center. A fee of 10 cents per black and white page, and 25 cents per color page will be charged. Students must pay at the time copies are made.

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

### **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.

- A. **Prescription Medication:** All prescribed medicine must be labeled. The label must clearly state the name of the student, contents, dosage, dosage schedule and the name of the physician. The school must also have a signed (by the doctor) medication form on file.
- B. **Non-Prescription Medication:** Parent's can sign non-prescription medication in to the front office. No doctor's signature will be required, but the school must have a signed (parent) medication form on file. Explicit instructions for administering must be given. The medication must remain in the original container.
- C. 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.

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

### **THE USE OF ASTHMA INHALERS IN THE SCHOOL SETTING**

Early recognition and prompt treatment of symptoms are vital to the management of asthma. The number of diagnosed cases of asthma is increasing each year. Physician prescribed inhaled medication is frequently used to manage the condition and treatment of acute asthma. The Richmond County School System has developed the policy with the safety of all students in mind. Easy access to and correct use of asthma inhalers are necessary to avoid serious

respiratory complications secondary to acute episodes and to improve the quality of life of students with asthma.

1. 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.
2. 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.
3. 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.
4. 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.

### **PARENTS-TEACHERS-STUDENTS-ASSOCIATION (PTSA)**

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

### **PARKING**

Parking is a privilege. Any student driving a car to school must obtain a parking permit for the current school year. Parking permit applications may be obtained in the main office at a cost to the student. All applications for parking permits must be signed by both the applicant and a parent or guardian. The parking sticker is to be visibly seen, preferably hooked over the rear view mirror with the decal number facing forward. Students with parking permits (1) will park in designated student parking areas; (2) will adhere to all law and policies-federal, state and local- for operating a motor vehicle; and (3) will not visit vehicles for any reason during the school day without the physical presence or written permission of a school administrator. Students who park on campus without a parking permit, park in an inappropriate place or drive in a disorderly or reckless manner will not be allowed to drive automobiles on school property. Students violating school policy concerning parking will have their vehicle towed away subject to their own expense. Upon arrival at school, students must park the vehicle in the student parking area, lock and leave the vehicle immediately until the end of the day or until the student has been released from school. All student drivers will vacate the school parking lot promptly at the end of the school day. Any lost, stolen or damaged parking stickers must be replaced at the students' expense. The policy on Damage, Destruction or Theft of Private Property is outlined in the RCSS Code of Conduct.

## **PROGRAMS OF STUDY**

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

### **Healthcare Science Program**

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

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

### **Engineering Program**

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

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

## **PROM**

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

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

## **PSAT/SAT/ACT**

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives students an opportunity to enter the National Merit Scholarship Corporation (NMSC) scholarship programs. All students at A. R. Johnson take the PSAT in their sophomore year. Test scores are

used to recommend students for the SAT or ACT as college entrance exams. Non-10<sup>th</sup> Graders may take the PSAT at a minimal cost.

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

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

### **SAFETY**

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

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

Needed lockdowns will be announced over the intercom. Please remember to remain calm and silent. Listen to directions that are given. If a lockdown is announced while you are in the hallway or any other open space, please move to the closest classroom or secure space for safety. Your teachers will review our site safety plan and procedures with you as we prepare for drills.

### **SCHOOL FOOD SERVICE**

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

The lunch period must be kept orderly and without excessive noise or loud talking. During lunch, students may choose to go to the media center for study or recreational reading. **“Fast Food” lunches cannot be brought to students during the school day.** Glass bottles and cans are not allowed in the lunchroom.

All Richmond County schools offer no-cost breakfast and lunch for students.

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



## **SCHOOL SPIRIT**

School spirit may be divided into three categories.

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

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

## **SCHOOL TELEPHONES**

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

## **SELLING AND SOLICITING**

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

## **STANDARDS FOR REMAINING AT JOHNSON**

Students must meet all elements of the ARJ contract (see page 17) to remain at A.R. Johnson each year.

**Academic:** Students in **middle school** must maintain a final 75 core average with no course final grades lower than 70 in order to remain at ARJ. Middle school students may attend summer school in order to be promoted to the next grade at their zoned school, but summer school grades cannot reverse the dismissal decision. Students in high school must earn a final course grade of 70 in order to remain at ARJ. Students who do not pass a course may enroll in summer school. No more than 2 summer school courses can be taken. Students who pass the failed course during summer school are allowed to return to ARJ.

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

**For Freshmen:** A freshman will be promoted to the tenth grade when he/she has accumulated five (5) units.

**For Sophomores:** A sophomore will be promoted to the eleventh grade when he/she has accumulated eleven (11) units.

**For Juniors:** A junior will be promoted to the twelfth grade when he/she has accumulated eighteen (18) units.

**Behavior:** Students who violate a major discipline rule may be immediately removed from ARJ. Students with chronic minor behaviors should be placed on probation. A parent conference/RTI meeting to review the behaviors and develop an intervention plan will be held. During the meeting a probation letter will be available for the guardian and student to sign. If the student continues to disrupt the learning environment, the student may be dismissed.

**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*
- **Non-compliance:** *doing opposite of what was asked, refusal to follow an adult's spoken direction*
- **Tardy:** *Entering the classroom after last tardy bell has sounded*

**PROCEDURE:**

- 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**  
**Warning Letter**

**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 picture, threats
- **Physical Aggression:** hitting, biting, kicking, grabbing, head butting, hair pulling, physical bullying, throwing objects that do or do not result in physical harm
- **Use of or Possession of Tobacco Products**
- **Out of area:** running away from school, severe truancy, skipping/cutting class
- **Tardy:** Parents will be notified on the fifth tardy

**PROCEDURE:**

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

**Level III: Severe Behaviors**

**Probation Notification**

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

**DEFINITION:** Behaviors that...

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

**EXAMPLES (not all inclusive):**

- **Physical Aggression:** destroying school property, fighting
- **Verbal/ written Aggression to School Staff:** profanity, obscene gestures or pictures, threats
- **Possession of Banned Paraphernalia:** weapon, fireworks, alcoholic beverages, un-prescribed/illegal drugs
- **Illegal or Unauthorized Entry to School Facilities:** after-hour entry of school board property, returning to

*school during a designated suspension/expulsion period*

- **Theft:** *personal items, school property, or identities*
- **Inappropriate Technology Us:** *as defined by the Richmond County Board of Education Code of Student Conduct*
- **Inducing General Panic:** *the willful making of any threat of false information in order to induce panic*
- **Tardy:** *reaching the eleventh tardy, as eleven tardies are considered excessive*

**PROCEDURE:**

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

## **VISITS TO SCHOOL**

### **Parental Visits to School**

Visitation of parents to school is urged. Opportunities are provided during the year to visit the school, meet the teachers, and tour the building. Parents who desire to visit the school at other times should make arrangements through the guidance office or the front office. Parents who would like to visit classrooms **MUST** get a pass from the front office. Classroom visits should last approximately 10 minutes. Classroom visits are not opportunities for conferences. Conferences should be scheduled with guidance.

## **IMPORTANT THINGS TO REMEMBER**

### **Morning Arrival**

- **Students are able to enter the school building 30 minutes before school begins (at 7:30am).** We ask that parents **not** drop students off before that time as we have no supervision scheduled. Students are asked to eat breakfast and then report to homeroom when the bell sounds at 7:50am. **Bus students arrive at the back of the school each morning. Car riders should be dropped off using the front entrance of the school (stop, drop, and go). Parents must exit the front of campus by taking a right, heading east on Laney-Walker Blvd.**

### **Afternoon Dismissal**

- Students who walk home or ride home in cars must exit the campus promptly after the dismissal bell, as we have no supervision. **Walkers and car riders should exit through the back doors on Mauge Street.**
- Students who ride the bus must report to the gym when the dismissal bell sounds. **Buses will pick students up in the front of the school on Laney Walker Blvd.** \*Walkers and car riders will not be able to wait in the gym.
- **For security purposes, we will not be able to accept requests for student dismissal nor will we accept requests for needed changes in pick-up or transportation via the phone.** We must have a written notice from parents if students are to do anything different concerning pick-up or transportation. We will verify parent notes using phone numbers that are in our system. **Please always be prepared to present a picture ID when signing students out of school.**
- **We ask that parents, guardians, and students read the Richmond County Student Code of Conduct and the ARJ Student Handbook thoroughly as we use these documents to respond to applicable situations.**
- **All afternoon car riders and walkers must leave campus or be picked up by 3:45pm.**

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

### **Move On When Ready Act (MOWR), House Bill 149**

**This bill was signed into law April 2009 as a dual enrollment opportunity for students to attend a postsecondary institution full-time during their junior and/or senior year of high school.**

**Students that participate in MOWR will receive high school credit and college credit simultaneously while attending college classes on the college campus, full-time. Approved college on-line courses may also be taken that meet high school graduation requirements.**

#### **How does Move On When Ready help students?**

**MOWR provides high school students the opportunity to “jump start” postsecondary education during the high school years. Once a student meets the admission requirements and is accepted to a technical college, 2-year college, or 4-year university, the high school student will be free to “move on” earlier to the next educational level.**

**The opportunities within the MOWR legislation provide students an educational alternative other than the traditional high school setting or school day structure. The Move On When Ready Act also provides students an option to earn postsecondary credit before graduating high school. Students who earn postsecondary credit while in high school, according to recent research, are more likely to graduate from college or university.**

**<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/MOWR-separate-card.pdf>**

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

## Contract for Students and Parents



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

School Year 2018-2019

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

**All Magnet School and Magnet Program Students:**

1. I understand my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
2. I understand my child is to cooperate and conduct himself or herself with teachers, other adults, and classmates in a manner showing respect to all persons.
3. I understand my child is to complete all required work, including homework and work missed.
4. In order to remain enrolled in a magnet school or program, I understand that, in grades K-3, it is my child's responsibility to maintain an overall rating of a 2 in language arts and math. In grades 4-8 it is my child's responsibility to maintain an overall 75 average in academic subjects (language arts, math, science, and social studies) and not have a yearly average below a 70 in any subject. In grades 9-12, it is my child's responsibility to pass each subject with a 70 or above. Students in grades K-3 having a yearly rating below a 2 in ELA and Math or in grades 4-8 having a yearly average below 70 in any class or having a cumulative average below 75 in the core classes will be required to return to the student's zoned school at the end of the year. Students in grade 9-12 having an end-of-course average below 70 are required to attend summer school in order to remain on track for graduation.
5. I understand my child is to respect and care for all equipment, supplies, and school property he/she uses.
6. I understand that if I choose to remove my child, or if I am asked to remove my child from the school, my child may not re-enter unless there are rare and extenuating circumstances as approved by the Assistant Superintendent or determined by the Board of Education. [Note: Students who withdraw due to military transfers may apply for re-admission through the annual magnet application process.]
7. I understand my child must adhere to all school policies and Richmond County Board of Education policies.
8. I understand if either the student or parent/guardian, or both, ceases to be a resident of Richmond County, the school shall be promptly notified, to allow a prompt determination as to whether the student remains eligible to attend the selected school.
9. I understand that my child will be enrolled as a full-time student at the school of acceptance for the entire 2018/2019 academic year. My child must demonstrate acceptable performance in order to remain in the magnet school or magnet program.

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

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ARJ Platinum "J" Honor Society Application

NAME: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

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

**NOTE: THIS APPLICATION MUST BE COMPLETELY FILLED OUT AND RETURNED TO Guidance BY March 13, 2019. ANY APPLICATIONS TURNED IN AFTER March 13, 2019, WILL NOT BE ACCEPTED. POINTS MUST BE VALIDATED BY THE Platinum "J" COMMITTEE CHAIR.**

### AREA I SCHOLASTIC ACHIEVEMENT (min. 4 pts)

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

### AREA II LEADERSHIP (minimum 2 points)

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



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

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

	Points <u>Assigned</u>	<u>Earned</u>	Faculty <u>Signature</u>
Club Name			
_____	1	_____	_____
_____	1	_____	_____
_____	1	_____	_____
_____	1	_____	_____
	<b>TOTAL:</b>	_____	

**AREA IV EXTRACURRICULAR ACTIVITIES**

All-County Orchestra	1/year	_____	_____
All-State Orchestra	2/year	_____	_____
Letter in Orchestra	1/year	_____	_____
HS/Eng/Academic Competition Participation	1/competition	_____	_____
HS/Eng/Academic Competition Winner (County/District/State/National level)	2/award	_____	_____
Yearbook staff member	1/year	_____	_____
Science Fair Winner (1 <sup>st</sup> -3 <sup>rd</sup> place)	1/year	_____	_____
	<b>TOTAL:</b>	_____	

**AREA V ATHLETICS**

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

**AREA VI Certifications**

Health Science	1/certification	_____	_____
Engineering	1/certification	_____	_____
	<b>TOTAL:</b>	_____	

**AREA VII Community Service**

Documented/approved hours	1/50 hrs _____	_____	
	<b>TOTAL:</b>	_____	

**TOTAL POINTS:** \_\_\_\_\_

## **RCSS Internet Acceptable Use Policy**

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

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

### **Guidelines:**

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

### **Availability of Access:**

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

### **Security:**

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

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

### **Internet Safety:**

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

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

### **CIPA DEFINITION OF TERMS:**

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

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

- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

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

### **USER PROHIBITIONS:**

#### **Users should NOT:**

- A. Post, publish, send or create materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law. Use the network for financial gain, advertising or commercial activity
- B. Transmit any material in violation of any United States or State regulation
- C. Post anonymous or forge electronic mail messages or alter, delete or copy another user’s email
- D. Use the school’s computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws
- E. Download, install, or play any unauthorized program or content (even that created at home) on any school’s computer or network
- F. Purposely bring any hardware on the premises or load any software that is designed to damage, alter, destroy or provide access to unauthorized data
- G. Attempt to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration
- H. Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person
- I. Send spam through email
- J. Use the network while access privileges have been suspended
- K. Bypass or attempt to circumvent network security, virus protection, network filtering, or policies

#### **Employee Responsibilities:**

- Employees must use good judgment and keep all passwords protected. Do not post a list of user names and passwords where they may be seen by students or others. Never email user names and passwords to unknown sources. The Richmond County School System Information Technology Department will never ask for passwords by email.

- When leaving a computer, always log off so to prevent unauthorized access to files or email.
- Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.
- Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building's staff.
- If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.
- Employees may not download any unauthorized software onto Richmond County School System computers.
- Employees will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information..
- Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.
- Employees shall act in good faith to enforce the operation of technology protection measures while school computers with Internet access are being used.

**Student Responsibilities:**

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

**For Internet Safety, Students Should:**

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

**Usage of Web-Enabled Devices and/or Personal Computers**

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

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

## **Alma Mater**

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

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

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

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