



# Reaching Potential Through Manufacturing

**Motto:**  
**“Manufacturing Brighter Futures”**

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

This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Homeroom \_\_\_\_\_ Grade \_\_\_\_\_

**Reaching Potential**



**Through Manufacturing**

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

*Jason S. Moore, Ed. D.  
Principal*

*Adrienne Bogans, Ed. S.  
Assistant Principal*

Dear Parent/Guardian:

Congratulations and welcome to RPM (Reaching Potential Through Manufacturing) for the 2020-2021 school year! The RPM program is a partnership between the Richmond County School System and Textron Specialized Vehicles (E-Z-GO). This program is designed to help students gain extra motivation to finish twelve years of school and enjoy better lives. By providing students with classroom instruction, on-the-job training, key work/life skills, mentoring, and employment opportunities, the RPM program helps them stay in school, graduate, and go on to become successful, productive members of the workforce.

The faculty and staff are delighted to have your child with us and look forward to an exciting school year. It is our hope that this school year will be successful and productive. Good behavior and hard work will ensure success and achievement. At RPM we not only strive to provide an environment that challenges our students academically but also stress the importance of good character, integrity, and work ethic. We look forward with excitement and anticipation to the levels of success they all will achieve in the future.

As you know, students are required to attend school each day in order to work their four-hour shift. In addition, students must be at least 16 years of age and pass a drug screening to be employed. RPM is an actual manufacturing operation for Textron Specialized Vehicles, therefore only students who have a good attitude and are willing to commit to working hard will be successful in this program

Attached in this packet are several permission forms that must be completed, signed, and returned before the student may participate in the program. Also, students must have a picture ID and a social security card.

RPM and Textron Specialized Vehicles has high expectations for discipline and behavior standards, as well as high academic and work standards, so it is imperative that you and your child know the policies of the program and the board of education thoroughly.

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

Again welcome to RPM for the 2020-2021 school year. We look forward to working with you for a great and successful school year!

Sincerely,  
Dr. Jason S. Moore  
Principal

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## **ADMINISTRATIVE STAFF**

Principal	Jason S. Moore
Assistant Principal	Adrienne Bogans
Guidance Counselor	Amelia Holmes
Clerical	Suzan Makowski

## **TELEPHONE DIRECTORY**

RPM Facility Office	706-823-5690 ext. 5810
Principal	706-823-5690 ext. 5811
Fax	706-796-4882
Guidance	706-823-5690 ext. 5812 or 5813
Teacher Work Room	706-823-5690 ext. 5814
Website	<a href="http://www.rcboe.org/Domain/8082">http://www.rcboe.org/Domain/8082</a>

### **Notice of Nondiscrimination for students**

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

**REGULAR BELL SCHEDULE**

<b>1<sup>st</sup> shift</b>	<b>2<sup>nd</sup> shift</b>	<b>3<sup>rd</sup> shift</b>
<b>8:00- 12:00-- work</b>	<b>1<sup>st</sup> period 8:15-9:45 (90 min)</b>	<b>1<sup>st</sup> period 8:15-9:45 (90 min)</b>
	<b>2<sup>nd</sup> period 9:50- 11:20 (90 min)</b>	<b>2<sup>nd</sup> period 9:50- 11:20 (90 min)</b>
	<b>1<sup>st</sup> lunch 11:20- 11:50 (30 min)</b>	<b>Morning Act. 11:20-11:50 (30 min)</b>
<b>2<sup>nd</sup> lunch—12:00- 12:30 (30 min.)</b>	<b>Mid activity 11:50- 12:30</b>	<b>Study Hall 11:50- 12:30</b>
<b>Afternoon act. 12:30-1:00 (30 min.)</b>	<b>12:30-4:30-- work</b>	<b>3<sup>rd</sup> lunch 12:30- 1:00 (30 Min)</b>
<b>3<sup>rd</sup> period 1:05- 2:35 (90 min)</b>		<b>3<sup>rd</sup> period 1:05- 2:35 (90 min)</b>
<b>4<sup>th</sup> period 2:40- 4:10 (90 min)</b>		<b>4<sup>th</sup> period 2:40- 4:10 (90 min)</b>
		<b>4:30-8:30-- work</b>

## **FACULTY AND STAFF**

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

### **MAIN OFFICE**

**Jason S. Moore**  
**Adrienne Bogans**  
Amelia Holmes  
Suzan Makowski

**Principal**  
**Assistant Principal**  
Counselor  
Secretary to the  
Principal/Data Entry  
Clerk/Bookkeeper

### **FACULTY**

Alexandra Rush  
Katie King  
Wayne Dunn  
Yolanda Jones  
TBD

Social Studies  
English Language Arts  
Math  
Science  
CTAE Manufacturing/Work Based Learning

### **OPERATIONS**

Erik Johnson  
Lydell Daniels  
Katura Green  
Anthony Johnson  
Robin Drayton

**Operations Manager**  
Shift supervisor  
Shift supervisor  
Shift supervisor  
Shift supervisor

### **Bus Regulations**

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

### **Personal Transportation and Parking**

There is one parking lot on the side of the RPM Facility for faculty and staff. Students will fill out the required parking permit application form, which also informs them that their vehicles are subject to being searched while on TSV/RCBOE property. Students must also provide a copy of proof of insurance when they apply for the permit. Students will not be allowed to return to their cars during the day. Any student who drives and must leave early must check out in the main office and have a pass to return to the parking area to leave.

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

### **ATTENDANCE (RPM)**

#### **Attendance Policy – Hourly Employees**

It is the intention of the Company that the authorized absence policy be applied in an equitable, consistent and reasonable manner. It is the intent of this policy to assure that those employees who have difficulty meeting attendance or punctuality standards are counseled early, thereby, providing reasonable time to demonstrate improvement. Further, the policy intends that continued excessive absenteeism or tardiness should be treated as a disciplinary matter to be dealt with through warnings and possible termination.

For purposes of this policy, an absence is defined to include both excused and unexcused/unexplained absences. Employee absenteeism and tardiness will be monitored and attendance points assessed for absences, late arrivals and early departures. Progressive discipline will be initiated based on total accumulated attendance points. An employee can be discharged for demonstrating a pattern of absenteeism or tardiness regardless of the total number of attendance points accumulated.

**Absences that do not generate points under the attendance policy are:**

Holidays

Vacations

Jury Duty or Witness Duty

Military Leave

Bereavement as defined in the bereavement policy

Absences approved under the Family Medical Leave Act (see FMLA Policy for more information)

Approved Workers Compensation Leaves

As there will be occasions when lower production requirements in certain shops will warrant a “no work” status, an employee may be permitted to take time off during these periods without assessment of points. Employees may also be permitted to use their sick days or vacation days as compensation for pay during these times.

For the purposes of scheduled work beyond an employee’s regular working times (Saturdays, overtime, etc.) employees will be assessed points for absences, tardies, or home earlys. Employees who volunteer to work overtime periods and then find that they are unable to fulfill that obligation will be excused without assessment of points with proper notification to their supervisor. Notification must occur before the shift starts.

**Attendance Points**

Each absence or tardiness (late or home early) except for the absences listed above will be assigned a specific point value. Points are charged from the first date of occurrence and remain on the employee’s attendance record indefinitely unless removed via perfect attendance.

**The points are assigned as shown below:**

**5 POINTS** (up to one hour) – each day tardy (late arrival) or home early. If your shift is scheduled to work from 5:30 am to 4:00 pm, you are required to be at your workstation ready to work from 5:30 am until 4:00 pm. In this example, points would be assessed from 5:31 am until 4:00 pm. Although points are not given for clocking in at 5:30 am, you will be assessed by your supervisor as arriving late to your workstation at the start of shift. This is subject to corrective action, up to and including discharge.

Employees who have forgotten or lost their badge will receive 2 points. If an employee calls in tardy and does not show up, he/she will be charged as an unexplained absence which amounts in a much greater amount of points.

**10 POINTS** (for more than one hour up to four hours) – each day tardy (late arrival) or home early. Anything over 1 hour up to 4 hours late will count 10 points. If an employee calls in tardy and does not show up, he/she will be charged as an unexplained absence. Absences greater than four hours will be charged as an excused or unexcused absence, which amounts to a greater amount of points.

**20 POINTS** – each excused absence. If an employee is off for more than one consecutive workday, and the absence is not due to an approved FMLA leave, he/she will only be charged 20 points. Second and subsequent days that are consecutive are not assigned points. Any available documents, such as doctor’s notes, should be turned in upon return to work to immediate supervisor. Call-ins must be no later than 1 hour after the start of the shift to be considered an excused absence. Call-ins are required to your supervisor each day. If an employee is off two or more consecutive days for a verified emergency, such as damage to property (house, garage, and other living facilities), or similar event, he/she will only be charged 20 points.

**30 POINTS** – each unexcused/unexplained absence. This is time away from work for which the employee does not call in about the absence. Failure to call in for 3 consecutive days will be considered voluntary resignation. An employee who has a perfect attendance record for 30 consecutive days will receive a 5 POINT CREDIT. These points are subtracted from any absence points previously received. This perfect attendance record includes no

tardies, no home earlyies, as well as no absences. Points assessed cannot go below zero. An employee cannot receive credits while on leave of absence.

### **Warnings**

Supervisors will issue a VERBAL warning when an employee reaches 40 POINTS in any twelve-month period. Documentation of the verbal warning form is prepared by the supervisor and returned to the Human Resources Department to be placed in the employee file.

Supervisors will issue a WRITTEN warning when an employee reaches 60 POINTS in any twelve-month period. The purpose of this warning is to advise the employee of the severity of his/her tardiness or absence and see what can be done to assist in solving this problem. This warning indicates the seriousness of the situation and warns that continued excessive absence will likely result in more severe disciplinary action. This form is placed in the employee's personnel file.

In any twelve-month period when an employee reaches 70 POINTS, the employee will be issued a FINAL warning, indicating the seriousness of the situation and warning that continued excessive absence or tardiness would result in termination. This form is then put in the employee's personnel file.

In any twelve-month period, when an employee reaches 80 POINTS, he/she will be discharged after consultation with Human Resources, unless circumstances warrant further consideration to be given to the situation.

Supervisors will consult with Human Resources before issuing written or final warnings, and before termination.

### **BEHAVIOR POLICY**

**RPM AND TEXTRON SPECIALIZED VEHICLES have a high expectation for student behavior.**

Certain behaviors will not be tolerated:

Bullying, threatening

Fighting

Job Abandonment

Foul language on the premises

Tobacco usage on the premises

Metal Cans on the premises

Students will be held accountable for their actions as well as the actions of those who pick up/drop off including Parents

Behavior at school will also be monitored

ISS may receive a day off

OSS may result in termination

Social media is monitored by TSV

Inappropriate behavior on Facebook and Instagram will be addressed

### **ACADEMIC EXPECTATIONS**

Students are assigned an expected graduation date upon entering into the program

Students must be progressing towards graduation to remain in the program

Student grades will be monitored

Students with failing grades will be counseled

Students failing to make progress will be terminated

### **EMPLOYEE ENTRANCE**

All students must enter and leave the building at the side doors

Bus riders must wait inside the building at the side door

Car riders must wait under the pavilion in the student parking lot

Students are not allowed to arrive on campus or leave campus on foot

Students should not congregate in the lobby



## **Attendance (RCBOE)**

Students who are absent from school are required to bring a written excuse for the absence their first day back at school. An absence is either excused or unexcused and will be governed in accordance with the laws of the State of Georgia, rules and regulations of the State Department of Education and local policy. Lawful excuses include personal illness of a student, family death and funeral, medical or dental appointments that cannot be scheduled outside school hours, attendance of non-school activities or functions authorized by the superintendent or his designee, special and recognized religious holidays observed by the student's faith, mandate or order of government agency, extreme circumstances that cannot be resolved outside school hours: parent or guardian must request and receive approval from the principal or his designated representative-, or to visit with the child's parent or legal guardian prior to deployment or during leave from an overseas assignment to a combat zone or combat support position up to a maximum of 5 school days per year. Any absence not covered in the previous, shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. Class work missed due to an unlawful absence (except suspensions) cannot be made up. Any student who is absent due to suspension will have the opportunity to make up work within one week after returning to school. **It is the student's responsibility to ask for missed assignments on all occasions.** For any absence beyond five (5), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence

### **Truant**

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

### **Extra-Curricular Activities**

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

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

### **Other consequences:**

- (1) Referral to visiting teacher. Any student who has accumulated two unexcused absences or three consecutive absences shall be referred to the school social worker/ visiting teacher. The social worker/visiting teacher, as a matter of courtesy, shall notify the Juvenile Court Judge, or designee, of each of these referrals.
- (2) Compliance with State Compulsory Law. By Georgia Law, it is mandatory for children between ages 6 and 16 to attend school. Therefore, in addition to all other provisions of this policy, failure of a parent, guardian or other person residing within the state having control or charge of any child or children between their 6th and 16th birthdays, to enroll and send such child or children to school as defined in O.C.G.A. § 20-2-690.1, shall be a violation of the Student Code of Conduct & Discipline.
- (3) Notification of Parents. Schools will notify parents by certified mail when a student has his or her fifth unexcused absence that each unexcused absence thereafter is a separate offense, is a misdemeanor, and, upon conviction, provides for a fine of not less than \$25.00 and not more than \$100.00; imprisonment not to exceed thirty (30) days, community service or any combination of such penalties. In addition, parents will also be notified that the Juvenile Court has the authority to incarcerate truant juveniles for up to sixty (60) days.
- (4) Notification of Juvenile Court. When a student has accumulated five (5) unexcused absences, which have been verified by the Lead Social Worker or designee, a letter will be sent to the Juvenile Program Manager in such manner and on such forms as agreed to by the Juvenile Court Judge and the school district. Upon receipt of this form and proper verification, the court will issue a summons requiring the parent and student, as appropriate, to appear before the court on a date certain. The Juvenile Court and the school district will cooperate to develop forms, checklists and timelines to ensure to the maximum extent possible prompt referrals and hearings.
- (5) Notification of Students. **Parents and students over 10 years of age on September 1 of the school year will receive a copy of Georgia's compulsory school attendance law. They will also sign a receipt of written notice of consequences and penalties for violating attendance laws. Schools will keep these signatures on file for the entire school year.**
- (6) Notice to Department of Motor Vehicles. In accordance with O.C.G.A. 40-5-22, the School Board shall notify the DMV if a student has dropped out of school without graduating and has remained out of school for ten (10) consecutive days; or has more than ten (10) school days of unexcused absences in any semester or has been suspended for violating Rule 4, Rule 5, Rule 6(d) or Rule 7 of the Code of Conduct or any sexual offense prohibited under Chapter 6, Title 16 of O.C.G.A.

## **Tardy Policy**

A student is tardy when he or she enters the classroom and is not in their seat after the ringing of the tardy bell. The RCBOE provides transportation for students to and from the RPM Campus. Students who choose to use alternative means of transportation to and from RPM take the responsibility to arrive at school on time.

The following procedures will be followed according to county policy each semester for tardiness to school, homeroom, and /or class:

- Verbal and written notification will be given to the student on the occasion of the 5<sup>th</sup> tardy and 1-hour detention assigned.
- 11<sup>th</sup> Tardy - One day suspension from work
- 16<sup>th</sup> Tardy - Two days of suspension from work
- 21<sup>st</sup> Tardy - Three days of suspension from work

## **Early Dismissal/Signing out Procedure**

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

## **Illness**

A student who becomes ill at school should request a pass from his/her teacher to go to the clinic. The school nurse will call parents if warranted. When the school nurse is unavailable, please report to the front office.

## **Dress Code (EZ GO)**

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

## **Appropriate Dress (RCSS)**

Students are expected to dress in attire that is tasteful and appropriate for a high school setting. Clothing which is not allowed includes halter-tops, tank tops, see through clothing, or any other clothing, which is considered unduly distracting or distasteful. Length of shorts, skorts and skirts (to include slits) should measure no more than 2 ½ inches from the crease of the back of the knee. All students, male and female, are forbidden to wear hats, scarves, bandanas, do-rags, curlers, rollers, shower caps, or any headdress unless it is required for religious beliefs. Undergarments should not be seen on either male or female students. Female students may not wear clothing that is overly revealing, excessive make-up, or hairdos that cause unnecessary distraction. No body piercing, except girls may wear earrings (only in their ears). Male students may not wear earrings, rolled up pant legs, pants that are hanging off the waist, or any other attire that is considered unduly distracting or distasteful. No shower shoes, flip flops, house slippers or bedroom slippers are allowed. Any symbol or article of clothing that is gang related as defined in rule 22 of the Richmond County Code of Student Conduct and Discipline is prohibited. "Grills" or metallic caps on the teeth are prohibited. Students on field trips or any off campus school sponsored activities are expected to comply with the dress code as outlined in the Richmond County Code of Student Conduct and Discipline. Dr. Moore must grant any exception to this policy. Those students who fail to comply with this policy are subject to administrative discipline under rule 14.

## **Conduct and Discipline**

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

## **BYOT (Bring Your Own Technology) – Student Responsibility**

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

## **Consequences of Violation of BYOT Policy**

### **Phones belonging to students in violation of the BYOT Policy will be confiscated.**

After being taken upon a first offense, the cell/mobile phone will be kept at the school. On the 1<sup>st</sup> offense, the parent/guardian of the student may pick up the phone after thirty (30) calendar days from the confiscation date have expired with proper ownership documentation; 60 days for 2<sup>nd</sup> offense and the 3<sup>rd</sup> offense it will be donated immediately to a charitable organization, recycled or discarded without further notice to the parent or guardian. (REFER TO CODE OF STUDENT CONDUCT AND DISCIPLINE HANDBOOK FOR GUIDELINES.)

## **Public Displays of Affection (PDA)**

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

## **Medication Policy**

All medicines require written permission from a parent/guardian. Bring to school only the dosage necessary to last the duration of treatment while at school. For recurring ailments, it would be to the student's advantage to have medication on hand in the clinic, such as asthma, allergy and/or pain treatments. All medication must be housed and administered by Mrs. Makowski or authorized personnel. **\*Students are forbidden to share, give, receive, or take any medication from other students. This is to include all over-the-counter medications (i.e. Tylenol, aspirin) and prescribed medications.**

## **Visitors on Campus**

Persons not enrolled at RPM are not allowed on the campus during school hours unless they have checked in at the main office and received a visitor's ID Badge. This badge must be visibly displayed. Parental visits do not constitute a conference. Please contact Mrs. Holmes, the guidance counselor, to schedule a conference at 706-823-5812.

## **School Telephones**

Phones in the school office are for emergency use only.

## **Messages and Deliveries**

Messages to students will be taken and delivered to students only in case of an emergency. **RPM will not accept flowers or other deliveries that are sent for birthdays and similar special days.**

## **Eligibility for Georgia High School Athletic Association Activities**

To be eligible to participate in Georgia High School Association (GHSA) activities, students must:

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

- Entering 12<sup>th</sup> grade: Earned 16 units of credit
- Must pass a physical exam by a certified physician.
- Joint enrollment must be taking 5 classes at home school.
- Must receive credit for college classes at home school.

## School Insurance

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

## Textbooks

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

## Lunchroom

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

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

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

## Lockers

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

## Grading System

There are two semesters in the school year with two nine-week periods in a semester. Report cards will be sent home every nine weeks.

## Report Cards

Report Cards will be distributed on the following dates:

- November 6<sup>th</sup>
- January 11<sup>th</sup>
- March 22<sup>nd</sup>
- May 28<sup>th</sup> **FINAL REPORT CARDS WILL BE MAILED HOME**

## **Progress Reports**

Progress reports are given to students after the completion of the midpoint in each nine- week grading period. All teachers will inform parents of their child's progress on a mid nine week period by calling the parent and sending home a written or computer-generated progress report. You will receive some form of academic report at least twice every nine week period:

- September 29<sup>th</sup>
- February 8<sup>th</sup>
- November 24<sup>th</sup>
- April 27<sup>th</sup>

## **Grading Scale**

RPM will follow the Richmond County grading scale.

The scale is:

A= 90 – 100

B= 80 – 89

C= 75 – 79

D= 74 – 70

F= 69 – below

## **Homework Policy**

The Richmond County Board of Education adopted a homework policy for high school students, June 14, 1984. It is divided into two categories—major and regular.

Major homework is an assignment that requires several nights or weeks in preparation. Examples are a science project, a term paper, portfolio, or book report. Not more than one major assignment will be given in a six-week grading period per class. Regular homework can be completed in one evening.

The Board policy states that all high school students will be assigned a minimum of two hours of homework daily. Generally, a high school student will average no more than 30 minutes of homework per subject.

Regular homework assignments for a nine-week reporting period will be counted in the nine weeks average. Teachers will provide parents and students with their homework grading policy. ***\*All teachers do not count homework the same.***

## **Guidance and Counseling**

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

**School Calendar: 2020-2021 School Calendar**

**Richmond County School System  
School Calendar**

Jul 03	Independence Day (Holiday)
Jul 27-Sept 4	Preplanning
Aug 31-Sept 4	Open House (detailed schedule will be released)
Sep 07	Labor Day
Sep 08 	First Day of School
Sep 21-Oct 08	Elementary Fall Parent Conference Window
Sep 29	Progress Reports
Oct 08	Elementary Early Release/Parent Conferences
Oct 09-12	Student/Teacher Fall Break*
Oct 26	End of 1st Quarter
Oct 27	Beginning of 2nd Quarter
Nov 06	Report Cards
Nov 09-Nov 16	Fall Masters Break
Nov 24	Progress Reports
Nov 25-27	Thanksgiving Holiday
Dec 17-22	Exams
Dec 22	End of 2nd Quarter/Early Release (all grades)
Dec 23-Jan 01	Christmas/Winter Break
Jan 04	Teacher Work Day/Student Holiday
Jan 05	Beginning of 3rd Quarter
Jan 11	Report Cards
Jan 18	MLK Holiday
Feb 08	Progress Reports
Feb 12	Teacher Work Day/Student Holiday
Feb 15	Student/Teacher Holiday*
Feb. 02-Mar 11	Elementary Spring Parent Conference Window
Mar 11	Elementary Early Release/Parent Conferences
Mar 11	End of 3rd Quarter
Mar 12	Teacher Work Day/Student Holiday
Mar 15	Beginning of 4th Quarter
Mar 22	Report Cards
Apr 02-12	Spring Break*
Apr 27	Progress Reports
May 19-25	Exams
May 25	Last Day of School/Early Release (all grades)
May 26-27	Post-Planning
May 25-27	Graduation
May 28	Report Cards
May 31	Memorial Day (Holiday)
Jun 01-Jul 01	Summer School
Jun 07 -Jul 15	4-Day Work Week

 Teacher Planning Days	 Early Release Days
 Holidays	 First Day of School

**Graduation**

Seniors participating in the graduation ceremony will be required to wear a cap and gown. The graduating senior, through the school will purchase the cap and gown. Appropriate “dress attire” (as determined by the Graduation Committee) will be worn beneath the gown. Parents of graduating seniors are often surprised at the monetary expense of having a student graduate. Expenditures can add up quickly and the average cost is somewhere in the \$200-\$300-dollar range. It can be higher depending upon the cost for class rings and prom attendance. The inclusion

of this estimate is to help parents plan and prepare for these unexpected costs. All graduation practice sessions are scheduled by the school. The Graduation Committee will establish protocol. Policies and information will be disseminated to students and parents in a timely manner.

### **Textron Holiday Schedule: 2020-2021**

## 2020-2021 Holiday Schedule



Labor Day	Mon., Sept, 2020
Thanksgiving	Thur., Nov. 26, 2020 & Fri., Nov. 27, 2020
Christmas	Thur., Dec. 24, 2020 & Fri., Dec. 25, 2020
New Year's Eve	Thur., Dec. 31 2020 & Fri., Jan. 1, 2021
Martin Luther King Holiday	Mon., Jan. 18, 2021
Memorial Day	Mon., May 31, 2021
Independence Day	Mon., July 5, 2021

## TSV Augusta Plant Shutdown

Each year, the main Augusta plant shuts down for a period of time during the summer and in late December/early January, and early July. The dates of these shutdowns will be communicated in advance.

### **Emergency Procedures**

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

**Tornado Drills:** In the event of a tornado drill, all students will, upon direction of the classroom teacher, exit the classroom to the hallways directly outside of the classroom. Upon entering the hallway all students will line up facing the wall, kneel down and place their head down with their hands covering their heads and remain in this position without talking until the all clear is given.

### **School Floor Plan with /Emergency Evacuation Paths**

Floor plan and evacuation routes are posted in each classroom.

### **Final Exams Policy**

RPM students will take final exams either at their home school or at the RPM site. Final exams are an important time for all RPM students. In order to ensure that each student has the most conducive testing environment for success, tardiness to the test site and early dismissal from the test site will not be allowed. If a student is tardy to a final exam, they will not be permitted into the test site and will have to schedule an alternate time in order to make up the exam. Students will not be called or dismissed during an exam period except in the event of an emergency. Students must stay in the exam period the full time in order for the exam to be counted. Any student who leaves the exam early for any reason other than a family emergency risks having their exam grade forfeited and counted as a zero.