



REACHING POTENTIAL THROUGH MANUFACTURING

Student Handbook

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



01

Table Of Contents



Start Your Journey with Us **02**

Welcome and School Information **03**

Academic Information **06**

Attendance and Student Participation **13**

Transportation and Campus Access **18**

Student Conduct and Discipline Information **21**

Dress Code and Workplace Expectations **25**

Health, Safety, and Student Services **27**

Campus Operations and Student Life **30**

Title IX Notice and Compliance Procedures **32**

Richmond County High Schools **34**



Start Your Your Journey With Us

Reaching Potential Through Manufacturing (RPM) is a collaborative partnership between the Richmond County School System and Textron Specialized Vehicles that allows students to receive a quality education while building valuable on-the-job skills and training.

Envisioned
2015

Graduates
400+

Principal's Welcome

Dear Parents and Students,

Welcome to the 2026-2027 school year. On behalf of the faculty and staff, we look forward to meeting our new students and seeing our returning students.

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

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

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 about any aspect of your child's education, please feel free to contact the school at any time.

Again, welcome to the 2026-2027 school year. I look forward to a regarding experience with you and your child. Our Reaching Potential through Manufacturing (RPM) family is proud to have you with us!

Sincerely,



Dr. Kierstin Johnson

Contact



706.823.5690



JohnsKi2@Richmond.k12.GA.US



Faculty and Staff

Administrative Staff

Principal

Dr. Kierstin Johnson

Guidance Counselor

Mrs. Delia Coberly

Clerical

Mrs. Suzan Makowski

TELEPHONE DIRECTORY

RPM Facility Office

706-823-5690 ext. 5810

Guidance

706-823-5690 ext. 5812 or 5813

Website

<https://rpm.rcboe.org/>

Faculty

Dosha Green

Social Studies

Michelle Olivares

English Language Arts

Torri Williams

Math

Lutongel Few

Science

Bruce Holbrook

Special Education

Inga Coleman

Work-Based Learning

Alethia Wright

Manufacturing

TSV Operations

Lashondra Myles

Operations Manager

Katura Green

Supervisor

Notice of Nondiscrimination

The Richmond County Board of Education does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities for students.



Respectful



Purposeful



Motivated

Academic Bell Schedule

PERIODS	START TIME	END TIME
1st Period	8:15 AM	9:40 AM
2nd Period	9:45 AM	11:10 AM
1st Lunch (2nd Shift)	11:10 AM	11:35 AM
Manufacturing Course	11:40 AM	12:25 PM
2nd Lunch (1st Shift)	12:00 PM	12:25 PM
Manufacturing Course	12:30 PM	1:15 PM
3rd Period	1:20 PM	2:45 PM
4th Period	2:50 PM	4:15 PM

Work Shifts

Shifts	START TIME	END TIME
1st Shift	8:00 AM	12:00 Noon
2nd Shift	12:30 PM	4:00 PM

Academic Information

Graduation Requirements

As of July 21, 2015, Richmond County Board of Education rescinded its graduation requirements and replaced them with the State of Georgia Graduation Requirements. This means that instead of earning 25 credits, Richmond County students are required to earn only the state-required 23 credits.

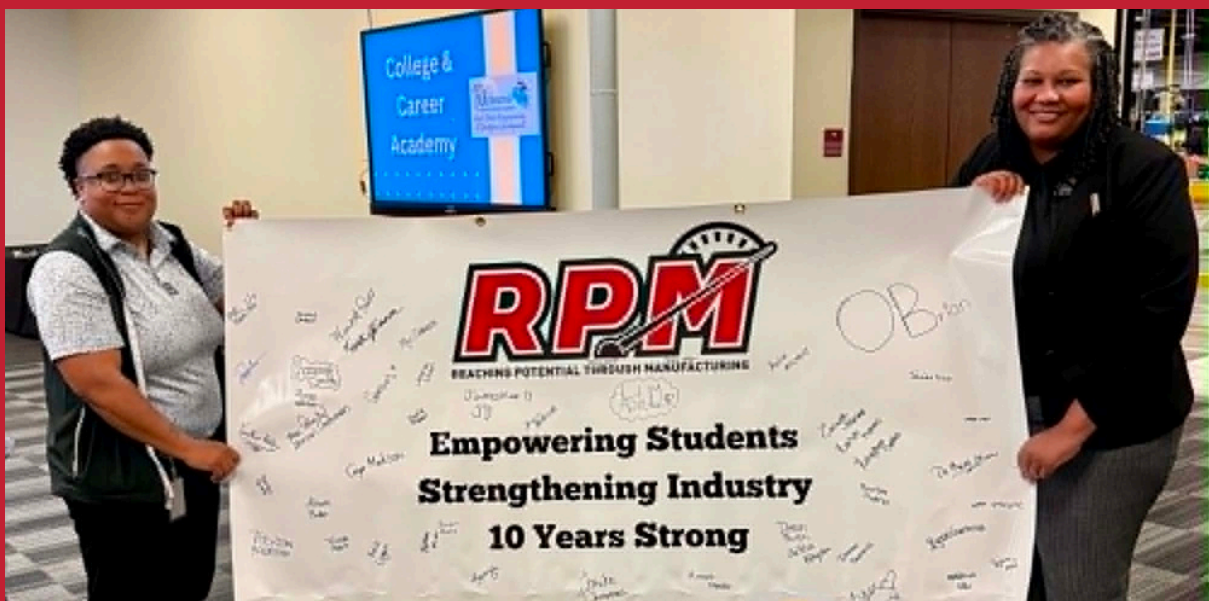
High School Promotion Requirements:

9 th to 10 th grade	5 Credits
10 th to 11 th	11 Credits
11 th to 12 th	18 Credits
Graduation	23 Credits*

*23 Credits of the appropriate courses required to meet graduation requirements.

Course	Credit Requirement
ELA	4 Credits of ELA
Math	4 Credits of Math
Science	4 Credits of Science
Social Studies	3 Credits of Social Studies
Health	.5 Credits of Health
Personal Fitness	.5 Credits of Health
Electives	7 Credits

For each course category, specific courses are required. Please see your guidance counselor for more information.



Academic Information

Academic Expectations

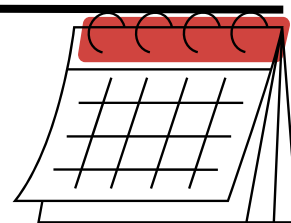
Students are assigned an expected graduation date when they enter the program. Students must progress toward graduation to remain in the program. Students' grades will be monitored and communicated regularly. Students with failing grades will be counseled. Students repeatedly failing to make successful progress toward graduation will be dismissed from the program/terminated

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

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

Academic Dismissal – formal notification to students that their academic performance has fallen below the institution's required standards for two or more consecutive quarters and has resulted in their dismissal from the institution. RPM students will receive an academic dismissal letter if they fail one or more classes for three consecutive quarters.

Schedule Changes



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

Grading System

At RPM, the school year has four quarters. Students earn credit toward graduation every nine weeks. Report cards will be sent home every nine weeks.

Grading Scale

RPM follows the Richmond County School System grading scale.

The scale is: A= 90 – 100 B= 80 – 89 C= 75 – 79 D= 74 – 70 F= 69 – below

- Minor Grades = 60% (examples include: quizzes, labs, and other graded assignments to assess certain standards in a unit of study).
 - Major Grades = 40% (examples include: unit test, essays, research papers, project-based assignments, and other culminating assessments to measure mastery of standards that comprise a unit of study).
 - Major assessments must offer a minimum of one reassessment, completed in the same 7-school-day period.
-

Relearn/Reassess Protocol

Richmond County Board of Education supports the Reteach, Relearn, and Reassess framework. This grading framework believes in the following principles:

The grading system should be --

- based on mastery of standards.
- equitable.
- clear and consistent.
- timely and meaningful.
- supportive of learning.

Aligned with county requirements and best practices, RPM tailored the framework to serve our student population. For assessments to be effective and meaningful, students must adhere to the following prerequisites before reassessing:

- All related missing work must be turned in.
- Students must participate in relearning/remediation before reassessing.

Report Cards

Report cards are given at the end of each quarter. Report card grades, or Final Grades, are posted to the student's transcript and will impact their academic standing and Grade Point Average (GPA).

Report cards will provide a student's Quarter Grades, Exam Grade, and Final Grade.

The Final Grade is calculated using a weighted average: 90% of the quarter grade and 10% of the final exam grade.

Final Grade = (Quarter Grade $\times$ 0.90) + (Final Exam Grade $\times$ 0.10)

Final Exams Policy

Final exams are an important time for all RPM students. To ensure 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 who are late to the morning exam must wait in the front office until the lunch period for the afternoon exam to begin. 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 risks having their exam grade forfeited and counted as a zero.

RPM EXEMPTION POLICY - Good to Go: To qualify for exam exemption, students must have a 75 or better quarter average in all courses, be on track to complete all Edgenuity courses, have no missing assignments, and have completed all required diagnostic testing.



Academic Information

Standardized Testing

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

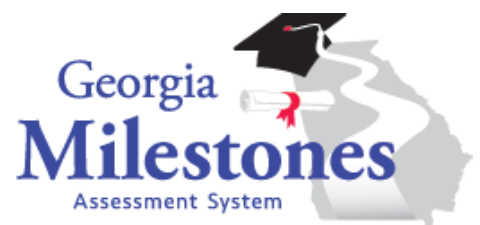
RPM students must complete required state and local assessments. High School students in the following courses are required to take the appropriate End of Course (EOC) Georgia Milestones Assessment.

All EOCs must be taken in a face-to-face format during the designated district-established windows. Students taking the EOCs will be scheduled to come to a school site to take exams. Times, dates, and locations will be communicated. EOCs count as 10% of the student's course average, and the quarter average will count as 90% of the Final Grade.

Georgia Milestones Assessment System and End of Course Testing

The Educational Reform Act of 2000, O.C.G.A. §20-2-281, mandates that the State Board of Education adopt end-of-course assessments for core courses to be determined by the Board. With educator input and State Board approval, the End-of-Course Assessment program is therefore comprised of the following 4 content-area assessments:

- Mathematics: Algebra: Concepts & Connections
- Social Studies: United States History
- Science: Biology
- English Language Arts: Literature & Composition II



The Georgia Milestones Assessment System is a comprehensive assessment system spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English language arts, mathematics, science, and social studies.

Georgia Milestones is designed to provide students with information about their achievement and their readiness for their next level of learning – be it the next grade, the next course, or postsecondary endeavor. Parents, schools and districts, the public, and policy makers can use the results to monitor progress and support the improvement of Georgia's education system.

Academic Information

Guidance and Counseling

The Counseling Department provides each student with the opportunity for maximum personal growth and achievement. Counselors provide students with advisement on academics, colleges, careers, and scholarships, as well as personal/social development. Classroom guidance lessons are provided as a part of the comprehensive school counseling program.

Each student has a counselor who can 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.

Student Records/ Transcripts/ Confidentiality

The records of the school system concerning individual students are used in accordance with state and federal laws and will not be made available to any person or organization without prior written permission from the student's parents or legal guardians. Student records; however, may be used to gather directory information (student names, addresses, phone numbers.) After graduation, records are sent to the Richmond County Board of Education Student Records Department.

Submit all transcript requests and verifications online through SribOrder via the RCBOE.org Student Services Department.



Academic Information

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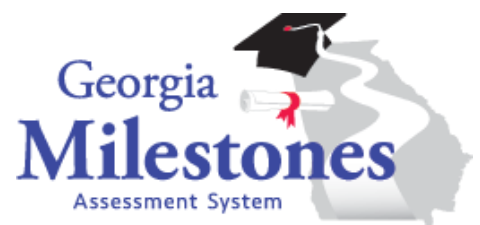
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Attendance and Student Participation

Attendance - RCSS

Regular school attendance is an important part of a student's learning process. Students should develop good attendance habits early in their educational career, from middle school through high school. Students who regularly attend school are more likely to graduate from high school with a good education.

In contrast, students who are frequently absent (whether excused or unexcused) are at risk of falling behind academically and missing important socialization experiences that enhance their ability to understand and follow directions. Moreover, students who are frequently absent from school are less likely to graduate successfully, thereby jeopardizing their futures. Chronic absenteeism is strongly associated with dropping out of school.

ATTENDANCE PROCEDURES

Students who are absent from school must submit a written excuse on their first day back. If documentation is not received within 24 hours of the absence or the next school day, the absence will be considered unexcused.

Absences are classified as either excused or unexcused and are governed by Georgia law and Richmond County Board of Education policy. Lawful excuses include:

- Personal illness
- Death or funeral of an immediate family member
- Medical or dental appointments that cannot be scheduled outside school hours
- Attendance at approved non-school activities authorized by the Superintendent or designee
- Recognized religious holidays observed by the student's faith
- Orders or mandates from a governmental agency
- Extreme circumstances approved by the principal or designee
- Visits with a parent or legal guardian prior to deployment or while on leave from a military combat assignment (up to five school days per year)

Any absence not meeting the criteria stated in the Code of Conduct will be considered unexcused. Students absent due to out-of-school suspension may make up missed assignments and assessments and must request make-up work upon returning to school.

After five (5) absences, parents may be required to provide a physician's note or documentation from an approved third party for additional absences.

Attendance and Student Participation

Attendance - RCSS Continued

TARDY POLICY

Students are expected to arrive on time each day. A student is considered tardy when they are not in their assigned classroom at class time. Students who choose transportation other than RCBOE-provided transportation assume responsibility for arriving on time.

The following consequences may be assigned each semester:

- 5th tardy: Parent notification
- 10th tardy: One-day suspension from school and work
- 15th tardy: Two-day suspension from school and work
- 20th tardy: Three-day suspension from school and work

Lawful excuses for tardiness are limited and generally include:

- Medical or dental appointments with documentation
- Court appearances required by subpoena
- Exceptional circumstances approved by the principal

Oversleeping, traffic delays, and similar avoidable circumstances are considered unexcused.

EARLY DISMISSAL

Early dismissal disrupts instruction and should be limited to emergencies and unavoidable circumstances. Students will not be dismissed after 3:30 p.m.

Students may be released only to a parent, guardian, or authorized individual listed in Infinite Campus. A valid photo ID is required for student release.

Early dismissals for unexcused reasons may be subject to the same disciplinary consequences as tardiness.

TRUANCY

Students who leave campus, miss class, or fail to attend school without authorization are considered truant. Truancy violates school attendance requirements and Richmond County School System policies. Disciplinary consequences will be administered in accordance with the Richmond County Code of Conduct. Students who demonstrate a pattern of truancy may be referred to a Richmond County social worker or other appropriate attendance support services.

Attendance and Student Participation

Attendance - RCSS Continued

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

RPM students may participate in extracurricular activities at their homeschool provided they are in good academic standing and receive approval from both the RPM Principal and their homeschool principal.

RPM will make every effort to place participating students on a first-shift schedule to accommodate extracurricular involvement. However, scheduling and course availability may not always allow for this accommodation. When conflicts arise, a student's academic program and on-time graduation requirements will take priority.

Students are not allowed to participate in any extracurricular or co-curricular activities, or Work-based Learning 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. To be marked present for a full school day, a student must attend one-half or more of the school day.

GHSA Eligibility Requirements

RPM students who participate in extracurricular activities at their homeschool must meet all eligibility requirements established by the Georgia High School Association (GHSA) and the Richmond County School System.

To be eligible, students must:

- Be a first-year, first-semester ninth-grade student, or
- Have passed courses carrying at least 2.5 Carnegie units during the previous semester.
- Not have reached their 19th birthday prior to May 1 preceding the school year.
- Remain on track for graduation by earning the following minimum number of Carnegie units:
 - Second-year students: 5 Carnegie units
 - Third-year students: 11 Carnegie units
 - Fourth-year students: 17 Carnegie units
- Remain within the GHSA eligibility period of eight consecutive semesters (four consecutive years) beginning with entry into the ninth grade.
- Comply with all requirements outlined in the Athletic/Extracurricular Code of Conduct and any additional rules established by the coach, sponsor, or school administration.

The Georgia High School Association (GHSA) governs eligibility for all interscholastic athletic competition.

Attendance and Student Participation

Attendance - TSV

Attendance Policy

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

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

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

The points are assigned as shown below:

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

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

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

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

Attendance and Student Participation

Attendance - TSV Continued

Points Summary

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

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

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

Transportation and Campus Access

School Bus Transportation

Students are expected to conduct themselves appropriately on the school bus and follow all Richmond County Board of Education rules and Georgia traffic laws. Because bus drivers are responsible for all passengers' safety, students must follow the driver's directions at all times. Violations of bus rules may result in disciplinary action, including suspension or revocation of bus privileges.

Students may ride only their assigned bus. Requests to ride a different bus must be submitted in writing by a parent or guardian and approved by the school office. Bus changes are permitted only in emergency situations.

BUS TRANSPORTATION AND WORKSHIFTS

The Richmond County School System provides bus transportation for RPM students on all days that school or work is scheduled at RPM.

During the regular school year, morning transportation is provided through a shuttle system. Students will ride their assigned bus to their home school and then transfer to a shuttle bus for transportation to RPM. In the afternoon, students will be transported from RPM and returned to their home address or the nearest approved bus stop.

During summer school, students will be transported directly from their home address to RPM and returned to their home address at the end of the day.

On days when Richmond County schools are closed but TSV work schedules remain in effect, transportation will be provided directly to and from students' home addresses.

On days when TSV is closed, but Richmond County School System classes are in session, bus transportation will operate on the regular school-year schedule.

Transportation services may be suspended during inclement weather or other conditions that make travel unsafe. Students and families should monitor district communications for transportation updates and schedule changes.

Transportation and Campus Access

Personal Transportation and Parking

A student parking lot is available in front of the RPM facility. Parking on campus is a privilege, and students who park on school property consent to routine vehicle inspections.

Students may not return to their vehicles during the school day without administrative approval. Students who must leave early must check out through the main office and obtain permission before returning to the parking lot.

Textron Specialized Vehicles (TSV), RPM, and the Richmond County School System assume no responsibility for loss, theft, or damage to vehicles or their contents. Students park and operate their vehicles on campus at their own risk.

Students may be in the parking lot only when arriving at or departing from campus unless they have written permission from school administration. Upon arrival, students must park, exit their vehicles, and immediately report to the building. All students must be out of their vehicles no later than 7:45 a.m. Loitering in the parking lot is prohibited at all times.

Students may not return to their vehicles until dismissal unless authorized by the main office.

Student Entrance Procedures

All students must enter and leave the building through the front main entrance. Bus riders must enter and leave the building through the doors accessible by the bus ramp. All students must wait inside the building.

Students may not arrive on campus and leave without administrative permission and their parent's or guardian's permission.

Visitors on Campus

Visitors who are not enrolled at RPM must check in through the main office and be accompanied by an RPM staff member while on campus during school hours.

Parents and guardians are welcome at RPM. While appointments are preferred, staff will make every effort to meet with parents who arrive without notice. If an immediate conference is not possible, staff will schedule one as soon as possible.

Transportation and Campus Access

School Bus Rules and Student Responsibilities

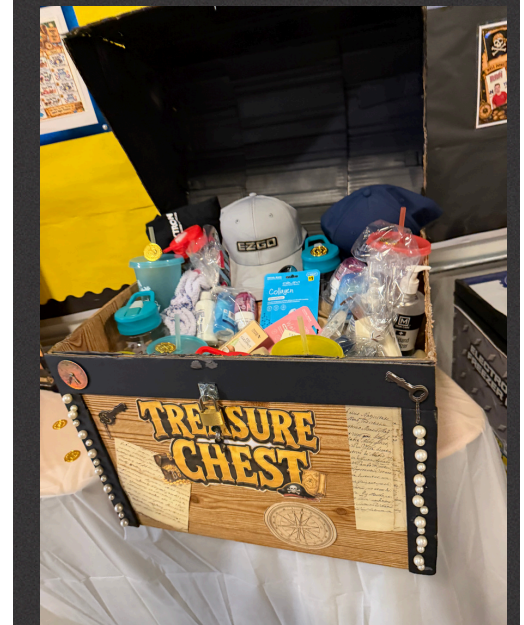
The following are strictly prohibited on school buses:

- Eating, drinking, or smoking/vaping.
- Spitting or throwing objects on or from the bus.
- Possessing weapons, knives, or other dangerous objects.
- Bringing animals onto the bus.
- Tampering with bus equipment, controls, or safety devices.

Students may not leave the bus during a route without the driver's permission except in an emergency or when authorized by school officials or a parent/guardian. Students are expected to be courteous and respectful to the driver, fellow students, and the public at all times. Report any damage to a bus immediately. Students responsible for damage may be required to pay restitution.

For the safety, health, and welfare of all passengers, students are expected to:

1. Obey the bus driver promptly and respectfully.
2. Be at the bus stop on time.
3. Wait in an orderly manner away from the roadway.
4. Cross in front of the bus only when directed by the driver and when it is safe to do so.
5. Never run toward a moving bus.
6. Ride only the bus assigned by school officials.
7. Remain seated while the bus is in motion.
8. Sit in assigned seats and follow all seating instructions from the driver or school officials.
9. Behave as they would in the classroom. Fighting, pushing, disobedience, profanity, vulgar language, and other disruptive behavior are prohibited.
10. Avoid actions that distract the driver, including loud talking, excessive noise, unnecessary conversation with the driver, or extending any part of the body outside the bus.
11. Refrain from opening windows or operating any part of the bus without the driver's permission.
12. Help keep the bus clean and free from damage.



Student Conduct and Discipline Information

21

Behavior Expectations

Richmond County School System and Textron Specialized Vehicles (TSV) maintain high expectations for student conduct. The following behaviors are prohibited and may result in immediate dismissal from the program:

- Bullying
- Threatening behavior
- Fighting
- Job abandonment
- Use of profanity or inappropriate language on TSV property
- Use of tobacco products on TSV property

Students, as well as individuals involved in transporting students to or from the program, are expected to conduct themselves appropriately and may be held accountable for their actions.

TSV monitors social media activity. Inappropriate social media conduct that impacts the program, school, or workplace environment may result in disciplinary action.

Conduct and Discipline

The Richmond County School System “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.



Student Conduct and Discipline Information

22

Cell Phones and Electronic Devices

The Richmond County School System requires students to keep cell phones and personal electronic devices powered off, out of sight, and put away from the morning bell until dismissal.

Bell-to-Bell Expectations

- Devices may not be used, visible, or accessible during the instructional day.
- Devices must be in the student's locker.
- This policy applies to cell phones, smartwatches, earbuds, headphones, and all other personal electronic communication devices.

Communication During the School Day: Students who need to contact a parent or guardian during an emergency must do so through the school's main office.

Cell Phone Use Zones

- Students may use their devices during lunch only.
- Phone calls and video calls are prohibited during the school day unless specifically authorized by a teacher or administrator.

Violations If a student is found using or attempting to use a prohibited device outside of an approved time or location:

- The teacher will direct the student to place the device in their locker.
- Failure to comply with the teacher's directive will result in a disciplinary referral and may result in one day of out-of-school suspension.
- Multiple violations will lead to dismissal from the program.

Additionally, students are reminded that TSV does not allow cell phones on the manufacturing floor.

Tobacco Free Environment

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

First Offense: Final Warning

Second Offense: Program Dimissal

Student Conduct and Discipline Information

23

Acceptable Use Policy (Computer and Internet Access)

See the Richmond County Code of Conduct for the entirety of the Internet Acceptable Use Policy.

The Internet Acceptable Use Procedures apply to all students, faculty, staff, employees and visitors (both adults and minors) of the Richmond County School System (“RCSS”). All users of the RCSS 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.

Student Responsibilities:

- Students should not use the Internet for purposes other than instructional assignments related to the curriculum.
- Students will use system-supported technology for educational use only and will refrain from accessing inappropriate information.
- Students are prohibited from utilizing Richmond County School System account profile information, such as usernames, passwords, or email addresses, to register for web applications or services not approved by the School System. A student profile contains private data, and by law, the RCSS must ensure that the vendor it shares information with has adequate policies and procedures to safeguard data privacy and uphold network security.
- Students must follow teacher directions for Internet-related assignments, including whether the use of an approved artificial intelligence (AI) program is permissible for the assignment, and if so, students must properly cite the source of the content. [For more information, please see Guiding Principles and Procedures for AI Use in the Richmond County School System.]
- Students must heed prohibitions and Internet Safety rules and should take precautions when using the network.
- 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 and sign that they have read the policy and procedures of the Richmond County School System and agree to abide by the same.

Student Conduct and Discipline Information

24

Academic Dishonesty

The Student Code of Conduct, Rule 1(A)(t), states that no student shall cheat, alter records, plagiarize, receive unauthorized assistance or assist another in any type of academic dishonesty. The determination that a student has engaged in academic dishonesty will be based on the judgment of the classroom teacher and a supervising administrator, taking into consideration any written materials, observation, or information from witnesses.

Students found to have engaged in academic dishonesty will receive an incomplete and must redo the assignment or retake the assessment.



GREEN JACKETS

MANUFACTURING DAY GAME



FRIDAY
08/28/26
7:05PM
GATES OPEN
AT 6PM

1ST COME
1ST SERVE

STUDENTS-PLEASE SEE
DR. JOHNSON OR MRS. COLEMAN
TO PICK UP TICKETS

FAMILY WELCOME
5 Ticket Maximum

TICKETS COURTESY OF




Dress Code and Workplace Expectations

RCSS Dress and Grooming

See the Richmond County Code of Conduct for the entirety of the Dress and Grooming Policy.

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The Principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school. The Dress and Grooming policy must accommodate students whose religious beliefs are substantially burdened by this policy. Students shall at all times adhere to the following guidelines:

Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.

- Extreme hair color and/or styles, body piercing, or style of dress that may cause a disruption to the learning environment or school program will not be allowed.

- Coats and Jackets: Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school.

- Shirts or Blouses: Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, muscle shirts, bare midriff outfits, shirts or blouses that are tied at, or may rise above the waist.

Dress Code and Workplace Expectations

RCSS Dress and Grooming Continued

•Skirts, Shorts, Dresses and Pants: Skirts, shorts, and pants must be fitted at the waist and must be at a length at least equal to the longest part of the fingertip when hanging down by the side of the student, which should be at least the mid-thigh area. The Local Board deems miniskirts and short-shorts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the fingertip/midthigh area previously described herein. All pants, including jeans, must be without cutouts or holes that expose the skin above the finger tip/mid thigh area previously described herein. They must be fitted at the waist and must not be baggy or oversized or undersized and not sagging. Pants must not drag the floor. Leggings are considered an accessory and are to be covered by the appropriate length skirt, dress or other garment. Unacceptable shorts include, but are not limited to, spandex-style "bicycle" shorts, short-shorts, running shorts, and boxer-type shorts or any see-through garment.

•Belts and Straps: Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. Excessively large belt buckles are prohibited.

•Shoes: Shoelaces should be tied. No house slippers, or altered shoes, such as shoes with wheels, are allowed. At all times student safety should be considered in shoe selection, particularly during athletic and physical education activities.

•Head Covers: No hats, scarves, sweatbands, bandannas or other head covers may be worn in the building.

Five or more violations of the Dress Code will result in dismissal from the program.

TSV Dress Code Reminder

Students must come ready to work in appropriate attire. Students are required to wear pants that fall below the knees, an 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 all appropriate personal protective equipment.

Health, Safety, and Student Services

Safety

We make every effort to ensure your child is safe at school. All staff members have been instructed on procedures for fire drills, natural disasters, and external violence. Anyone in the building during a drill is expected to participate.

Medication at School

The Richmond County School System requires a completed Administration of Medication Form and proper pharmacy labeling before school nurses or authorized school personnel may administer medication to a student.

- Medication Authorization: Parents/guardians must complete and sign the district's Administration of Medication Form before any medication can be given at school.
- Prescription Medication: Must be in the original pharmacy-labeled container showing the student's name, medication name, dosage, and administration instructions.
- Over-the-Counter Medication: Requires written parent/guardian authorization and must be provided in the original packaging.

All medications require written parent/guardian permission. Parents should provide only the amount of medication needed during school hours and for the duration of treatment. For recurring medical conditions, such as asthma, allergies, or chronic pain, families are encouraged to keep appropriate medication available in the school clinic.

All medications must be stored and administered by Mrs. Makowski or other authorized school personnel.

Students are strictly prohibited from possessing, sharing, giving, receiving, or taking medication from other students. This prohibition includes both over-the-counter medications (such as Tylenol or aspirin) and prescription medications.

Illness Procedures

If students require basic first aid or become ill during the day, they are to report to the school's front office. The nurse or office staff will determine whether the child needs to go home. If an injury is severe or if a student is too ill to continue the school day, the parents will be notified.

Parents should notify the school of any change in work or home phone number as soon as the change occurs, so that in emergency situations the school can contact you in a timely manner.

Health, Safety, and Student Services

Fire Alarm Procedures

DURING CLASS TIME

Every room in the school has a fire-escape plan posted near its door. Whenever possible, students should use the safest and quickest escape route. At the sound of the alarm, students and teachers are to:

1. Stop work immediately.
2. Students will file out of the classroom in an orderly manner, following their classroom's exit route.
3. Once outside, report to the safe zone used during fire drills; the teacher will check the roll. Students are to respond when their name is called.

AT LUNCH AND WHILE AT WORK

1. Stop current activity or work immediately.
2. Students will follow the instructions of faculty and staff members and follow the safest and quickest escape route.
3. Once outside, report to the safe zone used during fire drills; the teacher will check the roll. Students are to respond when their name is called.

Blocked Exits

In case a student encounters a blocked exit or doorway, they should immediately reverse direction and proceed to the nearest exit.

ALL FIRE ALARM PROCEDURES WILL BE CLARIFIED AND PRACTICED DURING THE SCHOOL YEAR.

Health, Safety, and Student Services

Tornado Warning Procedures

In the event of a tornado warning, students, faculty, and staff must report to the Tornado Evacuation rooms immediately. Students should move quickly, calmly, and quietly, without running.

Once in the shelter area, students should remain as quiet as possible so faculty and staff can call roll, and stay together in the shelter area until authorized to return to normal operations or until dismissed.

If insufficient time is available to reach the shelter area of the building, students should:

- Go to the inside of the hall away from windows, squat on the floor next to the wall, head and knees together, or lie face down on the floor.
- Cover their heads with a book if one is available.
- Realize that help is on the way - and keep calm.



Campus Operations and Student Life

Lunchroom

RPM operates under a closed-campus policy. 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 LUNCHROOM AND BREAKROOM 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 and breakroom areas. Students are asked to leave the cafeteria clean and orderly.

Lockers

Each student must have a locker for books and personal items.

- A student may use ONLY the assigned locker and will lock it once their possessions are 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.

Campus Operations and Student Life

Messages and Deliveries

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

Field Trips and School Events

During the school year, parents may be asked to give permission for their child to go on a class field trip. A form will be provided for the legal guardian's signature before a student will be permitted to go on a field trip. Students who have not returned the signed permission form will not be allowed to participate. All RPM field trips will require the student to arrange transportation to and from the field trip location. Parents are encouraged to remain with their student while on field trips if time permits. Field trips are only for students enrolled in RPM. Parents who wish to chaperone a trip must have a current volunteer card/status on file.

For voluntary out-of-town field trips that use a bus service, complete parent support will be required. When a trip of this nature is planned, the cost will be the same for all students regardless of the mode of transportation used. If a parent opts to drive instead of riding the bus, the cost will be the same.

Volunteers

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

Title IX Notice and Compliance Procedures

Non-Discrimination/ Sexual Harassment

The Richmond County School System (RCSS) is committed to maintaining an educational environment that is free from discrimination and harassment, where all members of the school community are treated with dignity and respect. Accordingly, RCSS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities and provides equitable access to all educational programs, activities, sports and facilities.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. RCSS prohibits discrimination based on sex, including sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
3. "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

Any student or employee who believes themselves to be discriminated against on the basis of sex should make a report to an administrator or the School Title IX Coordinator. Click here to access the [Complaint Form](#).

Alleged violations will be investigated, and when it is determined that a violation has occurred, prompt appropriate disciplinary action will be taken against persons found to be in violation. These actions include sanctions authorized by law, Board policy, and the Code of Student Conduct and Discipline.

RCSS also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process as established by Board policy and the administrative regulations.

RCSS has designated a System Title IX Coordinator who is responsible for coordinating efforts to comply with and carry out the School System's responsibilities under Title IX. Individuals with a question on Title IX or who would like to file a formal Title IX complaint should contact:

Title IX Notice and Compliance Procedures

System Title IX Coordinator Dr. Titania Singh
Department of Student Services
864 Broad Street
Augusta, GA 30901
706-826-1000 x 5501

School Title IX Coordinator
Dr. Kierstin Johnson
2920 Mike Padgett Highway
Augusta, GA 30906
706-823-5690

Each RCSS school site has a designated Title IX Coordinator for handling complaints of sex-based discrimination, including sexual harassment. Deputy Title IX Coordinators have been designated to handle employee complaints and discrimination complaints related to athletics. A complete listing of Title IX Coordinators is available on the RCSS website, www.rcboe.org.

For additional information, please refer to the discriminatory complaint procedures relative to the following Richmond County School System Policies: Policy GAAA (Equal Opportunity Employment), Policy GAEB (Harassment), Policy IDFA (Gender Equity in Sports) or JCDA Bullying, which are located in the School System policy manual that is available on the System web site, www.rcboe.org.

Note: Nothing herein is designed to create rights where not otherwise provided by law. This policy or procedure is not intended to limit the discretionary authority of, or to create any liability for, or create a cause of action against, the Board of Education, or its officers, employees, volunteers, or other designated individuals for any act or omission to act related to this policy or procedure. Georgia's Constitution provides that School System employees are immune from liability when they are performing discretionary functions and they act without malice or intent to cause injury.

Richmond County High Schools



**THE ACADEMY
OF RICHMOND COUNTY**



George P. Butler
Comprehensive High School



CROSS CREEK
COMPREHENSIVE HIGH SCHOOL



GLENN HILLS
Comprehensive High School



HEPHZIBAH
Comprehensive High School



Home of the Wildcats
LUCY C. LANEY
COMPREHENSIVE HIGH



T.W. JOSEY
Comprehensive High School



WESTSIDE
Comprehensive High School



TEXTRON

