

# Rockdale County High School Student Handbook 2017-2018



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## 2017-2018 Staff

Principal – Mr. Frank Daniels

Assistant Principals

- Mr. John April (A-D)
- Mr. Jimmy Fields (E-K)
- Mrs. Stacy Clark (L-R)
- Mrs. Pheneik Baskett (S-Z)

Magnet Director – Mrs. Amanda Baskett

Magnet Assistant Director – Mr. Corey Williams

Athletic Director / Admin Assistant – Mr. Chad Suddeth

Counselors

- Mr. Dustin Allen (A-D)
- Mrs. Karen Hardy (E-K)
- Dr. Francene Breakfield (L-R)
- Mrs. Khalisha Sabree (S-Z)

Attendance Secretary – Mrs. Lori Patterson

Bookkeeper – Mrs. Marcia Kennelly

Cafeteria Manager – Mrs. Janice Stephenson

College and Career Center – Mrs. Therese Owens

Counseling Secretary – Mrs. Vanessa Burch

Digital Learning Specialist – Mr. Michael Xydias

Graduation Specialist – Mrs. Jermaine Gleaton

Main Office Secretary – Ms. Mechelle Powell-Harris

Media Specialist – Mrs. Christine Miller

Principal's Secretary – Mrs. Denise Dyer

Records Secretary – Mrs. Mary Ann Bradley

Registrar – Mrs. Myra Williams

School Nurse – Nurse Mellow Curry

School Resource Officer – Officer Quick & Officer Smith

Tech Support – Mrs. DeMika Bryant, Mr. Terrence Williams, and Mr. Mark Zimmerman

Testing Coordinator – Ms. LeAmber Brooks

## 2017-2018 Faculty

### CTAE Department:

- Imani Bailey (Dept Chair)
- Tamekia Green
- Michael Houk
- Donna Payne
- Latoya Pledger
- Carol Woodburn-Macdonald

### English Department:

- Leukisha Akporido
- Amy Baxter
- Lauren Bryant-Davis (Dept Chair)
- Trina Burroughs
- Melody Hart
- Shonda Hobbs
- Erica Luther
- Shenita Russell (Dept Chair)
- Yvette Thorne
- Brigett Washington
- Sabrina Winston

### Fine Arts Department:

- Allison Asberry
- Kevin Brown (Dept Chair)
- Paige Hutchinson
- Janel Timberlake
- John Williams

### Mathematics Department:

- Patrick Alligood
- Lennox Amsterdam
- Lina Battiste
- Kibwe Brown
- Daniel Caraway
- Karen Hartpence
- Kim Hudson
- Terrell Jones
- Tyrone King
- Jeff McCammon
- Ebony Reid

### Mathematics Department (continued):

- Sara Richardson
- Nany Shelnutt
- Cheryl Sikes (Dept Chair)
- Jeff Spotts
- Donnell Washington
- Sherrie Williams
- Terri Wyatt

### Modern Languages Department:

- Melissa Anderson
- Erwin Equihua
- Paola Faschisters
- Jaime Martin
- Maria Nishio (Dept Chair)
- Keisha Williams

### OTHER:

- Brandi Brumback – AVID, Yearbook
- Sally Buglass ESOL
- Frank Cassino – AVID, Credit Recovery

### PE and ROTC Department:

- Jamie Baldwin
- CAPT Tommie Banks
- Eric Brown
- Felicia Colquitt
- MSGT Tim Harris
- John Lewis
- Greg Manior

### Science Department:

- Stacey Archer
- Kimberly Braswell
- Holly Burrell
- Kendralyn Edwards
- Ken Gafford
- Jennifer Jones
- Thurmon Munn
- Lukisha Redmond
- Tedra Redd
- Granville Ricketts
- Lindsey Wolterink

Social Studies Department:

- Justin Arrington
- Lauren Arrington (Dept Chair)
- Mary Boyle
- Amanda Briggs
- Kevin Dawkins
- Ryan Denison
- Jeff Durden
- Brett Flater
- Alf Holst
- Chad Luther
- Michael McGuckin
- Dean Poole (Dept Chair)
- Kenny Tucker

Special Education Department:

- Alvin Allen
- Iris Ballard
- David Baros
- Marlene Carby
- Stephini Carey
- Sequaya Chapman
- Alex Corum
- Diona Dent
- Jaqueline Evans
- Rachel Fisher
- Neodesha Hendley
- Timothy Hudson
- Felicia Johnson
- Katie Kitchen
- Penny Lucas
- Lisa Milsapp
- Betsy Pimentel
- Nolan Roberts
- Don Swaney
- Allison Yeomans

## 2017-2018 Bell Schedule

1<sup>st</sup> Block                    8:05am – 9:35am  
RCA bus at 9:35am

2<sup>nd</sup> Block                    9:41am – 11:11am

3<sup>rd</sup> Block                    11:17am – 1:29pm  
1<sup>st</sup> lunch                    11:11am – 11:36am  
2<sup>nd</sup> lunch                    11:39am – 12:04pm  
3<sup>rd</sup> lunch                    12:07pm – 12:32pm  
4<sup>th</sup> lunch                    12:35pm – 1:00pm  
5<sup>th</sup> lunch                    1:03pm – 1:29pm  
RCA bus at 1:15pm

4<sup>th</sup> Block                    1:35pm – 3:05pm

\*Report directly to homeroom during the first ten days of school

\*Monday and Wednesday = A day

\*Tuesday and Thursday = B day

\*Friday = Rotating A/B day

## **Building Hours**

The building officially opens at 7:30am and closes at 3:15pm. If you are in the building before or after these times, then you must be with a specific teacher or sponsor for a specific purpose. All students staying after school for extracurricular activities, office hours, tutorial sessions, etc. must be picked up within 15 minutes of the ending time of the activity. All students will be asked to wait outside for their parents after 3:15pm or at the conclusion of after-school activities.

We encourage our students to be involved in RCHS extracurricular activities and after-school opportunities for academic assistance. While we encourage this participation, we also strive to maintain a safe, secure and orderly campus. Please be aware that if your student fails to either report directly to a supervised school activity or leave campus by 3:20pm, he/she is in violation of the Rockdale County Public School Loitering Policy. The policy states: RULE 24.2 - A student shall not enter any school building or school system facility after school hours without authorization from school officials. RULE 24.3 - A student shall not loiter on any school campus or school system property. Appearing on campus will result in a loitering letter for parent notification and possibly in referral to student support services, suspension, and/or referral to law enforcement for loitering or trespassing charges.

## **Attendance Policies**

1. Regular student attendance is a high priority at Rockdale County High School. Regular attendance at school is vitally important to each student since attendance affects a student's academic progress and the development of poor work habits.
2. The Georgia compulsive attendance law requires all children between their sixth and sixteenth birthdays to attend public, private, or home school. Any parent or guardian in violation shall be guilty of a misdemeanor, and upon conviction thereof, be given potential consequences such as fines and community service (see RCPS Parent Handbook, pg. 3).
3. A student should bring an excused absence note to the main office within 3 school days of their return to school. Otherwise, it will automatically be recorded as an unexcused absence (Board Policy JB-R).
4. Georgia law allows a student to be excused from school for the following reasons: personal illness, illness or death in the immediate family, special and recognized religious holidays observed by the student's faith, mandates by order of a governmental agency, and conditions rendering school attendance impossible or hazardous to the safety of the student. Written documentation must be submitted to the school to validate that the absence is excused. The principal has the authority to require additional proof of the legitimacy of the excuse.
5. Parents will be contacted if a student has 3 unexcused absences. A student will be placed on an attendance contract if he/she has 5 unexcused absences.
6. Students will be counted present when they are serving as a Page in the Georgia General Assembly. College visits are considered unexcused absences; however, you are permitted and encouraged to complete all make-up work.

7. You must be at school until at least 11:30am to be counted present for the day. Students considered absent from school should not participate in any extra-curricular activities that day.

### **Tardy Policy**

1. Students must arrive in their assigned 1<sup>st</sup> block classroom no later than 8:05am each morning. If a student is tardy to school but arrives before 8:20am, he/she will report directly to class. The student will be marked tardy by the teacher.
2. If a student arrives after 8:20am, the student must check-in at the front office. The student will be marked tardy (excused or unexcused) by the office staff and will be given a pass to class.
3. Tardies will be marked as unexcused unless the student has a written excuse note from a parent stating that the student was ill, at a doctor's appointment, etc.
4. Students are expected to arrive on time to each class throughout the day. If a student arrives after the tardy bell, the teacher will record a tardy in Infinite Campus.
5. If a student is more than 15 minutes late to class, the teacher will submit a discipline referral for skipping.
6. Tardy reports will be run daily, and consequences will be assigned for overall cumulative tardies as follows:
  - 1-4 tardies cumulative for the semester in combined classes = Warning
  - 5 tardies cumulative for the semester in combined classes = Admin Conference & Tardy Contract
  - 10 tardies cumulative for the semester in combined classes = One Day ISS
  - 15 cumulative for the semester in combined classes = Two Days ISS
  - 20 cumulative for the semester in combined classes = 5 days CHOICES placement at Alpha Academy. Additional violations beyond 20 tardies per semester could result in OSS.

### **Skipping Class**

Students must be in their assigned class each period. If a student must leave the classroom, a hall pass should be written by the teacher. If you are not in your assigned class and do not have teacher permission to be out of class, then you are considered skipping (RCPS Code of Conduct 10.2, 1-10 days suspension). If you are more than 15 minutes late to class, you will also be assigned a consequence for skipping.

### **Hall Passes and Hall Monitors**

1. Hall passes will not be given during the first 15 minutes and last 15 minutes of class. Additionally, only one student at a time will be permitted to leave the classroom with a hall pass.
2. If you need to leave the classroom, you must have a pass from the teacher.



3. Hall monitors will ask to see your hall pass. Your name will be recorded for safety reasons and for the purpose of identifying those who may be out of class too often.

### **Check-In and Check-Out Procedures**

1. **Check In** - If a student arrives to school any time after 8:20 AM they are currently marked absent in their class and need to be checked into school. The student will sign the check-in/check-out log in the front office and turn in any documentation (doctor's excuses, court papers, written notes, etc.) to the Attendance Secretary's folder. The Secretary will give the student a "check-in pass" that will allow them admission to class. If written documentation is provided it will be an excused check-in, if not, it will be an unexcused check-in. This information and the time of arrival will be entered in *Infinite Campus*.
2. **Check Out (Routine)** - Designated parents, family members, and friends are allowed to check-out students by providing appropriate identification between the hours of 8:05 AM and 2:45 PM. The person who is authorized to check-out a student will present appropriate identification to the Front Office Secretary for verification. The Secretary will locate the student and send him/her to office for check-out. The authorized person will sign the check-in/check-out log and the Attendance Secretary will mark the student as *check-out excused* or *check-out unexcused*, note the time of departure in *Infinite Campus* and give them a check-out pass that will allow them to depart from school. **NO CHECK-OUTS AFTER 2:45 pm**
3. **Student Self Check Out** - Check-out notes must be taken to the Attendance Secretary's folder in the Mail Office before 1<sup>st</sup> period. Any student needing to leave school before the 3:05pm dismissal must bring in a note signed by the parent or guardian that indicates the time the student needs to leave and the reason. This note must have a telephone number where the parent can be reached. Once the check-out is approved, the Front Office Secretary will locate the student and send him/her to the office for check-out. Students are required to sign out in the front office before leaving school.
4. **Students cannot leave campus for any reason during the school day without following the above protocol. Students may not leave campus for lunch.**
5. Students who are approved for an "off campus" period must have the means to leave campus and should not be on campus during this period of time.
6. No student will be granted permission to check out and return to school except for doctor/dental appointments or by order of a court or similar agency. Under no circumstances may students check out for lunch and return to school. Once a student has checked out, he/she is expected to leave campus immediately.

### **ID Badges**

1. Students are expected to wear their ID badge every day while on school campus.

### **Dress Code**

The Rockdale County School System has a district-wide dress code. The complete text of this code can be found in the Rockdale County Code of Student Conduct and Discipline. The purpose of the dress code is to restrict styles of dress which create a disruption or interference with classroom activities. Highlights of the student dress code include these provisions:

- Obscene pictures, symbols, or depictions of illegal drugs, tobacco products, or alcoholic beverages shall not appear on clothing.
- Students are not allowed to wear hats or headgear inside the building.
- No short shorts/no mini-skirts (shorts or skirts must come to the top of the knee)
- Extremely baggy pants and oversized shirts are not allowed.
- Low-cut blouses, low-cut dresses, or low-cut shirts are not allowed.
- Any shirt or blouse that is sleeveless must have a collar.
- Any shirt or blouse that does not have a collar must have sleeves.
- No tank tops.
- Bare midriffs are not allowed.
- Spandex pants/skirts are not allowed.
- No immodest or extreme fashion is permitted.
- Pants, shorts must be worn at the waist.
- No ripped jeans unless something is worn underneath to prevent skin from showing.

Students with dress code violations will be asked to call home for a change of clothing to be brought to the school. If someone is not available to do so, the student will be sent to ISS for the remainder of the day.

### **Cell Phones and Electronic Devices**

1. All personal electronic devices that are brought to school are the responsibility of the student. If a device is lost or stolen, RCHS administrators will not participate in a search for the device. A police report can be made with the School Resource Officer.
2. Students may use their phones in the hallway and during lunch.
3. Students may wear headphones or earbuds in the hallway and during lunch as long as one ear is uncovered.
4. Students may NOT use cell phones in the classroom.
5. Students may NOT charge their cell phones in the classroom. Charging stations in the classroom are for laptop charging only.
6. Students may NOT use earphones in the classroom unless they are plugged into the laptop or desktop and being used for educational purposes.
7. Students are expected to put their cell phones and other electronic devices up when they enter the classroom. Devices should remain stored away until the end of class.
8. Teachers will ask students to put their devices away if they are being used during class. If a student does not comply, the teacher may submit a referral and/or confiscate the device until the end of class.

## **Cafeteria Procedures**

1. Grab-n-Go Breakfast will be provided each morning in the cafeteria, front lobby, and room 605.
2. Breakfast is served until 8:00am. If you arrive on a late bus, visit the front office for a breakfast pass.
3. Each teacher is assigned a 25-minute lunch period. Your 3<sup>rd</sup> block teachers will inform you of your assigned lunch period.
4. Students with 1<sup>st</sup> lunch will report directly to the cafeteria.
5. Students with 5<sup>th</sup> lunch will report directly to their 4<sup>th</sup> block class at the end of the lunch period.
6. Students will have three (3) minutes to return to class after the bell to end the lunch period rings. A bell for the next lunch period will ring, indicating the previous lunch period should be back in class.
7. All students are expected to report to the cafeteria for their assigned lunch period and remain there for the entire lunch period.

## **Acceptable Conduct for School Functions**

Rockdale County High School is committed to creating and maintaining an environment in which all persons who participate in on-campus and off-campus school functions feel safe and comfortable. All participants are expected to conduct themselves professionally and exhibit exemplary behavior during school functions as they are representing our school, district, and community. Please review the following expectations:

1. All RCHS and RCPS rules apply during on-campus and off-campus school functions.
2. Possession or consumption of any form of alcohol, tobacco, or illegal substance (by Georgia law) will not be tolerated. Violators face possible long-term suspension or expulsion from RCHS.
3. Appropriate school attire is expected at all on-campus and off-campus school functions.
4. There shall be no public display of affection (PDA) at any time.
5. A completed permission form must be completed and turned in as instructed in order to participate in off-campus field trips.

## **School Safety:**

1. Fire drills will be held twice during the first two weeks of school and once each month for the remainder of the school year.
2. Evacuation routes are posted in every classroom.
3. When an alarm sounds, every student is expected to follow the instructions given by the teacher and to proceed in a calm, orderly manner to your designated area.
4. If the school is placed on lockdown, all doors will be locked. Any students, faculty, or staff in the hallway should proceed to the nearest classroom or office for shelter. All persons will be required to stay in place until the lockdown has been lifted. Do not open the door for any reason.

## **School Clinic and Medications:**

1. Teachers must call the clinic to make sure the nurse is present and available before sending a student to the clinic.
2. Medical treatment provided to ill or injured students is limited to basic first aid.
3. All student injuries must be reported to a faculty or staff member IMMEDIATELY.

4. A clinic card must be on file for every student and there must be a Permission to Administer Medication on file for any student receiving medication at school.
5. All medications, including non-prescription medicines, must be taken in the clinic with the school nurse. Time and date taken must be placed in the medicine log and a parent permission form must be on file. Students cannot possess any medication. All medicines must be brought to the clinic and administered by the school nurse.
6. Under NO circumstances should students pass medication from one student to another.

### **Textbooks and School Laptops**

1. Textbooks are issued to students in many classes. It is the responsibility of the student to return the same textbook issued to them in good condition.
2. School laptops are issued to students annually for use at school and at home.
3. Students must have all agreement/acknowledgement forms signed each year before a laptop is issued.
4. Students are strongly encouraged to obtain insurance each year for their laptop.
5. Students are expected to bring their fully charged laptop to school daily for instructional use.
6. All components issued (laptop, charger, bag) must be returned in good working condition.
7. Students who have outstanding textbook and/or laptop fines cannot purchase parking decals, homecoming dance tickets or prom tickets, nor will they be allowed to participate in their graduation ceremony.

### **Eligibility for Extra-Curricular Activities**

1. Students in the Rockdale County Schools must meet certain requirements in order to participate in extra-curricular activities. These requirements are determined by the Rockdale Board of Education, the Georgia Department of Education and the Georgia High School Association. A student must meet the requirements of ALL these agencies to be eligible for participation in ANY extra-curricular activity that includes interscholastic competition.
2. A summary of these requirements is given below:
  - a. Student must be enrolled in six (6) classes which can earn credit toward graduation.
  - b. Student must pass at least five (5) courses in one semester to be eligible that next semester.
  - c. Students must have a grade point average (GPA) of 1.00 or higher each semester to be eligible the next semester.
  - d. Students must be “on-track” for graduation by earning a minimum number of Carnegie units (credits) each year after entering high school as follows:
    - Second-year students must have five (5) Carnegie units toward graduation;
    - Third-year students must have eleven (11) Carnegie units toward graduation; and
    - Fourth-year students must have seventeen (17) Carnegie units toward graduation.
3. Eligibility will be determined at the end of each semester. Students who have been ineligible may regain their eligibility for the next semester by meeting all the requirements as given above.
4. Students will not participate in activities, rehearsals, practices and/or games on days that they are absent from school.
5. A student’s eligibility for participation in Georgia High School Association sponsored events begins when he/she enters high school (ninth grade) and ends eight (8) consecutive semesters—four years—later.

### Extra-curricular Activities – Athletics:

<b>Sport</b>	<b>Season</b>	<b>Coach/Contact</b>
Softball	Fall	Justin Arrington
Cross Country	Fall	Michael Houk
Volleyball - girls	Fall	Daniel Caraway
Football	Fall	Greg Manior
Cheerleading	Football	Donna Payne
Basketball – boys	Winter	Tyrone King
Basketball – girls	Winter	Chad Luther
Swimming	Winter	
Wrestling	Winter	David Barros
Cheerleading	Basketball	Imani Bailey
Divine Divas Dance Team	Year-round	Janel Timberlake
Golf – girls	Spring	
Golf - boys	Spring	Greg Manior
Tennis	Spring	Karen Hartpence
Volleyball - boys	Spring	
Soccer – girls	Spring	Erwin Equihua
Soccer - boys	Spring	Alf Holst
Track – girls and boys	Spring	Jamie baldwin

### Extra-curricular Activities – Clubs:

<b>Club</b>	<b>Sponsor</b>
Student Council	Stacey Archer
Interact Club	Kenny Tucker
International Club	Maria Nishio
GIFTS (Girls in Focus to Succeed)	Keisha Williams
Table Top Games Club	Kim Hudson
Japanese Animation Club (Anime)	Cheryl Sikes
Dart Club	Frank Cassino
Spanish Honor Society	Maria Nishio
National Honor Society	Debra Russell
Beta Club	Lauren Arrington and Erica Luther
Future Business Leaders of America (FBLA)	Imani Bailey and Donna Payne
Debate Team	Brett Flater
Family, Career, and Community Leaders of America (FCCLA)	Michael Houk
Latino Student Union	Erwin Equihua
Mu Alpha Theta	
Pep Squad	Erica and Chad Luther
Newspaper Club	Lauren Bryant-Davis

## Extra-curricular Activities – Fine Arts:

	<b>Sponsor</b>
Drama Club	Paige Hutchinson
Marching Band	Kevin Brown
Art Club and National Art Honor Society	Allison Asberry

## Grade Point Average

1. The grade point average (GPA) is based on a 4.0 scale (A=4, B=3, C=2, D=1, F=0). The total grade points earned in each semester is divided by the number of courses taken to calculate an un-weighted GPA.
2. A weighted scale is used for Advanced Placement, Dual Enrollment, and Magnet courses (A=5.2, B=4.2, C=3.2, D=2.2, F=0). This weighted scale is used for the appropriate classes to calculate a weighted GPA.

## Graduation Requirements and Honors

- Required Credits for Graduation
  - 4 units English
  - 4 units Math
  - 4 units Science
  - 4 units Social Studies
  - 3 units CTAE and/or Fine Arts and/or Modern Languages
  - ½ unit Health
  - ½ unit Physical Education
  - 4 units Electives
  - TOTAL = 24 credits
- Grade Promotion
  - Students must earn five (5) Carnegie units to move to the 10<sup>th</sup> grade
  - Students must earn eleven (11) Carnegie units to move to the 11<sup>th</sup> grade
  - Students must earn seventeen (17) Carnegie units to move to the 12<sup>th</sup> grade
- Class Rank is determined by each student's weighted GPA. Honor Graduates will be defined as Cum Laude (3.5-3.69), Magna Cum Laude (3.7-3.89), and Summa Cum Laude (3.9+). Weighted GPA is used to determine these honors.
- Valedictorian and Salutatorian:

- Students must be Board Scholars and have the first or second highest numeric average through the second semester of the senior year (Board Policy IHD-R).

## **Final Exams**

- Final exams count as 20% of the final grade each semester. It is important for all students to be present when final exams are administered. Students will not be permitted to take final exams early. Students will only be permitted to take late exams if the absences are excused and permission has been obtained from the principal.
- Fall Semester Final Exam Dates: December 13, 14, 15
- Spring Semester Final Exam Dates: May 23, 24, 25, (seniors will test earlier)

## **School/District Calendar**

RCHS follows the RCPS calendar found at [www.rockdale.k12.ga.us](http://www.rockdale.k12.ga.us)

## **STATEMENT OF NON-DISCRIMINATION**

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984; age (Age Discrimination in Employment Act of 1967, 29 U.S.C.); religion (Section 702, Title VII, 42 U.S.C.); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Rockdale County Public School System does not discriminate in any educational programs or activities or in employment practices.

The person designated as coordinator of the system's effort to implement this non-discriminatory policy is Cathy Smiley, Director of Human Resources.

Inquiries concerning the application of Title II, Title VI, Title IX, or section 504 to the policies and practices of the system may be addressed to the person listed above at the Rockdale County Board of Education, 954 North Main Street, Conyers, GA 30012; to the Department of Education, Twin Towers East, Atlanta, GA 30334; to the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201

## **STUDENT NON-DISCRIMINATION POLICY**

The Rockdale County Board of Education (“Board”) desires that all students receive the benefit of an adequate education. With this view in mind, the Board prohibits unlawful discrimination against students because of race, color, national origin, sex, religion, age, or disability, or other protected group status or activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process) in its programs and activities or employment in its programs or activities. In keeping with this commitment, the Board will not tolerate harassment, discrimination, or other unlawful treatment of its students. As set forth herein, the Board designates the following employee of Rockdale County Public Schools (“District”) to handle inquiries regarding the District's non-discrimination policies:

Executive Director for Support Services

Rockdale County Public Schools

954 North Main Street

Conyers, Georgia 30012

T: (770) 483-4713

<http://portal.rockdale.k12.ga.us/about/ss/Pages/default.aspx>

See Board Policy

Descriptor Code: JCA

Civil Rights of Minors