

Riverdale High School



Principal – Mrs. Jamille Miller-Brown

Assistant Principal – Dr. Ulrica Jackson

Students with last names H-P

Assistant Principal – Mr. Tommy Ector

Students with last names A-G

Assistant Principal – Mr. James Scarborough

Students with last names O-Z



**KEEP
CALM
WE
WILL
SUPPORT
YOU**

RHS Counselors

Office: Suite 101 (front office)

- ◎ *Aheesha Jones: 12th Grade/12th Grade Dual Enrollment
- ◎ Erin Reese: 9th Grade/Flag Football Coach

Office: Suite 101 (next door to the cafeteria)

- ◎ Terri Shipman: 11th Grade/11th Dual Enrollment
- ◎ Roger Hobbs: 10th Grade/Baseball Coach

RHS Counselors

***To make an appointment for academic advisement, personal/social concerns, or career development services, please email the counselors.**

***Students will be called out of class for their appointment by the front office secretary. Students will return to class with a pass.**

Office Service Hours: Monday – Friday
8:25AM – 3:45PM

Counselor Google Classroom Code

- Aheesha Jones: 12th Grade – pcntsw2
- Terri Shipman: 11th Grade - ntljwpe
- Roger Hobbs: 10th Grade – 7peytsq
- Erin Reese: 9th Grade – hr4m7ea

IC Contact Log Documentation

- Parent/Guardian Contact: Please include the numbers called.
- If you are unable to TALK to the parent, please enter in the contact box “Left Message.”

***If you have a google number, please use it to text the parent before you call to inform him/her that you are their child's teacher and that you need to speak with him/her.**

- After unsuccessfully attempting to contact the parent/guardian using the household number, cell numbers, and emergency contact numbers, please send an email to the grade level counselor for support.

Service Providers

- | | |
|--|---|
| Principal, Jamille Miller-Brown | -----jamille.miller-brown@clayton.k12.ga.us |
| Assistant Principal, Tommie Ector: | -----tommy.ector@clayton.k12.ga.us |
| • Students last name A – G | |
| Assistant Principal, Ulrica Jackson: | -----ulrica.jackson@clayton.k12.ga.us |
| • Students last name H – P | |
| Assistant Principal, James Scarborough: | -----james.scarborough@clayton.k12.ga.us |
| • Students last name Q – Y | |
| School Social Worker, Shavonne White | -----shavonne.white@clayton.k12.ga.us |
| School Psychologist, Khaliah Davis | -----khaliah.davis@clayton.k12.ga.us |
| Attendance Clerk, Connie Young: | -----connie.young@clayton.k12.ga.us |
| • Send attendance excusal letters | |
| Parent Liaison, Christie George | -----christie.george@clayton.k12.ga.us |
| • CCPS Portal assistance for parents | |
| Athletic Director, Coach Rodney Hackney | -----rodney.hackney@clayton.k12.ga.us |
| • Discuss NCAA eligibility | |
| Health Teachers/Coaches: | |
| • ADAP Certificate | |
| Registrar, Sandy Hathcock: | -----sandy.hathcock@clayton.k12.ga.us |
| • Infinite Campus Log-in Issues | |
| Bookkeeper, Tiffany Rodriguez: | -----tiffany.rodriguez@clayton.k12.ga.us |
| • Notary | |
| Front Office School Secretary, Lakesha Walton: | -----lakesha.walton@clayton.k12.ga.us |
| • Certificate of Attendance/Certificate of Enrollment | |
| • Verify Google Classroom Codes | |
| Media Specialist, Linda Johnson | -----linda.n.johnson@clayton.k12.ga.us |
| • Assistance with Rapid Identity (classes and email) | |
| Teacher, Pamela Harris | -----Pamela.Harris@clayton.k12.ga.us |
| • Work Permits and Work-Based Learning | |
| TRIO, West Clayton Upward Bound, Bria Carr | -----Bcarr@atlm.edu |
| Kenneth Stallings | -----kstallings@atlm.edu |
| Morehouse College Federal TRIO Programs, Ralph Coates | -----ralph.coates@morehouse.edu |
| • College Planning and Financial Assistance | |
| Communities in Schools, | |
| Teacher, Shasti Buford: | -----shasti.buford@clayton.k12.ga.us |
| • Edgenuity Virtual Platform Manager | |
| Computer Distribution/IT Support Specialist | -----available at RHS in the front lobby |
| • Monday –Thursday from 8:00AM-12:00noon, then 1PM-3PM | |

Infinite Campus Access

*24 hours after students are entered into Infinite Campus, they will be able to claim their CCPS account, in order to access instructional materials and to communicate with teachers.

Infinite Campus username: student number

Infinite Campus password: first initial and last initial and their birthdate

For example: Jane Doe with a date of birth of 01/01/1999

Jane's password would be jd01011999.

If students are still having difficulty and can not access the gradebook from the CCPS website, then have them email

Sandy.Hathcock@clayton.k12.ga.us from their school email.

Certificate of Attendance/Enrollment

- **COST:** \$3.00
- Students **MUST** have a scheduled appointment with the DMV.
- Requests **MUST** be made at least 1 week prior to their appointment.
- Requests are to be made **Mondays - Wednesdays**.
- Students can pick-up their **CoA** from Mrs. Walton in the front office on **Thursdays**.
- **Certificates expire within 30days from the date signed**

Work Permit

*The important documents **required** to complete the work permit include:

- ◎ Birth Certificate
- ◎ Social Security Card
- ◎ A picture identification
- ◎ A signed work permit from the employer

***Work permit documents are also available at the school in the front office if needed.**

***Also, there is a 24 to 48 hour turn around once paperwork is submitted to Ms. Pamela Harris.**

Work-Based Learning

Workforce Innovator: Mrs. Pamela Harris

Pamela.Harris@clayton.k12.ga.us

Room: T-426

Students in the **11th** and **12th** grade can join the Work-Based Learning (WBL) Google Classroom and complete the application located in the classwork section.

WBL Google Classroom Code: **nd7fqpv**

Transcript Orders

*****Counselors do NOT give students or their parent a copy of the transcript in hand, mail, or via email.**

If you would like to request your transcript, please use the following links:

www.parchment.com

or

www.claytonga.scriborder.com (free)

****For the transcript to be official, it must be sent through one of these portals.***