



THE DRAGON SCALES

For Staff, Students,
Parents, Educators

DRAGON SCALES



STAFF

- 1 Uplift your fellow staff members.
- 2 Be a runner.
- 3 Use common sense and a level head when dealing with students and their parents.
- 4 Realize you are part of a revolution.
Be down for it and contribute to its impact.
- 5 See the potential in every child.
- 6 Create magic.
- 7 Be innovative and bold in your plans and actions.
- 8 Teach to the brightest and hold all to that expectation. If a child learns differently, do not lower expectations; teach them differently.
- 9 Foster teacher – student – parent relationships.
- 10 Listen to and seek advice for ways to grow.
- 11 Choose to be **HAPPY**.
- 12 Embody our motto of “No Fear.”
- 13 Emphasize strength of character.
- 14 Create global citizens.
- 15 Put effort into making moments.
- 16 Keep all spaces clean, spotless and tidy.
- 17 Choose not to complain or gossip.
- 18 Be consistent with consequences and detentions.
- 19 Be productive, not just active.
- 20 Go right to the source of a problem when there’s an issue. Don’t spread drama or negativity around the school.
- 21 Seek a bond with every child.
- 22 Dress professionally in the standards of the corporate world.
- 23 Ask people how they are doing. Show sincere interest and mean it.
- 24 Honor the educational moments at our school by never interrupting class from 8 AM – 4 PM with unnecessary disruptions.
- 25 Have fun with each other. **PLAY**.
Place laughter in our building, and enjoy the company of one another.
- 26 Accept criticism, learn from it, and move on. Don’t have a “defensive” attitude.
- 27 Be strict, stern and fair with discipline. Be a mentor to students, not a friend.
- 28 Never say “shhh.”
- 29 Never threaten students that you will tell Mr. Clark or Mrs. Bearden if they don’t behave. It takes away your authority.
- 30 Keep your promises to students; if you tell them you are going to do something, it must happen.
- 31 Learn the names of donors, board members, and supporters of RCA and greet them accordingly.
- 32 Inspire a **WORK ETHIC** within our students.
- 33 Be ready for unhappy parents. When they come, be calm, let them vent, don’t take it personally, and love them for caring for their child, regardless of the inappropriate way they may be showing it.
- 34 Arrive at the staff meetings by 4:05 PM sharp. If circumstances cause you to be late, enter quickly and apologize for keeping others waiting.
- 35 Show respect in meetings by not opening wrappers, eating loudly, or using your phone for any purpose. We should track the speaker in the same way we ask our students to do.
- 36 Don’t wear your mistakes. Learn from them, remove them from your shoulders, and move on.
- 37 Keep in mind that you will never please everyone. Let it go.
- 38 Realize the significant power you have to make a difference in others’ lives each and every day.
- 38 **MAKE IT HAPPEN!**

DRAGON SCALES



STUDENTS

**YOU MAY CHOOSE TO SPEND YOUR TIME
AT OUR SCHOOL HOWEVER YOU LIKE,
BUT YOU CAN ONLY SPEND IT ONCE.**

- 1 Believe in the magic at RCA.
- 2 Accept correction and advice and learn from it.
- 3 Show appreciation.
- 4 Embrace our motto of “No fear!”
- 5 Follow the Essential 55.
- 6 Don’t procrastinate.
- 7 Seek to be a global citizen.
- 8 Pick up trash and show pride in keeping the school clean.
- 9 Cheer for your classmates and celebrate their success.
- 10 Avoid jealousy.
- 11 Be **CURIOUS**.
- 12 Accept that no RCA student is allowed to speak during the first 3 days of school unless spoken to.
- 13 Show good character and make good choices when no one is looking.
- 14 Take advantage of the clubs, trips, lessons and opportunities at RCA.
- 15 Avoid cliques and befriend all.
- 16 Realize that the **ENERGY** you place in your environment is the energy that is returned to you.
- 17 Apologize with sincerity and mean it.
- 18 Thank every staff member at the end of the trip.
- 19 Approach guests and welcome them with a firm handshake, eye contact and passion.
- 20 Understand that every RCA student has a different experience. Just because an experience was made for the students before you doesn’t mean it will be granted to you as well. Nothing is promised.
- 21 Find solutions; don’t make excuses.
- 22 Use proper etiquette at lunch: napkins in the lap, mouth closed while chewing, etc.
- 23 Love your house and represent it with pride.
- 24 Do not feel entitled.
- 25 Always be professional and neat in appearance at every RCA event, from conferences to field days; no tank tops, designs in boys’ hair, hats on indoors, shorts/skirts of inappropriate length or tight pants (a marble should be able to fit easily between the fabric and leg).
- 26 Keep well groomed at all times; keep nails clean and trimmed, use deodorant, brush and floss teeth, shower daily, and take pride in looking your best.
- 27 Ask for help.
- 28 Speak the truth. At RCA lies are abhorred. The truth is rewarded and with it comes reduced punishment as well as respect.
- 29 Don’t walk slowly.
“People that walk slow have nowhere to go.”
- 30 Represent the RCA ideals of respect and discipline everywhere, on the court, in the mall, in the van, and throughout your life.
- 31 Honor your character outside of school when using social media. Realize that nothing is ever really gone once it has been posted.
- 32 Don’t expect to have a girlfriend or boyfriend in 5th or 6th grade. You are dating **EDUCATION**, and she’s quite a demanding and jealous mistress.
- 33 Be a **FRIEND** to get a friend.
- 34 Maintain the school’s environment by never leaving crumbs or clothes on the floor.
- 35 Do not whine or complain.

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DRAGON SCALES



STUDENTS

- 36** Show appreciation for the things you have been given by not leaving them on the floor, in classrooms, etc. Take care of your uniforms, supplies, coats, etc.
- 37** Stand together against bullies. Never tolerate it at our school, and let it be known, loud and clear, when you are unhappy with treatment that you witness.
- 38** Don't make noise when you take the stairs. Studies show that intelligent people make less noise when they step. Glide like a gazelle; don't stomp like a wildebeest.
- 39** Don't ask for or expect a reward for hard work. The reward is that you are being educated.
- 40** Show appreciation and thank your teachers for great lessons at the end of the class period.
- 41** Seek to know your teachers and staff members better. You are responsible for developing the student-teacher bond as well.
- 42** Uplift others and seek to make the world a better place. **EMBRACE SERVICE.**
- 43** Mentor your underclassmen and realize your responsibility to keep the magic alive.
- 44** Realize it's not all about you.

DRAGON SCALES

PARENTS

- 1 Let kid business be kid business.
- 2 Trust the process.
- 3 Realize that not every child deserves a cookie, and your child may not get one.
- 4 Be on time for school in the morning and when picking up your child.
- 5 Be more focused on your child getting a good education rather than your child getting good grades.
- 6 Realize that we are guaranteeing to provide your child with an education. Nothing else is promised or guaranteed, and anything extra should be seen as a wonderful bonus.
- 7 Allow RCA to push your child.
- 8 Keep social media posts positive.
- 9 Take ideas to Mr. Clark or Mrs. Bearden before acting on them.
- 10 Show appreciation to the teachers and staff often.
- 11 Speak positively about staff members and the school in front of your child at all times.
- 12 Don't email when you're angry.
- 13 Realize grades aren't given; they are earned.
- 14 Encourage your child not to complain; tell them to "get over it" and move on.
- 15 Don't make excuses for your child.
- 16 Read your emails from the school thoroughly.
- 17 Avoid nagging sessions at carpool. Don't become a negative voice in your class—there is usually one.
- 18 Run when you see that person coming.
- 19 Contribute no more than 15% of the ideas and work to any of your child's projects or papers.
- 20 Don't start none, won't be none.
- 21 Avoid giving too much to your child.
- 22 Don't be a penny parent. You can't come in RCA and show a face of appreciation and love and then go into the community and show a different side.
- 23 Don't be a helicopter parent. Don't save your child every time. It is when they have to handle issues themselves that they learn to fight their own battles.
- 24 Recognize that we treat every child fairly, but they may not all be treated equally. At RCA, the best players are put in the game, the ones who deserve it receive the recognition, and the ones who impress us receive the praise. We are not trying to reward them all equally because, quite frankly, it's not deserved equally.
- 25 Realize that all children have the capacity to lie, even yours.
- 26 Attend RCA games and events and cheer with wild abandon, but also support our competitors as well. No yelling at refs, other schools, free throw shooters or presenting yourself in any negative way at any time.
- 27 Never pick up your child early from school unless it's a doctor's appointment or other major event.
- 28 Don't try to surprise Mr. Clark or Mrs. Bearden. They don't like surprises.
- 29 Breathe.
- 30 Realize that we are about your kids. We have dedicated our lives to nurturing them, supporting them, loving them, and guiding them. It is our purpose, and it is our vow to you.

DRAGON SCALES



EDUCATOR INSTRUCTION SCALES

- 1** Keep your arms above your waist at least 60% of the time.
- 2** Maintain eye contact with students at least 80% of the time.
- 3** Face your feet forward at all times.
- 4** Smile and be happy.
- 5** Insert the names of students in your communications; attempt to say at least 10 names in each class period.
- 6** Move around the room and stir up the dust.
- 7** Have a sense of urgency and be high-time on task.
- 8** Be excited to be there and embody the passion you hope to see in your students.
- 9** Ask “how” and “why” often.
- 10** Expect your students to track the speaker at all times.
- 11** Encourage your students to cheer for each other.
- 12** Use minimal time to discipline; tell students to see you after class and move on.
- 13** Incorporate movement (3-20 seconds) at least every 5 minutes.
- 14** Expect students to remain completely still and to track you whenever you speak or give instructions.
- 15** Expect students to track you even if there are distractions in class, at the door or in the hall.
- 16** Use the entire class time for instruction and activities; never allow time for silent study or homework.
- 17** Overplan your lessons so that you never run out of content or activities – Plan 2 hours for each hour, and then push to complete it all.
- 18** Don’t use invisibility cloaks; when a student doesn’t know an answer, don’t call on another student.
- 19** Always keep kids in view; never have students in different locations working on projects.
- 20** Make sure students sit with good posture and lean forward.
- 21** Close your door when you’re noisy.
- 22** Make an attempt to use music in every lesson in some way.
- 23** Teach our students how to think, not what to think. Don’t insert your personal religious or political beliefs into lessons.
- 24** Incorporate technology constantly.
- 25** Stop students from speaking if they use incorrect grammar, such as “Me and Brad went...” Move on to the next student.
- 26** Challenge yourself to be up to date on the current trends and topics in education. Be aware.
- 27** When assigning projects, provide a rubric that is clear. Show examples to students of what excellence is; the more familiar they are with the expectation, the closer they will come to success.
- 28** If a child learns differently, don’t lower expectations. Teach them differently.

DRAGON SCALES



STAFF DAILY PROCEDURES

- 1** Greet everyone as if they are old friends.
- 2** Make someone's day.
- 3** Make eye contact with each interaction.
- 4** Get on your feet to greet guests.
- 5** Answer the phone with a smile on your face and act like every caller is Oprah Winfrey.
- 6** Send flowers, cards and unexpected surprises.
- 7** Take guests where they need to go; don't just tell them where to go.
- 8** Speak to everyone you pass in the halls.
- 9** Memorize the name of every RCA student and parent.
- 10** Defend each other's honor; don't let students dog anyone out.
- 11** Pick up trash and encourage students to do so as well.
- 12** Apologize profusely if you cause a class to be late or disrupt the schedule in any way.
- 13** Find times to do more than is expected.
- 14** Work with students constantly to improve their handshakes, eye contact and communication skills.
- 15** Double check emails for grammar and spelling errors before sending.
- 16** Answer calls, texts and emails as soon as possible, even on the weekends.
- 17** Offer to help one another with tasks, especially when you see that a coworker is overwhelmed.
- 18** Smile.
- 19** Laugh.

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TEACHER PROCEDURES

- 1** Communicate with parents early and often.
- 2** Return graded tests within 24 hours.
- 3** Enter grades promptly.
- 4** Schedule parent conferences when issues start to arise, not after they've become a problem.
- 5** Prepare lessons that will inspire our students to be curious and to love the curriculum.
- 6** Try to teach in ways that are different. Embrace uncharted territory.
- 7** Don't use too much class time having students present projects. It's often too boring and takes too much time.
- 8** Provide your phone number and email to your students.
- 9** Allow students to call you with questions about classwork.
- 10** Collaborate with colleagues to teach across the curriculum.
- 10** Don't tape anything to your walls. Make sure posters, sheets, etc. are framed and polished.
- 11** Be on time for assigned duties, like breakfast duty and carpool.
- 12** Complete PTOs and other paperwork in a timely manner.
- 13** When parents and students get upset with you and hurt your feelings, don't take it personally. Remain logical and handle the situation with a level head. Never argue with crazy. They will beat you with experience every time.
- 14** Smile.

"ENTHUSIASM IS THE SPARKLE IN YOUR EYES, THE SWING IN YOUR GAIT, THE GRIP OF YOUR HAND, THE IRRESISTABLE SURGE OF WILL AND ENERGY TO EXECUTE YOUR IDEAS."

-HENRY FORD

DRAGON SCALES



RCA FOUNDING PRINCIPLES

The Ron Clark Academy will:

- 1** Create a school that feels welcoming, with joy, laughter and smiles in the hallways, where students are pushed to excel and inspired to be good citizens
- 2** Teach in ways that promote creativity, innovation, wonder, and a passion for learning.
- 3** Open our doors and share our methods with the world.
- 4** Allow teachers the freedom to be bold and innovative with their classroom strategies and techniques
- 5** Create magical moments within these walls
- 6** Embrace RCA's motto: No Fear!
- 7** Demand academic rigor and set high expectations for every learner.
- 8** Follow The Essential 55 and create a culture with high levels of discipline, manners, and respect.
- 9** Take calculated risks
- 10** Teach our students to be good people and to inspire them to help others
- 11** Cultivate students who will become global leaders and citizens by teaching them about the world and then by traveling with them to see it firsthand.
- 12** Ensure that we have classes that are composed of students with varied academic, social, emotional, and economic backgrounds.
- 13** Cheer for the underdogs
- 14** Maintain that the majority of our student body would not otherwise have had the academic opportunities that RCA can provide.
- 15** Celebrate diversity and different cultures
- 16** Seek to find the best, brightest, and most passionate educators from across the country to teach in our classrooms.
- 17** Find a way to make all of this happen. When the founders are gone, and when every teacher and student at RCA no longer walks these halls, those who fill our steps and read these words are left with the charge to hold true to these pillars and to see them through. We upheld them, through sweat, blood and tears, and now that duty lies with you.
- 18** Never stop.