

Muscogee County School District

William Henry Spencer High School

Established 1930
“Celebrating 80 Years of Excellence”



Home of the Mighty Greenwave

2010 - 2011 Student/Parent Handbook

Mr. Reginald Griffin
Proud Principal

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<http://spencerhighga.org>

GREETINGS TO OUR WONDERFUL SPENCER FAMILY

Welcome to William Henry Spencer High School, home of the Mighty Greenwave! As your Proud Principal, I would like to welcome you back and I am proud to serve you. We are looking forward to a rewarding school year and we have been working extremely hard to ensure that we get off to a great start. Please assist us with this by becoming familiar with the information found within our handbook.

This handbook is built on the principle that you have certain rights and responsibilities at William Henry Spencer High School. You have the right to expect a clean, safe, healthy and student-centered learning environment. You also can expect a learning environment that is conducive to academic achievement and excellence. Your responsibility as a student on this campus is simple - conduct yourselves in a manner that enables you to learn, lead, and achieve in all of your chosen endeavors.

To ensure complete success at Spencer High School, it is extremely important that you actively engage in the following expectations:

- Attend school daily
- Actively participate in all of your classes
- Make positive contributions in all of your classes
- Obey and understand the rules and regulations of the school
- Be a great citizen and leader
- Actively participate in a variety of positive school related activities.

I am confident that you will respond to these expectations in a responsible manner. You have the chance to dictate your future so maximize your potential on our campus. Your future begins today - take pride in all you do!

If there is anything that either my staff or I can assist you with, please do not hesitate to stop by! Get involved, stay in touch, and be a part of the Mighty Greenwave!

Sincerely,

Reginald J. Griffin

Reginald J. Griffin
Proud Principal
William Henry Spencer High School

OUR PHILOSOPHY

Spencer High School, in cooperation with parents, stakeholders and the entire learning community, seeks to help prepare student to become productive citizens and contributing members of a complex and ever changing society.

OUR MISSION

The mission of William Henry Spencer High School is to provide educational opportunities that will assist all students in acquiring the skills, knowledge and attitudes needed to become effective students, responsible citizens, productive employees, and lifelong learners.

OUR CORE BELIEFS

We believe that:

- All members of the school community have worth and dignity.
- Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
- Student's self-esteem will be strengthened through personal endeavor and achievement.
- Individual needs should be our primary focus.
- All students should be challenged in their learning experiences using a variety of instructional methods.
- Students should be actively involved in the learning process and apply their knowledge in meaningful contexts.
- Optimal learning takes place in a clean, safe, and comfortable environment.
- Teachers, administrators, parents, students, and the community should be partners in the responsibility for advancing the school's mission and beliefs.
- Educators should prepare students to become contributing, responsible citizens of community, as well as life-long learners.
- **WE LEARN, WE LEAD, WE ACHIEVE.**

OBJECTIVES

- Academic achievement is the primary focus of this school.
- Each member of the school community is a valued individual with unique intellectual, physical, social and emotional needs.
- All students will be challenged in their learning experiences using a variety of instructional methods.
- Students' self-esteem will be strengthened through personal endeavor and achievement.
- Due to our transient student population, individual student needs will be considered.
- To provide a just, safe, and physically comfortable learning environment.
- Students will be actively involved in the learning process and apply their knowledge in meaningful contexts.
- Teachers, administrator, parents, students, and the community will be partners in the responsibility for advancing the school's mission and beliefs.
- Educators will prepare students to become contributing, responsible citizens of the community, as well as lifelong learners.

WILLIAM HENRY SPENCER HIGH SCHOOL CONTACTS

As a general rule, our teachers are a wonderful source of information about our institution's policies and procedures. Please refer to the reference guide below to obtained more information about our school.

Proud Principal
Administrative Assistant
Asst. Principal for Curriculum
Asst. Principal for Discipline

Mr. Reginald Griffin
Mrs. Queen Spivey
Mrs. Miranda Banks
Mr. Michael W. Tucker

Secretary

Ms. Martha Robinson

- Bus passes
- Discipline
- Lockers

<ul style="list-style-type: none"> • Emergency operations and procedures 	
Director for Attendance	Mr. Gene Avery
Secretary	Mrs. Lynn Horne
<ul style="list-style-type: none"> • Student check in and check outs • Absences • Student withdrawals 	
Career/Technology Supervisor	Mr. Gene Avery
Director of Guidance	Mrs. Dorothy Tatmon
Secretary	Mrs. Patricia Gainer
<ul style="list-style-type: none"> • Transcripts • Schedule changes • HOPE Scholarship information • College and scholarship information 	
Athletic Director	Mr. Oliver Davis
Band Director	Ms. Mary McGowan
School Nurse	Mrs. Sherial Finch
Bookkeeper	Ms. Veronica Cohens
Cafeteria Manager	Mrs. Nervena Adams
Head Custodian	Ms. Francis Samuels

THE WILLIAM H. SPENCER HIGH SCHOOL ALMA MATER

All hail to ol' Spencer
 Thy colors green and gold
 Stand as a symbol
 Of our love untold
 All hail to ol' Spencer
 To thee we e'er be true
 To watch o'er and keep you
 All Hail! All Hail!

All hail to ol' Spencer
 Thy beauty do we see
 Here on the highway
 Strength and peace shall be
 All hail to ol' Spencer
 We'll sing our praise to thee
 In trial and victory
 All Hail! All Hail!

All hail to ol' Spencer
 Thy sons and daughters true
 Stand now and ever
 To fight and die for you
 All hail to ol' Spencer
 We pledge our faith anew
 To guard and protect you
 All Hail! All Hail!

BELL SCHEDULE

1st Bell	7:30am
2nd Bell	7:35am
First Block	7:40am - 9:13am
Second Block	9:18am – 10:51am
Greenwave Academic Performance Block	10:56am – 11:41am
Third Block/Lunch	11:46am - 1:46pm
• 1 st Lunch	11:41pm – 12:08pm
• 2 nd Lunch	12:10pm – 12:35pm
• 3 rd Lunch	12:37pm – 1:02pm
• 4 th Lunch	1:19pm – 1:47pm
Fourth Block	1:52pm – 3:25pm

Homeroom will be scheduled every Wednesday during the Greenwave Academic Performance Block. Maximizing and protecting class time is a major priority at William Henry Spencer High School. Signs will be posted and announcements will be made to notify the student body when homerooms are being held on days other than Wednesdays.

ACADEMICS



The William Henry Spencer High School Honor Code

William Henry Spencer High School expects students to uphold standards of honorable conduct. The stakeholders (students, faculty and parents) of William Henry Spencer High School initiated this honor code. It sets standards and serves as a guideline for classroom instruction regarding ethical behavior. To uphold the Honor Code, students are encouraged to report known violations. If a student observes another student committing an Honor Code violation or acting inappropriately, the student should notify a teacher, Assistant Principal(s), or Principal. Teachers who have knowledge of an Honor Code violation shall notify the Assistant Principal of Discipline.

Under the William Henry Spencer High School Honor Code, all persons are expected to:

1. **Demonstrate respect for all people in our school and community as well as for the school as an institution.** This includes, but is not limited to, respecting the religious, ethnic, social and economic background of all members of the school and community. Prejudiced conduct because of religion, race, gender or ethnicity is prohibited.
2. **Demonstrate honesty in all matters.** Lying, cheating, plagiarism, and stealing are serious offenses (see below for a definition of Cheating and Plagiarism). If a student is uncertain about whether certain conduct constitutes cheating, the student should ask the teacher for clarification.
3. **Protect the property of William Henry Spencer High School and its community.** Students are responsible for preserving the campus. Littering, vandalism, and malicious mischief are prohibited.

Cheating and Plagiarism

The following is intended as a guideline for students and parents. *It is not meant to be an all-inclusive list. The judgment of faculty and administrators is always the final resource for determining what behaviors constitute cheating.*

The following are some of the actions which constitute cheating and will result in disciplinary action:

1. Copying someone else's homework, or allowing someone to copy your homework, whether handwritten or computer-generated.
2. In science classes, copying data from lab partners is acceptable; copying conclusions is not.
3. Using any materials (for example, notes), other than those permitted by the teacher, while taking a test or quiz.
4. Asking for or giving specific information about a test already taken by another student. All test items are confidential.
5. Asking for or giving information to another student while taking a test or quiz. This includes looking at someone else's work or allowing someone else to look at the student's own paper. This includes receiving information from an unauthorized source.
6. Talking during a test or quiz, even if one's paper is already handed in, until all students have finished the task.
7. Copying anyone else's work (another student, a parent, or a published source) and handing it in as student's own work.
8. Listing a bibliography from an encyclopedia, the card catalog, or an electronic source as the student's own Works Cited list. Each item on Works Cited list must be read and used by the student.
9. If another person typed a paper for a student, credit must be acknowledged.
10. Copying and Pasting segments of information off an internet web site and turning it in as the student's own work.

PLEASE NOTE: Giving and asking for information with respect to homework or tests are considered equally wrong.

PLEASE NOTE: Item #7 applies equally to materials from print and electronic sources (computer, radio, television, videos, etc.) The following page details what constitutes plagiarism. Any material taken directly from a computer source, just as with any source, constitutes cheating, unless the student rewrites in his or her own words or uses quotation marks.

Plagiarism is the unauthorized use of someone else's thoughts or wording either by incorrect documentation, failing to cite your sources altogether, or simply by relying way too heavily on external resources.

Plagiarism does not give due credit to the party who really came up with the language and/or idea, but also fails to inform the reader that the information originated from an outside source which they might have had the option of consulting had adequate acknowledgments been provided.

Plagiarism undermines your academic integrity. It betrays your own responsibilities as a student writer, your audience, and the very research community you were entering by deciding to write a research paper in the first place.

Whether intentional or, as is more often the case, inadvertent, the result is that some or all of another author's ideas become represented as your own. It's like lip-synching to someone else's voice and accepting the applause and rewards for yourself.

Incidentally, plagiarism also includes informal published material such as the re-use of the same paper for more than one course or "buying" a paper from another student.

GRADUATION REQUIRMENTS

All students at William Henry Spencer High School must follow and complete the required number of credits to receive a diploma from the Muscogee County School District. For students in grades 9-12, 28 credits are required for graduation. Students must also successfully complete all five sections of the Georgia High School Graduation Test, and the required number of credits in each area listed below:

- English - 4
- Math - 4
- Health/Personal Fitness
- Social Studies - 4
- Science – 4
- Vocational - (tech career only) 4 (at least 3 in same area)
- Foreign Language (college prep only) - 2 (in same language)
- 1 Core Area Elective - Computer Applications, Fine Arts, or Career & Technical
- Remaining Carnegie units are to be in elective areas.

GRADING SYSTEM

A - 90-100 = Excellent
B - 90-89 = Good Progress
C - 70-79 = Needs Improvement
F- 69 and below = Not Passing

The amendment to rule 160-4-2-13 states that the End of Course Testing (EOCT) will count as the final exam for the courses listed. It further states that the exam will count for 15% of the student's final numerical grade in the course assessed by the EOCT.

Math I, Math II, Math III, U.S. History, Economics/Business/Free Enterprise, Biology, Physical Science, Ninth Grade Literature & Composition, and American Literature and Composition 003.

Progress reports are sent home at the end of 4.5 weeks in each nine weeks period. Report cards with multiple "F's" in core areas will not be distributed to students without a parent conference.

Note: Parents who have questions or concerns about students' academic progress are encouraged to ask for progress reports and/or confer with teacher through the guidance department. If additional assistance is needed, the Principal may be contacted.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian will come from the top ten College Preparatory students. To be eligible, students must have been at William Henry Spencer High School since the beginning of their junior year. They will be determined at the end of the first term of their senior year. The top ten numerical averages in academic courses equal the top ten seniors. **All Advanced Placement courses will be weighted and given priority.**

WEIGHTED COURSES

The HOPE Scholarship's Core Star Program will accept any school's weighted courses when determining eligibility for HOPE Scholarship. All AP courses will receive one quality point (GPA). **All Advanced Placement courses will be weighted and given priority.**

HOPE SCHOLARSHIP PROGRAM

The Hope Scholarship Program rewards students for academic achievement in high school with financial assistance in degree, diploma, or certificate programs at a Georgia public or private college, university, or technical institute. Students who have earned a numerical average of at least 80 in college prep or 85 for career/technical in core curriculum courses in grades 9-12 qualify for the Hope Scholarship.

GREENWAVE ACADEMIC PERFORMANCE BLOCK

The Greenwave Academic Performance (GAP) Block is a 45 minutes block that will be used for credit recovery, GHSGT tutorials, SAT/ACT tutorials, Advanced Placement tutorials, Math I and II remediation/tutorials, and for student advisement. Grades earned in the GAP block will be applied to core academic classes associated with curriculum taught during the GAP block. Core academic classes are English, Mathematics, Science, and Social Studies. See your teacher for the GAP block grading rubric.

PRINCIPAL'S LIST

Those students making all A's during a grading period are placed on the Principal's List for that nine week period.

HONOR ROLL

Those students making all A's and B's during a grading period are placed on the Honor Roll for an entire nine week

period.

ACHIEVEMENT AWARDS

Excelling in academics and exhibiting exemplary citizenship are rewarded at Spencer High School. Each year at our annual Honors Night Assembly, the following awards are presented:

Honor Roll students	Perfect Attendance
Top Ten Students	Departmental Awards
Sports Awards	Principal's Award
Top Band and Chorus Students	Scholarship Awards

NO PASS – NO PARTICIPATE

Students participating in extracurricular activities must meet the eligibility requirements as set forth by MCSD, GHSA, and the State Department of Education. Extracurricular activities are defined as any school-sponsored program for which some or all the activities are outside the regularly scheduled day; **Students must pass at least three (3) subjects in the semester immediately preceding participation.** (SUMMER SCHOOL IS AN EXTENSION OF THE SECOND SEMESTER AND THE SCHOOL YEAR); Fifth year students are not eligible for GHSA activities.

Student must be “on track” for graduation. This means:

9th Grade -	promoted according to local policy,
10th Grade -	6 units earned prior to entering that year,
11th Grade -	13 units earned prior to entering year,
12th Grade -	21 units earned prior to entering year and must have passed all sections of the GHSGT

SCHOOL OF EXCELLENCE

Spencer High School is a fully accredited high school serving grades 9-12. Programs of study are offered providing educational excellence for all students with College Preparatory and Vocational Diplomas. A wide range of academic and athletic extracurricular activities provide for an extension of the total education of a student. Spencer High School welcomes its students and parents to our school of excellence.

William H. Spencer High School is proud of the highly qualified staff and the diversity of programs offered:

- **We made AYP in Academic Performance (English and Mathematics) in 2009-2010**
- **The Academy of Computer Science and Electronic Game Design**
- **MCSD Teacher of the Year – Sgt. Debra Everett in 2009-2010**
- Over 75% of the faculty has obtained an advanced degree (Masters, Educational Specialist, or Doctorate).
- **Twelve (10) Advanced Placement (AP) courses are offered this year in Biology, English Literature, English Language, Human Geography, Music Theory, Psychology, Spanish Language, Studio Art, World History, and U. S. History.**
- A variety of diplomas are offered. These include a College Preparatory, Vocational, and a Tech Prep diploma.
- **Nationally known Junior ROTC Program**
- **Foreign Languages (Chinese and Spanish)**
- Computer Assisted Learning in academic labs and laptop carts
- A variety of athletic teams including softball, football, basketball, tennis, wrestling, soccer, baseball, cross country, track, rifle team, golf and volleyball
- Science programs utilize video, digital/video processing of information, and computers.
- Governor’s Cup Winners for SAT score improvement
- Industry-certified programs in Automotive and Marketing

GRADUATING SENIORS

Senior must be on track to graduate in May 2010 to participate in graduation exercises. Graduation exercises include the following: the graduate trip(s), graduate breakfast, graduate picnic, graduate walk, graduate convocation and all other activities that are for graduating seniors. All course work and GHSGT requirements must be met to participate in any designated graduation activities.

THE ADVANCED PLACEMENT (AP) PROGRAM

William Henry Spencer High School's Goals for AP are:

- To increase the number of AP offerings to our students.
- To increase the number and percentage of traditionally-underrepresented students taking AP classes.
- To increase the number and percentage of traditionally-underrepresented students taking the exams and earning a score of 3 or better.

2010 – 2011 AP Courses (10):

Art:	Studio Art
Biology:	Biology
English (2):	English Language English Literature
Geography:	Human Geography
History (2):	United States History World History
Music:	Music Theory
Psychology	Psychology
Spanish:	Spanish Language

How AP Benefits Students

Students who take AP courses derive many benefits. AP often helps steer toward college or advanced studies students who are unsure about their future plans. AP courses give high school students the opportunity to participate in classes that are invariably more rigorous and in-depth than most other high school offerings. To participate in an AP class is to enter a world of intense discussion and thought, a class in which students are given the intellectual responsibility to think for themselves and to learn to reason, analyze, and understand. Such intellectual training inevitably helps students succeed in college, where these skills are essential.

AP can change your life. Through college-level AP courses, you enter a universe of knowledge that might otherwise remain unexplored in high school; through AP Exams, you have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities.

Research demonstrates that AP Exam grades are valid predictors of college success

A 2005 study conducted for the National Center for Educational Accountability found that students who earned a score of 3 or higher on one or more AP Exams in the areas of English, mathematics, science, or social studies were more likely to graduate from college in five years or less compared to non-AP students.

Why take an Advanced Placement course?

Gain the Edge in College Preparation

- Get a head start on college-level work.
- Improve your writing skills and sharpen your problem-solving techniques.
- Develop the study habits necessary for tackling rigorous course work.

Stand Out in the College Admissions Process

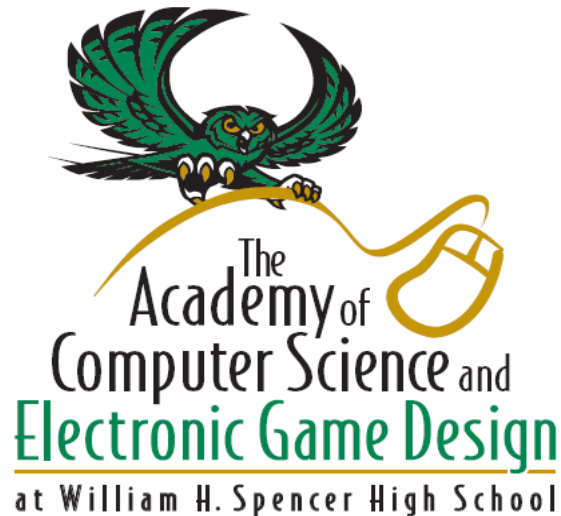
- Demonstrate your maturity and readiness for college.
- Show your willingness to push yourself to the limit.
- Emphasize your commitment to academic excellence.

Broaden Your Intellectual Horizons

- Explore the world from a variety of perspectives, most importantly your own.
- Study subjects in greater depth and detail.
- Assume the responsibility of reasoning, analyzing, and understanding for yourself.

How Do I Enroll?

- Make an appointment with your counselor.
- Come by and see the AP Coordinator.
- Converse with the Academy Coordinator.
- Make an appointment with the Graduation Coach.
- Consult with the Assistant Principal of Curriculum and Instruction for scheduling requirements.



The Academy of Computer Science and Electronic Game Design is a combination of Advanced Placement and computer science courses dedicated to attracting and retaining diverse learners who seek to gain college and real world experiences while completing their high school requirements. Students and parents will agree to devote their high school career to pursuing rigorous academic courses within a computer science pathway that will result in students graduating with options to continue to post-secondary educational institutions and/or begin a career within the technology industry.

What key outcomes are expected from the Academy?

The goal of the Academy is for all graduates to leave William Henry Spencer High School with the technical ability to pursue post-secondary educational opportunities at technical centers and/or four-year colleges/universities. Our students will have multiple options upon graduation because of the rigor and relevance found in the Academy of Computer Science and Electronic Game Design.

The students will:

- Be prepared for post-secondary education and Information Technology careers
- Earn honors level credit, dual enrollment opportunities, and current hardware, software, and networking professional certifications; Demonstrate responsible and ethical decision-making and problem solving skills
- Develop a deep understanding of themselves and the technological world around them
- Produce high quality work while increasing their academic and technological knowledge
- Demonstrate effective communication skills technologically and personally
- Demonstrate leadership and team building skills
- Participate in career and technical organizations and extra-curricular activities
- Participate in a minimum of 100 service-learning hours over the four years of The Academy

For more information on the Academy of Computer Science and Electronic Game Design, please visit our website at <http://spencerhighga.org>

POLICIES AND PROCEDURES

Attendance Policies and Procedures

High School students may only be absent seven (7) days per semester. Students are required to attend all classes unless excused by school officials. **For each absence, it is the responsibility of the parent/guardian to contact the school and provide written documentation for all excused absences.** Parents /guardians shall contact the attendance office either immediately following any absence. Failure to do so may result in the student receiving a failing grade (F) for a course(s).



EXCUSED ABSENCES

- Curriculum related field trips; (2) an administratively recognized function of the school; (3) illness/medical care; (4) legal reasons/religious holidays; (5) serious illness or death in the family; (6) pre-arranged absences (must be approved by the principal or designee).
- Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be included in the average daily attendance count. When there is cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to his parent(s)/guardian(s), to a person properly identified to school authorities or upon request by letter or telephone from the parent(s).
- A student may request makeup work for an excused absence. Makeup work must be arranged within three school days after the last date of the absence. It is the student's responsibility to coordinate and complete missing assignments. See your guidance counselor for assistance.

RELIGIOUS HOLIDAYS

Each student who is requesting permission to be absent from school due to religious holidays must complete the religious holiday observance exemption form in advance of the holiday. These forms are located in the attendance office or on the Spencer High School website. Students are responsible for any schoolwork that has been missed because of pre-arranged absences.

EXAMPLES OF UNEXCUSED ABSENCES:

- Unexcused absences are all failures to attend school other than those specifically excused by the administration and or designee(s). Unexcused absences shall include but not be limited to the following: (1) Reporting to class more than 15 minutes late; (2) oversleeping; (3) missing the bus; (4) baby-sitting; (5) family vacations; (6) skipping class - leaving class without permission and/or absent from class without an excuse; (7) leaving the Spencer High School campus without permission

CREDIT IN CLASSES

The school year is 175 days. A student who misses more than 7 days in any class shall not receive credit.

ATTENDANCE CONFERENCES/APPEALS PROCESS

In order to appeal a decision to withhold credit for excessive absences, the parent(s) or guardian(s) must make a written request to the Principal or his designee(s) within two weeks of receiving notice of loss of credit. This written appeal must explain in detail the hardships, extenuating circumstances or other extreme emergencies that contributed to the excessive absences. **Appeals are reviewed on an individual basis and there is no guarantee that the appeal will be approved by the Principal or his designee(s).** If the Principal or his designee denies the appeal, a written appeal may be sent to the Superintendent or his designee(s) within five school days for informal review and hearing.

The parent(s)/guardian(s) and the student MUST be present for an attendance conference. Appeals conference will occur at the end of the first and second semesters.

HOMEBOUND INSTRUCTION

In cases of prolonged absences (10 or more days) due to illness, the parent(s) or guardian(s) should seek assistance from the Principal or his designee(s) for homebound instruction. Spencer High School will provide the parent(s) or guardian(s) with a Hospital/Homebound Referral Form. **See Ms. Martha Robinson.**

STUDENT ATTENDANCE

Teachers will record their students' attendance daily during the first 15 minutes of class. These reports will be generated and evaluated by the attendance office every period during the day. Students will attend every class on their schedule daily. Students are expected to be on time to their class daily. Failure to comply with the aforementioned rules will result in disciplinary actions, which will include external suspension.

HALL PASSES

The SHS Student/Parent Handbook will serve as the official hall pass for all students. Students are not permitted to leave class without a pass. Students going to the clinic or to guidance will need to have a pass to these locations. **If a student is caught in the hall without a legitimate pass, he/she will receive disciplinary action(s).** It is the student's responsibility to keep track of all absences and tardy/late days in the agenda books.

TARDY POLICY

- Students who are tardy to school must check in, using their school **ID badge**, through the **Attendance Office**. Students must have a written note from a parent/guardian stating the date and reason for the tardiness. Oversleeping, car trouble, running errands, missing the bus, dress code violations, etc, are unexcused.
- **Special circumstances may be taken into consideration by the school administration.** Students must have a parent or guardian present when checking in after 8:30a.m. All students should be in their assigned class and seated prior to the 7:40 a.m. bell. **If they are not in their correct class by 7:40 a.m., or then they will be considered tardy (unexcused) and must report to the attendance office to receive a tardy slip.**

SKIPPING

Students will attend every class on their schedule – daily. Failure to comply with the aforementioned rule will result in disciplinary action(s), which will include external suspension.

LEAVING CAMPUS

Students **ARE NOT** allowed to leave the William Henry Spencer High School campus without official approval from an administrator for any reason. Failure to adhere to this policy may result in disciplinary actions including automatic external suspension and loss of school related privileges.

WORK STUDY PROGRAM

- Approved students working in work-study programs sanctioned by the State Department of Education and the Muscogee County Board of Education may leave campus with official approval from the Principal or his designee(s).
- All requests for early work release must be made to the Principal or his designee(s) Students(s) must be enrolled in the 11th and 12th grade to participate in this program.
- Parental consent in written form is required from the parent(s) or guardian(s) of the student(s) involved in our early work release program.

CHECK IN/OUT PROCEDURE

Students **MUST** check in/out when missing a class for appointments or emergencies. Some form of documentation should be submitted to the attendance office the next day, if not previously notified. **Failure to check in/out will result in an unexcused absence and disciplinary action(s).** Check in or out must be done in the attendance office.

DISCIPLINARY ACTIONS

Violators of the Spencer High School attendance policies can expect the following consequences: (1) Morning work detail; (2) 5th Block Detention; (3) in-school suspension; (4) loss of driving privileges; (5) external school suspension.

TARDY SWEEPS

Tardy sweeps are a **random building check for students out of class**. They will be conducted regularly throughout the entire school year. **Students found out of class during tardy sweeps will be subject to disciplinary action(s)**. The Principal or his designees randomly conduct tardy sweeps.

EARLY MORNING ARRIVALS

Students arriving to school before 7:15am are encouraged to go directly to the commons area in the cafeteria; however, students are not allowed in the halls until 7:30 am.

TARDINESS



Students who are tardy to school must report directly to Attendance Office to receive a pass. Students must bring a written note from parents stating the date and reason for tardiness. Students who are unexcused will be required to stay after school for detention on the following day. **Oversleeping, car trouble, running errands, missing the bus, etc., are unexcused.** When a student has been tardy to school for the third consecutive time, parents will be notified. Excessive tardies can result in further disciplinary action.

Students are to be in class prior to the ringing of the tardy bell. If detained by a teacher, the student must receive a pass from that teacher. Unexcused tardies to class require that the student stay in after school detention on the following day for the teacher to whom he / she is late reporting. The tardy bell is an indicator for all students to be in their class, **NOT AT THEIR LOCKERS or RETURNING FROM BREAKFAST OR LUNCH.**

Students arriving late to school should report to the attendance office immediately after being checked in as being tardy by the office. Tardiness is not an excuse to be in the hall or at your locker.

HALL PASSES & 15/15 MINUTE RULE

NO ONE IS ALLOWED IN HALLWAYS THE FIRST 15 MINUTES OF CLASS AND LAST 15 MINUTES OF CLASS. A hall pass is required for all students in the hall after the class tardy bell has sounded. When traveling from point A to point B during school hours, a hall pass is to be secured from a teacher. Students found in the hall(s) without a pass may be required to stay in after school the following day. **During lunch periods, a hall pass is also required if you are in the hallways. This is not a period for students to wander about the school.** There should be only one student to a pass and only one student is allowed out of a class at a time. All passes must have a date, destination, time, and teacher's signature, located in the student handbook.

REPORTING LATE TO SCHOOL (UNEXCUSED)

1 st & 2 nd offense:	WARNING
3 rd & 4 th offense:	5 TH block
5 th & 6 th offense:	1-10 days ISSP plus parent conference
7 th offense:	1-10 days OSS and parent conference

CLASS TARDIES: (PER 9 WEEKS TO INCLUDE FIRST PERIOD)

1st offense:	Teacher detention
2 nd offense:	Administrative detention
3rd offense:	1- 10 days ISSP and parent conference
4 th offense:	1-10 day OSS and parent conference

SKIPPING/OUT OF CLASS WITHOUT A PASS

1st offense: ISSP -3 days/Parent conference
2nd offense: 3 days OSS
3rd offense: 5-10 days OSS and/or Referral to Tribunal

SIGN IN/SIGN OUT PROCEDURE

In an effort to minimize class disruptions, please make every effort to sign students out at the beginning/end of the class periods.

If students have early morning appointments, 7:30-9:00 a.m., please have students check in after appointment. For appointments at other times during the day, please send a note so that students can be waiting in the attendance office. (All notes will be verified.)

Students who are tardy must report to the attendance office to receive a pass to class. Students who sign in or out of school after 8:30 a.m. must report to the attendance office. Parents must also sign in. **Students who wish to sign out must be signed out by a parent or guardian who must be prepared to show an I.D.** Permission given by a parent or guardian in writing must have a telephone number by which we will be able to verify that the permission note is valid. Parents/ Guardians only may sign a student out of school in person (not over the telephone). Students who leave school without approved sign-out will be subject to suspension.

***Failure to attend Administrative Detention will result in 1 - 3 days External Suspension plus parent conference. Failure to attend Teacher Detention will result in Administrative detention, 2ND OFFENSE-ISSP/3 DAYS.**

NOTE: Any infraction not covered will be handled at the discretion of the administration. In the event of modifications to this policy, parents will be provided with a copy of the changes.

ATTENDANCE/MAKE-UP WORK FOR EXCUSED ABSENCES

Students between the ages of seven and sixteen shall be in attendance at public schools in accordance with requirements of the compulsory school attendance law and for the number of full-length days prescribed by law.

EXCUSED ABSENCES

Illness
Death in Family
Doctor /Dentist Appointment (official medical documentation required)
Appointment mandated by other governmental agency (official documentation required)
Special & recognized religious holidays observed by their faith
Principal approval of attendance at school related experiences

UNEXCUSED ABSENCES

Oversleeping	External Suspension
Missing bus	Family vacation
Baby-sitting	Skipping class
Car trouble	

All handwritten notes must include parent name and phone number (home, work, and cell phone). Students must be in attendance for the majority of the day to be counted present.

Once a student is absent from school or a class, a note is to be brought from the parent or guardian stating the reason for the absence. The note should be brought to the attendance office within three school days of the last date of absence. The attendance office will issue an admit slip to the student upon receipt of the note. If no note is brought within this time period, the absence is unexcused and zeros will be given for all work missed.

It is the student's responsibility to make arrangements with each teacher for make-up work for excused absences. These arrangements must be made within **three school days** of the last date of absence. Exceptions are made on case by case basis. Final decisions will be made by an administrator after a recommendation by counselor.

For absences of four or more consecutive days, all make-up work for each teacher must be completed within ten school days from the last date of absence.

In cases of prolonged absence due to illness, the parent or guardian should seek assistance from the Guidance Department for homebound instruction.

The school year is 175 days. A student who misses more than 10 days in any 90 day term shall not be granted credit. After 3 days, teachers can accept work but will deduct points.

WITHDRAWALS

Students should inform the attendance office as soon as they know that they will be withdrawing from school. On the last two days of attendance, a parent and student should report to the attendance office to pick up a withdrawal form to be taken to each teacher. Students must turn in all textbooks and materials at the time the teacher lists the withdrawal grade and gives the student clearance. Students must also obtain the signature of the librarian and guidance office stating that they are clear for withdrawal. The completed form must be returned to the attendance office at the beginning of the last period to be typed and given to the student at the end of school. A parent/ guardian must sign the withdrawal form before the student can be withdrawn.

Failure to clear with all teachers/activities may result in the Withholding transcripts until final clearance procedures have been met. Parents/students should allow 2 days for clearing.

DISCIPLINE CODE OF CONDUCT

Public education is a right and privilege for all. The code of conduct is provided to ensure that the education process is free of disruption. Each student will be provided a copy of the **Muscogee County School District Behavior Code and Discipline Policy** in addition to the local school code handbook. Parents and students are encouraged to refer to these two resources and read them carefully. The administration and faculty at Spencer High will enforce the rules necessary to ensure a safe and orderly educational environment which is conducive to learning.

SPENCER HIGH SCHOOL SCHOOL-WIDE DISCIPLINE POLICY WITH STANDARD CONSEQUENCES 2010 - 2011

The William Henry Spencer High School Discipline Plan includes the policies and procedures that are designed to stop inappropriate behaviors committed by our student body. The offenses and behaviors are in a constantly evolving status. Therefore, the school reserves the right to amend this document periodically to accommodate any new offenses that were not included and are construed as disruptions to the learning environment.

The infractions listed in this document will result in a direct discussion with the student and parent. Parental notification or attempts to notify parents will be documented on the referral. Student Services will administer the appropriate consequence(s) listed under the "actions taken" portion of this document. However, Student Services will not be bound or limited to the items listed under the "action taken" portion of this document.

Student Services shall reserve the right to make judgments that are best for the safety and civility of Spencer High School and all of all Spencer's stakeholders. Repeat offenses and the severity of the offense will be taken into consideration. The white copy of the discipline referral form must be signed by the parents and returned to the administration or the parent must telephone the administration. Any suspension that is more than one day, the parent must bring their child to school for a parent conference with the administration.

DETENTION

A student may be kept after school by a teacher or administrator for makeup work or punishment upon 24 hours notice, if transported. The PARENT is expected to furnish transportation home. Detention will require the student's attendance after school. Administrative and Teacher detention will be held on Tuesdays and Thursdays.

Teacher detention is from 3:35pm - 4:35 p.m. in Room 107. Administrative detention is from 3:35pm - 4:35pm in Room 107. Students assigned to detention should bring sufficient amount of written assignments to last for one hour. This should be done on a consistent basis. If students do not follow the rules of administrative detention,

additional disciplinary actions may be taken. Students should have transportation arrangements made prior to the day and time of assigned Detention. If a student misses Administrative Detention, he / she will automatically be suspended and assigned a parent conference upon return to school.

IN-SCHOOL SUSPENSION (ISSP)

Students may be required to report to an assigned location and to a designated teacher in place of regular classes. Students will continue to do their regular class assignments while being isolated from other students the entire school day during the total number of days assigned. Please NOTE if a student REFUSES to comply to ISSP rules, the student will automatically receive out of school suspension (OSS).

OUT OF SCHOOL SUSPENSION (OSS)

If, in the opinion of the administration, a student's behavior cannot be tolerated at school, or if the behavior has become a chronic problem that has not responded to other forms of discipline, then that student may be suspended from school for one to ten days. Parents will be notified of the suspension and will be required to accompany the student for a conference when the suspension is over. The student will not be allowed to participate in any extracurricular activities (sports, clubs, etc.) while suspended from school. Students will miss all classes during the suspension and will receive a grade of zero for all work missed during the suspension.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, use, handle, transmit, or control any object which might reasonably be considered as a weapon. While not meant to be all inclusive, examples of such objects are any gun, pistol or device designated or intended to propel a missile of any kind, explosive compounds, or any dirk, Bowie knife, switch blade knife, ballistic knife, any other knife having a blade of three or more inches, straightedge razor, spring stick, metal knuckles, black jack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a num chuck, or a fighting chain, or any disc designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapons of any kind.
O.C.G.A. 16-11-127.1.

While not classified as a "weapon" under Georgia law for purposes of determining a violation of the Criminal Code (O.C.G.A. 16-11-127.1), the Muscogee County School District in the enactment and enforcement of this rule considers a knife which has a blade of less than three inches in length to be a weapon and thus in violation of this Rule.

A student who wishes to bring any such object which could be reasonably considered to be a weapon on school grounds as a part of or in conjunction with a class assignment or other school project shall first receive permission from the office of the principal.

SEXUAL HARASSMENT

Spencer High School has a "zero tolerance" policy on sexual harassment.

CHEATING

Automatic failure of the test and Teacher Detention

FAILURE TO PRODUCE STUDENT IDENTIFICATION CARD

1st offense: Teacher Detention
2nd offense: Administrative Detention, Parent Conference
3rd offense: 1-10 days ISSP
4th offense: 1-5 days OSS

IMPROPER PARKING/INVALID PARKING PERMIT/NO PARKING PERMIT

1st offense: Parking citation (WARNING)
2nd offense: 1 week loss of driving to school rights and parent conference
3rd offense: Vehicle towed at owner's expense / may be charged and / or
Suspended from school

DRESS CODE VIOLATION

1st offense: Administrative Detention/ Requested to leave school to change clothes
2nd offense: 1-10 days ISSP and parent conference

3rd offense: 1-10 days OSS

STUDENTS HAVING IN THEIR POSSESSION CELL PHONES, (not to be seen or heard), RADIOS, WALKMANS, ELECTRONIC GAMES, BEEPERS, MP 3 PLAYERS, AND PORTABLE CD PLAYERS ARE NOT ALLOWED ON CAMPUS

1st offense: **Cell phone will be turned into the principal or designee.** Parent may pick up the phone after **3 school days.** Parent pick up phone at the close of the school day for 30 minutes (**3:30pm – 4:00pm**) or give an adult written permission to do so (Schools may verify by asking for identification of the adult picking up the phone).

2nd offense: **Administrative Detention.** Parent may pick up phone after **5 school days** at the end of the school day (see 1st Offense)

3rd offense: **Student assigned In-School Suspension for 2 days.** Parent may pick up the phone after **10 school days.** Mandatory parent conference is held.

4th offense: **Student will be suspended out of school for 2 days for each offense due to defiance.** Parent may pick up phone after **5 school days** at the end of the school day (see 1st Offense).

****Please Note - If the parent/guardian is adamant that he or she cannot allow the phone to be held for the number of days listed in the proposed procedures, then the parent/guardian chooses for his or her son/daughter/ward to accept a 2 day out-of school suspension in lieu of the phone being held.**

USE OF AN ELECTRONIC DEVICE TO ILLEGALLY VIDEOTAPE STUDENT(S) AND OR SCHOOL ACTIVITY/INCIDENT

1st offense: 5 days OSS & parent conference

2nd offense: 10 days OSS

****SPENCER HIGH SCHOOL IS NOT RESPONSIBLE FOR ILLEGAL ELECTRONIC DEVICES THAT ARE LOST OR STOLEN. SPENCER HIGH SCHOOL WILL SPEND ONLY A LIMITED AMOUNT OF TIME INVESTIGATING STOLEN ILLEGAL ELECTRONIC DEVICES.****

REFUSAL TO GIVE CELL PHONE TO A STAFF MEMBER

1st offense 1-5 days OSS

LEAVING EATING CONTAINERS (TRAYS) ON TABLE UPON COMPLETING MEAL

1st offense: 1 day cafeteria detail, parent conference

2nd offense: 3 days cafeteria detail, parent conference

3rd offense: 1-3 days OSS

INAPPROPRIATE BEHAVIOR IN THE CAFETERIA: SUCH AS, TALKING EXTREMELY LOUD AND INTENTIONALLY THROWING FOOD ON THE FLOOR

1st offense: 3 days work detail

2nd offense: 3 days ISSP & parent conference

3rd offense: 1-10 days OSS & parent conference

BUS MISCONDUCT

1st offense: Parent conference, one day suspension from bus and/ or school

2nd offense: Parent conference, one week suspension from bus and/ or school

3rd offense: Permanent expulsion from the bus and/ or suspension from school

SMOKING AND POSSESSION OF TOBACCO PRODUCTS

1st offense: 1-3 days OSS and parent conference

2nd offense: 5-10 days OSS

VANDALISM, DAMAGING OR STEALING SCHOOL PROPERTY

1st offense: 1-10 days OSS / restitution may be required

THEFT

1st offense: 1-10 day OSS, cost of restoring property and student can be charged

OBSCENITY/PROFANITY-ORAL OR WRITTEN DIRECTED TO A TEACHER

1st offense: 3 days OSS

2nd offense: 5-10 days OSS /may be referred to Tribunal

OBSCENITY/PROFANITY-ORAL OR WRITTEN DIRECTED TO ANOTHER STUDENT

1st offense: Administrative Detention

2nd offense: 3 days ISSP

3rd offense: 3-5 days OSS

DEFIANCE AND OR DISRESPECT: A CHALLENGE TO TEACHER AUTHORITY

1st offense: 1-5 days OSS

2nd offense: 5-10 days OSS

3rd offense; 10 days OSS and Referral to Discipline Tribunal

THE SHOWING OF AFFECTION IN AN INAPPROPRIATE MANNER

1st offense: Refer to Guidance Counselor plus parent conference

2nd offense: 3 days ISSP & Parent conference

3rd offense: 1-5 days OSS

POSSESSION OR SALE: ILLEGAL SUBSTANCES (DRUGS/ALCOHOL), WEAPONS, KNIVES, OR EXPLOSIVE DEVICES, PULLING FIRE ALARMS, OR BOMB THREATS

1st offense: 10 days OSS, charged and referred to the Discipline Tribunal

SEXUAL HARASSMENT

1st offense: 3-10 days OSS, may be charged and referred to the Discipline Tribunal and parent conference

DISRUPTION OF SCHOOL/CLASS

1st offense: 1-3 days OSS/May be charged; parent conference upon return

BULLYING

1st offense: 1-3 days OSS and parent conference upon return

2nd offense: 5-10 days OSS

INCITING OR PARTICIPATING IN RIOTOUS BEHAVIOR

1st offense: 1-5 days OSS

2nd offense: 5-10 days OSS; referred to Discipline Tribunal

VERBAL ALTERCATIONS ON CAMPUS

1st offense: 5 days OSS

2nd offense: 5-10 days OSS; referred to Discipline Tribunal

FIGHTING: PHYSICAL CONTACT FROM BOTH PARTIES INVOLVED

1st offense: 10 days OSS and maybe charged with Disorderly Conduct; parent conference upon return

2nd offense: 10 days OSS and maybe charged with Disorderly Conduct; parent conference upon return and referred to Discipline Tribunal

STUDENT OFFENSES

The following behaviors by students will result in punishment of some form:

- disruption by use of violence, force coercion, threat or false alarm
- damage, destruction or theft of school or personal property
- possession of dangerous weapons and instrument (Police must be notified.) possession and/ or use of narcotics, alcoholic beverages and drugs on school ground, en route to or from school or off school grounds at a school sponsored event (Police must be notified.)
- insubordination and disrespect
- hazing
- use of obscene language

- tardiness, truancy and leaving campus unauthorized
- possession and use of tobacco, matches and/ or cigarette lighters
- loitering
- misconduct on bus
- vehicle violations on campus or failure to register vehicle
- falsification of school records, passes or excuses
- gambling
- bringing radios or personal audio-visual equipment to school inappropriate display of affection
- eating or drinking in any area other than the cafeteria or Spencer Park leaving class without an authorized pass during class time; hall passes must state time of departure and destination.
- extortion
- bullying
- tampering with fire alarm
- technology tampering
- sexual harassment
- cheating
- forgery
- arson

When students are disciplined for any infraction, they will receive the white (parents') copy of the 3-part disciplinary referral. It is the responsibility of the student to give this first line of communication between the school and home to the parent when discipline has been applied.

SPECIAL NOTES:

**During all EXTERNAL SUSPENSIONS (OSS), students are encouraged to contact classmates in an effort to obtain missed work. It is not compulsory for teachers to give make-up work to students who are suspended externally.

In addition, external suspended students can receive zeroes for work missed.

***Student will receive an indefinite suspension from an administrator. On the following day, student must return with a parent or remain on suspension until a conference takes place.

DRESS AND APPEARANCE

It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or 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.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols with denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

GRADES 6-12 DRESS CODE SUMMARY

Shirts

No undergarments are to be worn as outer garments

No midriffs should be exposed

No see-through shirts/blouses

No tank tops, spaghetti straps, tube tops

Nothing that advocates drugs, sex, alcohol, violence, gangs, hate, or profanity

Shirts that are made for females that cover the midriff but move when the student sits may not be worn

No Low Cut Shirts/Blouses that are too revealing (Administrative discretion)

Shoes

No shower shoes, flip flops, or house shoes: all shoes must have "backing"

Pants

Pants are to be worn on or above the waist, NO SAGGING !!!

No Leggings and Short Skirts combined.

No Pajama Bottoms to be worn

No see-through pants

If pants can be worn properly on or above the waist, no belt is required

Sweat pants, wind pants, pants with holes are not to be worn

No pants are to be worn bound at the ankle.

Dresses and Skirts

Dresses and skirts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.

Shorts

Shorts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.

Coats

Hooded garments may be worn to school as long as the hoods are not worn indoors.

Hats

No head coverings i.e., bandanas, do rags, sweat bands, and/or hats, they are not to be brought to school.

Jewelry

No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed. Items such as chains on a belt, wallet, etc. and items with spikes are not permitted.

No oversized clothing is allowed.

Each school is expected to create a progressive discipline plan to address dress code violations using out of school suspension as the last intervention.

ITEMS NOT ALLOWED AT SCHOOL

There are certain items students should not bring to school. If a student is found to have any of these items, appropriate disciplinary action will be taken.

(Refer to the Muscogee County School District Behavior Code and Disciplinary Policy Booklet for specific details.)

1. Any weapon or ammunition
2. Knives
3. Fireworks, poppers, matches, lighters
4. Alcoholic beverages
5. Cigarettes and drugs
6. LSD blotters
7. Steel picks
8. Any objects that might cause harm or injury to others.
9. Laser lights
10. Any gambling paraphernalia (cards or dice).
11. Earring with weapons, drugs, sex, gangs, satanic, or any other related symbols.

ITEMS THAT ARE DISRUPTIVE

1. Water guns
2. Cell phones (must be off in the school building)
3. Radios
4. Toys
5. Electronic games
6. Candy and gum
7. Items of value and cash over \$10.00
8. Any other items that might cause problems in classes such as MP 3 players

If a student is found to possess any items that are disruptive or may cause problems in school or classes, these items may be confiscated and may not be returned until the end of the school year. Repeated offenders are subject to

suspension.

- **Disclaimer: Spencer High School will not be responsible for items brought to school that are considered disruptive in nature.**

HALL AND STAIRWAY CONDUCT

As a Spencerian, you will be expected to remember the following and do your part to see that our school is kept orderly and safe. **YOU ARE SPENCER HIGH SCHOOL. BE THE BEST THAT YOU CAN BE!**

1. All teachers at Spencer are YOUR teachers. When a teacher speaks to you in the hallways, you are expected to respond with courtesy and to follow the directions given.
2. Running in the building is strictly prohibited.
3. Students are to keep to the RIGHT in the halls and stairways.
4. Use stairways with caution and courtesy.
5. Students in the hallways while classes are in session should always have a pass and are NOT TO TALK.
6. Talking during class changes should be at a quiet, conversational level. There is never a reason to yell in the hallways.
7. No student has the right to put hands on another student or on another student's personal property.
8. Any type of roughhousing in the building is prohibited.
9. Students may not stand or sit on the stairwell at anytime.

CAFETERIA CONDUCT

1. Form a single, orderly line while waiting to be served.
2. You are never allowed to "cut" line, even if your friends say it's OK.
3. Do not save seats for friends.
4. You are responsible for returning your dishes, utensils, and tray to the return window.
5. Speak in a normal conversational tone and do not yell in the cafeteria.
6. Students must be seated at all times unless they are in the food serving line or the tray.

ACADEMIC REPORTING DATES

Listed below are the dates for issuing the report cards, the end of the term, and for issuing progress reports:

	<u>SEMESTER I</u>	<u>SEMESTER II</u>
Progress Report	Wednesday, September 8	Thursday, February 3
Report Card	Wednesday, October 13	Wednesday, March 16
Progress Report	Wednesday, November 10	Thursday, April 21
Report Card	Thursday, January 6	Monday, May 23

Spencer High School will issue progress reports weekly in all classes. Students who have earned multiple F's on their report cards in core academic courses will not be issued their report cards. Parents must pick up multiple "F" report cards.

SCHOOL ASSIGNMENT AND REGISTRATION

Students in Muscogee County are assigned through Central Registration at Columbus Roberts Center at 539 Brown Avenue. After receiving an assignment, students report to Spencer with an updated Georgia Immunization Record, a copy of Eye, Ear, and Dental Screening results, and a birth certificate. Health records may be obtained from Martin Army or the Muscogee County Health Department. Any previous school records should also be brought with you to register for classes. New students will meet with the Principal and then with a Guidance Counselor to receive a schedule. After the initial registration, should there be a change in your address or telephone number, it will be the parents' responsibility to contact the Spencer High School's Attendance Office at 706-683-8701, ext. 114.

Upon receiving a schedule, someone from the Peer Helpers will welcome new students and walk them through their schedule, show them around the campus, and answer their questions.

FEE POLICY

The Muscogee County Board of Education voted on October 17, 1994 to adopt the State Board of Education policy on Student Fees, Fines or Charges. According to this Policy:

"The Muscogee County School District Board of Education retains the right to charge students a reasonable fee for restitution of lost, damaged, or abused school system property, including textbooks, library books or media materials. The Superintendent shall develop and submit to the Board a schedule of fees to be charged. Student shall be notified in writing of any charges being assigned to them and that failure to pay those charges may result in sanctions such as withholding grade cards, diploma or certificate of progress until restitution is made. Opportunity shall be given for the student(s) and / or parent(s) to meet with the appropriate school officials to discuss any fines levied against the student(s)."

WORK STUDY PROGRAM

Students will sign out in the attendance office in the work-based learning sign out book. All Work Release Students are required to leave campus immediately. Students should have their parents or approved party to pick them up promptly. All Work Release Students should have their transportation to pick them up at the front of the main building, not at the rear of the school.

All students are expected to sign out each day before departure for work in the work-based learning sign out book located near the attendance office. There will be no exceptions.

Students who sign in to school late must get a signed pass from the attendance office. Students who leave early must have a sign-out pass from the attendance office to show the teachers of classes they missed the previous day. A student will be given this pass upon signing out and is responsible for taking the pass to his / her teachers on the following day.

A student returning from suspension must have a pass signed by an administrator to be given to the student's teachers for a signature before that student can be admitted to any class.

TRANSPORTATION

All student drop off and pickup for start (7:00a.m.) and end (3:25 – 4:00 p.m.) of school day is to be done at the front of the school. This is to prevent student injury and automobile/bus accidents. Vehicles may be ticketed or prohibited from campus for constant noncompliance to this rule.

Students who live more than a mile and a half from the school in the assigned attendance area will be provided transportation by the school district. Students will be given a bus pass which must be kept for the entire school year. Only those students with passes may ride the bus. **Students may only ride the bus to which they were assigned.** Students who ride Chattahoochee County buses from Cusseta will not need bus passes.

Temporary bus passes can be issued with parent request in writing for special emergencies. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

Students who drive cars must register their cars to receive a parking decal. This will allow students to park in the designated area in front of the school. Students are not allowed to park in the reserved parking spaces or along the bus lane. Cars without valid parking decals and those illegally parked in unauthorized areas are subject to being towed by school security. This will be strictly enforced. Decals may be secured from the Assistant Principal of Administrative Services. Decals are \$5.00.

STUDENT IDENTIFICATION

All Spencer High School Students will be issued a photo identification card at the beginning of each school year. These cards are extremely important for students to gain access to the library and for purposes such as checking in, checking out, cafeteria services, as well as school activities. The initial card is at no charge to the student. If a student should lose, mutilate, or destroy their identification card there will be a fee of \$5.00 for replacement. **You must be in possessing your identification card at all times.**

VISITORS

All visitors are to report directly to the main office upon entering the campus. In cases of an emergency, the office will contact the student. **Visits to classrooms are not allowed until after 3:35 p.m. Violators will be arrested.**

STUDENT ILLNESS

Students who become sick at school must report to the clinic. Students will be sent home if deemed necessary. The clinic will be used only in emergency situations.

LOST AND FOUND

Clothing and other articles lost will be turned in to a custodian and kept in a storage area. Students may check with the custodian before or after school for lost items. Lost books will be returned to the subject area teacher.

MEDICATION

If it becomes necessary for a student to take medication during the school day, **the parent must complete a medication administration medical release form.** Medication will be kept in the clinic. A pass will be given to the student with the time to return to take the medication.

GUIDANCE SERVICES

Guidance Counselors are available for all students. Student, teacher, and parent conferences are encouraged by this department. Students may see a counselor by making an appointment through the Guidance secretary. Parents may call 706-683-8701 and ask for the Guidance Department. The secretary will arrange an appointment. Official c; transcripts must be mailed by the guidance office.

The bulletin board in the cafeteria will contain up-to-date information regarding college entrance and other testing dates, scholarships and items of interest from the guidance department.

GUIDANCE DEPARTMENT

Guidance Counselors are available for all students. Student, teacher, and parent conferences are encouraged by this department. Students may see a counselor by making an appointment through the Guidance secretary. Parents may call 706-683-8701 and ask for the Guidance Department. The secretary will arrange an appointment. Official transcripts must be mailed by the guidance office.

The bulletin board in the cafeteria will contain up-to-date information regarding college entrance and other testing dates, scholarships and items of interest from the guidance department.

Students will access the school counselor by the alpha listing of the student's last name. The alpha listing for this year is as follows (**Grades 9-12 by alphabet**):

A-G and 10th Grade Counselor
H-O and 9th Grade Counselor
P-Z and 11th Grade Counselor
12th Grade Counselor

Branden Hackney
Sonja Parker
Shantis Curry
Dorothy Tatum – **Guidance Director**

MEDIA CENTER

Students are free to work in the media center during the school day or on an individual basis with a pass from their teacher or after school without a pass. Classes are scheduled as needed. Official library/media passes are required to enter the library during school hours. Students are not allowed to leave the cafeteria during their lunch period to go to the library unless they have an official pass.

The Media Center at Spencer High offers its students one of the most effective uses of technology-the Internet. Following the guidelines of the Muscogee County School District, students are required to have a signed contract (both parents and students must sign), which outlines the proper management and use of the Internet. Once students have returned contracts, they may access our on-line service, MindSpring. Certainly, the Internet allows students to

design meaningful activities to broaden their knowledge, as well as strengthen their learning. Improper use of Media Services or equipment may result in disciplinary actions.

AFTER SCHOOL SUPERVISION

Students must leave the school building by 4:00 pm and they are not allowed back in the building. Students that stay for extracurricular activities must be under the direct supervision of a teacher. Any student who is not under the direct supervision of a teacher will be considered as trespassing and treated as such.

EXTRACURRICULAR ACTIVITIES

If you have special interests or talents, or if you would like to try some new things, the following activities are available to all students who are eligible. Eligibility is based on your grades, teacher recommendations, and / or tryouts.

Student Council	Math Team
National Honor Society	Model U.N.
Drama	Cheerleaders
Football Team	Key Club
Boys Basketball Team	Contests (as deemed appropriate)
Girls Basketball Team	Band
Soccer Team	Chorus
Boy's Track Team	Girl's Track Team
Yearbook	Wavettes
Wrestling Team	Literary Club
Golf Team	Academic Decathlon
Tennis Team	Baseball Team
Newspaper	Softball Team
Art Club	Majorette Squad
Beta Club	Volleyball
FBLA	FCCLA
DECA	Skills USA

Requirements for student membership and names of sponsors for the activities may be obtained from the Office of Student Services, Room 106.

TELEPHONE

Students are to use the telephones in cases of emergency only (illness only). Students will use the phone in the Guidance Office. Students must secure a pass from his/her teacher to use these telephones. For all other emergencies, students will use the telephone in the main office. Cellular telephones are not authorized at school. Deployed parents are asked to please call the Guidance Office during the school day. Cell phones are not to be used during the school day. Students are encouraged to make arrangements with their parents prior to leaving home.

LOCKERS

Students are assigned lockers at the beginning of school or upon enrollment. Hall lockers will be issued by Assistant Principal, Student Services. A rental fee of \$5.00 will be charged for each locker. Students who rent a locker are expected to cooperate with the following:

1. Students may report to their locker at 7:30 am.
2. Use only the locker that has been assigned to you. **DO NOT share lockers with anyone.** You may lose your locker privileges / locker by allowing someone else to use it. You may be charged for illegal items placed in your locker by someone else.
3. **DO NOT allow other students to learn your combination.**
4. Use your locker only when necessary. You do not need to go to your locker between every class. Students must be out of their lockers and in class before the tardy bell. Going to your locker between classes does not constitute a legitimate excuse for being late to class. Students found at their locker after the tardy bell without a pass will be disciplined accordingly.

5. Keep your locker neat. Clean it out regularly by removing all unnecessary clothes, papers, etc.
6. Realize that lockers are school property and that the administration has the right to conduct locker inspections and/ or searches when there is probable cause.

STUDENT ACCIDENT INSURANCE

The Muscogee County School District offers student accident insurance to all students in the Muscogee County School District. This insurance is available to you at a nominal fee. If you're interested, please contact your principal; and he can let you know who the contact person is for obtaining this coverage.

If you do not wish to take out Student Accident Insurance, you child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

SELLING TO STUDENTS/FUND RAISERS

Students are prohibited from selling/buying items of any description from one another either on the school bus or on school grounds. Students should not carry large sums of money to school. Other than what is needed for lunch, there is rarely a need for students to have money at school. When game tickets, etc., are sold at school, the amount is announced in advance, and students should bring only that amount of money with them. Large sums of money and expensive jewelry are invitations to theft. The school will not be responsible for loss or theft of these items. Students caught selling candy that is not for an approved fund raiser will be confiscated and not returned. In addition, any fast food item may be confiscated and not returned. Candy, doughnuts, etc. should not be sold for any reason until after the last scheduled class of the school day.

LUNCHROOM

The Spencer cafeteria provides nutritious, well-balanced meals each school day. Students generally have a choice between a hot meal Lunchroom prices are:

Reduced Breakfast	\$.30	Student Lunch	\$2.00
Student Breakfast	\$1.15	Adult Lunch	\$3.00
Adult Breakfast	\$1.50	Reduced Lunch	\$.40
		Non-school persons	\$3.75

Free and reduced lunch and breakfast are available for those students determined to be eligible. Lunch forms will be distributed at the opening of school.

CONTACT INFORMATION

William Henry Spencer High School

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 706.683.8716 (Fax)
<http://spencerhighga.org>

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