

# **WILLIAM HENRY SHAW HIGH SCHOOL**

## **GUIDE FOR PARENTS AND STUDENTS 2016-2017**



### **Home of the Raiders**

Adam Herring, Principal

7579 Raider Way

Columbus, Georgia 31909

Office: (706) 569-3638

FAX: (706) 569-3648

For School News and Updates, Please Visit Our Website:

<http://shaw.muscogee.k12.ga.us>



# Welcome to Shaw High School

***IT'S GREAT TO BE A SHAW RAIDER!***

## **ALMA MATER**



*Hail to thee,*

*Our Alma Mater*

*Raiders we will be;*

*Sing of Honor*

*And of glory*

*And our love for thee.*

*Forward ever*

*Be our watchwords*

*Conquer and prevail;*

*Here's to thee, Our Alma Mater*

*Dear old Shaw*

*All hail!*

*When our high school*

*Days are over*

*When o'er the world*

*We roam;*

*Raiders ever*

*In our hearts hold*

*Shaw for-ever home.*

### **School Colors**

- Black
- Silver
- Red

### **Shaw's Fight Song**

**Shaw High Raiders**

**Black and Silver**

**We are number one**

**We come through when  
put to the test**

**And we always beat all the  
rest.**

**Shaw High Raiders**

**Black and Silver**

**Shout it to the sky**

**Give a cheer**

**For all to hear**

**For our Shaw High.**

### **Visit Shaw's Website**

*[shaw.muscogee.k12.ga.us](http://shaw.muscogee.k12.ga.us)*

***Class Assignments***

***School Announcements***

***School News You Can  
Count On!***

# **Shaw High School**

**7579 Raider Way  
Columbus, Georgia 31909  
shaw.muscogee.k12.ga.us**



*Dear Parents and Students,*

*The faculty and staff of Shaw High School are excited to begin a new school year, and on their behalf, I would like to take this opportunity to welcome both new and returning students to our school. At Shaw, we are on a mission to be recognized as a premiere high school, and for us, we intend to strive for excellence in all we do for our students. We ask the same level of commitment from our students and parents. In the classroom, we need students to be engaged, responsible, and active learners. In the hallways and during all other events, we expect Shaw students to be respectful of others and to take pride in being a Shaw Raider. We welcome parents to take an active role in all aspects of education and know that such involvement positively impacts both the school and the student.*

*Our handbook should serve as a general overview for Shaw High School. It provides information on extra-curricular opportunities for students, both academic and otherwise. We hope all students become involved in at least one of those opportunities. The handbook also gives policy and procedures governing such things as behavior, absences, grading, graduation, etc. It is important for both parents and students to become familiar with the items in the handbook to help ensure a smooth and rewarding year.*

*We are looking forward to another great year, and I am excited to be a part of it. If you should have any questions regarding the information in this handbook, please feel free to contact us. We look forward to working with parents and students to make this year a great one.*

*Sincerely,*

*Adam Herring*

*Principal, Shaw High School*

**Bus Transportation Information**

**Please direct questions regarding bus transportation issues  
to Shaw High School's Zone Supervisors listed below:**

**For regular bus transportation,**

**D. Dollar @ 706-748-6992**

**For shuttle bus transportation,**

**D. Goodine @ 706-748-6986**

**For bus transportation for Special Need students,**

**R. Ruff @ 706-748-3113**

**In case of an emergency,**

**Contact the Transportation Office at 706-748-2882**

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## Introduction

The information contained in this student/parent guide has been carefully prepared and presented so that it will be of value in helping you adjust to Shaw High School. It is important that the community, parents, school staff, and students work together in a cooperative effort. Remember that your success at Shaw High School will be directly proportional to **your** efforts and attitude!

***\*The administration reserves the right to change and/or alter policies and procedures stated in the Shaw Handbook as deemed necessary and/or appropriate. The administration also reserves the right to create policies as deemed necessary for situations not addressed in the Shaw Handbook.***

### **Shaw High School Mission**

The mission of William Henry Shaw High School is to encourage the comprehensive development of lifelong learning of all students in a positive, effective, and safe environment.

### **Philosophy of Shaw High School**

Shaw High School has a tradition of academic excellence and student success. Our administration and faculty are not only committed to providing the best secondary education but are also dedicated to enhancing the environment of each student so that he or she may achieve his or her highest potential. We believe that attitude is more important than ability. All students can achieve by dedicating themselves to their coursework and school activities. The attitude of those involved in the learning process will determine successes. A positive spirit, with concern and compassion for others, leads to positive outcomes. We strongly encourage our students to take advantage of all the school has to offer; students must use the school's numerous services, participate in extra-curricular activities, and seek the maximum each course offers. Through these experiences, each student will grow into a knowledgeable, responsible adult he or she wants to be.

### **A Brief Glance at Shaw High School**

When Shaw High School opened its doors in the autumn of 1978, in the vernacular of the day, it was "a happening place." It still is today! Come through the doors of Shaw High School today and discover why Shaw is as exciting as it was in 1978.

Shaw High School offers a wide and comprehensive range of college preparatory coursework, as well as extracurricular activities. The opportunities to excel abound: a

talented teaching faculty and a dedicated support staff continue to seek a vision that will provide the student body with the best academic instruction and “real world” applications that are available through the Career Technical Agricultural Education programs. Fine arts, along with those that teach personal fitness and nutrition, help create a well-rounded individual.

The vision for Shaw High School has grown as students prepare to look to the future. Today’s society is a challenging one. Instantaneous communication has made the world smaller. Through a strong and vital college preparatory communications program, one that incorporates and complements programs that are offered at Shaw, students are better equipped to succeed in an ever shrinking world.

In 1998 Shaw became the first Channel One School in the Muscogee County School District. Shortly thereafter, the first television broadcast aired. The broadcast moved to a new studio in 2004 and from there, those students through the Mass Communications Academy. An award-winning school newspaper along with the school’s yearbook, provided opportunities for Shaw students to participate in strong print programs. Within the last two years, Shaw has transitioned from a print newspaper to an on-line magazine. All of these efforts reflect a continuing quest to provide an exciting and comprehensive high school experience for the students who enroll in the Mass Communications Academy.

## Places

**Administrative Office (Main Office):** After you enter the main doors of the school, the main office is directly in front of you. The following individuals can be contacted through the main office:

- Front Desk for visitor check-ins – Mrs. Reliford
- Principal’s Office – Mr. Herring
- Bookkeeper’s Office - Mrs. Van Bibber
- Clinic – Ms. Geter
- Assistant Principal for Student Services – Mrs. Hemmings
- Assistant Principal for Curriculum/Learning - Dr. Hendrick
- Discipline Dean

**Attendance Office:** If you need to check in or out during the school day, you will need to visit this office located in the main hall. This office has the big window and is located to the right of the main office.

- For questions regarding Attendance, please see Shaw’s Attendance Clerk, Mrs. Vaujin.

**Auditorium:** Assemblies and special performances meet in the auditorium that is located on the far right end of the school.

**Cafeteria:** The cafeteria is the centerpiece of our school. It is located in the center of the school. Enter through the main doors and turn to the right.

**Guidance Department:** To plan your future, you need as much guidance and information as you can get. With this in mind, the counselors are available to provide the information that you need about courses, careers, and colleges. The Guidance Department has information on universities and colleges, SAT and ACT registration information, as well as information about financial aid and social services. Guidance counselors are always available to talk with you should you have any school or personal concerns. The Guidance Department is located directly behind the main office and is open from 8:10 a.m. until 3:25 p.m.

**Gymnasium:** The gymnasium is located in a separate building on the back left side of the school. Indoor sporting events and pep rallies happen here.

**Health Clinic:** If you are not feeling well or have an accident while at school, you may need to speak to the School Clinician. The clinic is located in the Main Office. The clinician will notify parents when medical emergencies arise.

**Lost and Found:** Bring items you find to the Main Office so that their owners may claim them. Likewise, should you lose any of your personal belongings, check in the office.

**Magnet Information:** Questions about volunteer work, magnet field trips, course requirements or fees can be answered by the Magnet Coordinator located in Room 373.

**Media Center:** Located to the left and down the hall of the main entrance, our Media Center is far more than just a library. Visit before, during, or after school to consult references, use computer research resources, scan newspapers and periodicals, surf the Internet, study, make copies and check out books. As you would expect, the Media Center is a place for quiet study. Please respect the needs of other to concentrate in a quiet place. Please make sure to have the appropriate pass when visiting during school hours. The Media Center is open from 7:55 a.m. until 4:00 p.m.



## People to Know

**Principal:** The office of the Principal, **Mr. Adam Herring**, is located in the Main Office.

**Administrators:** We have several administrators available to serve our students and parents:

**Mrs. Leslie Hemmings**, Assistant Principal, over Student Services: Items such as attendance, grades, enrollment and withdrawal, and student scheduling. Her office is located to the right of the main office past the Cafeteria.

**Dr. Sureya Hendrick**, Assistant Principal, over Curriculum and Instruction: Items such as classroom instruction and assessment, testing, student scheduling, student awards and honors. Her office is located in the Media Center.

**Dean of Discipline:** Items such as safety, bus passes, student lockers, parking lot passes, and discipline. His office is located in the main office.

**Academic Dean: Mrs. Angie Jacobson:** Items such as testing, Raider Camp, Page One, Teacher Professional Development, School Improvement Plan and Data. Her office is located in the Media Center.

**Program for Exceptional Students Coordinator: Mr. James Ceasar** oversees Special Needs programs, 504s, and IEPs.

**Director of Guidance: Ms. Lisa Cypert:** Items such as transcripts, HOPE, Graduation Requirements, Course Credit Recovery, Georgia 411, Career Planning, Partner-In-Education.

**Guidance Counselors: Mr. Terry White, Ms. Sabrina Alexander, Mrs. Jane Newman** is the secretary in the guidance office.

**Athletic Director: Al Pellegrino:** See the Athletic Director if you would like to play on one of the school's athletic teams, have questions about eligibility, or need information concerning sports activities.

**Cafeteria Manager: Ms. Ana Victory:** Her office is located inside the kitchen area of the cafeteria. Items such as "Free and Reduced" applications, questions regarding student balances, food, etc.

**Instructional Leaders:** If you have a specific question about participating in an academic club or competition and do not know who to ask, start with the Instructional Leader of that department. The Instructional Leaders are:

English: **Parise Bailey**

Mathematics: **Shawna Tucker**

Foreign Language: **Jennifer Robinson**

Science: **Deyka Smith**

Social Studies: **Chuck Stamey**

Fine Arts: **Heidi Platz**

Physical Education: **Laurie McInroy**

Special Needs: **James Ceasar**

Magnet: **Roger Jacobson**

CTAE: **Kim White**

**JROTC Director: Major Richard Dalponte** and **1<sup>st</sup> Sergeant Jerry Herring** have offices in rooms 333 & 334.

**Magnet Director: Mass Communications Academy: Mr. Roger Jacobson** located in Room 373.

**Main Office Staff: Mrs. Misty Van Bibber**, School Secretary and Bookkeeper. **Mrs. Shirley Reliford**, Office Secretary. **Mrs. Judith Vaujin**, Attendance Clerk.

**Media Specialist:** Inside our Media Center, you will find our Media Specialist **Mrs. Natasha Torres** ready, willing and able to help you with all of your media needs.

**Music Directors: Mr. Joshua Gillen**, the Band Director, has his office in the Band Room. The Orchestra Director, **Klayton Hoefler**, has his/her office in the Band Room. **Ms. Donna Dooley, Choral Director** has her office in the Choral Music Room.

### Who to See For . . .

Absence Approval Forms	Attendance Office
Annual/Yearbook Staff	Ms. Hill
Athletic Tryouts	Team Coach
Attendance Appeals	Assistant Principal, Mrs. Hemmings
Band Auditions	Band Director, Mr. Gillen
Bus Pass	Ms. Vaujin
Car Registration	Ms. Reliford
Cell Phones	Discipline Dean
Checking In/Out	Attendance Office
Cheerleading Tryouts (Spirit)	Cheerleading Sponsor, Ms. Shingles & Mrs. Robinson
Competition Cheerleading	Cheerleader Sponsor, Mrs. Robinson
Choral Auditions	Choral Director, Ms. Dooley
Confiscated Items	Discipline Dean

Curriculum Issues	Assistant Principal, Dr. Hendrick
Discipline Issues	Discipline Dean
Driver's License Form	Attendance Office
Free Lunch Applications	Cafeteria Manager
Health Issues	School Clinician
Homebound Services	Attendance Office
ID Cards	Media Staff
Locker Problems	Mrs. Vaujin
Lost and Found	Main Office
Lost Book Fines	Main Office Secretary, Mrs. Van Bibber
Newspaper Staff	Mrs. Kinkade and Mrs. Miller
Planned Absences	Assistant Principal, Mrs. Hemmings
Schedule Changes	Administration
School Records	Guidance Department
School Pictures	Ms. Hill
Testing	Mr. Hampel
Textbooks	Mrs. Stone
Transcripts	Guidance Department/ Ms. Newman
Yearbook	Ms. Hill, Room 242
9 <sup>th</sup> Grade Dues	Mr. Hampel, Room 203
10 <sup>th</sup> Grade Dues	Ms. Livingston, Room 337
11 <sup>th</sup> Grade Dues	Mrs. D. Smith & Mrs. Profitt, Room 209
12 <sup>th</sup> Grade Dues	Mrs. White, Room 372

## Parent Involvement

Parents are encouraged to be a part of their child's academic success at Shaw High School.

### **Parent Portal**

Parents can access their child's grades through **Parent Portal**, a student information system through Infinite Campus. This program allows parents to monitor their child's progress at school. Logins transfer from school to school, so there is no need to create a new login upon promotion to the next grade. Contact Shaw Administration for information on how to register.

<https://campus.muscogee.k12.ga.us/campus/portal/muscogee.jsp>

### **Shaw Parent/Teacher Organization**

Membership is \$6 per Individual or \$15 per family without bag or \$25 per family which includes a Raider Spirit Cinch Pack. (This is subject to change per PTO).

For more information about our wonderful PTO, please visit our website:

<http://shaw.muscogee.k12.ga.us/pto.html>

## Academics

Academics are the primary focus at Shaw High School. All other areas, though important, support the educational program. This challenge requires the leadership of a highly trained faculty and staff who truly care for our students. With supportive parents and students who want to reach the highest standards of excellence, Shaw's formula for success is the perfect balance.

Your high school record will remain with you all your life. A good record is a priceless possession. It will help you gain admittance to a college and/or university and will help open doors to career opportunities. Maintain grades which are typical of the best you are capable of doing. Regular study time, completion of assignments on time, and regular daily attendance will help you establish good habits. Participation in activities will help widen your interests and make your days at school happier.

## Required Academic Classes – Non Magnet Choices

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
American Government or Pre-AP American Government	World History or AP World History	US History or AP US History	Economics or AP Economics
9 <sup>th</sup> Literature Composition or Pre-AP 9 <sup>th</sup> Literature Composition	10 <sup>th</sup> Literature Composition or Pre-AP 10 <sup>th</sup> Literature Composition	American Literature or AP Language	Multi-Cultural Literature or AP English Literature
Foundations, Algebra I	Geometry or Accelerated Geometry/ Advanced Algebra	Advanced Algebra or Accelerated Pre-Calculus	Pre-Calculus or AP Calculus / Statistical Reasoning or Mathematics of Finance
Earth Systems or Biology or Pre-AP Biology	Biology or Physical Science or Pre-AP Biology or Chemistry	Choice of: Anatomy, Chemistry I, Environmental Science or Pre-AP Environmental Science	Choice of: Anatomy, Genetics, Chemistry I, AP Chemistry, AP Environmental Science
Personal Fitness & Health	Foreign Language Elective (s)	Foreign Language Elective (s)	Foreign Language Elective (s)
Electives from CTAE, Fine Arts and/or Academic	Electives from CTAE, Fine Arts and/or Academic	Electives from CTAE, Fine Arts and/or Academic	Electives from CTAE, Fine Arts and/or Academic

In an effort to provide all students with an education that leads to being college and career ready, students will participate in a career-related capstone project. Beginning with the 2016-2017 school year, all students are required to complete this project during their senior year. Reflecting on who they are and what they want to do, the Capstone project provides students with the opportunity to explore a career of personal or professional interest and address the latest trends or issues through focused study and applied research.

### **Foreign Language Courses Available**

French I, II and Spanish I, II, AP Spanish

## **Career, Technical, and Agricultural Education (CTAE)**

All students at Shaw High School will be involved with Career Pathways. This will open the door to their future and provide guidance for the first few years after graduation. Whether students' plans lead to the military, college, an apprenticeship, or immediate employment, the steps to success will not end there. Students will use the knowledge gained from creating a post high school plan, assessing skills and goals, exploring career options, and seeking advice from advisors, teachers and counselors to continue improving and growing so they can live the future of their dreams.

Career Pathways are the link between high school and industry. The sequenced courses with each pathway lead students to an associate degree, and/or an industry-related credential, and/or a baccalaureate degree. Students have the opportunity to receive a nationally recognized credential at the end of the pathway.

Selection of a pathway should be based on self-awareness, an investigation of occupations, and the availability of these occupations upon graduation. You will find that most high-skilled, high demand, and high-wage occupations require education beyond high school.

CTAE provides students with the opportunity to select at least three sequenced electives in a career pathway, along with recommended academic course work, to prepare them to continue their education at any level or to enter the world of work.

### **Pathways offered at Shaw:**

Audio Video Technology	Administrative & Information Support
Financial Management – Accounting	Work-Based Learning
Web and Digital Design	Programming
Construction Technology	
Law and Justice	
JROTC – Army Junior Reserve Officers Training Corps	

### **Mass Communications Academy**

The Mass Communications Academy (MCA) is a college preparatory program open to students who look forward to working in the world of mass media and digital technology. Whether their desire is in business, executive leadership, law, medical, television, radio, web design, or the social media/magazine/newspaper industry, every student will graduate with the experience to be successful in the art of communication. In the Mass Communications Academy, teachers work closely with students providing hands-on learning in their particular field. The mission of the Mass Communications Academy is to develop in young people the critical skills necessary to succeed in the complex world of broadcasting and journalism with an emphasis on students continuing to post-secondary education/training. Where-ever the dreams of our students lie, we want to equip them with all the

tools necessary to make a difference in the world.

Students interested in the Mass Communications Academy must possess an A/B average in classes maintain, good attendance, have an exemplary disciplinary record, possess a positive attitude, and agree to abide by stated program requirements. Shaw High School’s Mass Communications Academy is looking for motivated students with interests in any of the following activities: television and radio, using social media to drive consumer interest, writing and producing copy for newspapers and magazines, for both print and Internet publications, and other technology driven media services, or establishing a strong foundation to enter a university of their choice.

<b><u>MCA Course of Study Requirements</u></b>	
Introduction to Journalism	Audio Video Technology 3 OR Web Design
Introduction to Digital Technology	
Digital Design	Newspaper or Yearbook (optional)
Audio Video Technology 1 and 2	Broadcast/Video Production Management (optional)

In addition to the course requirements, MCA students are required to complete 20 hours of approved community service per year. Completed MCA community service forms should be turned into the magnet coordinator each year before spring break.

### **Advanced Placement Program (AP)**

Advanced Placement (AP) courses give you a head start on college while you are still in the supportive environment of a high school classroom. Advanced Placement courses provide in-depth study in a number of subjects and preparation for national tests administered by the College Board. These examinations are scored on a scale of one to five, with five being the highest score. Upon entering college, many students who performed well on the Advanced Placement exams will receive college credit and/or advanced placement in their college course work. Each college determines its own Advanced Placement policy and will specify the score on each exam necessary for credit or advanced standing. A significant number of colleges and universities grant advanced standing to students who begin their studies with credits earned through the Advanced Placement program. Students who participate in the AP program are ultimately given the responsibility to reason, analyze, and understand for themselves. Taking the end-of-course AP Exam sends a powerful message to colleges and universities that you are ready for them.

### **AP Classes at Shaw High School**

US History	English Literature	Calculus AB
English Language	Environmental Science	World History
Chemistry	Spanish	Economics

## **AP Expectations and Guidelines for Students Enrolled in an AP Course**

There is an expectation that every student enrolled in an AP course will make a sincere effort to do his/her best in the course and on the AP exam. To avoid any misunderstanding, the following stipulations are emphasized.

- Students who are enrolled in an AP course are strongly encouraged to take the AP exam. (The cost is approximately \$92 per exam).

Students who are removed from an AP course will lose the extra weight that is assigned to the course, and per seat time requirements, possible total loss of credit. Students will not be removed from the class after the first week of the school year.

### **WEIGHTED COURSES**

All AP courses will receive one (1) quality point (GPA). The following Pre-AP (Honors) courses are designated to receive honors weight-one half (1/2) quality point (GPA):

Pre-AP English I, II

Pre-AP Physical Science

Pre-AP Biology

Pre-AP American Government

Physics

Calculus

Pre-AP Economics

Foreign Language Levels: III, IV, V

Accelerated Coordinate Algebra/Geometry

Accelerated Geometry/ Advanced Algebra

Accelerated Pre-Calculus

### **Move On When Ready (MOWR)**

Promoting access to college and providing the academic foundation for success in colleges, workplaces and communities are goals for Shaw High School. To improve access to college and to improve the college experience, Shaw High School actively participates with programs that encourage students to earn college credits while still in high school. Move On When Ready (MOWR) provides this opportunity. Shaw students can attend Columbus State University (CSU), Georgia Military College (GMC), or Columbus Technical College (CTC) during their senior year and earn college credits before graduating from high school. When MOWR students attend classes on the college campus, they are held to the same level of responsibility, the same standard of work, and the same accountability as any other college student. They even have the same personal and academic freedoms as other college students, along with the same obligation to use that freedom wisely. Thus, the students that are involved with the MOWR Program are students that are academically and socially prepared for the rigors



of college classes.

### **Online Credit Recovery**

Students seeking to regain credit for previously taken core classes may qualify for Online Credit Recovery. Credit recovery opportunities are available both during the school year and during summer. Note: This program is NOT approved by the National Collegiate Athletic Association (NCAA). Students receiving credit from this program will NOT be eligible under NCAA guidelines. For further information, please see our Guidance Department.

Seniors who are newly enrolled in credit recovery within the 4<sup>th</sup> nine weeks of the school year may not participate in senior activities except for graduation practice and graduation. Class dues are non-refundable.

### **MCSD Summer Credit Recovery Program**

If offered and approved by MCSD/Shaw, students may recover credits during the summer per established requirements. This program is NOT approved by the National Collegiate Athletic Association (NCAA). Students receiving credit from this program will NOT be eligible under NCAA guidelines. For further information, please see our Guidance Dept.

### **Credit Recovery Assurance Statement**

Students are limited to two (2) credits per year from outside sources with acceptable accreditation. There are limited course offerings. Permission from the Principal and/or designee is required.

### **GRADUATION REQUIREMENTS**

All students at Shaw High School and MCSD must successfully complete the required credits in order to receive a diploma from the Muscogee County School District and to participate in the graduation ceremony.

For students in grade 12 in the current school-year, 23 of the proper credits are required for graduation. The required number of credits in each area is listed below:

- ▶ English – 4 credits
- ▶ Social Studies – 3.5 credits
- ▶ Science – 4 credits
- ▶ Math – 4 credits
- ▶ Health / Personal Fitness – 1 credit

Electives - 3 credits must be in CTAE and/or Fine Arts and/or Foreign Language

- ▶ Remaining credits are to be in elective areas.

Notes to remember:

- ▶ Technology/Career Pathway is defined as at least 3 credits in same area for pathway completion
- ▶ College Bound Students need 2 Foreign Language credits in the same language

### **Promotion/Retention Criteria:**

- 9th grade: promotion from 8th grade
- 10th grade: one year in high school and 5 credits
- 11th grade: two years in high school and 11 credits
- 12th grade: three years in high school and 16 credits\*\* (For the purpose of participation in GHSA activities, 17 units of credit are required)

### **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian will come from the top ten Advanced Academic students. They will be determined at the end of the first semester of their senior year (the earned third nine-weeks grades will be used to determine the student's final Academic NGA and/or Academic GPA). The top ten numerical averages equal the top ten seniors. All AP, Dual Enrollment, Honors classes, and some designated courses will be weighted.

These two honors are earned by students who have academically established themselves as the top two students in the senior class. However, this honor is not based on just the senior year, but a collective effort starting in the 9<sup>th</sup> grade. Since there are situations in which students may transfer to Shaw during the senior year, these students will not be eligible for the valedictorian or salutatorian honor. A student must be enrolled in Shaw for the entirety of his/her junior year and senior year in order to be considered for the top two positions in the class. However, students who do not meet the enrollment criteria for valedictorian and salutatorian are eligible for any top ten and/or subject area awards.

### **HONOR ORGANIZATIONS**

Members for the honor organizations listed below have specified requirements and guidelines based on scholarship, service, leadership, and character. Graduates holding these honors may wear the designated cord(s) and have the appropriate seal(s) placed on their diploma. Students must meet all standards and requirements to receive honor cords.

Additional organizations who wish to award honor cords must be pre-approved by Shaw's Curriculum Council no later than January 31<sup>st</sup> of the current school year.

## **HONOR CORD DISTINCTION**

Red, White, and Blue	Academic Decathlon
Royal Blue and Gold	International Thespian Society
Green	JROTC
Red Stole	Mass Communications Academy
Light Blue and Gold	Mu Alpha Theta
Gold Stole/ Black Emblem	National Beta Club
Red, White, and Blue	National French Honor Society
Blue	National Honor Society
Red/Gold	National Spanish Honor Society
Purple/Silver	National Technical Honor Society
Pink	Tri-M Music Honor Society
Navy Blue and Gold	FBLA
Multi-Colored	National Art Honor Society

## **MCSD GIFTED EDUCATION REFERRAL & IDENTIFICATION PROCEDURES**

The MCSD makes gifted education referral and eligibility information available to all interested persons through website, brochures, and other public announcements. Go to the eligibility link, <http://stelmo.mcsdga.net>, to review the criteria and process. The gifted education department will notify parents/guardians in writing of a student's referral and will obtain written consent for formal assessment. Written consent of parent is necessary before eligible students can receive gifted education services.

## **GOVERNOR'S HONORS PROGRAM**

The Governor's Honor Program is an advanced academic summer program for high school students. Students selected take courses in specific academic, elective, and high interest areas. These courses are taught by master teachers with exceptionally strong backgrounds and with wide-ranging interests in a general interdisciplinary approach to teaching. Governor's Honors serve rising juniors and seniors statewide who are extremely capable and highly motivated and who demonstrate a firm commitment to a particular academic area. Both past performance and present level of interest are assessed by GHP reviewers in their search for students who have gone

beyond the expected and the required. In addition, nominees must have taken the PSAT in order to qualify. Students who have attended Governor's Honors in the past are ineligible.

Students may be nominated for local consideration either by themselves or by a Shaw faculty member. A faculty member's endorsement must accompany a self-nomination. Nominees are screened by local school committees and candidates for each area are determined. The school's selections are sent to the state, where further screening determines for final Governor's Honors candidates.

### **STAR STUDENT-TEACHER RECOGNITION PROGRAM**

The STAR Student-Teacher Program (STAR Student-STAR Teacher) is sponsored by the Columbus Chamber of Commerce locally and is a part of a statewide recognition program for outstanding students and teachers. Selection is made from those scoring highest on the Scholastic Aptitude Test (SAT). The student who meets all other criteria specified, and who has made the highest score on the SAT through November in the year of their graduation is named STAR Student. The STAR Student selects the STAR Teacher. The STAR Student is identified in January/February prior to graduation. Further competition is held for the district, region and state winners.

### **GEORGIA SCHOLARS**

The Georgia Scholar Program is an effort by the Georgia Department of Education to identify and recognize high school seniors who have achieved excellence in school and community life. In order to qualify as a Georgia Scholar, the following criteria must be met:

- ▶ A minimum SAT score to be determined
- ▶ Carnegie units of credit for graduation including:
  - ▶ 4 units in science, with 1 unit in chemistry or physics
  - ▶ 4 units in mathematics, including 1 unit in an upper level mathematics class
  - ▶ 3.5 units in social studies, including economics and citizenship, world history and U.S. studies
  - ▶ 4 units English language arts
  - ▶ 2 units of a single foreign language.
  - ▶ The student will have pursued academic study in visual art, music, dance, theater or other arts areas.

In all work taken in grades 9-12, the student either has maintained a 3.75 average on a 4.0 scale or the student ranks in the upper 10% of his/her graduating class.

- ▶ 95% attendance in grades 9-12
- ▶ During grades 9-12, the student has participated in three (3) interscholastic events or has achieved significant recognition in interscholastic events; for example, holding first chair or leading a section in band or chorus, serving as athletic team captain, placing in individual athletic events, debates, livestock project or other vocational competitions or similar events.
- ▶ Leadership in youth activities outside the school.
- ▶ Be registered to vote if 18 or older
- ▶ Evidence of self-esteem and concern for others in daily activities

### **PAGE ONE AWARDS**

The Page One Awards Program originated in 1976 and is sponsored by the Columbus Ledger-Enquirer. The purpose of these awards is to recognize the outstanding seniors in area high schools for their unselfish service to their schools and communities through the use of outstanding talents and abilities.

The awards consist of trophies and cash awards to the winners in each of thirteen (13) categories. Certificates are presented to all nominees, and one Runner-Up Award is given in each category. Nominations from Shaw High School are made following the established criteria by the PAGE Ones awards program. Categories included in the awards are: Art, Athletics, Citizenship, Drama, English and Literature, Foreign Language, General Scholarship, CTAE, Journalism, Mathematics, Music, Science, and Social Studies.

These awards are presented in May. The newspaper establishes guidelines. The selection of judges, judging, all expenses, and the presentation of the awards are administered by the Columbus Ledger-Enquirer. An award naming a PAGE ONE TEACHER has been added to this program. Each school may nominate a teacher to receive this award.

### **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. For more information, please visit [www.gafutures.org](http://www.gafutures.org)

## **Testing Information**

### **Mission**

Our goal is to provide teachers, parents, and students with accurate scores from system-wide tests so that they are able to plan instruction for every student in the way that is most appropriate for his or her learning. To that end, we follow the mandates given by the Georgia Department of Education and the Muscogee County Board of Education pertaining to security, administration, and ethics. The assessment system of Georgia is called the Milestones Assessment System (GMAS). Georgia Milestones has replaced the End of Course Test (EOCT). McGraw-Hill is the contractor for Georgia Milestones.

### **Georgia Milestone Assessments (GMAS)**

GMAS will be given to students enrolled in:

#### **Mathematics (Advanced and Traditional Classes):**

GSE Algebra (9 <sup>th</sup> Grade)	GSE Geometry (10 <sup>th</sup> Grade)
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#### **English (Advanced and Traditional Classes)**

English I (9 <sup>th</sup> Grade)	American Literature/Composition (11 <sup>th</sup> Grade)
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#### **Science (Advanced and Traditional Classes)**

Biology (9 <sup>th</sup> or 10 <sup>th</sup> – Depending on class sequence)	Physical Science (10 <sup>th</sup> or 11 <sup>th</sup> – Depending on class sequence)
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#### **Social Studies (Advanced and Traditional Classes)**

U.S. History (11 <sup>th</sup> Grade)	Economics (12 <sup>th</sup> Grade)
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The test score will represent 20% of the final course grade.

*Non-EOC courses may also have a **Student Learning Objective (SLO)** administered twice a year (pre & post) and may be calculated into the student's final grade.*

### **Scholastic Aptitude Test (SAT) and American College Testing (ACT)**

Applications and information concerning the SAT and ACT are available in the guidance office. Seniors are encouraged to take these tests in October, November, or December of the senior year. Juniors are encouraged to take the tests after the first of the year, usually in April, May, or June. Most students prefer to take the test more than one time, finding it beneficial to do so. Juniors planning to participate in the ACCEL Program (formerly Post-Secondary Option) need to take the SAT in March of their junior year.

Materials are available in the library and guidance office to assist in preparation for these tests.

A senior who wants to compete in the STAR Student/Teacher Recognition Program must have the highest score in one sitting on the SAT taken on any grade level through the November test date of the senior year and be in the top ten percent or top ten students of the class based on grade point average.

### **Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test**

The PSAT is given in October of each year. It is required for students who may be nominated to attend the Governor's Honors Program as tenth or eleventh grade students. It is primarily for sophomores, however, students in the eleventh grades may take it, and students in the twelfth grade who have never taken the SAT may want to take it for personal benefit. Juniors who are interested in trying for several scholarships offered through the National Merit Scholarships Corporation must take it as juniors. Students who will be selected for National Merit status must take the PSAT/NMQT as juniors. PSAT/ NMQT are an excellent predictor of success and performance on the SAT.

## **Grading and Schedules**

Report cards will be sent home at the end of each nine weeks' grading term. Mid-term progress reports will sent home halfway between each nine weeks' grading term. Teachers and counselors will notify seniors who are in danger of not graduating because of failing grades as soon as the problem is evident. Parents of these students will be notified by mail and/or phone. Nine weeks' exams may be given at the end of each grading term. All grades will be recorded as actual numerical averages on report cards and on permanent records.

### **Grade Distribution**

90 – 100	A (excellent progress)
80 – 89	B (above average progress)
70 – 79	C (average progress)
69 and Below	F (unsatisfactory progress/failure)

### **Calculating Final Grades in Infinite Campus**

Semester grades are calculated by averaging the 9 week grades within the semester.

Example:

$(1^{\text{st}} 9 \text{ weeks} + 2^{\text{nd}} 9 \text{ weeks}) / 2 = 1^{\text{st}} \text{ semester average}$

$(3^{\text{rd}} 9 \text{ weeks} + 4^{\text{th}} 9 \text{ weeks}) / 2 = 2^{\text{nd}} \text{ semester average}$

## **Final Grades for courses without a Georgia Milestones End of Course**

### **Assessment:**

The final course grade is calculated by averaging the 1<sup>st</sup> semester grade and the 2<sup>nd</sup> semester grade. The final grade must be a 70 or higher to receive credit for the course.

Example: 1<sup>st</sup> semester average = 61, then 2<sup>nd</sup> semester will need to be at least a 79 so the average of the two semester grades will be a 70 and the student will receive credit for the course.

Calculation:  $61 + 79 = 140 / 2 = 70$  final grade

## **Final Grades for courses with a Georgia Milestones End of Course Assessment:**

The EOC test counts for 20% of the final grade. The course average (the average of 1<sup>st</sup> and 2<sup>nd</sup> semesters) counts for 80% of the final grade.

Example: 1<sup>st</sup> semester average = 72, 2<sup>nd</sup> semester average = 82, EOC grade = 74

Calculation:  $72 + 82 = 154 / 2 = 77$  course average

$(77 \times 0.8) + (74 \times 0.2) = 76.4$

The final average is 76.

Note: Infinite Campus utilizes the percentage scores to calculate all averages and final grades.

## **Honor Roll / Principal's List**

Students who make all A's in all classes in a nine weeks will be placed on the Principal's list. Students with an 80 or above average in all classes will be on the Honor Roll. Students are encouraged to do their best every day!

## **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 five (5) subjects in the semester immediately preceding participation. (SUMMER SCHOOL IS AN EXTENSION OF THE SECOND (2) SEMESTER AND YEAR). Fifth (5) year students are not eligible for GHSA activities.

Student must be "on track" toward graduation. This means:

- ▶ 5 credits gained at the end of first year of high school
- ▶ 11 credits gained at the end of the second year of high school
- ▶ 17 credits gained at the end of the third year of high school
- Fifth (5) year students are not eligible for GHSA activities



## **SCHOLASTIC DISHONESTY**

The following are considered scholastic dishonesty and shall be strongly disciplined:

- ▶ Taking of information in any form into a test situation for the purpose of responding to test items or assisting others
- ▶ Plagiarism
- ▶ Taking of test questions or materials to provide assistance in later test situations
- ▶ Copying or allowing the copying of work when the copied material is to be counted as part of the student's work or standardized testing
- ▶ Use of a cell phone or texting during testing.

A zero (0) will be given for the assignment. First (1) offense will result in parent notification by the teacher and teacher detention. A second (2nd) offense will receive In-School Suspension.

## **Student Schedules**

Student schedules are developed during the pre-registration process during advisement. Advisor, counselor, and student input are necessary to complete the pre-registration process. Changes will only be made that pertain to academic misplacement during the first week of school. **Three reasons for schedule changes are listed below:**

- 1. Scheduled for a class already passed**
- 2. Not taken the pre-requisite**
- 3. Needs the course to meet graduation or magnet requirements**

## **Attendance**

### **ATTENDANCE AND ABSENCE FROM SCHOOL**

The Muscogee County School District's Board of Education and Shaw High School emphasize the value of regular attendance. Regular school attendance is directly related to creating success in academic work, benefitting students socially, providing opportunities for important communications between teachers and students, and establishing regular habits that are important to the future of the student. The school board encourages regular school attendance, recognizing that regular school attendance is a joint responsibility shared by the student, parent/guardian, teacher, and administrators. The state law requires that students be in attendance for the full session of the school year. It is the responsibility of each student, under the law, to attend school on a daily

basis and the responsibility of the parents/guardians to send their child to school, on time, on a daily basis.

School hours are from 8:10 a.m. until 3:25 p.m. In order to be counted present, a student must attend at least half of the school day. The state of Georgia has signed into law state attendance policies for the purpose of reducing the number of absences from school and to increase the percentage of students present to take tests that are required to be administered under the laws of the state of Georgia. Parents and students should become familiar with Shaw High School's attendance policy. Shaw High School reserves the right to change its attendance policies in order to comply with state law and local policies.

NOTE: Students, who are absent (including suspensions) the day of an extracurricular activity (dance, sporting event, etc.), are not allowed to attend and/or participate in the extracurricular activity.

### **ATTENDANCE LAWS AND POLICIES**

In accordance with Georgia Law O.C.G.A. §20-2-690.1, any student of compulsory school age (15 years old and younger) with **FIVE (5)** unexcused absences will be referred to the school social worker. Georgia Law O.C.G.A §20-2-690.1(b) provides for penalties for any parent, guardian or person in control of a child or children who shall violate §20-2-690.1(b). Each day's violation of this law after the School District notifies the parent, guardian, or other person in charge of a child of **FIVE (5)** unexcused days of absence shall constitute a separate offense subjecting the person notified to the following measures:

1. Fine of not less than \$25 and not greater than \$100
2. Imprisonment not to exceed 30 days
3. Community service
4. Any combination of the above penalties

### **Absences**

#### **EXCUSED ABSENCES**

In the case of a necessary absence from school, a student must bring a written excuse from parent/guardian stating the reason for the absence. This excuse must be given to the attendance office on the day the student returns to school.

State law recognizes the following reasons as legal absences:

- Personal illness
- Recognized religious holidays
- Instances where attendance would be hazardous
- Death in immediate family
- Absences mandated by governmental agencies

Note: After 7 days of absences (excused or unexcused), students who are absent due to illness must provide doctor's documentation, or the absent will be considered unexcused. All other absent excuses will be subject to approval from administration.

Students not present in class who are engaged in a previously approved educational activity/field trip are considered administratively excused and are credited with attendance in classes during the approved activity. However, these students must make prior arrangements with their teachers to compensate for missed class time and assignments. Students are subject to completing a project/assignment for absences considered "Educational." Students not present in class who are engaged in a school sponsored athletic event are considered administratively excused, and these students must make prior arrangements with their teachers to compensate for missed class time and assignments.

In case of an extended illness, parents should contact the Assistant Principal of Student Services to determine if the services of a homebound teacher are required. A hospital/homebound teacher can be assigned to a student who will be absent ten or more consecutive days due to illness or injury.

\*NOTE: Students who are absent (including suspension) the day of an extracurricular activity (dance, sporting event, etc.) are not allowed to attend the extracurricular activity.

### **Make-Up Work for Excused Absences**

When absent, it is the student's responsibility to ask for assignments missed and to follow up with his or her teachers. The student must also return the work to each teacher within the time limit decided upon by the teacher. It is the student's responsibility to turn in make-up work without teachers having to give reminders.

### **UNEXCUSED ABSENCES**

Students returning without a parental note will be issued an unexcused absence and will be instructed to bring a note the following day. **The absence shall remain unexcused if no note is brought within three (3) days.**

Unexcused absences include but are not limited to the following:

- Oversleeping
- Missing the bus
- Skipping School
- Babysitting
- Family vacation
- Out-of-School Suspension
- Car Trouble

Students who have unexcused absences may receive a grade of zero (0) in all subjects for each day absent. It will be teacher discretion whether to accept make-up work.

## **Loss of Credit Due to Excessive Absences**

State Board Policy states that any student who is absent from school more than seven (7) days shall not receive credit. There must be official documentation on file with the attendance office to justify these absences from school. Documentation must include letters from a physician, the court, a hospital, original excuses from a parent / guardian (limit of three), and all check in and checkout slips. Appeals can be made after the MCSD Loss of Credit Notification has been received. In cases of prolonged absence due to illness, the parent or guardian should seek assistance from guidance or the administration.

## **ATTENDANCE PROCEDURES:**

### **Tardy to School:**

Students who are tardy to school must check in through the attendance office/window. Students must have a written note from a parent/guardian and/or doctor 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's administration.

All students should be in their assigned classes and seated prior to 8:10 a.m. ***After 8:10 a.m., students will be considered tardy (unexcused) and must report to the attendance office to receive a tardy slip.***

The following are considered an excused tardy with documentation:

1. Doctor's or dentist's office verification of an appointment.
2. Verification from a legal representative of a legal appointment that morning when school began, or court order.

### **Offense: Excessive Tardiness to School**

Students may accumulate no more than four unexcused tardies per semester. Beginning with the fifth (5) unexcused tardy, students will be subject to discipline by the administration. Every tardy is unexcused unless accompanied by a note from a doctor, dentist, court order, or other extenuating circumstance.

***We allow students to enter the building as early as 7:30 a.m. Traffic is NOT an acceptable excuse for being tardy. Please make adjustments needed to arrive on time.***

## **CHECKING OUT PROCEDURES**

**Instructional time is very important.** That is why we encourage you to make every effort to schedule dental and doctor appointments after regular school hours. Parents or guardians arriving at school to check their child out must sign him/her out through the Attendance Office and present a **valid picture ID.** Students will not be dismissed from class until the parent or guardian arrives. **Phone and email checkouts are not permitted.**

**NOTE:** *If it is necessary for an older brother, sister, other family member, or friend to pick up a student, the student **must** bring a note to the Attendance office stating this **before school and the person must be included on the registration form.** The note must have parental contact information. The school Attendance Clerk will call the parent to verify the note. Students attempting to check out using others to impersonate parents will be suspended from school for a minimum of one day.*

Checkouts will be unexcused unless a student provides a physician's note, dentist's note, or court order upon returning to school.

**No checkouts will be allowed after 2:55 p.m. - The last 30 minutes of the school day - unless a Doctor's appointment card is provided.**

Students becoming ill during the day must report to the clinic. The Clinic Coordinator will contact the parent.

## **VISITATION PROCEDURES:**

For Safety Reasons:

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE FOR A VISITOR'S PASS**

***Visitors will not interrupt classes or school functions with unannounced visits to classrooms or teachers. This includes before, during, and after school.***

Parents/legal guardians are encouraged to meet with their student's teachers and to visit the classrooms when necessary to observe their child's learning environment. Please notify our Guidance Department or Assistant Principal of Curriculum and Instruction a minimum of twenty-four (24) hours in advance to schedule a classroom visit or parent conference. Note: Parents may not visit classrooms during times of testing.

**Guidelines for Classroom Visits:**

- Parents report directly to the office upon arrival to obtain a visitor's pass.
- Parents will be escorted by office staff to the designated areas.
- As an observer, this is not the time to ask the teacher questions or converse with your child.

- *Note: Administration reserves the right to deny visitation.*

**Students are not to bring guests or friends to school.** Visitors are NOT welcome in the parking lots, school building, or premises before, during, or after school unless on official business. Trespassers and loiterers are subject to criminal prosecution.

### **Outside Food and Deliveries**

**No food is to be delivered and/or brought to students from outside vendors.** Parents may not bring pizza and/or fast food to students from outside the building but are welcome to eat lunch with us after checking in the front office and obtaining a visitor's pass.

Deliveries from outside commercial vendors, such as florists, are prohibited and will not be accepted.

### **Clubs, Organizations & Athletics**

***If a student is interested in starting a club/organization that is not listed below, the first step is to contact administration. See pages 28-29 for more information.***

***Annual / Yearbook*** –The annual staff works to develop the yearbook. Each member is selected by the advisor based on academic success and teacher recommendations. Staff members must be committed and dedicated to publishing a yearbook that will be a history of the best of times at Shaw.

***Band*** – The “Sound of Silver” is open to those dedicated and inspiring musicians. If you have a love for music, then the Sound of Silver is the place for you!

***Beta Club*** - Shaw's Beta Club is a local chapter of the National Beta Club, a non-profit, leadership-service organization for high school students. Its purpose is to stimulate effort, to reward achievement, and to encourage and assist its members to continue their education after high school.

***Chorus*** – Looking to be the next American Idol or do you just love to sing? Chorus is a good place to learn and have fun while representing our school.

***Color Guard*** – The Flag Corps performs with the band at football games, community activities and band day festivities. Tryouts are held in the spring.

***Drama Club*** – Is an Oscar in your future? Let the Drama Club be your first step to the red

carpet.

**Drill Team** – A male or female team composed of JROTC cadets who perform precision drills using the M-1903 demilitarized rifles. There are normally five competitions per year. (See ROTC instructor)

**French Club** – French food! French friends! French fun! The French Club has a variety of activities that focus on fun. Come join us. Open to all Shaw students.

**French Honor Society** – for those who excel and enjoy the language of love.

**Future Business Leaders of America (FBLA)** – Goals of the organization are to promote competent, aggressive business leadership, understand American business enterprise establish career goals, encourage leadership, promote sound financial management, and develop character and self-confidence. Students may participate in other individual or team leadership conferences and competitions at the region, state, and national level. Members participate in school and community service projects

**Foreign Language Honor Society** - recognizes outstanding accomplishment in the study of any of the academic fields related to foreign language, literature, or culture.

**Gay Straight Alliance (GSA)** - a student-run club that brings together LGBTQ and straight students to support each other, provide a safe place to socialize, and create a platform to fight for racial, gender, LGBTQ, and economic justice.

**Green Club** – Want to make a positive impact on our environment. Come join our Award winning club. Saving the earth can start with just one bottle. Reduce – Reuse – Recycle!

**Key Club**- is a student-led organization whose goal is to teach leadership through helping.

**Math Team** – Students interested who enjoy mathematics are welcome to join the math team. Students of all levels can practice to compete.

**Model U.N.** – Students participate in a mock session of the United Nations during which they role play delegates from a country represented in the real United Nations.

**MU Alpha Theta** – Honor society for mathematics for students who excel in mathematics.

**Newspaper (Shipwrecked)** – Students who have an active interest in improving writing techniques and are interested in reporting should consider this activity. Each member is selected by the advisor based on academic success and teacher recommendations.

**National Art Honor Society** - Honor society for Art for students who excel in Art.

**National Honor Society (NHS)** – Is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Students must meet rigorous requirements and have a strong dedication to leadership and community service.

**National Technical Honor Society** – Excellence in America’s workforce begins with excellence in workforce education. NTHS is the acknowledged leader in the recognition of

**R.A.D.D. (Raiders Against Destructive Decisions)**- RADD members promote good decision making practices by bringing awareness to their peers on issues such as drinking and driving, seatbelt safety, prom safety, bullying, etc. RADD students conduct Red Ribbon Week and mentor elementary students.

**Raider Masters** - Looking to improve your speaking and leadership skills? Ignite your future career? Win that job interview? Join the club that will help you gain the confidence of public speaking.

**The Hook** – A product of our Mass Communications Magnet, *The Hook* produces high quality Shaw news and entertainment productions.

**Raider Reader Book Club**- Enjoy reading? Join a club where you share your thoughts on the latest novels with others.

**Rifle Team** – A team of students (male or female) who competes in matches using precision air rifles. (See ROTC instructor)

**SKILLSUSA**- is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students may participate in other individual or team leadership conferences and competitions at the region, state, and national level. Members participate in school and community service projects

**Spanish Club** – All students who are taking Spanish, those who have previously taken at least one Spanish course and native speakers are invited to join the Spanish Club. Meetings include Hispanic cultural presentations, activities, refreshments, and games. Some of the special features during the year are Dia de los Muertos, Dia de los Reyes, La Navidad Hispanica, and Cinco de Mayo.

**Spanish Honor Society**- Spanish National Honor Society is an academic honor society focused on Spanish language excellence

**Student Councils**– The grade level Student Councils were established to promote an effective, democratic student voice, to develop a sense of intelligent leadership, and to follow such leadership with sincerity and success, to provide for better interschool cooperation, to encourage participation in school activities, and to foster standards of fair play, loyalty, and honesty.

**Thespian Society**- The International Thespian Society is the only organization to honor secondary school students for outstanding work in theatre. The Society focuses on students, their achievements, involvement, and access to quality theatre arts instruction.

**Tri-M Music Honor Society** – recognizes the academic and musical success of students.



## CLUBS AND ORGANIZATIONS ESTABLISHMENT PROCEDURES

1. Students must gain permission from the Principal to pursue starting any club or organization.
2. All clubs and organizations must have a faculty (Shaw High School Teacher) sponsor.
3. Once granted permission from the Principal to move forward in starting a club or organization, the student organizer must secure a faculty sponsor (see faculty sponsor responsibilities). If one cannot be found by the student organizer, then Shaw Administration will assist by asking for volunteers.
4. The Faculty Sponsor and the student organizer will work together to draft the club's charter, organizational structure, vision, mission, and bylaws. To include but not limited to:
  - What is the purpose of the club?
  - What is the mission and vision of the club? Is this a national club?
  - How does the club function? How is the governing body selected?
  - How do students join?
  - Are dues involved? If so, how much? Are national dues involved?
  - What is the time structure for meetings? Once a month, bi-weekly, etc.
  - What are the expectations/rules for meetings?
  - What are the topic(s) of the meetings?
  - What events will the club be sponsoring?
  - Are there community service projects involved?
  - A charter template/sample can be obtained from the Principal.
5. The Faculty Sponsor and student organizer will schedule an appointment with the Principal to present the club charter in order to gain approval to move forward with establishing the club and/or organization.
6. The Principal will provide a decision whether to approve or deny the proposal within a reasonable amount of time. The Faculty Sponsor will be notified.

### **Role of a Shaw High School Organizational/Club Faculty Advisor**

All clubs and organizations are required to have a full-time teaching or administrative faculty member(s) as an advisor. Faculty advisor(s) must be approved by the Principal of Shaw High School.

Faculty advisor(s):

- Serve as the leader of the organization and is responsible for all aspects of the organization.
- Works with, and acts as, the school liaison with Shaw administration to help ensure a successful club.

- Will be responsible for leading, monitoring and intervening for student behavior that does not align with Shaw High School or the Muscogee County School District behavioral expectations.
  - Will be responsible for leading, managing and following all Muscogee County School District policies and procedures in regards to the club financial activities.
  - Believes in the organization and to manifest the enthusiasm necessary to help the organization work toward its potential.
  - Attends all meetings of the organization and to be available when emergencies and problems arise. If the Faculty Advisor is unavailable to attend a meeting, a full-time faculty member may substitute, pending Administrative approval. If a full-time faculty member is unable to attend a meeting, then the meeting must be rescheduled.
  - Serves as a leader in guiding the organization in planning activities/discussions, and referral resource or point of information for content related to the area of interest for the club/organization.
  - Understands the organization (constitution/charter), and to be aware of the organizational purpose to assist in formulation of goals and planning to meet stated outcomes.
  - Represents the organization in staff or faculty meetings when necessary, and to serve as the organization's liaison with the school.
  - Assists in improving and providing leadership skills and opportunities for Shaw students.
  - Helps in the evaluation of group projects, performances, and progress as well as individual personal performances.
- 

## **Georgia High School Association Activities**

The following activities are regulated by the GHSA, and students who participate in them must meet GHSA eligibility requirements.

<b>Athletics</b>		
Baseball	Golf	Tennis
Basketball	Gymnastics	Track
Cheerleading	Soccer	Volleyball

Cross Country	Softball	Wrestling
Football	Swimming	<b>Academics &amp; Fine Arts</b>
<b>It's Great to be a Shaw Raider!</b>		Literary Meet One-Act

Students participating in Georgia High School Association activities must have passed five out of seven classes for the semester immediately preceding participation. Summer school is an extension of the second semester or the school year. Students not meeting this requirement will be ineligible for one semester or until they pass five classes for the semester. High school students must also be “on track” for graduation (in the appropriate grade level).

## **Transportation Requirements**

### **RIDING THE BUS**

**Riding a school bus is a privilege not a requirement.** Improper conduct on the bus will result in that privilege being denied. It is a violation of Georgia Code to delay a bus therefore students ***must*** be at ***their*** designated stop on time. A request to ride another bus may be approved provided a written request by the parent is submitted to the main office **before 8:10 a.m.** Students who fail to submit their request before 8:10 a.m. will be denied. This privilege will only be extended if there is space on the desired bus. Bus changes are approved for a one-day period of time. The Muscogee County School District Transportation Office may approve long-term bus change requests. Each bus driver has complete charge of pupils riding the school bus. The Student Conduct Behavior Code rules apply. Pupils who refuse to obey the bus rules will be disciplined and may forfeit their right to ride the bus.

*Student behavior on school buses is considered an extension of classroom behavior. Students who fail to respond to the directions of the bus driver shall be reported to the school principal, or other school designee, who may deny the student bus transportation.*

### **WALKERS AND RIDERS**

Students who walk or ride with parents are asked not to arrive at school before 7:30 a.m. All students must be dropped off and picked up in front of the school. Parents/Guardians are not allowed to pick-up/drop off students on Schomburg Road or in the neighborhoods around Shaw High School. Students who are caught being picked up/dropped off in the neighborhoods or in unauthorized zones will be subject to disciplinary action.

Parents are requested to not park or wait in the unloading/loading areas before the starting and dismissal times of school. Students should report to designated waiting area when arriving at school in the morning and upon dismissal in the afternoon. We

ask that students who walk home are courteous to nearby neighbors by not walking through their property.

Pick up and drop off students in school designated areas only. Be patient and considerate of other drivers and property owners in the area.

**Students must be picked-up by 3:45pm unless involved in a school sponsored extracurricular activity.** There will be no supervision of students after 3:45pm and the school will be locked.

### **STUDENT DRIVER PERMISSION LETTER (SDPL)**

Students who drive a privately owned vehicle to Shaw must purchase a parking decal, \$10.00, (see Ms. Vaujin) for the current school year.

### **AUTOMOBILES**

Students who drive to school, should park their car in the appropriate spot upon arrival and leave the parking lot immediately. Students should NOT blare the car radio while car is on the campus, and should NOT cruise around or through the parking lot before or after school.

Teacher parking is in the first four (4) rows of the front parking lot near the main office entrance and in the rear of the building and is off limits to student drivers. Students parking in teacher areas may receive disciplinary action.

All students who drive to school must register their vehicles with the office. There is a \$10.00 charge for parking privileges. There will be disciplinary action or loss of parking privileges for students who violate driving or parking rules. Excessive referrals may also result in the loss of parking privileges.

Students may pick up parking applications before school, during their lunch period, or after school during the first 2 weeks of the school year. Proof of insurance is required.

**(Parking decal fees are nonrefundable.)**

**SKATEBOARDS, IN-LINE SKATES, SCOOTERS, FOUR WHEELERS, MINI-BIKES, AND ALL OTHER UNAUTHORIZED MOTOR VEHICLES** are not to be brought or ridden to school.

### **Supervision of Students**

Students are supervised after school hours only for school-sponsored meetings and activities. **There is no student supervision on the campus 20 minutes after school is over unless the student is associated with an extracurricular activity.** Parents should be prompt in picking up their children from activities. Parents assume full responsibility for supervision of their children beyond a 15-minute period after the closing of any school event.

\*NOTE: Students who are not picked up within a reasonable time (20 minutes) after the ending of an event will not be allowed to attend the next extracurricular activity.

Parents and students should not depend upon a telephone being available so that a student may call when the school event is over.

### **Clinic**

Shaw High School has a part-time clinic coordinator to supervise the clinic. Students who are ill will report to the front office where their parents will be called. They may remain in the clinic for a short time, but there is room only for one student.

The school does not supply any medication. If a student is on a daily medication, this medication must be supplied in the original container (no loose pills in a baggie). This prescription medication (including inhalers) must have a copy of the pharmacy label taped to them. This serves as the doctor's signature. These medications are to be delivered to the front office where the student will be responsible for returning during the day to take his/her medication. The parent must complete a special form/document before medication can be administered at school.

We ask that over-the-counter medications not be sent to school. In the event your student must have this type of medication, it should be sent on a daily basis with a note from the parent. The medication and note should be taken to the front office immediately upon arrival to school. The parent must complete a special form/document before medication can be administered at school.

***\*All medication prescription and non-prescription, which is brought to school by students must be registered with the school nurse and/or clinic worker by 8:10 a.m. Students shall not be in possession of any type of medication during the school day.***

### **Immunization Requirements**

**All students in grades K-12 who register in Georgia Schools must have an official immunization certificate**

Below are acceptable immunization forms for admission:

- IMMUNIZATION CERTIFICATE FORM NO. 3231: This form is the adequate certificate required by law. It must be kept in the student's standard educational record.
- HEALTH DEPARTMENT OR PHYSICIAN 30-DAY EXTENSION\* (30 calendar days): This extension is for students in the process of completing the immunization requirements. The parents must go to the health department or a private physician to complete the requirements.
- LOCAL SCHOOL 30-DAY EXTENSION\*: This extension is for those students who move into the district and are waiting for their health records (from another Georgia school or another state). One copy will be given to the parent, and the original will be kept until replaced by the adequate certificate.

***\*At the end of the 30-day extension, the student must meet immunization requirements or he/she will be withdrawn from school.***

### **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 are interested, you may contact the school office for information. If you do not wish to take out Student Accident Insurance, your child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

All students participating in athletics or other extracurricular activities which may result in accident or injury must be insured by the student insurance program or the principal must have on file a notarized statement that the parent relieves the school and the school district of any liability.

### **INSTRUCTIONS FOR MAILING TRANSCRIPTS**

There is NO charge for transcripts. However, the following procedures must be followed:

- Furnish a stamped envelope addressed to the college
- Do not write your return address. We will stamp Shaw High School's address on the envelope.
- Write your name and your advisor's name on the inside flap of the envelope.
- Place the envelope on Mrs. Newman's desk in the box marked transcripts.
- Make sure you bring your envelope in at least three (3) days prior to needing them mailed.
- NOTE: If you are attending a college / university inside of Georgia you may go to [www.gafutures.org](http://www.gafutures.org), follow the steps, and send your transcript directly to the institution yourself.

***Please note: We DO NOT give official transcripts to be hand carried.***

### **STUDENTS ON CAMPUS AFTER 3:45 PM**

Students are asked to leave the school campus immediately after the close of the school day. If students are participating in an extracurricular activity, the sponsor for the activity is responsible for the supervision of the students until all students from that activity are gone. The sponsor of the activity should have a designated area for his/her students to wait. Under no circumstances are students to be allowed to roam over the campus or visit locker areas after the activity is concluded. The sponsor of the extracurricular activity should be outside with all of his/her students while waiting on transportation.

Students who stay after school for extra help or detention should leave campus immediately after their time is finished. If waiting on a ride, students are asked to wait outside the front entrance to the school.

Extra-curricular activities often require practices and rehearsals after school. Participants in these activities should go to their lockers immediately after school and will not be allowed in locker areas after practices and rehearsals.

Students who do not follow these rules will be asked to give their names to any school employee who observes them. The students will be referred to the Assistant Principal or Discipline Dean the next school day for disciplinary action. The disciplinary action may include ISSP or OSS.

Students from other schools are not welcome on our campus unless involved in official business and must sign in as visitors in the main office and obtain a visitor's pass. Shaw students are not permitted to visit other schools unless on official business.

### **RELEASE OF STUDENT "DIRECTORY" INFORMATION**

Under section 9528 of the No Child Left Behind Act of 2001 (NCLB), local school districts are required to disclose the names, addresses, and telephone numbers of all high school students upon request by military recruiters and institutions of higher learning, unless individual students 18 or older or their parents request that the information not be released.

NCLB also requires your school district to inform your students and their parents of their "opt-out" rights under this section, and your school district must comply with any request for non-disclosure received.

### **AUDITORIUM PROCEDURES**

Students are expected to maintain proper behavior when attending events held in the Kathy Tracy Auditorium and follow the rules of auditorium etiquette:

1. Walk quietly and orderly to and from auditorium events. Be respectful of yourselves and the remainder of the building.
2. Take care of the auditorium and everything in it. This auditorium is what others see and will use when forming opinions about the faculty and students of Shaw.
3. As the lights dim, students should begin to quietly settle in to enjoy the presentation.
4. Be respectful of the performers and guests. Outside noise of any kind is distracting to those on stage and makes the performance less enjoyable for everyone in attendance.

5. Applaud only when appropriate. Audience participation is only appropriate at certain times and in certain performances. Anything else is a disruption to the performance.
- PRESENT YOURSELVES AS AN INTELLIGENT, RESPONSIBLE, AND COURTEOUS AUDIENCE AT ALL TIMES!!

### **General Rules for Use of Classroom and CTAE Equipment**

1. Faculty members must request the use of a CTAE lab within 24 hours of the time the lab will be used by contacting the CTAE teacher.
2. There will be no eating, drinking, or chewing gum in the labs.
3. Instructors should check the computers for damage and the student will be given a disciplinary referral for any damage to the computer. This includes changing any settings on the computer.
4. Students are not to play games or watch videos while in the lab.
5. Instructor must watch students as they are working in a CTAE lab and have a specific lesson plan. The teacher should not be conducting other business such as working on another computer while students are using CTAE equipment.
6. The instructor must stay in the room with the students at all times. The CTAE teacher will not act as the lab manager.
7. The CTAE teacher may ask the instructor and students to exit the lab if rules are not followed.
8. When students leave the lab, the following should be checked:
  - a. Damage to equipment.
  - b. Students have logged off all computers.
  - c. Chairs are in place and pushed in.
  - d. No trash left on the floor or around work stations.

### **MISCELLANEOUS**

- ▶ Upon arriving on campus, students are to leave the parking area and enter the building;
- ▶ Cars and the parking area are off-limits during the day.
- ▶ Restrooms are not for loitering or social gathering. Please help us keep them clean.
- ▶ Student records are maintained on academic achievement and attendance. To request transcripts, parents should contact the school.
- ▶ All instances involving drugs, alcohol, weapons, fighting, or unlawful situations of loitering, trespassing, or aggressive force will be reported to school security and/or police.
- ▶ MCSD offers student accident insurance to all students. The insurance is available to you at a nominal fee. If you are interested, please contact the main office for the contact person to obtain this coverage. If you do not wish to take out Student Accident



insurance, your child's health insurance is your responsibility. The MCSD does not carry health coverage on students.

## **EMERGENCY PROCEDURES**

Fire drills and tornado drills are mandated by law. Plans for Emergency Preparedness are updated yearly, kept on file in the main office, posted on the bulletin board in the office, listed as part of the SHS Emergency Procedures, and are covered in detail in faculty meetings. Teachers should remind students of procedures for drills and emergencies during the first several days of school and throughout the school year. Fire drills are signaled by the bell/announcement or fire alarm/announcement that continues to sound for an extended period of time. Students are to move quickly and silently, in single file, to the exit designated for the class to which they are assigned. Fire drill routes are posted prominently in every classroom.

The signal for severe weather is three (3) long rings from the bell system. Drills will be announced. Students are to remain calm and quiet and follow the instructions posted in each classroom and given verbally by the teacher.

A school lock down will be signaled by a long, continuous bell. Teachers will make sure students are in class, seated, and will lock the doors to their respective classrooms. Under no circumstances are students to be allowed to leave the room once this signal is sounded, and students are not to be released to their next class or to go home until specified by an administrator. Further information or instructions will be provided as quickly as possible by runner, radio, or over the PA system.

## **PHONES**

Office phones are for school business and not for student use until after 3:30 p.m. each school day. Students who become ill should report to the clinic, and a parent will be contacted. Parents should not expect school secretaries to deliver phone messages to students in situations other than emergencies. Students will be called to the office at the end of the school day to receive messages from parents.

## **STUDENT ID BADGES**

Every Shaw High School student will be issued a school ID. These are to be carried at all times on campus and are required for check-ins, school computer use, book checkout, and lunch. Replacement ID badges will cost 5.00.

## **LOCKERS AND BOOK BAGS**

Lockers are provided for student use for a rental fee of \$10.00. **Students are not permitted to share lockers.** Shared lockers may result in stolen items, vandalism, and students becoming responsible for contraband left in their lockers by others. Sharing of lockers may result in a minimum of an ISS assignment.

School administrators have the legal right and obligation to insure enforcement of school policies and have the right to search a student, his locker, and other personal assets. Students are not permitted to share lockers, so purchase your own early. The sharing of lockers may result in days of ISS. Book-bags are NOT allowed during the school day (exceptions will be given for the PTO Spirit Bag). Wearing of book-bags may result ISS.

*\*Decorating the outside of lockers for birthdays and/or other events is prohibited.*

**(Locker fees are nonrefundable)**

### **Prom, Homecoming, Dances, Field Trips, Sporting Events, & Extracurricular Events**

Note: The maximum age for a date is 20. Shaw student and date must show picture ID including birthdates at the door/gate. All Shaw students must be in good standing with their class in order to attend prom. (i.e. all class dues paid). Once a ticket is purchased for an extracurricular event, it is the student's responsibility to make sure he or she is eligible and remains eligible for that event and has parent permission to attend the event. Refunds will not be issued. Certain events are designated for Shaw students only and prior approval is needed for dates who are not Shaw students for other events. Students are responsible for the actions of their dates. If their date is asked to leave an event, they must leave with their date as well. Neither student nor date will be allowed to return to an event after they leave. No outside food or drink will be brought to an event or backpack. All attire must be deemed appropriate.

### **Homecoming Queen/Court & Prom King/Queen**

Students must meet rigorous standards to run for court, queen, or king during homecoming and prom events. This criterion includes academics, attendance, and behavior. Students must complete an application, and voting takes place by students during advisor sessions.

### **PARENTS / GUARDIAN GENERAL REMINDERS**

- ▶ Shaw does not accept personal checks for any reason.
- ▶ Do not text or call your student during the school day. Cell phones may be used before or after school only.
- ▶ Please see that your student adheres to the dress code and behavioral policy.
- ▶ Parents are not allowed to bring lunch to student or schedule deliveries of any kind.
- ▶ Parents must sign in at the main office before visiting any part of the building.
- ▶ Parents are invited to visit student's classes with a 24 hour notice.
- ▶ Check-outs are not allowed after 2:55 pm.

- ▶ The building will be closed to all students after 3:35 unless supervised by a teacher.

## Cafeteria: Breakfast & Lunch

***Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.***

School Nutrition Program provides a healthy lunch choice for students every day. Students may bring their own lunches from home.

### **Free and Reduced Meal Priced Meal Applications**

A new application has to be completed and approved every school year before your child can qualify for free or reduced meals. We must receive an original because these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number). We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide your child(ren) with money to purchase meals.*** If you have an approved 2015-2016 application on file, then benefits will be extended for the first few days of the 2016-2017 school year. After that, your child's status will change to PAID, and they will be charged for meals until a 2016-2017 application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. ***The application is now available online to apply for Free and Reduced meal benefits.*** From the Muscogee County School District web site, on the home page, click on the **For Parents** tab, on the parents page scroll down and click on the ***Apply for Free and Reduced Lunch*** icon.

### **Paying for School Lunch**

Muscogee County SNP no longer accepts personal checks as payment for meals in all cafeterias. Payments can be made by money order, cashier's check, traveler's check, cash, or on-line payment using a credit or debit card. Pre-pay for your child's school breakfast, lunch and ala carte food items. On-line payments include a transaction fee

per school site. You must know your child’s birthday and their Student Identification Number (available at the school office). Allow 24 hours for payments to be posted to your child’s account. From the Muscogee County School District web site, on the home page, and click on school menus.

**School Meal Prices: *Note: Prices are subject to change per Board Approval***

<b>BREAKFAST PRICES</b>	
High School, Paid	1.20
Reduced	.30
Adult	1.50
<b>LUNCH PRICES</b>	
High School, Paid	2.50
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50

**Food Purchases**

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, or ice cream.

**Menus**

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

**Charging Meals**

There is no provision for high school students or adults to charge. No charges will be accepted for ala carte items. It is necessary that all outstanding charges be paid to the cafeteria manager prior to the last day of school. Please respond promptly to messages that you receive regarding charges on your student’s account.

**Special Dietary Needs**

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. Please contact our cafeteria manager for more details.

## Student Code of Conduct: Shaw High School Discipline Plan

It is the philosophy at Shaw High School that the purpose of discipline is to foster responsibility, independence, self-discipline, and positive behavior. We believe it is important for students to realize that logical and natural consequences occur from the choices they make. It is our belief that a discipline philosophy, when applied consistently by teachers and staff, will result in a wholesome atmosphere for teaching and learning.

Proper behavior is vital for a smooth-running and productive school atmosphere. Disciplinary action can include detention assignments, written assignments, work assignments, phone calls and phone conferences, confiscation of items, in-school suspension, suspension, expulsion, and referral to criminal authorities. Disciplinary action will be geared to change the unacceptable behaviors, not to hurt or unduly punish the student.

**In addition to the rules in the handbook, all students are subject to the policies on discipline of the Muscogee County Board of Education. A copy of this is given to each student. Please read it with care.**

Students receiving an excessive amount (determined by administration) of referrals and/or home suspension in a school year will be identified as Chronic Disciplinary Problem Students and will be referred to the Assistant Superintendent for appearance at the Disciplinary Tribunal.

Some of the misbehavior and resultant consequences are listed below. Students may be assigned to ISSP no more than four times per year.

Students will face home suspension for further offenses after serving four (4) times in ISSP. During all external suspensions, students are encouraged to contact classmates and attempt to get work missed so as not to get behind. Students may be re-admitted to school only after a successful conference between the student, parents, and an administrator. Parents are asked to call the school to arrange an appointment for this conference. **Any incident not covered below will be handled at the discretion of the administration.**

### **CAMPUS AUTHORITY**

Students must be aware that all teachers, secretaries, administrators, and school system employees have authority over students. Instructions from a teacher or staff member are to be followed by every student whether or not that student is assigned to their respective class or area. All faculty and staff members have the responsibility of enforcing all rules, regulations, and policies.

## **DETENTION**

Individual teachers, for a wide variety of offenses, assign detention to students. This can be either written or verbal. Detentions assigned on any given school day are to be served by the student on the next school day. Detentions assigned on Monday, for example, are to be served by the student after school on Tuesday. Detention generally lasts either thirty minutes before or after school at the discretion of the teacher. Students are to leave the building immediately after afternoon detention. Transportation home after detention is the student's responsibility, and lack of transportation may not be an excuse for missing detention. If a student does miss detention, he/she is given the opportunity to serve after school for the next 2 school days to make up for the absence from detention on the day originally assigned. These two (2) days are automatically assigned, and the teacher does NOT give another detention notice. The consequence for failing to serve detention is at the discretion of the administration. Home suspension may result should student miss detentions on a frequent basis.

## **IN SCHOOL SUSPENSION (ISSP)**

In-school suspension (ISSP) is an in-house consequence for minor misbehaviors. Students spend their assigned days in the ISSP room, work on assignments sent by their teachers, take tests, and get credit for attendance at school. Students must stay on task while in ISSP, and failure to follow ISSP rules will result in home suspension. Students assigned to ISSP may not participate in after school events or activities until their ISSP assignment is completed. If a student is assigned to ISSP and is absent for any reason, their first (1) day back to school is back to ISSP.

## **OUT OF SCHOOL SUSPENSION (OSS)**

Students receiving home suspension as a consequence for behavioral or disciplinary code violations may not be on campus or involved in school activities during the time of their suspension. **All absences due to home suspension are unexcused.**

## **Electronic Device Policy: Cell Phone/Head Phone/Ear Buds/Computer**

Electronic devices procedures are designed to provide a learning environment that is conducive to teaching and learning without the interference of cell phones/head phones/ear buds. As a Bring Your Own Device (BYOD) school, Shaw permits the use of electronic devices for instructional purposes as directed by the teacher. Unless a teacher directs a student to use an electronic device for learning, all electronic devices should be off and out of sight. Students are allowed to check phones in the hallways during class change and the cafeteria during breakfast/lunch. For safety purposes, earbuds/head phones are not allowed to be worn in the hallways at any time.

Note: Shaw policy requires a two day in-school and/or out-of-school suspension for any student who refuses to turn the electronic device(s) in when requested from a teacher and/or administrator.

*MCS D personnel cannot search for personal items lost or suspected stolen while at school. This specifically applies to electronic items brought by students to school.*

*MCS D personnel will not be responsible for the value of an item in the event of an unintentional damage, loss or theft while at school. Parents, please consider this carefully when sending items to school with your student. (MCS D Handbook and Code of Conduct Valuables at School)*

**MCS D may confiscate a cell phone or other technology device in accord with its policies and procedures. MCS D personnel will act reasonably to maintain the security of a phone or device once confiscated; however, the MCS D will not be responsible for the value of a phone or other device in the event of an unintentional damage, loss or theft of the phone or device. Parents should consider this carefully when sending devices to school with their child/ren.**

### **First and Second Offense**

Electronic Device will be turned in to the Principal, Assistant Principal, or Discipline Dean. Parent may pick up the phone that school day.

- Parent may pick up phone from 2:30-4:00pm or give an adult written permission to pick up phone. Schools may verify by asking for identification from the adult picking up the phone.

### **Third Offense**

Electronic Device will be turned in to Administration. Student may be assigned In-School Suspension for **one** day. Parent may pick up the phone at the end of the school day.

### **Fourth Offense**

Electronic Device will be turned in to Administration. Student assigned In-School Suspension for **two** days. Parent may pick up the phone at the end of the school day.

### **Fifth Offense & Beyond**

Student assigned In-School Suspension for **three** days offense **due to defiance**. Parent may pick up phone at the end of the school day.

## **BULLYING/CYBERBULLYING**

The Muscogee County School District, in accordance with OCGA 20-2751.4, which is applicable to students in grades kindergarten through twelve, prohibits bullying behavior of a student by another student.

Bullying behavior is defined as:

Any pattern of written or verbal expression or any physical act or gesture that is intended to ridicule, humiliate, intimidate, or cause measurable physical or emotional distress upon one or more students in the school, on the school grounds, in school vehicles, at designated school bus stops, or at school activities or sanctioned events.

Cyber bullying is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student(s) using the Internet, interactive and digital technologies or mobile phones.

Incidents of bullying behavior may be reported anonymously by a citizen, parent, or student to the Student Hotline number (706-748-2267) or to the State of Georgia at 1-800-children or on the web site at [www.cycc.state.ga.us](http://www.cycc.state.ga.us). Incidents may be reported directly to the principal, teacher or other school district personnel verbally or in writing.

Each reported incident of bullying behavior will be investigated by the principal/designee, and in some cases school security, and a disposition determined which may include a suspension from school or a referral to the Student Discipline Tribunal. Students who make a false report of an incident of bullying behavior will also receive a disposition.

Circumstances of each act of bullying may, in the judgment of the Muscogee County School District, require a more severe penalty or punishment of expulsion. Students that have committed bullying behavior for the third (3) time in a school year shall receive, at a minimum, assignment to alternative school or appearance at the Disciplinary Tribunal.

## **Hazing / Intimidation / Initiation**

No student group, including athletic teams, may engage in activities which threaten the safety or well-being of another student or faculty member. These activities may include, but are not limited to: threats, intimidation, hazing, harassment, or initiations. Initiation rituals that require unusual dress at school as part of the initiation process is not allowed! Students participating in this behavior will receive out of school suspension automatically.



## **SEXUAL HARRASSMENT**

It is the policy of the Muscogee County Board of Education to maintain a learning environment free from sexual harassment. It shall be a violation of this policy for any staff member to harass a student, for students to harass other students or any school employee through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student or system employee, constitutes sexual harassment when any of the following occurs:

- ▶ Verbal harassment or abuse
- ▶ Pressure for sexual activity
- ▶ Repeated remarks to a person with sexual or demeaning implications
- ▶ Unwelcome touching
- ▶ Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a Counselor, Principal, or any school district employee. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate, appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment.

A substantiated charge against an employee or student shall subject such person to disciplinary action, suspension, or expulsion.

*Legal Reference: Title VII of the Civil Right Act of 1964; Title IX of the Education Amendments of 1972 Franklin V. Gwinnett County Public School, 1992.*

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is inappropriate for school or school activities. Holding hands will be the limit of tolerance and allowance.

## **ALCOHOL, NARCOTICS, STIMULANTS, & OTHER DANGEROUS DRUGS**

The Muscogee County Board of Education places the highest priority on the elimination of substance abuse in the school and in the community. The use, possession, or transmitting of illicit substances will be met with firm and consistent disciplinary measures. Students in the Muscogee County School District are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of alcohol and substances made illegal by the Georgia Controlled Substances Act. This includes:

- ▶ On the school grounds during, immediately before, or immediately after school hours
- ▶ On the school grounds at any other time when the school is being used by any school group
- ▶ On the school grounds at a school activity, function, or event
- ▶ Within legal proximity to school grounds as designated under Georgia Statutes
- ▶ On the way to or home from school
- ▶ At any school-sponsored function, whether held during or after regular school hours, whether held on or off school property
- ▶ On the way to or from school functions, activities, or events or during any time those students are under the jurisdiction of school authorities

Illegal and dangerous substances defined by local and state laws are covered by this policy. Such substances include, but are not limited to:

- ▶ Drugs (stimulants, depressants, hallucinogens, inhalants, opiates) including but not limited to narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any other contraband or controlled substance or prohibited drug
- ▶ Alcoholic beverages or intoxicants of any kind
- ▶ Prescription medicine or drugs, with or without medical cause or medical permission, unless such medications have been registered with the school's main office personnel according to school procedures

Parental permission to have or use substances prohibited by this policy, including alcohol, does not exempt a student from this policy. All students found guilty of selling substances prohibited by the policy will be permanently expelled, with no appeal for re-entry.

Students required to take medication during school hours must have the medicine kept and administered in the main office.

## TOBACCO

Students are not permitted to possess, use, or transmit tobacco in any form including electronic cigarettes anywhere on school property at any time or at any off campus, school-sponsored activity. If you have any tobacco products or electronic cigarettes in your pockets, in your locker, in your purse, or elsewhere, school personnel may confiscate and dispose of it. Possession, transmission, or use of lighters, paraphernalia, electronic cigarettes, or tobacco in any form is a suspendable offense.

## WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, use, handle, or transmit a knife, cane, machete, pistol, rifle, shotgun, pellet gun, or other object such as a hair pick that reasonably can be considered a weapon. Any student that makes use of any object as a weapon in an act of violence will be subject to expulsion for the remainder of the year or permanent expulsion. The police will be involved in the investigation of the possession of an illegal weapon. Weapons that are not “illegal” will be judged according to the facts and circumstances of the case.

Situations will apply to students when they are:

- ▶ on the school grounds at any time;
- ▶ off the school grounds at a school activity, function, or event;
- ▶ en route to and from school;
- ▶ en route to and from school functions, activities, or events.

Any student accused and found guilty of possessing, using, handling or transmitting a dangerous weapon as indicated in the above paragraph will be expelled for the remainder of the school year or permanently.

## FIGHTING

Settle your differences in a way other than fighting. **Let a teacher or administrator know when there is a potential problem, so we can help before a fight erupts.** We do not want anyone to get hurt fighting. This will not be tolerated at school.

Fighting is considered a major offense because it threatens the safety of our students and teachers, and is a major disruption to the school day. Students who fight at school will be suspended, possibly charged by the Columbus Police Department, and possibly referred to tribunal with a recommendation of alternative school and/or expulsion.

## HALL PASS

Students are not to be out of class without the classroom teacher’s permission and without a hall pass. Teachers may allow students to leave class only when absolutely

necessary and then will issue the student a hall pass. Students are not allowed to leave the lunchroom during lunch periods without a pass from a teacher. Students out of class without authorization are considered to be skipping.

## **SKIPPING**

Skipping is defined as being out of class without permission of the teacher or being in a place other than that for which permission is granted. The teacher with whom a student is scheduled or administrators are the only individuals who can grant permission for the student to be anywhere other than the assigned class. For example, a student who is in the parking lot during the school day is considered to be skipping unless the student has a pass from an administrator or a check out slip. Skipping will result in ISS or OSS, and there will be parental notification with a conference.

## **IN THE CLASSROOM:**

The following habits are necessary for success in the classroom. As a Shaw High student, you are expected to follow these expectations.

1. Be on time to all classes.
2. Show respect to all. This includes all staff members, your fellow students, and yourself.
3. Stay on your assigned task. A sign of maturity is the ability to stick with a task until it is finished.
4. Give your best effort. This includes your worst subject as well as your best subject.
5. Handle correction with maturity. It might make you angry that a teacher asks you to be quiet or stop a behavior that the teacher feels gets in the way of class goals.
6. Show respect for school property and the classroom environment. Shaw High is your home away from home, and the staff works hard to keep the facilities nice for you and everyone else who uses it. You are asked to help by:
  - a. Not bringing food or drink to class.
  - b. Sitting in desk seats, not on desktops or tables.
  - c. Not writing on, scratching on, or damaging desks, furniture, bulletin boards, or walls.
  - d. Respecting other people's property and not bothering items that do not belong to you.
  - e. Throwing away your trash in proper areas.
7. Honor the specific classroom rules of each teacher.

## **IN THE HALL:**

The following rules were developed to help keep traffic moving as quickly as possible:

1. Keep to the right and don't speed, poke, or stop in the middle of the hall.
2. Be courteous to other students.
3. Don't walk side by side with your friends. This prevents others from getting around you.
4. Keep moving. If you need to stop and visit, move off to the side or set another time and place to meet.

5. Don't push or shove.
6. No public display of affection.

Behaviors such as running, yelling, pushing, or eating in the halls are grounds for disciplinary action. Once the bell rings to begin a class, students should not be in the halls at all, but in their seats. Between classes, students must have a hall pass if they are in the halls. Expect teachers and administrators to check passes of students in the halls during class.

### **Alternative School or Expulsion:**

When a student's behavior is serious enough to warrant a referral to the Muscogee County School District Discipline Tribunal, he / she will be suspended from school for a period of ten (10) days and referred to the Assistant Superintendent for Student Services. The parents will be contacted by mail concerning a hearing. The tribunal, after hearing the evidence, may determine that the student may be assigned to the alternative school, or if serious enough, the student may lose his right to a public education and be expelled from school.

### **DISCLAIMER**

*Students placed in ISS or given OSS will not be eligible to participate in any athletic or extracurricular event until the suspension is served.*

The administration reserves the right to determine the consequences for offenses not listed. The administration reserves the right to change and/or alter consequences as deemed appropriate. The administration reserves the right to change and/or alter policies and procedures stated in the Shaw Handbook as deemed necessary and/or appropriate.

## **CONSEQUENCES**

CSP= **C**ommunity **S**ervice **P**roject

Restitution= Paying for Damages

AD= **A**dministrative **D**etention

ISS = **I**n **S**chool **S**uspension

OSS = **O**ut of **S**chool **S**uspension (Student may not make up work from suspension days)

<u><b>OFFENSE</b></u>	<u><b>PENALTY</b></u>
Abusive Language to Staff	1 <sup>st</sup> offense 2 days OSS / 2 <sup>nd</sup> offense 5 days OSS / Possible Referral to tribunal recommendation
Alcohol	10 days OSS & Possible Criminal Charge & Referral to tribunal
Cheating	1 <sup>st</sup> offense Handled by teacher / 2 <sup>nd</sup> offense ISSP
Drugs	10 days OSS & Possible Criminal Charge & Referral to tribunal
Electronic Devices	See Electronic Device Policy
Failure to Accept Discipline	Discretion of Administrator
Failure to Comply w/Safety Rules	Discretion of Administrator
Failure to Follow Directions	Discretion of Administrator
Failure To Serve Detention	Discretion of Administrator
Fighting/ Assault/ Major Violence	5 days OSS & Criminally Charged at the discretion of the Columbus Police/Sheriff's Department. Possible Tribunal Referral
Food/Drinks out of commons area	Discretion of Administrator
Gambling (Depending on Severity)	1 <sup>st</sup> offense 2 days ISS 2 <sup>nd</sup> offense 2 days OSS
Inappropriate Dress (not in dress code)	1 <sup>st</sup> offense 1 day ISS 2 <sup>nd</sup> offense 2 days ISS / 3 <sup>rd</sup> offense 2 days ISS 4 <sup>th</sup> offense 3 days ISS
Inappropriate Website/Computer Use	Discretion of Administrator
Major Disturbance	1 <sup>st</sup> offense 2 days OSS / 2 <sup>nd</sup> offense 5 days OSS
Minor Disturbance	1 <sup>st</sup> offense 2 days ISS 2 <sup>nd</sup> offense 1 day OSS
Possession of Fire Material (i.e. lighters, matches, etc)	1 <sup>st</sup> offense 2 days ISS 2 <sup>nd</sup> offense 1 day OSS
Profanity/Obscene Words or Gestures	1 <sup>st</sup> offense 2 days ISS 2 <sup>nd</sup> offense 5 days ISS
Skipping/ Out of Place	1 <sup>st</sup> & 2 <sup>nd</sup> offense 2 days ISS 3 <sup>rd</sup> offense 1 day OSS / 4 <sup>th</sup> offense 2 days OSS
Smoking or Possession of Tobacco	1 <sup>st</sup> offense 2 days OSS / 2 <sup>nd</sup> offense 3 days OSS
Theft	Discretion of Administrator & Criminally Charged
Theft of Academic Property	Discretion of Administrator
Vandalism	Discretion of Administrator & Criminally Charged
Weapons	10 days OSS & Criminally Charged & Referral to tribunal

## **SHAW HIGH SCHOOL STUDENT DRESS POLICY**

It is not the intent of the Muscogee County School District or Shaw High School 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 operations 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 which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also prohibited.

*The school Administration will make the final determination on whether a student's dress conflicts with these guidelines.*

Clothing must provide adequate coverage at all times. Clothing with holes (small or large) is not permitted. See-through clothing of any type is not permitted. Oversized and undersized clothing is prohibited. Clothing that fails to provide adequate coverage of the body, includes but is not limited to:

- Halter tops/razor back tops/tube tops
- Off-the-shoulder or low-cut tops or dresses
- Spaghetti strap tops with cutout holes
- See-through or fishnet fabrics are not allowed
- All tops or pants should cover undergarments. If an undergarment is showing, the clothing is inappropriate.

### **Shirts:**

- All shirts are to be tucked in
- No plain t-shirts of any color are to be worn.
- Undershirts are not to be worn as outer garments (i.e. "long Johns", t-shirts)
- Athletic type jerseys must have an undershirt (sleeves) and be tucked in.
- Shirts with plunging necklines are not to be worn
- Shirts must completely cover stomach/midriff
- No muscle shirts, tank tops, etc. (shirts must have sleeves)

### **Shoes:**

- Shoes should be worn at all times.
- House slippers, shower shoes, bedroom shoes, and/or "slides" are prohibited and not to be worn
- No heels higher than two (2) inches are to be worn including wedges, platform shoes, or the heel-less heel.

### **Coats:**

- During inclement weather, smaller/sweater type coats may be worn indoors. Larger coats may be asked to be put in the student's locker
- Students are not permitted to wear hoods inside the building

### **Pants:**

- Pants are to be worn above the waist (no sagging pants)
- Pants that cannot be worn properly on the waist will require a belt
- No sweatpants or wind / pajama / velour / terrycloth pants
- No pants are to be bound at the ankle
- No holes, rips and/or torn pants of any type

**-Leggings are considered to be hosiery and cannot be worn alone as pants or with a short top. Any top or dress worn over leggings must be no more than 3" above the knees—all the way around. (Extremely tight pants are considered leggings)**

-No see through pants are allowed.

**Hats:**

-Hats, caps, visors and other head coverings shall not be worn in the building at any time (unless authorized by the principal). This includes ALL head coverings (i.e. berets, knitted hats, etc.) All hats should remain inside of the student's locker during the day.

**Shorts:**

-Athletic/gym shorts are prohibited (except those worn in the gym for PE).  
-Shorts may be worn with the length to be no higher than three (3) inches above the knee cap.  
-No swimsuits should be worn.

**Skirts:**

-Skirts and shorts which are shorter than 3 inches above the knee all the way around are prohibited. Slits should not rise past mid-thigh.

**Accessories:**

-No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed  
-No oversized jewelry  
-Neck scarves & bandanas are prohibited, this includes scarves as headbands  
-Chains are prohibited (i.e.: wallet chains/chains on belts/items with spikes are not permitted)  
-Blankets are not to be worn or wrapped around students  
-Dark glasses may not be worn indoors, except for valid medical reasons  
-Combs or picks are not permitted to be worn in the hair.  
-All rings, studs, ornaments, and jewelry must be removed before a student will be allowed to participate in PE or sports activities.  
-No spikes of any kind are allowed on any type of clothing.

All students are expected to follow the Shaw High School Dress Code. It must be remembered that the learning environment must be as free as possible from distractions/interruptions. With this in mind, we will try to address all dress code violations as soon as we are made of aware of them. As it is with a speeding motorist, not all dress code violators are caught. As a staff, we will try to be as consistent as possible in enforcing the dress code. We ask that parents check what their children are wearing **BEFORE** they leave for school. Dress and grooming which disrupts the educational process will not be allowed.

***Note: The school system / administrator reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.***



## HARDSHIP & MAGNET DISCLAIMER

All Shaw students are expected to behave in an exemplary fashion. Appropriate consequences are provided for those students that do not comply with the rules and regulations of MCSD and Shaw High School. Students that attend Shaw under a Hardship Request or Magnet transfer, and display disruptive behavior and/or lack of academic progress (failing courses) and/or become an attendance issue (tardies, absences, not being picked up after school) will be subject to reassignment to their home school. Eligibility for Georgia High School Association activities such as Athletics, Literary Events, may be lost by a student granted a hardship, especially where a high school student has already attended another high school in the district.

For School News and Updates, Please Visit Our Website:

<http://shaw.muscogee.k12.ga.us>

