

Muscogee County School District

William Henry Spencer High School

Established 1930
“Celebrating 86 Years of Excellence”



Home of the Mighty Greenwave

2015 - 2016 Student/Parent Handbook

Dr. Johnny Freeman, Principal

4340 Victory Drive
Columbus, Georgia 31903

(706) 683-8701

(706) 683-8716 FAX

<http://sites.muscogee.k12.ga.us/spencer/>

LETTER FROM DR. FREEMAN

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

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

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

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

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

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

Sincerely,

Johnny C. Freeman

Dr. Johnny C. Freeman, Principal
William Henry Spencer High School

WILLIAM H. SPENCER

HIGH SCHOOL

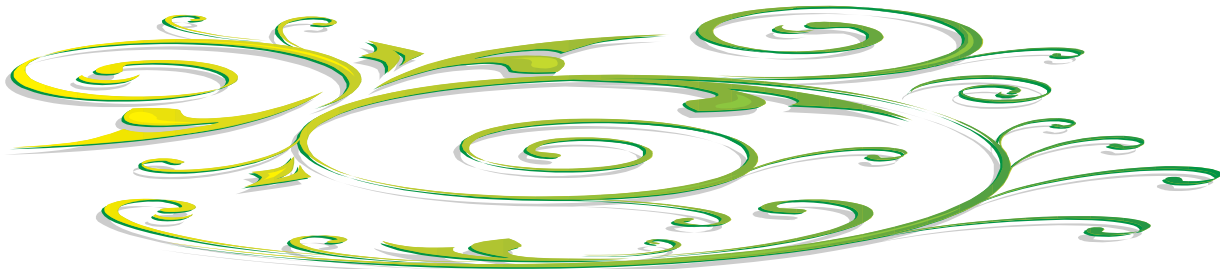


MISSION STATEMENT:

We, the Mighty Greenwave, are being fully equipped with the tools needed to succeed in college, career, and ultimately, life.

MOTTO:

We are outstanding, wise learners!



WILLIAM HENRY SPENCER HIGH SCHOOL CONTACTS

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

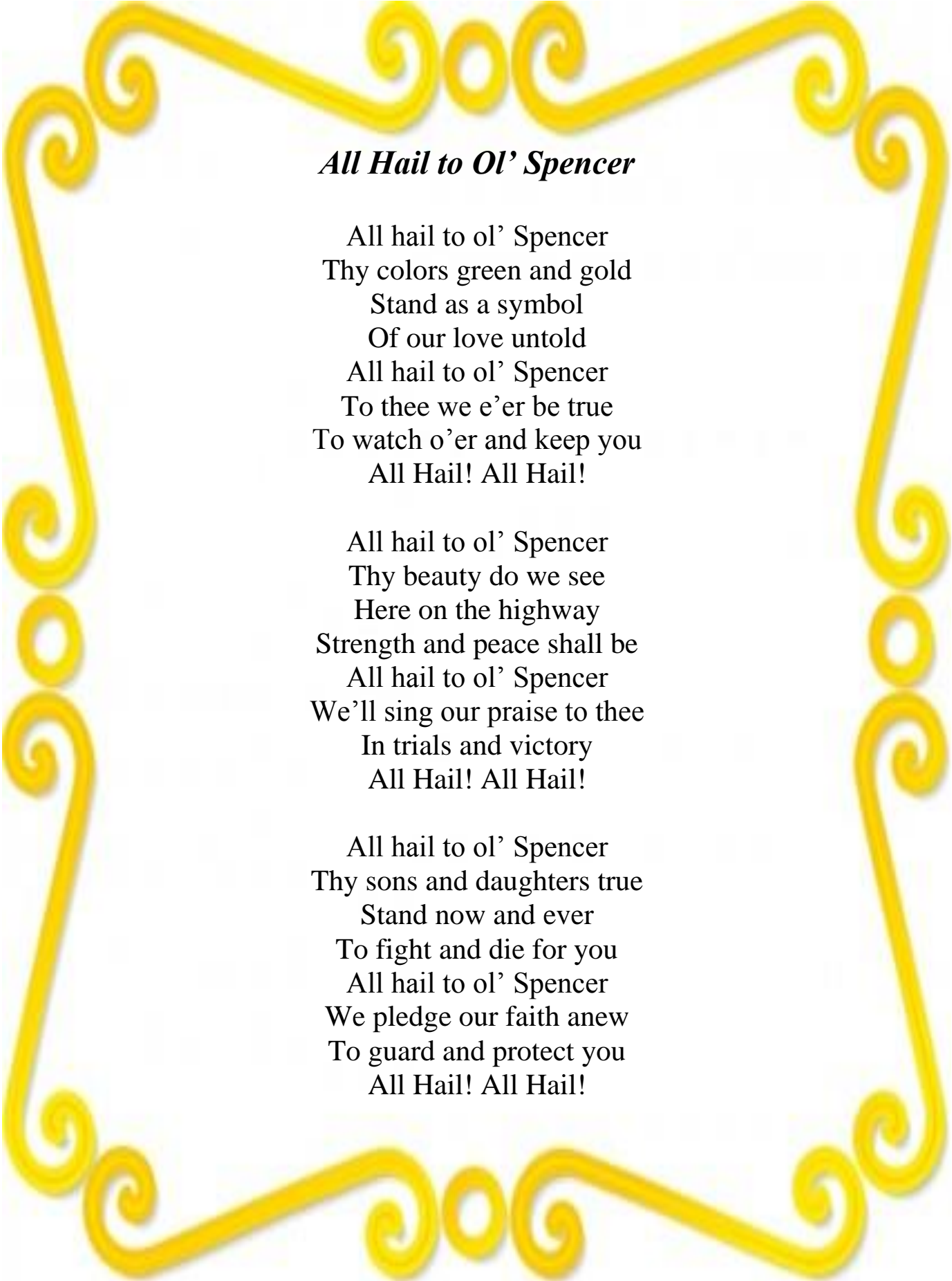
Principal	Dr. Johnny Freeman
Asst. Principal for Curriculum & Instruction	Ms. Rosa Patterson
Asst. Principal for Student Services	Mr. Jeffrey Jones
School Improvement Grant Administrator	Mrs. Terri Myers
School Secretary	Mrs. Tara Gamble-Battle
Secretary for Student Services	Mrs. Rhonda Beauchamp
<ul style="list-style-type: none">• Bus passes• Discipline• Lockers• Emergency operations and procedures	
Attendance Clerk	Mrs. Lynne Horne
<ul style="list-style-type: none">• Student check in and check outs• Absences• Student withdrawals	
Director of Guidance	Mrs. Shantis Curry-Gaines
<ul style="list-style-type: none">• Transcripts• Schedule changes• HOPE Scholarship information• College and scholarship information	
Athletic Director	Mr. Pierre Coffey & Mr. Sylvester Seldon
Band Director	Mr. Robert Robinson
School Nurse	Mrs. Sherial Finch
Head Custodian	Ms. Frances Samuel
Head of Maintenance	Mr. Patrick Stroud

William Henry Spencer High School Alumni Association, Inc.

C/O National Headquarters
P.O. Box 5334
Columbus, Georgia 31906-0334

Muscogee County School District

1200 Bradley Drive
Columbus, Georgia 31906
706-748-2000
Muscogee.k12.ga.us



All Hail to Ol' Spencer

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

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

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

BELL SCHEDULE

Breakfast 7:25 am - 7:45 am

1st Bell 7:45 am
 2nd Bell 7:50 am

ILT	7:50 - 8:20
1st Period	8:24 - 9:21
2nd Period	9:25 - 10:15
3rd Period	10:19 - 11:09
4th Period	<i>A Lunch</i>
	11:13 - 11:41 Lunch
	11:44 - 12:43 Class
	<i>B Lunch</i>
	11:13 - 11:41 Class
	11:44 - 12:12 Lunch
	12:15 - 12:43 Class
	<i>C Lunch</i>
	11:13 - 12:12 Class
12:15 - 12:43 Lunch	
5th Period	12:47 - 1:37
6th Period	1:41 - 2:31
7th Period	2:35 - 3:25



ACADEMICS



The William Henry Spencer High School Honor Code

William Henry Spencer High School expects students to uphold standards of honorable conduct. The stakeholders (students, faculty and parents) of William Henry Spencer High School initiated this honor code. It sets standards and serves as a guideline for classroom instruction regarding

ethical behavior. To uphold the Honor Code, students are encouraged to report known violations.

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

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



GRADUATION REQUIREMENTS

All students at William Henry Spencer High School must follow and complete the required number of credits to receive a diploma from the Muscogee County School District.

I. English/Language Arts	4
II. Math	4
III. *Science	4
IV. Social Studies	3
V. **Career, Technical and Agricultural Education (CTAE), and/or Modern Language/Latin, and/or Fine Arts	3
VI. Health & Physical Education	1
VII. Electives (4 units)	4
TOTAL UNITS	23

*[4th Science](#) may be used to meet both the required science and required elective in CTAE sequence of courses (V)

**Student must complete 3 units in a pathway to complete CTAE pathway and take end of pathway assessment; Student must complete 2 years of the same foreign language for admissions to Georgia Board of Regents colleges/universities.

GRADING SYSTEM

- A - 90-100 = Excellent
- B - 80-89 = Good Progress
- C - 70-79 = Needs Improvement
- F- 69 and below = Not Passing

The amendment to rule 160-4-2-13 states that the End of Course Testing (EOCT) will count as the final exam for the courses listed. It further states that the exam will count for 20% of the student's final numerical grade in the course assessed by the EOCT.

Mathematics: Coordinate Algebra & Analytic Geometry

Social Studies: U.S. History & Economics/Business/Free Enterprise

Science: Biology & Physical Science

English/Language Arts: Ninth Grade Literature & Composition & American Literature and Composition

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

Note: Parents who have questions or concerns about students' academic progress are encouraged to ask for progress reports and/or confer with teacher through the guidance department.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian are students who have ranked in their senior class as #1 and #2, respectively. To be eligible, students must be enrolled at William Henry Spencer High School at the **beginning of their junior year**. They will be determined at the end of the first term of their senior year. The top ten numerical averages in **academic courses** equal the top ten seniors. **All Advanced Placement courses will be weighted and given priority.**

WEIGHTED COURSES

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

HELPING OUTSTANDING PUPILS EDUCATIONALLY (HOPE) SCHOLARSHIP PROGRAM

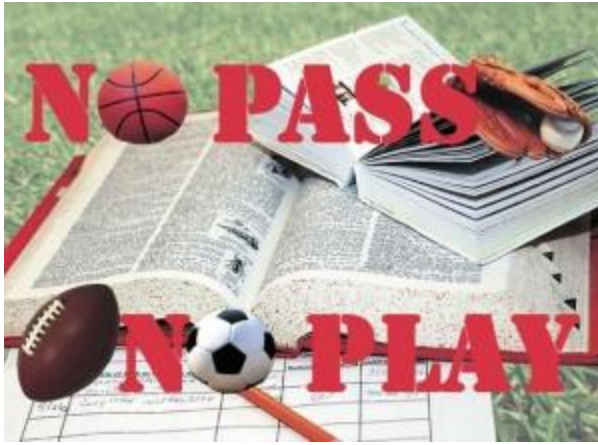
The Hope Scholarship Program rewards students for academic achievement in high school with financial assistance in degree, diploma, or certificate programs at a Georgia public or private college, university, or technical institute. Students who have earned a 3.0 Grade Point Average (GPA) in state-approved core curriculum courses in grades 9-12 qualify for the Hope Scholarship.

PRINCIPAL'S LIST

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

HONOR ROLL

Those students making all A's and B's during a grading period are placed on the Honor Roll for an entire nine week period. In addition, achievement awards are given to students who exhibit excellence in academics and exemplary citizenship during our annual Honors/Awards Ceremony.



NO PASS—NO PLAY—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 their academic courses in order to participate in any competitive activity.** Fifth year students are not eligible for GHSA activities.

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

- 9th Grade - promoted according to local policy,
- 10th Grade - 6 units earned prior to entering that year,
- 11th Grade - 13 units earned prior to entering year,
- 12th Grade - 21 units earned prior to entering year and passed the GHSWT



COMMITMENT TO EXCELLENCE

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

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

- **The Academy of Computer Science and Electronic Game Design**
- ***Advanced Placement (AP) Courses are Authorized to be Taught: Biology, Calculus AB, Computer Science, English Literature, English Language, Environmental Science, Macro-Economics, Psychology, Spanish Language, Statistics, Studio Art: Drawing, 2-D, 3-D, U. S. History, World History**
- **Nationally-Recognized Junior ROTC Program**
- **Computer-Assisted Learning in Academic Labs and Mobile Carts**
- **A Variety of Athletic Teams**
- **Science Laboratories that Utilize Video & Digital/Video Processing of Information**
- **Industry-Certified in Automotive Technology**

2016
The Class Of

GRADUATING SENIOR CLASS OF 2016

Seniors must be on track to graduate May 2016 in order to participate in graduation exercises. Graduation exercises include the following: the graduate trip(s), graduate breakfast, graduate picnic, graduate convocation and all other activities that are for graduating seniors. All course work and GHSGT requirements must be met to participate in any designated graduation activities.



***THE ADVANCED PLACEMENT (AP) PROGRAM**

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

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

How AP Benefits Students

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

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

Why take an Advanced Placement course?

Gain the Edge in College Preparation

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

Stand Out in the College Admissions Process

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

Broaden Your Intellectual Horizons

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

How Do I Enroll?

- Make an appointment with your counselor
- Contact the AP Coordinator
- Converse with the Academy Coordinator
- Consult with the Assistant Principal of Curriculum and Instruction for scheduling requirements



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

What key outcomes are expected from the Academy?

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

The students will:

- Be prepared for post-secondary education and Information Technology careers
- Earn honors level credit, dual enrollment opportunities, and current hardware, software, and networking professional certifications; Demonstrate responsible and ethical decision-making and problem solving skills
- Develop a deep understanding of themselves and the technological world around them
- Produce high quality work while increasing their academic and technological knowledge
- Demonstrate effective communication skills technologically and personally

- Demonstrate leadership and team building skills
- Participate in career and technical organizations and extra-curricular activities
- Participate in a minimum of 100 service-learning hours over the four years of The Academy

For more information on the Academy of Computer Science and Electronic Game Design, please visit our website at <http://sites.muscogee.k12.ga.us/spencer/>



POLICIES AND PROCEDURES

Attendance Policies and Procedures

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

EXCUSED ABSENCES

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

RELIGIOUS HOLIDAYS

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

ATTENDANCE CONFERENCES/APPEALS PROCESS

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

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

HOMEBOUND INSTRUCTION

In cases of prolonged absences (10 or more days) due to illness, the parent(s) or guardian(s) should seek assistance from the Principal or his designee(s) for homebound instruction. Spencer High School will provide the parent(s) or guardian(s) with a Hospital/Homebound Referral Form. Please contact a counselor in the Guidance Department for the form.

STUDENT ATTENDANCE

Teachers will record their students' attendance daily during the first 3 minutes of class. These reports will be generated and evaluated by the attendance office every period during the day. Students will attend every class on their schedule daily. Students are expected to be on time to their class daily. Failure to comply with the aforementioned rules will result in disciplinary actions, which will include external suspension.

HALL PASSES

Students are to remain in class. Any student out of class to use the restroom must have a handwritten pass by a teacher. All students will remain in class until an administrator or counselor reports to the classroom.

TARDY POLICY

- Students who are tardy to school must check in, using their school **ID badge**, through the **Attendance Office**. Students must have a written note from a parent/guardian stating the date and reason for the tardiness. Oversleeping, car trouble, running errands, missing the bus, dress code violations, etc, are unexcused.
- **Special circumstances may be taken into consideration by the school administration.** Students must have a parent or guardian present when checking in after 8:05.

CHECK IN/OUT PROCEDURE

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

EARLY MORNING ARRIVALS

Students arriving to school before 7:20 am are encouraged to go directly to the cafeteria. Students are not allowed in the halls until 7:45 am.

TARDINESS

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

Students are to be in class prior to the ringing of the bell. Unexcused lateness to class requires that the student stay in after school detention on the following day for the teacher to whom he/she is late reporting.

REPORTING LATE TO SCHOOL (UNEXCUSED)

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

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

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

SKIPPING/OUT OF CLASS WITHOUT A PASS

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

SIGN IN/SIGN OUT PROCEDURE

In an effort to minimize class disruptions, please make every effort to sign students out at the beginning/end of the class periods. Please try to arrange appointments after school.

Students who are tardy must report to the attendance office to receive a pass to class. Students who sign in or out of school after 8:05 a.m. must report to the attendance office with a parent. **A parent, guardian, or sibling who signs a student out must be prepared to show an I.D. and be listed on Infinite Campus system.** Students who leave school without approved sign-out will be subject to suspension.

APPEAL TO WITHDRAW POLICY AND PROCEDURE



WITHDRAW PROCEDURE

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

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



DISCIPLINE CODE OF CONDUCT

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

SPENCER HIGH SCHOOL SCHOOL-WIDE DISCIPLINE POLICY WITH STANDARD CONSEQUENCES

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

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

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

DETENTION

A student may be kept after school by a teacher or administrator for makeup work or punishment upon 24 hours notice, if transported. The PARENT is expected to furnish transportation home. Detention will require the student's attendance after school. Students assigned to detention should bring sufficient amount of written assignments to last for one hour. This should be done on a consistent basis. If students do not follow the rules of teacher and administrative detention, additional disciplinary actions may be taken. Students should have transportation arrangements made prior to the day and time of assigned detention. If a student misses detention, he/she will automatically be suspended and assigned a parent conference upon return to school.

IN-SCHOOL SUSPENSION (ISSP)

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

OUT OF SCHOOL SUSPENSION (OSS)

If a student's behavior has become a chronic problem that has not responded to other forms of discipline, then that student will be suspended from school for one to ten days. Parents will be notified of the suspension and will be required to accompany the student for a conference when the suspension is over. The student will not be allowed to participate in any extracurricular activities (sports, clubs, etc.) while suspended from school.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, use, handle, transmit, or control any object which might reasonably be considered as a weapon. While not meant to be all inclusive, examples of such objects are any gun, pistol or device designated or intended to propel a missile of any kind, explosive compounds, or any dirk, Bowie knife, switch blade knife, ballistic knife, any other knife having a

blade of three or more inches, straightedge razor, spring stick, metal knuckles, black jack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a num chuck, or a fighting chain, or any disc designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapons of any kind. *O.C.G.A. 16-11-127.1.*

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

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

SEXUAL HARASSMENT

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

FAILURE TO PRODUCE STUDENT IDENTIFICATION CARD

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

IMPROPER PARKING/INVALID PARKING PERMIT/NO PARKING PERMIT

- 1st offense: Parking citation (WARNING)
- 2nd offense: 1 week loss of driving to school rights and parent conference
- 3rd offense: Vehicle towed at owner's expense

DRESS CODE VIOLATION

- 1st offense: Report to the Family Services Coordinator for appropriate attire
- 2nd offense: 1-10 days ISSP and parent conference
- 3rd offense: 1-10 days OSS



STUDENTS HAVING IN THEIR POSSESSION CELL PHONES (not to be seen or heard), RADIOS, WALKMANS, ELECTRONIC GAMES, I-POD, I-PAD, MP 3 PLAYERS, AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED ON CAMPUS.

- 1st offense: Device will be turned into the principal or designee. Parent may pick up the

phone after **3 school days**. Parent pick up device at the close of the school day, or give an adult written permission to do so (school will verify by asking for identification of the adult picking up the phone).

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

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

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

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

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

1st offense: 5 days OSS & parent conference

2nd offense: 10 days OSS

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

REFUSAL TO GIVE CELL PHONE TO A STAFF MEMBER

1st offense 1-5 days OSS

LEAVING EATING CONTAINERS (TRAYS) ON TABLE UPON COMPLETING MEAL

1st offense: 1 day cafeteria detail, parent conference

2nd offense: 3 days cafeteria detail, parent conference

3rd offense: 1-3 days OSS

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

1st offense: 3 days work detail

2nd offense: 3 days ISSP& parent conference

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

BUS MISCONDUCT

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

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

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

SMOKING AND POSSESSION OF TOBACCO PRODUCTS

- 1st offense: 1-3 days OSS and parent conference
2nd offense: 5-10 days OSS

VANDALISM, DAMAGING OR STEALING SCHOOL PROPERTY

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

THEFT

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

OBSCENITY/PROFANITY-ORAL OR WRITTEN DIRECTED TO A TEACHER

- 1st offense: 3 days OSS
2nd offense: 5-10 days OSS /may be referred to Tribunal

OBSCENITY/PROFANITY-ORAL OR WRITTEN DIRECTED TO ANOTHER STUDENT

- 1st offense: Administrative Detention
2nd offense: 3 days ISSP
3rd offense: 3-5 days OSS

DEFIANCE AND OR DISRESPECT: A CHALLENGE TO TEACHER AUTHORITY

- 1st offense: 1-5 days OSS
2nd offense: 5-10 days OSS
3rd offense; 10 days OSS and Referral to Discipline Tribunal

THE SHOWING OF AFFECTION IN AN INAPPROPRIATE MANNER

- 1st offense: Refer to Guidance Counselor plus parent conference
2nd offense: 3 days ISSP & Parent conference
3rd offense: 1-5 days OSS

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

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

SEXUAL HARASSMENT

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

DISRUPTION OF SCHOOL/CLASS

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

BULLYING

- 1st offense: 1-3 days OSS and parent conference upon return
2nd offense: 5-10 days OSS

INCITING OR PARTICIPATING IN RIOTOUS BEHAVIOR

- 1st offense: 1-5 days OSS
2nd offense: 5-10 days OSS; referred to Discipline Tribunal

VERBAL ALTERCATIONS ON CAMPUS

1st offense: 5 days OSS

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

FIGHTING: PHYSICAL CONTACT FROM BOTH PARTIES INVOLVED

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

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

STUDENT OFFENSES

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

- disruption by use of violence, force coercion, threat or false alarm
- damage, destruction or theft of school or personal property
- possession of dangerous weapons and instrument (Police must be notified.) possession and/ or use of narcotics, alcoholic beverages and drugs on school ground, en route to or from school or off school grounds at a school sponsored event (Police must be notified.)
- insubordination and disrespect
- hazing
- use of obscene language
- tardiness, truancy and leaving campus unauthorized
- possession and use of tobacco, matches and/ or cigarette lighters
- loitering
- misconduct on bus
- vehicle violations on campus or failure to register vehicle
- falsification of school records, passes or excuses
- gambling
- bringing radios or personal audio-visual equipment to school inappropriate display of affection
- eating or drinking in any area other than the cafeteria or Spencer Park leaving class without an authorized pass during class time; hall passes must state time of departure and destination
- extortion
- bullying
- tampering with fire alarm
- technology tampering
- sexual harassment
- forgery
- arson



DRESS AND APPEARANCE: DRESS FOR SUCCESS

It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

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

William Henry Spencer High School

Dress Code and Policy Do's and Don'ts: Student/Parent Copy for Your Records

1. No sagging
2. Shirt must be tucked in
3. Students may not wear slashes in eyebrows
4. No extreme haircuts or colorings in hair (i.e., male students wearing red/blonde dye in hair)
5. Student may not wear hats, head bands, du rags, wraps, or bandanas
6. Students may not wear slides
7. Students may not wear sweat pants
8. Students may not wear athletic shorts
9. Students may not have holes in pants
10. Students may not wear leggings/tights as pants
11. Students may not wear tank tops
12. Students may not wear spaghetti strap tops
13. Students may not wear jogger pants
14. Students may not wear headphones, ear buds, blue tooth devices, etc...
15. Students may not use cell phones and/or electronic devices in the building or during school hours
16. Students may not have any food/drink or candy/gum in class
17. Students may not leave cafeteria with any food
18. Students may not have any public displays of affection
19. Students must adhere to all policies within the MCSD and school handbook

I have read and understand the above policies.

**Parent/Guardian name (PRINT)
(SIGNATURE)**

Parent/Guardian name

Student name (PRINT)

Student name (SIGNATURE)

Date

DRESS CODE SUMMARY

Shirts

All shirts must be tucked in

No midriffs should be exposed

No see-through shirts/blouses

No tank tops, spaghetti straps, tube tops

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

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

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

Shoes

No shower shoes, flip flops, or house shoes

Pants

Pants are to be worn on or above the waist

No Leggings/Jean-Like Leggings and Short Skirts combined

No Pajama Bottoms to be worn

No see-through pants

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

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

No pants are to be worn bound at the ankle

Dresses and Skirts

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

Shorts

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

Coats

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

Hats

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

Jewelry

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

No oversized clothing is allowed.

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

ITEMS NOT ALLOWED AT SCHOOL

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

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

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

HALL AND STAIRWAY CONDUCT

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

1. All teachers at Spencer are YOUR teachers. When a teacher speaks to you in the hallways, you are expected to respond with courtesy and to follow the directions given.
2. Running in the building is strictly prohibited.
3. Students are to keep to the RIGHT in the halls and stairways.
4. Use stairways with caution and courtesy.
5. Talking during class changes should be at a quiet, conversational level. There is never a reason to yell in the hallways.

6. No student has the right to put hands on another student or on another student's personal property.
7. Any type of roughhousing in the building is prohibited.
8. Students may not stand or sit on the stairwell at anytime.

CAFETERIA CONDUCT

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

FEE POLICY

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

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



TRANSPORTATION

Students who live more than a mile and a half from the school in the assigned attendance area will be provided transportation by the school district. Students will be given a bus pass which must be kept for the entire school year. Only those students with passes may ride the bus. **Students may only ride the bus to which they were assigned.** Students who ride Chattahoochee County buses from Cusseta will not need bus passes. Temporary bus passes can be issued with parent request in writing for special emergencies. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

Students who drive cars must register their cars to receive a parking decal. This will allow

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



STUDENT IDENTIFICATION

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

VISITORS

All visitors are to report directly to the attendance clerk upon entering the campus. In cases of an emergency, the office will contact the student. **Visits to classrooms are not allowed on the campus. Violators will be arrested.**

STUDENT ILLNESS

Students who become ill at school will be given immediate care, based on the standard protocol. Students will be sent home if deemed necessary. The clinic will be used only in emergency situations.

LOST AND FOUND

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

MEDICATION

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

GUIDANCE SERVICES

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

MEDIA CENTER

Students are free to work in the media center during the school day or on an individual basis with a pass from their teacher. Classes must be scheduled in advance in order to come to the Media Center. Students are not allowed to leave the cafeteria during their lunch period to go to the media center.

Following the guidelines of the Muscogee County School District, students are required to have a signed contract (both parents and students must sign), which outlines the proper management and use of the Internet. Once students have returned contracts, they will be granted online access. Improper use of Media Services or equipment may result in disciplinary actions.

AFTER SCHOOL SUPERVISION

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

LOCKERS

Students are assigned lockers at the beginning of school or upon enrollment. A rental fee of **\$5.00** will be charged for each locker. Students who rent a locker are expected to adhere to the following:

1. Use only the locker that has been assigned to you. **DO NOT share lockers with anyone.** You may lose your locker privileges / locker by allowing someone else to use it. You may be charged for illegal items placed in your locker by someone else.
2. **DO NOT allow other students to have access to your combination.**
3. Use your locker only when necessary. You do not need to go to your locker between every class. Students must be out of their lockers and in class before the tardy bell. Going to your locker between classes does not constitute a legitimate excuse for being late to class. Students found at their locker after the tardy bell without a pass will be disciplined accordingly.
4. Keep your locker neat. Clean it out regularly by removing all unnecessary clothes, papers, etc.
5. Realize that lockers are school property and that the administration has the right to conduct locker inspections and/ or searches when there is probable cause.

STUDENT ACCIDENT INSURANCE

The Muscogee County School District offers student accident insurance to all students in the Muscogee County School District. This insurance is available to you at a nominal fee. If you do not wish to take out Student Accident Insurance, you child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

SELLING TO STUDENTS/FUNDRAISERS

Students are prohibited from selling/buying items of any description from one another either on the school bus or on school grounds. Students caught selling candy that is not for an approved fundraiser will be confiscated and not returned. Candy, doughnuts, etc. should not be sold for any reason, unless authorized by Dr. Freeman.



Athletic Behavior Contract

As a student-athlete of William Henry Spencer High School you are held to high expectations. Being a member of this team is a privilege and not a right. As an athletic department we take great pride in our athletes being models of the school. Some of the expectations include but are not limited to:

1. Having a positive attitude and being respectful towards all administrators, faculty/staff, students and teammates.
2. Abiding by all school dress codes.
3. Not becoming involved in physical or verbal confrontations with any students or faculty/staff members.
4. Not becoming involved in any activity that could result in suspension from school or be assigned to in-school suspension.
5. Attend school, classes and practices daily on time.
6. Contact coach when going to be absent from practice in advance
7. Be attentive in class and be actively involved in the lesson.
8. Complete all assignments and turn them in on or before the due date. (Class Work, Homework, Projects or Reports)
9. Complete all schoolwork to the best of his/her ability.
10. Attend study hall on time when assigned.
11. Follow all directives from administrators, faculty and staff members.
12. Meet all local curfew guidelines: Mon – Thu (10:00 pm) and Fri. – Sun (12:00 am)
13. Follow all rules and policies of Muscogee County Board of Education, William H. Spencer High School, Georgia High School Association and William H. Spencer High School Athletic Program.
- 14. Actions involving a fight, sexual act, gang activity, weapons, drugs or alcohol will result in immediate dismissal from program. Knowledge of any of these actions occurring outside of school or on social media can also result in immediate dismissal.**

In the unfortunate event that an athlete quits, leaves or is dismissed from a team, funds paid to team or funds raised will not be refunded. Our coaching staff has high expectations for our athletes and expect them to meet those expectations. Congratulations on becoming an athlete in the Mighty Greenwave Athletic Program.

Student

Date

Parent/Guardian

Date

Head Coach

Date

Athletic Director

Date