

# **WILLIAM HENRY SHAW HIGH SCHOOL**

## **GUIDE FOR PARENTS AND STUDENTS 2024-2025**



### **Home of the Raiders**

Sureya Hendrick, Ed.D. (Principal)

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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

### **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***

***Class Assignments***

***School Announcements***

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

# Shaw High School



Dear Parents and Students,

On behalf of the faculty and staff of Shaw High School, I want to take the opportunity to welcome both new and returning students to our school. The faculty and staff of Shaw High are very excited about beginning a new year. 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 believe that excellence only occurs when a partnership exists between students, parents, the school administration, and the faculty and staff of a school. In our partnership, we ask for the same level of commitment and respect from our students and parents as is requested from the administrators, teachers, and staff of Shaw. In the classroom, we need students to be engaged, responsible, and active learners. In the hallways, during all events, and in the community, we expect Shaw students to be respectful of others, be community servants, and take pride in The Shaw brand and being a Shaw Raider. We welcome parents to take an active role in all aspects of education and know that such involvement positively impacts our students, our school culture, and our school.

Our handbook should serve as a general overview of Shaw High School. It provides information on both academic and extra-curricular opportunities for students. We encourage all of our students to become involved in at least one of those opportunities. The handbook also gives policies 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 “Shawsome” 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 and we know that “united” we will rise to great heights.

Sincerely,

Sureya Hendrick, Ed. D.

Principal, Shaw High School

**Bus Transportation Information**

**Please direct questions regarding bus transportation issues  
to Shaw High School's Zone 3 Supervisors listed below:**

**Director of Transportation**

**Godfrey Jackson @ 706-748-2876**

**Terry Chambley (Supervisor) 706-748-6980**

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

**Thomas Vowell @ 706-748-2876**

**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

Prepare students to achieve academic excellence, to be servant leaders, and to positively contribute to society.

### Shaw High School Vision

Shaw High School is an institution that strives to develop a culture of academic excellence and professionalism.

### Shaw High School Values

As we serve, Shaw fosters an organization where we believe

- Perseverance and growth are essential for success
- Everyone is capable of achieving.....
- Preparation is a must
- Unity is essential
- Partnership (Students, Teachers, Administration, Parents, Community) is integral

### 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 this 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.

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 online 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.



# Shaw High School

## Student Expectations

1. **Adherence to Rules and Regulations**
  - Follow all school rules and policies at all times.
  - Arrive on time for classes and school activities.
  - Adhere to the dress code as specified.
2. **Respect for Authority and Peers**
  - Show respect to all adults, including teachers, staff, and visitors.
  - Treat fellow students with kindness and consideration.
  - Listen attentively and follow instructions from school authorities.
3. **Servant Leadership**
  - Participate in community service and school improvement projects.
  - Demonstrate initiative in helping others and contributing to the school community.
  - Serve as a role model for peers by displaying integrity and responsibility.
4. **Commitment to Academic Growth**
  - Strive for personal best in all academic endeavors.
  - Complete and submit assignments on time.
  - Seek help when needed and participate actively in class.
5. **Pursuit of Excellence**
  - Maintain a high standard in all school-related activities.
  - Participate in extracurricular activities and pursue personal interests.
  - Set and work towards personal and academic goals.
6. **School Spirit and Pride**
  - Show pride in being a Shaw High School student.
  - Participate in school events, assemblies, and sports activities.
  - Promote a positive image of the school in the community.
7. **Love and Compassion**
  - Foster a supportive and inclusive environment for all students.
  - Demonstrate empathy and understanding towards others.
  - Encourage and support peers in their endeavors.

By adhering to these expectations, students will contribute to a positive, respectful, and high-achieving school environment at Shaw High School.





## 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 – Ms. Smith/Mrs. Rodriguez
- Principal’s Office – Dr. Hendrick
- Bookkeeper’s Office – Ms. Key
- Clinic –Located in the Administration Office
- Assistant Principal for Student Services – Mr. Huffman
- Assistant Principal for Curriculum and Instruction – Mr. Smith
- Assistant Principal for Academic Affairs – Mrs. Tucker
- School-based LEA (Learning Support Lead for Special Education) – Mrs. Brown
- Student Resource Officer – Officer Purter

**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. For questions regarding attendance, please see Shaw’s Attendance Clerk.

**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 **8:45 a.m.** until **4:00 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 Attendance 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, Mr. Smith, located in Guidance Office.

**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 others 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, **Dr. Sureya Hendrick**, is located in the Main Office.

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

**Assistant Principal over Student Services, Mr. Christopher Huffman-** attendance, grades, enrollment and withdrawal, and student scheduling. He is responsible for safety, student lockers, parking lot passes, and discipline. His office is located to the right of the main office past the cafeteria.

**Assistant Principal over Curriculum and Instruction, Mr. Andrew Smith** - classroom instruction and assessment, testing, bus passes, student scheduling, student awards, and honors. His office is located in the Guidance Office.

**Assistant Principal over Academic Affairs, Mrs. Blair Tucker** – She provides academic counseling or advising to students and faculty, testing, and student/teacher honors. Her office is located in the Main Office.

**Program for Exceptional Students Coordinator, Mrs. Dorothy Brown** - Special Needs programs and IEPs.

**Director of Guidance and Counseling, Ms. Sabrina Alexander** - Visit our counseling department for assistance with transcripts, HOPE, Graduation Requirements, Course Credit Recovery, Georgia 411, Career Planning, and Partner-In-Education.

**Professional School Counselors – Ms. Jesse Moore (9<sup>th</sup>), Mrs. Libby Becham (10<sup>th</sup>), Dr. Lourie Parker (11<sup>th</sup>), and Ms. Sabrina Alexander (12<sup>th</sup>)**

**School Resource Officer, Officer Joel Purter** – Provide mentorship and oversee the school safety team. His office is located in the attendance office when you first enter the building.

**Athletic Director, Blair Harrison / Assistant Athletic Director, Preston Shackelford** - See the Athletic Director/Assistant 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.



**Cafeteria Manager, Ms. Jennifer Lozano** - 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 whom to ask, start with the Instructional Leader of that department. The Instructional Leaders are:

English: **Felicia Gunn**

Mathematics: **Shawna Tucker**

Foreign Language: **Guirlene Mimy-Matthews** Science: **Brigitta Stubbs**

Social Studies: **Danielle Maddox**

Fine Arts: **Heidi Platz**

Physical Education: **Blair Harrison**

LEA: **Dorothy Brown/James Ceasar**

CTAE: **LaQuinta Gallishaw-Gonzalez**

Leadership Facilitator: **Andrew Smith**

Academic Coach: **Monica Harrell**

**JROTC Director – CWO Toney Adams** and **1SG Carl Holcombe** have offices in rooms within the JROTC/Health Science wing. **SFC Jessica Monts** will be located in room 220, at the end of the English Hall.

**Magnet Coordinator, Mass Communications Academy – Mr. Smith’s** office is located within Counseling Office.

**Main Office Staff, Ms. Key-** is the bookkeeper. Her office is located within the Administration Office. **Ms. Smith-** The attendance Clerk and **Mrs. Rodriquez** School Secretary, are located in the Main Office. **Ms. Smith** will be seated to the right and **Mrs. Rodriquez** to the left if you’re facing the front office counter.

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

**Music Directors, Ms. Janna Farmer,** the Band Director, has her office in the Band Room. **Mrs. Adonna Clark,** The Orchestra Director, has her office in the Band Room. The Choral Director has his office in the Choral Music Room located in the 400’s.

#### **WHO TO SEE FOR...**

Absence Approval Forms

Attendance Office

Annual/Yearbook Staff

Ms. Farrell

Attendance Appeals

Assistant Principal, Mr. Huffman

Band Auditions

Band Director, Ms. Farmer



Bus Passes	Main Office
Car Registration	Main Office
Cell Phones	Assistant Principal, Mr. Huffman
Checking In/Out	Attendance Office
Choral Auditions	Choral Director
Confiscated Items	Assistant Principal, Mr. Huffman
Curriculum Issues	Assistant Principal, Mr. Smith
Discipline Issues	Assistant Principal, Mr. Huffman
Driver's License Form	Attendance Office
Free Lunch Applications	Cafeteria Manager, Ms. Lozano
Health Issues	School Clinician
Homebound Services	Assistant Principal, Mr. Huffman
ID Cards	Media Staff, Mrs. Torres
Locker Problems	Main Office
Lost and Found	Attendance Office
Lost Book Fines	Attendance, Office Secretary
Planned Absences	Assistant Principal, Mr. Huffman
Schedule Changes	Guidance Department
School Records	Guidance Department
School Pictures	Ms. Farrell
Testing	Mrs. Nicholas / Mrs. Tucker
Textbooks	Mrs. Torres
Transcripts	Guidance Department
Yearbook	Ms. Farrell
9 <sup>th</sup> Grade Dues	Ms. Struecker/Fleming, Room 222
10 <sup>th</sup> Grade Dues	Ms. Stubbs, Room 215



11<sup>th</sup> Grade Dues

Mrs. Allen, Room 344

12<sup>th</sup> Grade Dues

Mrs. Maddox, Room 247

## 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 administration for information on how to register.

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

### Shaw Parent/Teacher Organization

Membership is \$5 per Individual or \$10 per family. The PTO typically offers package deals at the beginning of the year.

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

<http://shawunited.com>

## 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 that 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**

American Government or AP Government/Politics

#### **10<sup>th</sup> Grade**

World History or AP World History

#### **11<sup>th</sup> Grade**

US History or AP US History

#### **12<sup>th</sup> Grade**

Economics or AP Macroeconomics



9 <sup>th</sup> Literature Composition or Honors 9 <sup>th</sup> Literature Composition	10 <sup>th</sup> Literature Composition or Honors 10 <sup>th</sup> Literature Composition	American Literature or AP English Language	Multi-Cultural Literature or AP English Literature
Algebra or Honors Algebra or Honors Geometry	Geometry or Honors Advanced Algebra	Advanced Algebra or Enhanced Advanced Algebra/AP Pre- Calculus or AP Pre- Calculus	Pre-Calculus, AP Statistics, College Readiness, AP Calculus, or Stat. Reasoning
Earth Systems, Physical Science, or Honors Biology	Biology or Chemistry	Anatomy, Chemistry I, Environmental Science or AP Environmental Science	Anatomy, Chemistry I, AP Biology, 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. Since the 2020-2021 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 Honors III / Spanish I, II, Honors III, and 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 coursework, to prepare them to continue their education at any level or to enter the world of work.

**Pathways offered at Shaw:**

Audio/Video Technology & Film	Marketing & Hospitality
Banking, Investing, & Insurance	Work-Based Learning
Computer Science	Law and Criminal Investigations
JROTC	Teaching as a Profession
Healthcare Science	Career Technical Instruction

**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. Wherever 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.



## MCA Course of Study Requirements

Audio/Video Technology & Film I

Audio/Video Technology & Film III

Audio/Video Technology & Film II

Broadcast Video Production Lab (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. **Students enrolled in the AP program are expected to take the AP exams at the end of the course.**

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

US History

Environmental Science

Statistics

Human Geography

Biology

World History

English Language

Chemistry

Psychology

English Literature

Spanish

Computer Science Principles

Government/Politics

Macroeconomics

Studio Art

Calculus AB

Pre-Calculus

Music Theory

### **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 expected to take the AP exam. (The cost is approximately \$98 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 Honors courses are designated to receive honors weight-one half (1/2) quality point (GPA):

Honors Ninth Grade Literature	Honors Tenth Grade Literature
Honors Biology	Honors French III
Honors Physics	Honors Spanish III
Honors Algebra	Honors Geometry
Honors Chemistry	Honors Physical Science

### **Dual Enrollment**

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. Dual Enrollment provides this opportunity. Shaw students can attend Columbus State University (CSU), Georgia Military College (GMC), or Columbus Technical College (CTC), and earn college credits before graduating from high school. When Dual Enrollment 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 Dual Enrollment 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 during both the school year and during the 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 - .5 credit      ▶ Personal Fitness – .5 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 the 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. Students with the top ten numerical averages will be 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 their senior year, these students will be eligible for the valedictorian or salutatorian honor.

### **HONOR ORGANIZATIONS**

Members of 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 diplomas. 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.

### **Graduation/Honors Cord Distinction**

<b>Organization</b>	<b>Honor cord color</b>
High Honor Graduate	Double Gold
Honor Graduate	Double silver
National Spanish Honor Society	Gold/Red
Journalism	Orange
Academic Decathlon	Blue/Red/Silver
JROTC	Green
National Art Honor Society	Multicolored (all colors)
FBLA	Navy blue/gold
Tri-M Music Honor Society	Pink
Pearls of Excellence	Teal/White
Skills USA	Red/white
Language Pathway Completer & Club Member	Gold/Green



National French Honor Society	Blue/Red/White
National Technical Honor Society	Purple/silver
High Magnet Honors	Black/Red/White
Mass Communications Academy	Silver stole
International Thespian Society	White stole with royal blue and gold
National Beta Club	Gold stole with black emblem
National Honor Society	White stole with blue emblem
Omega Lamplighters	Purple stole
Model United Nations	Blue (Light)/White
DECA	Blue/white
Mu Alpha Theta	Blue (Light)/Gold
CTAE Pathway Completer (EOPA Passer)	Teal
Shaw Olympic Academic Reader	Gold, silver or bronze (single cord)
HOSA	Blue (Navy)/Red

### **Honor Graduates**

Shaw High School seniors who maintain a numeric GPA of 93.0 to 96.9 will be recognized as honor graduates (GPAs will not be rounded).

Shaw High School seniors who maintain a numeric GPA of 97.0 and above will be recognized as high-honor graduates (GPAs will not be rounded).

### **MCS D Gifted Education Referral & Identification Procedures**

The MCS D 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 parents 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 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.

### **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):** The assessment is 20% of the final grade.

GMAS will be given to students enrolled in:

### Mathematics (Advanced and Traditional Classes):

Algebra Concepts and Connections      This includes the Honors class.

### English (Advanced and Traditional Classes)

American Literature/Composition      This includes the AP English Language class.

### Science (Advanced and Traditional Classes)

Biology I      This includes the Honors class.

### Social Studies (Traditional Classes)

U.S. History      AP United States History does **NOT** take the GMAS.

### ***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 their 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 grade 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 is 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 be 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 via Infinite Campus. 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**

Final grades are calculated by averaging the four 9-week grades within the year.

Example:  $(1^{\text{st}} 9 \text{ weeks} + 2^{\text{nd}} 9 \text{ weeks} + 3^{\text{rd}} 9 \text{ weeks} + 4^{\text{th}} 9 \text{ weeks}) / 4 = \text{Final average}$

### **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 counts for 80% of the final grade.

Example: Final Course average = 77 EOC grade = 74

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

Students must be “on track” toward graduation. This means:

- ▶ **5** credits gained at the end of the 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 and/or inappropriate use of Artificial Intelligence (AI)
- ▶ 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. Teachers, 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 communication 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 8:45 a.m. until 4:00 p.m. In order to be counted as 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 increasing 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) on 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 a 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. Students are allowed only **THREE** handwritten parent notes per academic year.

State law recognizes the following reasons as legal absences:

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

Note: After **5 consecutive days** of absences (excused or unexcused), students who are absent due to illness must provide doctor's documentation, or the absence will be considered unexcused. All other absent excuses will be subject to approval from the 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 for ten or more consecutive days due to illness or injury.

**\*NOTE: Students who are absent (including suspension) on 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, to follow up with his or her teachers, and submit all missing assignments **within 3 days of the student's return to school**. 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 the teacher's discretion whether to accept make-up work.

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

The school year is the equivalent of 180 days. A student at Shaw High School who misses more than fifteen (15) days in any class may not receive sufficient credit. High school students may only be absent seven (7) times from a particular class per semester.

If a student's unexcused and excused absences exceed the numbers listed above in a particular class, then the student may lose credit for that class.

The parent or guardian may appeal a decision to withhold credit for an individual student based on excessive absences. Appeals must be made to the principal in writing within two (2) weeks of such a decision on the basis of hardship, extenuating circumstances, or other extreme emergencies. If the principal denies the appeal, a request in writing may be sent to the Superintendent or his/her designated assistant within five (5) school days for an informal review and hearing.

Students whose absences are caused by a disability or medical condition may and should seek assistance in dealing with absences from the Principal or Case Manager as early as possible and are encouraged to discuss absences with personnel at the school level.



## **ATTENDANCE PROCEDURES:**

### **Tardy to School**

Students who are tardy **to school** must check in through the Attendance Office. 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 8:45 a.m. ***After 8:45 a.m., students will be considered tardy (unexcused) and upon entering the building they must report to the attendance office to receive a tardy slip prior to reporting to class.***

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 fourth (4) 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 8:15 a.m. Traffic is NOT an acceptable excuse for being tardy. Please make the adjustments needed to arrive on time.**

### **Tardy to Class**

A tardy to class is defined as any student who arrives in class after the bell has rung and up to ten minutes into the hour. Being up to **10 minutes late** to a class without a valid pass issued by authorized school personnel will result in a tardy. **Past ten minutes** will be issued an unexcused absence for that hour and considered to be **skipping**. Students who demonstrate an unwillingness to conform to the established tardy guidelines may be subjected to progressive school discipline.

**Because being prompt is an important employability skill, please be mindful that employers often request copies of attendance records before making hiring decisions. Your attendance record will be taken into consideration when applying for dual enrollment and Work-based learning programs.**



## **Evening/Extended School Day/Saturday School**

Students that are chronically tardy, absent, or need academic assistance will be assigned Evening/Extended School Day from 4:10 p.m.-6:10 p.m. Monday-Friday. Saturday school will be held on Saturday 8:00 a.m.- 12:00 p.m. Students who fail to attend Evening/Extended School Day or Saturday School for chronic tardies/absents are subject to loss of credit.

### **CHECKING OUT PROCEDURES**

**Instructional time is very important;** therefore, 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 in the attendance office. **In order for student drivers to be checked out, a note must be submitted to the attendance clerk prior to the 8:45 AM bell or upon arrival to school, and the note should include a copy of the parent ID, parent contact information, and the reason the student is leaving early. (NO OVER THE PHONE OR EMAIL CHECKOUT)**

**NOTE:** *If it is necessary for an older brother, sister, other family members, or friend to pick up a student, the student who drives said 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 3:30 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 ATTENDANCE 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 Forty-eight (48) 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: The administration reserves the right to deny visitation.**

### Outside Food and Deliveries

**No food should 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. All food delivery services are not permitted.**

Students must consume all food in the commons/cafeteria area.

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

**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.

## Clubs, Organizations & Athletics

***If a student is interested in starting a club/organization that is not listed below, the first step is to contact the administration.***

**Academic Decathlon** - is a rigorous and exciting competition club for students who wish to showcase their academic knowledge. Students will study a curriculum and participate in weekly games and study activities that will prepare them for competition. The competition is comprised of eleven events in the following categories: seven multiple choice exams in various subjects, a Super Quiz Oral Relay, a written essay, a speech (prepared and impromptu), and an interview.

**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)

**Fellowship of Christian Athletes**- huddles are student-led meetings, overseen by a coach or teacher, that occur on the Shaw High School campus before or after school hours. They are attended by athletes and non-athletes alike.

**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.

**Gender & Sexualities Alliances (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.

**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.



**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 outstanding student achievement in career and technical education.

**Poetry Slam Club** - offers teen poets an exciting opportunity to showcase their talents in the spoken word. Students attend after-school club meetings to write and share poetry. Students also attend city workshops that prepare them to compete in The Fountain City Teen Poetry Slams. The students who make the final city team will go on to compete in the national slam, Brave New Voices!

**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.

**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)

**SOAR** - Shaw's Olympic Academic Reading Program. Become a Reading Champion and earn an honor cord simply by reading books that interest you! (See Mrs. Torres)

**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 regional, state, and national levels. 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

**Sports Broadcasting Team** – These students will help to broadcast Shaw Raider Athletic competitions.

**Student 2 Student** - If you love making new friends and giving tours to new students, this is the club for you! S2S focuses on the integration of new students into our Raider family. (See Mrs. Torres)





**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.

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

**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.

**Treasure Chest** - 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.

**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 regard to the club's financial activities.
- Believes in the organization and manifests the enthusiasm necessary to help the organization work toward its potential.
- Attends all meetings of the organization and is 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 resources or points of information for content related to the area of interest for the club/organization.
- Understands the organization (constitution/charter), and be aware of the organizational purpose to assist in the formulation of goals and planning to meet stated outcomes.
- Represents the organization in staff or faculty meetings when necessary, and serves 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.

### Athletics

Baseball	Basketball	Competition Cheer	Cross Country
Esports	Football	Golf	Girl's Flag Football
Literary	One-Act Play	Riflery	Soccer
Softball	Spirit Cheerleading	Swimming	Tennis
Track	Volleyball	Wrestling	

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 8:45 a.m.** Students who fail to submit their request before 8:45 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 their parents are asked not to arrive at school before 8:15 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 not to park or wait in the unloading/loading areas before the starting and dismissal times of school. Students should report to designated waiting areas 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 4:20 pm unless involved in a school-sponsored extracurricular activity. There will be no supervision of students after 4:20 pm and the school will be locked.**

## **Student Driver Permission Letter (Sdpl)**

**Students who drive a privately-owned vehicle to Shaw High School must purchase a parking decal, \$25.00, for the current school year. Copy of valid driver's license, valid insurance, car year/ make/model, tag # must be provided Upon purchase of parking decal.**

## **AUTOMOBILES**

Students who drive to school, should park their car in the front parking lot in an assigned spot upon arrival and leave the parking lot immediately. Students are not permitted to park in the back parking lot of the school for any reason. Students should NOT blare the car radio while the 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 (8) rows of the front parking lot near the main office entrance and at 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 **\$25.00** 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

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



### **In addition to those things listed above:**

1. Drivers and passengers must leave their vehicles and parking lot immediately upon arrival and report to their classrooms.
2. No one may enter the parking lot during the day (except those students that are scheduled to leave) without written permission from the Administration. Your vehicle will not be used as a locker.
3. The Administration has the right to search your vehicle as deemed necessary. Such searches may be conducted without notice, without student consent, and without a search warrant.
4. Busses and pedestrians always have the right of way.
5. Be courteous and cautious. Speed limit is 5mph.
6. No loud mufflers, tire squealing, fast starts, "doughnuts," reckless driving, or loud radios will be tolerated.
7. Students are not allowed to ride in the back of any pick-up truck.
8. After leaving school, students should not return without written permission.
9. No smoking/Vaping/E-cigarette/Dab Pens while arriving in, leaving, or walking through the parking lot.
10. Any reassignment of parking spaces can only be done by the Administration.
11. Your vehicle must occupy no more than 1 space.
12. **All vehicles must have a permit attached to the windshield to park on campus.** If a student needs to drive a substitute vehicle on a given day, he or she needs to sign in **the new car in the front office with assigned permit number.**
13. Teachers cannot give you permission to park on campus. Any special parking arrangements must be approved through the Administration.
14. **Students are expected to comply with all State of Georgia Traffic Rules and Regulations and Road Safety Rules while on school property.**

## **Parking Violations and Fines**

1. Parking in an Unauthorized area- \$10.00
2. Reckless driving (Speeding, Spinning tires, etc.). Parking pass revoked and \$20.00 fine
3. Parking Permit not displayed- \$5.00
4. Excessive Parking Violations – Revocation of Parking (No Refund Will Be Issued)
5. Any Major Discipline Referral – Revocation of Parking for the remainder of the school year
6. Unauthorized Vehicle Parked on Campus – **Towing at owner's expense**
7. Suspension Pending a County Discipline Panel – Revocation of Parking for one year.

In case of a student's parking privileges being revoked, the parking permit fee is Non-refundable.

**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 20-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 clinic worker and/or school nurse by 8:30 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.

## Miscellaneous

### **INSTRUCTIONS FOR MAILING TRANSCRIPTS**

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

- Go to Shaw High School Website <https://sites.muscogee.k12.ga.us/shaw/>
- Click on **Counseling Department**.
- On the left-hand side of the screen, click on **Transcripts and Records Request**.
- Please fill out the Google Doc with all your information.
- Email your assigned Counselor

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 4:20 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 ISI 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 the elementary and secondary education is the Elementary and Secondary Education Act (ESEA), 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.

ESEA 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. 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.
3. Students are not to play games or watch videos while in the lab.
4. 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.
5. The instructor must stay in the room with the students at all times. The CTAE teacher will not act as the lab manager.
6. The CTAE teacher may ask the instructor and students to exit the lab if rules are not followed.
7. 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 workstations.

### **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 lockdown 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.

### **SCHOOL PHONES**

Office phones are for school business and not for student use until after 4:00 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 worn at all times on campus** and are required for check-ins, school computer use, book checkout, extracurricular activities, and lunch. Replacement ID badges will cost **\$5.00**.

### **LOCKERS**

Lockers are provided for student use for a rental fee of **\$5.00**. **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 ISI assignment.

School administrators have the legal right and obligation to ensure the 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 ISI.

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

**(Locker fees are nonrefundable)**

### **Clear Bag Policy**

Shaw High School's clear bag policy will allow students to carry one clear bookbag and one small clutch-type handbag to school. All clear bookbags must be stored in assigned lockers upon arrival at school. **Non-clear bookbags or non-clear clutch-type bags will not be permitted on campus.** Mesh bags are NOT an acceptable alternative. **Any bag(s) in violation will be confiscated and parent will need to schedule a time to pick up the bag(s).**

**Note: Shaw policy requires a five-day in-school intervention/or out-of-school suspension for any student who refuses to turn over the non-clear bag(s) when requested by the teacher and/or administrator. (Parent must meet with Administration before the student returns to school).**



The clear bookbags must be no larger than **18" H x 6" L x 12" W** and made of clear material. The small clutch-type handbag can be used to carry personal items but will be stored in an assigned locker. The clutch-type must be no larger than **12" H x 8" L x 3" W**.

### **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 parental 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. Card transactions can be made online through MyPaymentsPlus. For more details, visit [ShawUnited.com](http://ShawUnited.com).
- ▶ 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 students 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 students' classes with a 48-hour notice, approval from the administration, and signed consent forms.
- ▶ Check-outs are not allowed after 3:30 pm.
- ▶ The building will be closed to all students after 4:20 unless supervised by a teacher or coach/sponsor.



## Cafeteria: Breakfast & Lunch

### School Nutrition Program (SNP)

**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.**

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat-free and low-fat milk choices. Muscogee County School District shall abide by the nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient-dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are encouraged to have lunch with their children. School lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Several of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school.**

### Free and Reduced Meal Priced Meal Applications (Non-CEP Schools Only):

MCSD currently has 41 schools that operate under the Community Eligibility Provision (CEP) where all students eat at no charge. An online application is available to apply for free and reduced-price meal benefits for the other 12 schools that are not operating under CEP.



If your student is **not** enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced-price meal benefits. For quicker processing, an online application is available at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive an original since 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) and indicate whether the program is SNAP or TANF. 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 MCSD 2022-2023 application on file, then benefits will be extended for the first 30 days of the 2023-2024 school year (or until a new eligibility determination is made, whichever comes first). After that, your child's status will change to PAID and they will be charged for meals until a new 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. ***For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.***

### **Paying for School Lunch**

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or online via **our online payment system, My School Bucks**, using your credit or debit card. **Pre-pay for your child's school breakfast, lunch, and a la carte food items. Online payments include a transaction fee per school site. You must know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District website, on the home page, click on the Families tab, then click on the My School Bucks link to access our online payment system.**

### **Food Purchases**

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

### **Charging Meals**



Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> through the duration of the school year.** 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, both written and phone calls regarding charges on your student's account.

### **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.

### **Special Dietary Needs**

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. Special Dietary Needs Prescription Form **must be** completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions.

The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD website, or at the school clinic or cafeteria. The nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA-donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

### **Summer Lunch**

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

**Positive Behavioral Intervention and Supports: Shaw High School**



Shaw High School is a PBIS School. PBIS is a tiered system of supports to improve the daily lifestyle of all by reducing the effectiveness of challenging behavior and making desired behavior more functional at Shaw High School.

## A Second Chance W.O.R.K.S

In an effort to be proactive when addressing the social and emotional needs of our students, Muscogee County School District (Shaw High School) has contracted with This W.O.R.K.S. Inc. to implement one of their programs - **A Second Chance W.O.R.K.S.** The W.O.R.K.S. Program uses the Social Emotional Learning framework with an emphasis on Restorative Justice, to educate the whole child while teaching them how to be accountable for their behavior. Parent sessions are conducted during the school day by W.O.R.K.S. Consultants who have been licensed by The International Institute for Restorative Practices. The consultants work with, parents, and administrators to individualize services as much as possible to meet the needs of each student under our care.





# RAIDER EXPECTATIONS



SETTINGS / AREA	RESTROOMS	HALLWAYS	LIBRARY / MEDIA CENTER	CAFETERIA
<b>BE ACCOUNTABLE</b>	HUSH FLUSH WASH	- FOLLOW MCSD / SHAW HIGH SCHOOL DRESS CODE - CLEAR HALLWAYS FIRST & LAST 10 MINUTES OF CLASS	- FOOD FREE ZONE - SHOW YOUR PASS AND SIGN-IN	- TAKE ONLY 1 PORTION - PAY FOR ADDITIONAL PORTIONS / SNACKS - REMAIN IN CAFETERIA
<b>BE ENGAGED</b>	COMPLETE BUSINESS QUICKLY	- EAR BUD / HOOD FREE ZONE - KEEP MOVING	USE RESOURCES APPROPRIATELY	- ENJOY YOUR LUNCH - RELAX - RECHARGE
<b>BE KIND</b>	CLEAN UP AFTER YOURSELF	- AVOID DISTRACTIONS - HELP OTHERS ARRIVE ON TIME	- MAKE SURE YOUR AREA IS CLEAN - WHISPER	- STAY IN LINE - PUSH IN CHAIR - THROW AWAY TRASH





# RAIDER EXPECTATIONS



## IN THE CLASSROOM



**BE  
ACCOUNTABLE**

COME PREPARED TO CLASS, INCLUDING  
A CHARGED CHROMEBOOK

**BE  
ENGAGED**

COMPLY WITH RED, YELLOW, GREEN  
CHROMEBOOK DESIGNATIONS

**BE  
KIND**

CLEAN UP AFTER YOURSELF BY MAKING SURE  
THAT ALL TRASH IS DISPOSED OF IN THE  
TRASH CAN

### 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, phone calls, video/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 handbook is**



**available on [www.shawunited.com](http://www.shawunited.com). A copy can be given upon request. 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 ISI no more than four times per year.

Students will face home suspension for further offenses after serving four (4) times in ISI and having parent meetings. During all external suspensions, students are encouraged to contact classmates and attempt to get the 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, custodians, 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 the student miss detentions on a frequent basis.



## **In School Intervention (ISI)**

In-school Intervention (ISI) is an in-house consequence for minor misbehaviors. Students will attend in person or virtually only the core 4 classes (Math, English, Science, Social Studies, and Foreign Language) to get direct instruction for no more than 30 minutes, then return to ISI to work asynchronously on assignments, tests, ISI modules, and recovery packets. Students must stay on task while in ISI, and failure to follow ISI rules will result in home suspension. Students assigned to ISI must participate in community service activities during the school day. If a student is assigned to ISI and is absent for any reason, their first (1) day back to school is back to ISI.

## **Out of School Suspension (OSS)**

Students receiving a 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 assigned school work, projects, and tests are unexcused **All absences and school assignments (tests, projects, etc. will result in a zero) due to home suspension are unexcused. The parent/guardian must meet with Administration/ Second Chance W.O.R.K.S for the student to return to school.**

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

Electronic device procedures are designed to provide a learning environment that is conducive to teaching and learning without the interference of cell phones/headphones/earbuds. Shaw High School does not permit the use of any electronic device during the school day (**Hallways, Classrooms, Cafeteria, and Gym**) other than the **Muscogee County School District-issued Chromebooks.** ***We will advise students to store the pouch with phone inside in their clear bag (see clear bag dimensions) and/or lockers where it is completely safe. (4:00 p.m.) The violation of this rule will lead to the confiscation of Cellphones/Earbuds/Head Phones/etc.***

If your student must call home, a telephone will be available in the attendance office. Health concerns can be addressed using the telephone in the nurse's office. In the case of a family emergency, the office staff will certainly give your child a message or have him/her return your call.

**Note: Shaw policy requires a five-day in-school intervention/or out-of-school suspension for any student who refuses to turn over the electronic device(s) when requested by the teacher and/or administrator. (Parent must meet with Administration before the student returns to school).**

*MCSD personnel cannot search for personal items lost or suspected stolen while at school. This specifically applies to electronic items brought by students to school. MCSD personnel will not be responsible for the value of an item in the event of unintentional damage, loss, or theft while at school.*



*Items confiscated will be logged and secured until a scheduled parent meeting with Administration. This is an appointment-based meeting and will be scheduled through the Attendance Office.*

### **Warning**

Electronic Devices will be confiscated and submitted to the Administrative Office. The student will conference with Administration and the parent/guardian will be contacted. The parent **MUST** call the Attendance Office to set an appointment to meet with Administration, and the electronic device will be returned to the parent at the end of the meeting.

### **First Offense**

Electronic Devices will be confiscated and submitted to the Administrative Office. Students will be assigned In-School Intervention for **two** days. The parent **MUST** call the Attendance Office to set an appointment to meet with Administration (**Restorative Practice Meeting**), and the electronic device will be returned to the parent at the end of the meeting.

### **Second Offense**

Electronic Devices will be submitted to the Administrative Office. The student will be assigned Out of School Suspension for **two** days. The parent **MUST** call the Attendance Office to set an appointment to meet with Administration (**Restorative Practice Meeting**), and the electronic device will be returned to the parent at the end of the meeting. **(Student cannot return to school without parent meeting)**

### **Third Offense**

Electronic Devices will be submitted to the Administrative Office. The student will be assigned Out of School Suspension for **four** days. The parent **MUST** call the Attendance Office to set an appointment to meet with Administration (**Restorative Practice Meeting**), and the electronic device will be returned to the parent at the end of the meeting. **(Student cannot return to school without parent meeting)**

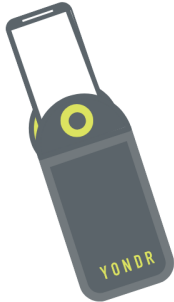
### **Fourth Offense & Beyond**

Electronic Devices will be submitted to the Administrative Office. The student will be assigned Out-School Suspension (**# of days will be at the discretion of the administration**). The student will be placed on the electric device banned list. The parent **MUST** call the Attendance Office to set an appointment to meet with Administration (**Restorative Practice Meeting**), and the electronic device may be picked up at the end of the school year. **(Student cannot return to school without parent meeting)**



## Yondr

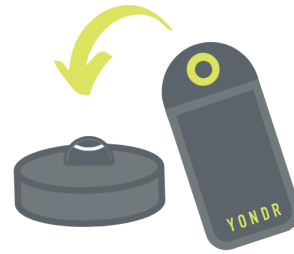
### How Yondr Works



As students enter school, they place their phone in their assigned Yondr Pouch.



Students close and secure their Pouch, keeping it on them throughout the day.



When leaving school, students tap their Pouch on a Base to retrieve their phone.

### Frequently Asked Questions

**The Yondr pouch is a secure bag that is used to store an individual's mobile device or devices. It is secured and unlocked with a special locking device.**

**How does it work?**



As students enter school, they place their phone in their assigned Yondr Pouch.



Students close and secure their Pouch, keeping it on them throughout the day.



When leaving school, students tap their Pouch on a Base to retrieve their phone.

1. As students enter school, they place their phone in their assigned Yondr pouch.
2. Students close and secure their Yondr pouch to keep it with them throughout the day.
3. When leaving school, students tap their Yondr pouch on a base unit to unlock it and retrieve their phone.



### **Why is the school introducing Yondr pouches?**

Shaw High School is seeking to limit distractions in the classroom and improve overall student engagement, communication skills, mental health, and well-being. Cell phone usage has been banned for the previous two years; however, this product will allow the students to remain in possession of their cell phones throughout the school day.

### **How will students receive a Yondr pouch?**

After completing the onboarding with parents, students and teachers/staff, all students will be assigned a Yondr pouch to secure their phone and earbuds. The pouch is the property of the school and is considered on loan to the student during the school year. Students are responsible for the Yondr pouch at all times and for bringing the pouch to and from school each day.

### **How will the process work at arrival and dismissal?**

#### **DAILY PROCESS**

Before students Arrive at School, they will:

- 1) Turn their phone off.
- 2) Place their phone and earbuds inside their Pouch and secure items. **(DO NOT LOCK)**
- 3) Store their Pouch in their clear clutch style bag (no larger than 12" H x 8" L x 3"W.), in assigned locker, or student can carry Pouch from class to class.
- 4) First period teachers will check that the student's phone/earbuds are in their pouch and then the pouch will be locked. Teacher will check for damaged Yondr Bags also.

At the end of the day, students will report to magnet station placed around the school to open their Pouch, remove their phone and put their Pouch in their bag. **Students must bring their Yondr Bag to school with them each day. The Yondr bag can be stored in the student's assigned locker or taken home every day.**

**\*Students arriving late or leaving early will pouch/unpouch their phones at the attendance Office.**

### **Will my student's phone be safe?**

Students are in possession of their phone – in their Yondr pouch – for the entire school day. We will advise students to store the pouch in their clear bag (see dimensions above) and/or lockers where it is completely safe.

### **What if a student needs to leave the building before dismissal?**

If a student needs to leave school early for an approved early dismissal, medical emergency, athletic event, or school sponsored trip, students will be able to unlock their pouches in the attendance office or with their assigned sponsor in a designated location at school prior to their



departure. If returning to school during the instructional day, the Yondr pouch would be locked upon re-entry to the building.

### **What if a parent/guardian wants to reach their child during the school day?**

We want our students to be engaged in their learning, but we understand that emergencies will occur. If you need to contact your child during the school day, call the main office or the attendance office at 706-569-3638. Parents may also email student through their MCSD email. There are phones in every classroom and office in the school. In addition, all students have access to their Chromebooks throughout the day. Parents can email their students directly in addition to calling the school.

### **What if there is a school emergency?**

All teachers are equipped with a Centegix Badge that directly notifies emergency services, administration, and our school resource officer. In addition, our staff is trained to execute safety and emergency procedures. We will direct students to safety first. Students and staff follow our school's emergency preparedness protocols. Communication with parents will occur through the district's mass notification and communication tools.

During lockdowns, students and staff are instructed to be silent. The response action guidelines outlined in the building-level safety plan will be followed with community notification for all emergency situations.

### **What if the Yondr pouch gets damaged or a student is caught on their phone?**

The Yondr pouch is property of the school. If a student damages their pouch or is caught on their phone, they will be subject to disciplinary action. The phone will be collected and the administration will follow the tiered discipline procedures below:

- **1st Offense** – Electronic device confiscated + In School Intervention (**2 days ISI**) + **Scheduled Parent Restorative Practice Meeting on assigned meeting days (Student will remain in ISI until the parent meeting occurs and electronic device picked up by parent)** + electronic device will be returned after Restorative Practice Meeting on assigned meeting days.
- **2nd Offense** – Electronic device confiscated + Out of School Suspension (**2 days OSS**) **due to blatant defiance + Scheduled Parent Restorative Practice Meeting (Student will remain in OSS until the parent meeting occurs and electronic device picked up by parent)** + electronic device will be returned after Restorative Practice Meeting on assigned meeting days.
- **3rd Offense** – Electronic device confiscated + Out of School Suspension (**4 days OSS**) **due to blatant defiance + Scheduled Parent Restorative Practice Meeting (Student will remain in OSS until the parent meeting occurs and electronic device picked up by parent)** + electronic device will be returned after Restorative Practice Meeting on assigned meeting days.
- **4th Offense and any thereafter** – Electronic device confiscated + Out of School Suspension (OSS) due to blatant defiance (**# of days OSS will be at the discretion of the administration**) + Scheduled Parent Restorative Practice Meeting (Student will remain in OSS

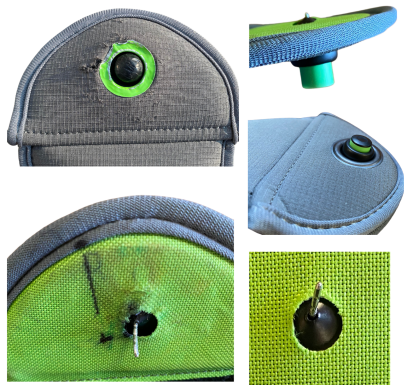


until the parent meeting occurs and electronic device picked up by parent) + electronic device will be returned after Restorative Practice Meeting on assigned meeting days + Student will not be allowed to bring any electronic device to school and will be placed on the Student Ban List.

- **Shaw policy requires a five-day in-school intervention/or out-of-school suspension for any student who refuses to turn over the electronic device(s) when requested by the teacher and/or administrator. (Parent must meet with Administration before the student returns to school).**

- **If a student damages or loses the assigned pouch, a \$30 replacement fee will be charged with a \$15 shipping fee to the student each time. The total cost will be \$45 to replace the Yondr bag.**

**Note:** Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff.



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage
- Any other damages identified by administration.

### **What happens if a student doesn't have their Yondr pouch?**

Upon entering the building, the phone should immediately be turned in to the main office staff. The phone will be secured in the school until the end of the school day at which time the voluntarily turned in phone will be returned to the student. If this becomes a habitual problem (3), administration discretion will apply which could possibly include: **Community Service, In School Intervention, Yondr Bag Replacement charge, Suspension, Parent Meeting.** **If the phone is seen outside the Yondr bag, the discipline procedures listed above will be enforced.**

### **What if a student needs their personal device for a medical issue?**

Students who have a documented medical condition and who need a personal device for monitoring their condition will be provided with an alternate pouch which has immediate access.





**Why can't the school just implement a zero-tolerance policy and allow students to keep their phones put away?**

Some students have demonstrated time and time again that they will not comply with simply putting their phones away. Enforcement of this becomes a burden of the classroom teachers when students do not comply and valuable instructional time is lost.

**Will students still be able to listen to music?**

Students will be able to use headphones with cords to connect to their Chromebooks. All Bluetooth devices, including AirPods and other wireless headphones must be stored in the Yondr pouch. Headphones that do not fit in the Yondr bag should not be brought into Shaw High School, to include: Beats and Beats style over the head headphones.

**Will teachers follow the same cell-phone expectations?**

Teachers and staff will model responsible cell-phone use and not use their cell-phones in the presence of students during the instructional day.

**What happens if a student forgets to unlock their pouch before leaving the building?**

The school has many afterschool programs and athletic events. If the building is still open, students can return to unlock their pouch.

**Can teachers have students use their personal devices for instructional purposes?**

At this time, non-MCSD issued electronic devices should not be used during the instructional day.

**Do the Yondr Pouches block cell signals or the internet?**

The Yondr pouches do not block cell signals or the internet. Students are expected to turn their devices off before putting them in their Yondr pouch.

**What if I have additional questions?**

The Yondr FAQs will be updated as the implementation begins. If you have questions, please do not hesitate to contact the school directly. Call 706-569-3638 or email the building principal at [hendrick.sureya.z@muscogee.k12.ga.us](mailto:hendrick.sureya.z@muscogee.k12.ga.us).

**Chromebook**

All students have been issued a Chromebook (to include Charger) to use during the school day. Students must always be responsible for their Chromebook/Case/Charger. To be good stewards of taxpayer dollars, students must be responsible for caring for their Chromebook and not damaging it in any way. Chromebooks are to be always carried in a case when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges)."



## Fines and Fees

### **Care and Use of School Property - Chromebooks, Textbooks, and Media Center**

**Checkouts:** Students will be responsible for properly caring for all books, supplies, Chromebooks, and accessories or equipment furnished by the school. A student who defaces, damages, or loses school property must pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

A Parent/Student must pay all fees and fines owed to the school promptly. Parents/Students must clear all fines or expenses during the year the fines are assessed. Fines must be paid/cleared where they were assessed before moving to the next level in school.

## **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, an assignment to alternative school or an appearance at the Disciplinary Tribunal.



## **Hazing/Intimidation/Initiation**

No student group, including athletic teams, may engage in activities that 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 HARASSMENT**

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/vapor/dab pen 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/vapor/dab pen, 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, Nerf gun, splat guns, replica weapons 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, administrator, or counselors know when there is a potential problem, so we can help before a fight erupts.** We do not want anyone to get hurt. **Fighting** will not be tolerated at Shaw High 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 Muscogee County Schools District Police Department, and possibly referred to tribunal with a recommendation of alternative school and/or expulsion.



**Slap boxing, play fighting, filming fights/uploading, and sharing on social media will be considered as fighting/bullying. Those participating are subject to disciplinary actions, including OSS and criminal charges.**

### **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. ***No passes will be given out to any student during the first 10 min. or the last 10 min. of instructional time.***

### **SKIPPING**

Skipping is defined as being out of class without the permission of the assigned 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 checkout slip. Skipping will result in OSS, and parental notification with a conference will be scheduled. The administration has discretion in each case and may assign alternative disciplinary consequences.

### **EXPECTATIONS**

#### **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 with Chromebook charged.
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. Sitting in desk seats, not on desktops or tables.
  - b. Not writing on, scratching on, or damaging desks, furniture, bulletin boards, or walls.
  - c. Respecting other people's property and not bothering items that do not



belong to you.

- d. Throwing away your trash in proper areas.
7. Honor the specific classroom rules of each teacher.
8. Place all electronic devices in your assigned locker (headphones, earbuds, and cell phones)

### **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. Follow one-way hallways. 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.
7. No loitering on hall corners, lockers, bathrooms, auditorium lobby, and/or side hallways.
8. Electronic Devices should be placed in your locker upon arrival to school and stay in the locker until the end of the school day, 4:00 p.m.

Behaviors such as running, yelling, pushing, or not following one-way hallways 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 the 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 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 ISI 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**



## **INFRACTION CONSEQUENCES**

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

Restitution= Paying for Damages

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

ISI = **I**n-**S**chool **I**ntervention

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

SATS= Saturday School

<u><b>OFFENSE</b></u>	<u><b>CONSEQUENCE</b></u>
Abusive Language to Staff	<b>1<sup>st</sup> offense</b> 2 days OSS/ (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 5 days OSS/Possible Referral to tribunal recommendation (Parent Partnership Program meeting)
Alcohol	10 days OSS & Possible Criminal Charge & Referral to tribunal
Cheating	<b>1<sup>st</sup> offense</b> handled by the teacher <b>2<sup>nd</sup> offense</b> 3 days ISI (Parent Partnership Program meeting)
Drugs	10 days OSS & Possible Criminal Charge & Referral to tribunal
Electronic Devices	See Electronic Device Policy (Parent Partnership Program meeting)
Failure to Accept Discipline	Discretion of Administrator (Parent Partnership Program meeting)
Failure to Comply w/Safety Rules	Discretion of Administrator (Parent Partnership Program meeting)
Failure to Follow Directions	Discretion of Administrator (Parent Partnership Program meeting)
Failure To Serve Detention	Discretion of Administrator (Parent Partnership Program meeting)
Fighting/ Assault/ Major Violence	10 days OSS & Criminally Charged at the discretion of the MCSD Police Department. Possible Tribunal Referral. (Discretion of Administrator meeting)
Food/Drinks out of the commons area	Discretion of Administrator
Gambling (Depending on Severity)	<b>1<sup>st</sup> offense</b> 2 days ISI (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 3 days OSS (Parent Partnership Program meeting)
Inappropriate Dress (not in dress code)	<b>1<sup>st</sup> offense</b> 1 days ISI <b>2<sup>nd</sup> offense</b> 2 days ISI (Parent Partnership Program meeting) <b>3<sup>rd</sup> offense</b> 2 days OSS (Parent Partnership Program meeting) <b>4<sup>th</sup> offense</b> 3 days OSS (Parent Partnership Program meeting)
Inappropriate Website/Computer Use	Discretion of Administrator
Major Disturbance	<b>1<sup>st</sup> offense</b> 3 days OSS (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 5 days OSS (Parent Partnership Program meeting)
Minor Disturbance	<b>1<sup>st</sup> offense</b> 2 days ISI/ Evening School (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 2 days ISI/ Evening School (Parent Partnership Program meeting) <b>3<sup>rd</sup> offense</b> 2 days OSS (Parent Partnership Program meeting)
Possession of Fire Material (i.e. lighters, matches, etc)	<b>1<sup>st</sup> offense</b> 2 days OSS (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 5 days OSS (Parent Partnership Program meeting)
Profanity/Obscene Words or Gestures	<b>1<sup>st</sup> offense</b> 2 days ISI (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 3 days ISI (Parent Partnership Program meeting)
Skiping/Out of Place	<b>1<sup>st</sup> offense</b> 2 days ISI (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 2 days OSS (Parent Partnership Program meeting) <b>3<sup>rd</sup> offense</b> 3 days OSS (Parent Partnership Program meeting) <b>4<sup>th</sup> offense</b> 5 days OSS (Parent Partnership Program meeting)





Smoking/Possession of Tobacco/Vapor	<b>1<sup>st</sup> offense</b> 2 days OSS (Parent Partnership Program meeting) <b>2<sup>nd</sup> offense</b> 3 days OSS (Parent Partnership Program meeting)
<p>Absent/Tardy to School (Progressive)</p> <p style="text-align: center;"><b>Tardy to School</b></p> <p><b>1st Tardy- Warning</b>+ parent contact.</p> <p><b>2nd Tardy- Warning</b> + parent contact</p> <p><b>3rd Tardy- Warning</b> + parent contact</p> <p><b>4th tardy</b> – Written referral (<b>Administration</b>) +<b>Evening School and/or Saturday + Scheduled Parent Restorative Practice Meeting on assigned meeting days.</b></p> <p><b>5th tardy</b> – Written referral (<b>Administration</b>) +<b>2 days In- school intervention (ISI)</b> + Scheduled Parent Restorative Practice Meeting on assigned meeting days (<b>Student will remain in ISI until the parent meeting occurs</b>).</p> <p>6th tardy and beyond- Written referral (<b>Administration</b>) +<b>2 days of out-school suspension (OSS)</b> + Scheduled Parent Restorative Practice Meeting on assigned meeting days (<b>Student will remain in OSS until the parent meeting occurs</b>) + Referral to Department of Family and Children Services.</p> <p><u><b>(Not checking-in or after checking-in and not reporting to assigned class within 5 minutes of the check-in time will be consider skipping.)</b></u></p>	<p>Absent/Tardy to Class</p> <p style="text-align: center;"><b>(Tardies will be reset each semester)</b></p> <p style="text-align: center;"><b>Tardy to Class</b></p> <p><b>1st Tardy- Warning</b></p> <p><b>2nd Tardy- Detention (Central Detention)</b> + Parent Contact.</p> <p><b>3rd Tardy- Detention (Central Detention)</b> + Parent Contact.</p> <p><b>4th tardy</b> – Written referral (<b>Teacher</b>) +<b>Evening School and/or Saturday + Scheduled Parent Restorative Practice Meeting on assigned meeting days.</b></p> <p><b>5th tardy</b> – Written referral (<b>Teacher</b>) +<b>2 days In- school intervention (ISI)</b> + Scheduled Parent Restorative Practice Meeting on assigned meeting days (<b>Student will remain in ISI until the parent meeting occurs</b>).</p> <p><b>6<sup>th</sup> tardy and beyond-</b> Written referral (<b>Teacher</b>) +<b>2 days of out-school suspension (OSS)</b> + Scheduled Parent Restorative Practice Meeting on assigned meeting days (<b>Student will remain in OSS until the parent meeting occurs</b>) + Referral to Department of Family and Children Services.</p> <p style="text-align: center;"><u><b>(Ten minutes late to a class will be issued an unexcused absence for that hour and considered to be skipping.)</b></u></p>
Theft	Discretion of Administrator & Criminally Charged (Parent Partnership Program meeting)
Theft of Academic Property	Discretion of Administrator (Parent Partnership Program meeting)
Vandalism	Discretion of Administrator & Criminally Charged (Parent Partnership Program meeting)
Weapons	10 days OSS & Criminally Charged & Referral to the tribunal (Parent Partnership Program meeting)



## SHAW HIGH SCHOOL STUDENT DRESS POLICY

MCSD has a district-wide dress code that is enforced at each school. For specific additional information about the District-wide dress code, please review Rule 16 in the Code of Conduct. In addition to the District-wide dress code, Principals have the authority and discretion to set school-specific dress codes and uniform codes at each school. In order to allow students time to obtain appropriate clothing, school-specific uniform codes are not enforced during the first five (5) school days that a student attends the school. If students or parents need assistance to comply with dress or uniform codes, please contact the principal or designee.

### **All Students (Dress Code)**

It is not the intent of the MCSD and 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 operation of the school.

- Halter-tops, bare midriff, and see-through apparel are not to be worn. Dresses and tops must have backs. Cleavage must be covered. No Spaghetti Straps. No Chest, No Belly, No Posterior.
- Dresses, skirts, or shorts may be no shorter than three (3) inches above the top of the knee. **Jeggings, yoga pants, leggings, and palazzo pants may be worn, but a shirt/top must cover all the student's posterior area. Any spandex-type material shorts are inappropriate and, therefore shall not be worn.**
- During inclement weather, smaller/sweater-type coats may be worn indoors. Larger coats (discretion of administration) may be asked to be put in the student's locker (**Ex: Oversized trench Coats or Puffy Jackets**). Students **are not permitted to wear hoods on their heads inside the building**. Students must wear a shirt under all jackets, sweatshirts, and sweaters.
- Pajama tops or bottoms may not be worn to school.
- Undergarments are not to be visible at any time. Outer garments are to be worn in a manner that will cover up all undergarments. See-through materials do not constitute "cover."
- All pants and slacks must be worn at or above the waist. Sagging pants are not allowed.



- Blankets are not permitted to be used in school.
- Hats, caps, sunglasses, rollers, picks, bandanas, do-rags, bed bonnets, and any other **head coverings are not to be worn in the building during the school day**. However, students may be required to wear a hairnet and/or other hair restraints in technology classes, laboratory, swimming, and instructionally related activities or advised by the teacher. Authentic religious attire is permitted.
- Shoes must be secured to the foot in the front. Discretion should be used as to the appropriateness and safety of certain types of shoes. No shower shoes, house slippers-any slipper, and/or shoes with cleats may be worn.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) are not to be worn.
- It is prohibited for any student to wear Clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude suggestive messages, or use profanity or slurs pertaining to race, gender, ethnicity, religion or national origins are prohibited. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors, or logos or symbols with which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed. Any other clothing that disrupts the normal order of the school day.

Individual schools are permitted to designate uniforms or apparel for student to wear. The schools shall present their choice to the Board of Education for review. Students who have financial reasons and can demonstrate that they cannot afford to purchase or acquire a uniform shall not be denied admission to school for that reason. Bonafede religious attire will be permitted.

Shaw High School has a progressive discipline plan to address dress code violations using out of school suspension as the last disciplinary action.

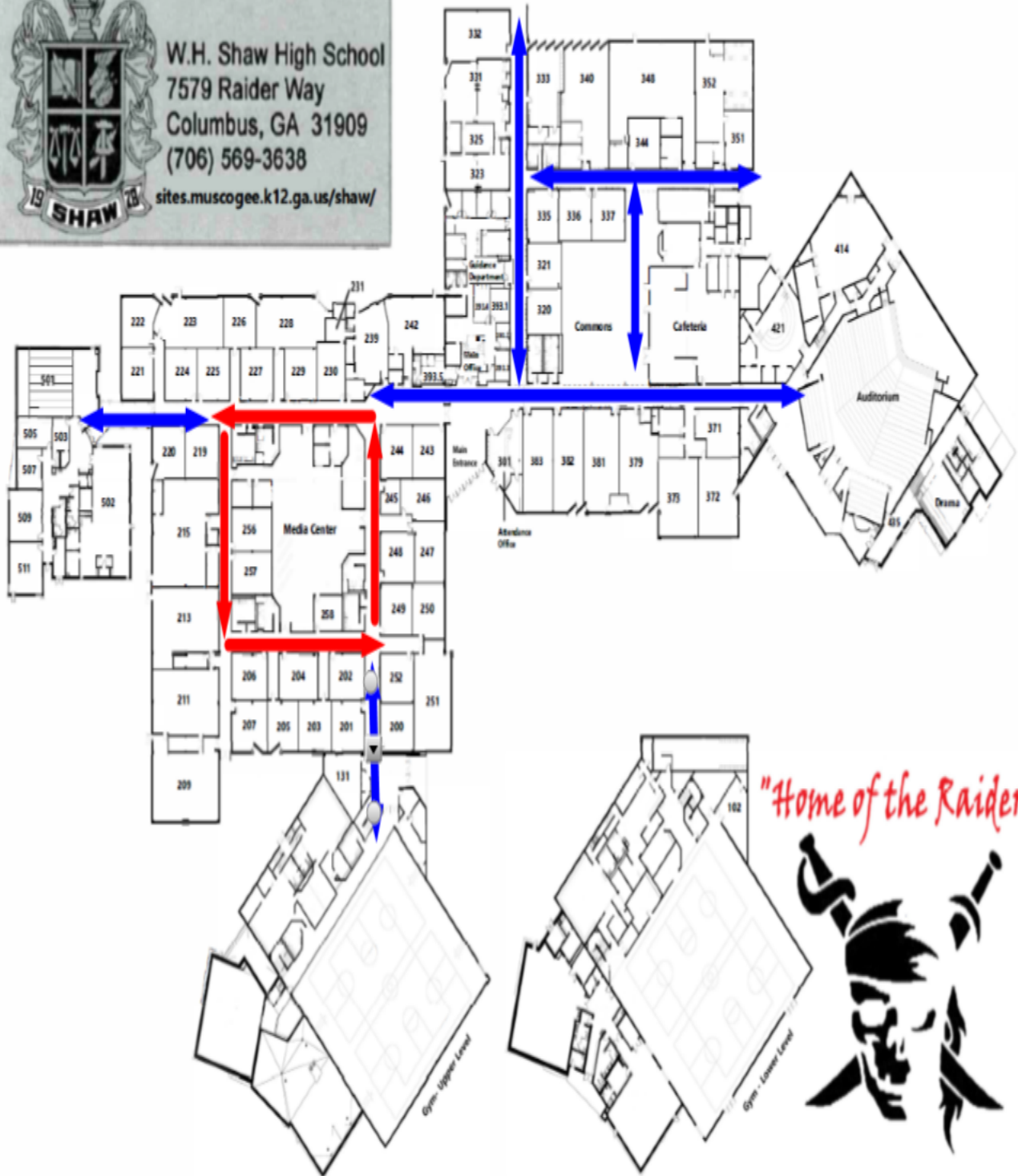
***Note: The school system/administrator reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.***

## 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/Open Seat 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://shawunited.com>

<https://instagram.com/shawraiders>



# NOTES

