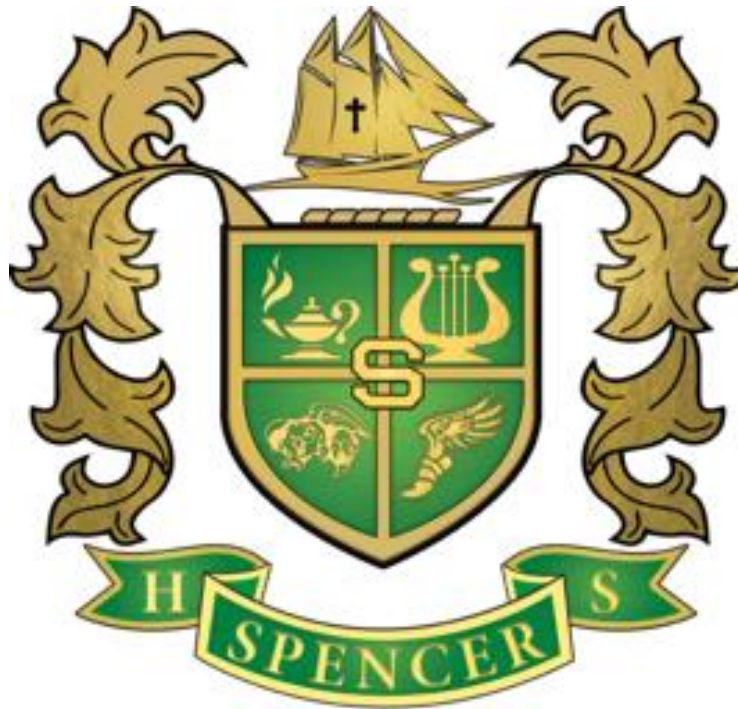


# William Henry Spencer High School

Established 1930  
“Celebrating 92 Years of Excellence”



Home of the Mighty Greenwave

## 2023 - 2024 Student/Parent Handbook


Ms. Rosa Patterson, Principal

1000 Ft. Benning Road  
Columbus, Georgia 31903

(706) 683-8701

(706) 683-8716 FAX

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



## *All Hail to Ol' Spencer*

(School Alma Mater)

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

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

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



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The Muscogee County School District 2023-2024 Student Handbook and Code of Conduct is available on our school’s website or by using the URL: <https://online.flipbuilder.com/StudentServices/ukhc/>



## **COMMITMENT TO EXCELLENCE**

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

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

- \* Advanced Placement (AP) Courses are Authorized to be Taught: Biology, Calculus AB, Computer Science, English Literature, English Language, Environmental Science, Macro-Economics, Psychology, Spanish Language, Statistics, Studio Art: Drawing, 2-D, 3-D, U.S. History, World History
- \* Dual Enrollment-Students take accredited college courses leading towards a degree, certificate and/or diploma
- \* Science Laboratories that Utilize Video & Digital/Video Processing of Information
- \* Computer- Chromebooks for every student as well as Assisted Learning in Academic Labs and Mobile Carts
- \* Nationally Recognized Junior ROTC Program
- \* A Variety of Athletic Teams
- \* Industry-Certified in Automotive Technology
- \* School Guidance Department-The guidance department is committed to providing “every student” viable options to meet their individual post-secondary goals (i.e., university, college, vocational, military and school to work options)

## **SCHOOL ADMINISTRATION & SUPPORT**



Principal

Ms. Rosa Patterson

Asst. Principal

Mr. Garrick Church

Asst. Principal

Ms. Quashanta Dorsey

Secondary Dean

Mr. James Henson

12<sup>th</sup> Grade Counselor, 11<sup>th</sup> Grade S - Z

Ms. Myya Washington (Director)

10<sup>th</sup> Grade Counselor, 11<sup>th</sup> Grade A - I

Ms. Shanna Harris

9<sup>th</sup> Grade Counselor, 11<sup>th</sup> Grade J - R

Mrs. Ronelle Koschny

Academic Coach for ELA

Mrs. Ishia Granger

Academic Coach for Mathematics

Mr. Michael McRae

Academic Coach for Science

Ms. Lajoyce Sanders

Academic Coach for Social Studies

Mrs. Brenda Davis

Athletic Directors

Mr. Joseph Kegler

School Secretary/Bookkeeper

Ms. Kimberly Isidoro

Admin. Office Clerk

Ms. Janice McCray

Student Services Clerk

Ms. Tammie Jacobs

Attendance Clerk

Ms. Ratna Bowens

Attendance Interventionist

Mrs. Tara Roza

Parent Liaison

Ms. Brittany Hill

Clinic Worker

Ms. Sondra Hinton-Hunter

### **William Henry Spencer High School Alumni Association, Inc.**

C/O National Headquarters

P.O. Box 5334

Columbus, Georgia 31906-0334

### **Muscogee County School District**

2960 Macon Rd.

Columbus, Georgia 31906

706-748-2000

Muscogee.k12.ga.us

## **CONTACT AREAS**

504 (Disabled Students) Coordinator	Ms. Washington (Guidance)
Armed Forces Liaison Attendance Auto Call	Mrs. Ronelle Koschny. Attendance Office
Bus Passes	Student Services
Car Decal	Student Services
Changing Address	Attendance Office
Checking In/Out	Attendance Office (cut-off 3:35 p.m.)
Confiscated Items	Student Services
Discipline Issues	Student Services
Dual Enrollment	Guidance
Driver's Permit Forms	Student Services
FASFA Assistance	Guidance
Game & Ticket Info.	Attendance Office
Grades, Attendance	Infinite Campus (on-line system)
Group/Individual Counseling	Guidance
Health Issues	School Clinician Ms. Hinton-Hunter
Homebound Services	Guidance
Infinite Campus/Parent Portal	Ms. Patterson or Dr. Sanchez
Locker Issues	Student Services
Lost & Found	Attendance Office
Magnet School	Media Center
Parent/Teacher Conference	Guidance
Schedule Changes	Guidance
School Records/Transcripts	Attendance Office
Scholarship Information	Guidance
Senior Dues	Student Services
Senior Pictures	School Secretary
Student Registration	Attendance Office
Student Withdrawals	Attendance Office

## ATHLETIC CONTACTS

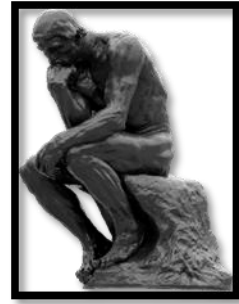


ATHLETICS...help develop well-rounded individuals who learn to exhibit good sportsmanship, contribute to their communities and are able to work well as team members in their future endeavors.

<u>Sport</u>	<u>Coach</u>	<u>E-mail Address</u>
Baseball	Mr. Pickett	Pickett.Brandon.M@muscogee.k12.ga.us
Basketball – Boys	Mr. Allen	Allen.Quantavias.A@muscogee.k12.ga.us
Girls	Ms. Tinch	Tinch.Adrienne.J@muscogee.k12.ga.us
Cheerleading	Ms. J. Williams	Williams.Jasmine.J@muscogee.k12.ga.us
Cross Country	Mr. Aulner	Aulner.James.W@muscogee.k12.ga.us
Flag Football	Ms. Carter	Carter.Shenitra.L@muscogee.k12.ga.us
Football	Mr. Joseph Kegler	Kegler.Joseph@muscogee.k12.ga.us
Golf	Mr. Guest	Guest.Aaron.G@muscogee.k12.ga.us
One Act Play / Literary	Mr. Dexter Smith	Smith.Dexter.R@muscogee.k12.ga.us
Rifle team	1SG Mitchell	Mitchell.Walter.L@muscogee.k12.ga.us
Soccer	Mr. Allen	Allen.Quantavias.A@muscogee.k12.ga.us
Softball	Ms. Carter	Carter.Shenitria.L@muscogee.k12.ga.us
Special Olympics	Ms. Williams	Williams.Lashaunda.S@muscogee.k12.ga.us
Swimming	Ms. Jones	Jones.Vannicia.H@muscogee.k12.ga.us
Tennis	Ms. Hall	Hall.Mattie.P@muscogee.k12.ga.us
Track and Field	Mr. Joseph Kegler	Kegler.Joseph@muscogee.k12.ga.us
Volleyball	Ms. Pamela Smith	Smith.Pamela.L@muscogee.k12.ga.us
Wrestling	Mr. Pickett	Pickett.Brandon.M@muscogee.k12.ga.us



## **EXTRACURRICULAR CLUBS & Organizations**



Academic Decathlon	Ms. Rizvi
African American History Program	Mr. Dexter Smith
Art Club	Ms. Brown
Band	Mr. Bowman
Chess Club	Mr. Justin Lewandowski
Chorus	Mr. Dexter Smith
Drama Club	Mr. Dexter Smith
ESOL Support	Dr. Custodio
FBLA (Future Business Leaders of America)	Ms. Miller
Green Team/Recycling A108	Mr. Doleman
HOSA	Ms. Collins
JROTC (Color Guard, Raiders, Rifle Team, Drill)	
Math Team	Ms. Rizvi
Model United Nations	Mr. McQuiston
National Honor Society	Mr. Ikle Ms. Granger
Page One	Ms. Patterson
Robotics Team	Ms. Curry
Skills USA Cosmetology	Ms. Tanniehill
Spanish Club	Dr. Custodio
Student Ambassadors	Ms. Patterson
VIP Bed Race Event	Ms. Collins
Wavettes (Dance Team)	Ms.
Yearbook	Ms. Quarterman



## Athletic/Extra Curricular Activity Behavior Contract



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

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

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

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Head Coach/Sponsor

\_\_\_\_\_

Date

\_\_\_\_\_

Athletic Director

\_\_\_\_\_

Date



## 1.0 ACADEMICS



### **The William Henry Spencer High School Honor Code**

William Henry Spencer High School expects students to uphold standards of honorable conduct. The stakeholders (students, faculty, and parents) of William Henry Spencer High School initiated this honor code. Spencer sets standards and serves as a guideline for classroom instruction regarding ethical behavior. To uphold the Honor Code, students are encouraged to report known violations. Based on the William Henry Spencer High School Honor Code, all persons are expected to:

1. **Demonstrate respect for all people in our school and community.** Discriminatory acts based on religious, ethnic, social, sexual orientation, and economic background is strictly prohibited. Prejudiced conduct because of religion, race, gender or ethnicity is prohibited.
2. **Demonstrate honesty in all matters.** Lying, cheating, plagiarism, and stealing are serious offenses. If school officials request information from a student regarding an incident the student is obligated to be honest and forthright.
3. **Protect the property of William Henry Spencer High School and its community.** Students are responsible for preserving the campus. Littering, vandalism, or damage or destruction of property are prohibited.

## 1.0 ACADEMICS



### 1.01 GRADUATION REQUIREMENTS

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

I.	English/Language Arts	4
II.	Math	4
III.	Science*	4
IV.	Social Studies	3.5
V.	Career, Technical and Agricultural Education (CTAE), And/or Modern Language/Latin, and/or Fine Arts*	3
VI.	Health & Physical Education	1
VII.	Electives (3.5 units)	3.5
	<u>TOTAL UNITS</u>	23

#### NOTE:

- \* 4th Science may be used to meet both the required science and required elective in CTAE sequence of courses (V)
- \* Student must complete 3 units in a pathway to complete CTAE pathway and take end of pathway assessment; Student must complete 2 years of the same foreign language for admissions to a Georgia Board of Regents colleges/universities.

### 1.02 GRADING SYSTEM

A - 90-100 = Excellent

B - 80-89 = Good Progress

C - 70-79 = Needs Improvement

F- 69 and below = Not Passing

If a student takes a class that requires a Georgia Milestone Test, then the test will count as 20% of the final average and the class grade will count as 80%.

### 1.03 PROGRESS REPORTS

Parents and students can see up to date grades and attendance in the Parent Portal. Progress reports are noted end of 4.5 weeks in each nine-week period, and gives you a snapshot at how your student is doing. If you have difficulty accessing your student's info in the parent portal, please contact the school.

#### **Progress Report**

Thursday September 7<sup>th</sup>

Monday November 13<sup>th</sup>

Tuesday February 6<sup>th</sup>

Thursday April 18<sup>th</sup>

#### **Report Card**

Friday October 13<sup>th</sup>

Monday January 8<sup>th</sup>

Wednesday March 13<sup>th</sup>

Tuesday May 23<sup>th</sup>

#### **1.04 VALEDICTORIAN AND SALUTATORIAN**

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

#### **1.05 WEIGHTED COURSES**

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

#### **1.06 HELPING OUTSTANDING PUPILS EDUCATIONALLY (HOPE) SCHOLARSHIP PROGRAM**

The Hope Scholarship Program rewards students for academic achievement in high school with financial assistance in degree, diploma, or certificate programs at a Georgia public or private college, university, or technical institute. A HOPE Scholarship recipient must graduate from high school with a minimum 3.00-grade point average (as calculated by GSFC) and maintain a minimum 3.00 cumulative postsecondary grade point average to remain eligible.

#### **1.07 PRINCIPAL'S LIST**

Those students making all A's during a 9-week grading period are placed on the Principal's List. A celebration activity will be held for these students.

#### **1.08 HONOR ROLL**

Those students making all A's and B's during a grading period are placed on the Honor Roll for an entire nine-week period. In addition, the principal presents achievement awards to students who exhibit excellence in academics during the Awards Ceremony.

#### **1.10 NO PASS—NO PLAY—NO PARTICIPATE**

Students participating in extracurricular activities must meet the eligibility requirements as set forth by MCSD, GHSA, and the State Department of Education. Extracurricular activities are defined as any school-sponsored program for which some or all the activities are outside the regularly scheduled day. **Students must pass their academic courses in order to participate in any competitive activity.** Fifth year students are not eligible for GHSA activities.

If you fail more than 2 classes for a semester you will be ineligible the next semester. If you are participating in a winter sport and fail more than 2 classes at the end of the fall semester, you will be ineligible to play for the remainder of the year.

Student must be "on track" for graduation:

- 9th Grade - promoted according to local policy,
- 10th Grade - 5 units earned prior to entering that year,
- 11th Grade - 11 units earned prior to entering year,
- 12th Grade - 16 units earned prior to entering year

# CLASS OF 2024

## 1.11 GRADUATING SENIOR CLASS OF 2024

Seniors must be on track to graduate May 2024 in order to participate in graduation activities. Graduation activities include the following: the graduate trip(s), graduate breakfast, graduate convocation, and all other activities that are for graduating seniors. **Graduating seniors must be passing all classes to participate in any designated graduation activities.**



## 1.12 THE ADVANCED PLACEMENT (AP) PROGRAM

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

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

### How AP Benefits Students

Students who take AP courses derive many benefits. These courses help to steer students toward college or advanced studies. AP courses give high school students the opportunity to participate in classes that are invariably more rigorous and in-depth than most other high school offerings. To participate in an AP class is to enter a world of intense discussion and thought. It is a class in which students are given the intellectual responsibility to think for themselves and to learn to reason, analyze, and understand.

### Why take an Advanced Placement course?

#### Gain the Edge in College Preparation

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

#### Stand Out in the College Admissions Process

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

#### Broaden Your Intellectual Horizons

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

#### Receive the HOPE Scholarship to Help Pay for College

- In order to receive the Georgia HOPE Scholarship, you must have earned **four full credits** in academically rigorous courses.

## **2.0 Attendance Policies and Procedures**

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

### **2.01 EXCUSED ABSENCES**

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

### **2.02 ATTENDANCE CONFERENCES/APPEALS PROCESS**

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

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

Excessive absences may result in the student being administratively withdrawn.

### **2.03 HOMEBOUND INSTRUCTION**

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

### **2.04 STUDENT ATTENDANCE**

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

### **2.06 HALL PASSES**

Students are to remain in class. Any student out of class must have a Spencer Approved Hall Pass issued by a teacher.



## 2.07 EARLY MORNING ARRIVALS

Students arriving to school before 8:00 am are encouraged to go directly to the cafeteria or gymnasium. Students are not allowed in the halls until 8:00 am.

Students who are **tardy** to school must check in through the **Attendance Office**. Students must have a written note from a parent/guardian stating the date and reason for the tardiness. **Oversleeping, car trouble, running errands, missing the bus, dress code violations, etc., are unexcused.** Excessive tardiness will result in disciplinary action.

Students arriving after 8:30 am must be accompanied by a parent or guardian during the check in process.

## 2.08 REPORTING LATE TO SCHOOL (UNEXCUSED)

1 <sup>st</sup> offense:	WARNING
2 <sup>nd</sup> & 3 <sup>rd</sup> offense:	Admin Detention
4 <sup>th</sup> offense:	ISS and parent conference
5 <sup>th</sup> offense:	Referral to the school social worker

**Special circumstances may be taken into consideration by the school administration.**

## 2.09 CLASSROOM TARDIES

Students are to be in class prior to the ringing of the bell. Unexcused tardiness to class that is less than 5 minutes will be assigned Administration Detention. Unexcused tardiness to class greater than 5 minutes is considered skipping and requires further discipline through the administration team.

## 2.10 CHECK IN/OUT PROCEDURE

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

Students **MUST** check in/out when missing a class for appointments or emergencies. Supporting documentation should be submitted to the attendance office the next day, if not previously notified. Failure to check in/out will result in an unexcused absence and disciplinary action(s). Check in or out must be done in the attendance office. **The parent, guardian or adult designated to check a student out must be prepared to show an I.D. and be listed on the Infinite Campus system.**

**STUDENTS CANNOT BE CHECKED OUT AFTER 3:00 P.M. NO EXCEPTIONS!**

## 2.11 WITHDRAWAL PROCEDURE

Parents should inform the Attendance Office as soon as they know that their child will be withdrawing from school. Withdrawal forms will not be ready for pick up until the next day. Prior to receiving a withdrawal form, students must turn in all textbooks, materials and pay all fees. For students under the age of 19, a parent/guardian must sign the withdrawal form before the student can be withdrawn.

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

## **3.0 Positive Behavior Interventions and Supports (PBIS)**

PBIS is used to help support Spencer High School in the use of proactive strategies for defining, teaching, and supporting appropriate student behavior. The goal of the proactive strategies is to help create a positive school environment. PBIS is an evidence-based practice that can help improve the students' lifestyle by making negative behaviors less effective, efficient, and relevant.

William H. Spencer High School teaches students appropriate behavior through the acronym PASS: Prepared, Accountable, Self-discipline, and Safe.

### **3.01 Acknowledgement**

1. Students will receive points for positive displays that a teacher or school employee might witness. These points can be used to purchase items in the PBIS Store. Some teacher's even have their own PBIS store for student to make purchases using their points.
2. Points can also identify those students that will be allowed to participate in Spencer's PBIS Big Events.
3. Points can be monitored by the student and parents through the PBIS Rewards APP
4. Other recognitions will be given throughout the year.

### **3.02 Expectations**

Spencer's expectations through PBIS can be remembered with the acronym PASS (Prepared, Accountable, Self-disciplined, Safe). Expectations will be displayed on posters throughout the school.

## **4.0 DISCIPLINE CODE OF CONDUCT**

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

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

#### **4.01 SPENCER HIGH SCHOOL SCHOOL-WIDE DISCIPLINE POLICY AND CONSEQUENCES**

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

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

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

#### **4.02 CARE AND USE OF SCHOOL PROPERTY – Chromebooks, Textbooks, and Media Enter 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

#### **4.03 SEXUAL HARRASSMENT** (See 6.20)

Sexual Harassment is defined as uninvited and unwelcome verbal or physical behavior of a sexual nature. Spencer High School has a “Zero Tolerance” policy regarding Sexual Harassment.

#### **4.04 HALL AND STAIRWAY CONDUCT** (See 6.10 and 6.11)

1. All teachers at Spencer are YOUR teachers. When a teacher speaks to you in the hallways, you are expected to respond with courtesy and to follow the directions given.
2. Have written permission to be in the hall (bell time or pass only)
3. Keep pants up, hoods down, dress according to the Spencer handbook
4. Cell phones, earbuds, and earphones are not to be in use or visible
5. Book bags should be put in the lockers
6. Walk quickly and stay on the right side of the hallway and stairwell
7. Keep traffic flowing
8. Use school appropriate language
9. Keep your hands, feet, other body parts, and all objects to yourself
10. Quiet Voices

#### **4.05 CAFETERIA CONDUCT** (See 6.05 - 6.06)

1. Form a single, orderly line while waiting to be served
2. You are never allowed to "cut" line, even if your friends say it's OK.
3. You are responsible for returning your dishes, utensils, and tray to the return window.
4. Speak in a normal conversational tone
5. Students must be seated at all times, unless they are in the food serving line or returning their tray.
6. Students may only use cell phones/electronic devices while seated.

#### **4.06 Restroom** (See 6.08 - 6.10)

1. Students should have permission to be in the restroom.
2. Cell phones, earbuds, and earphones are not to be in use or visible.
3. Hush, Flush, Wash
4. Clean up after yourself
5. Report problems to a teacher or staff member

#### **4.07 WEAPONS AND DANGEROUS INSTRUMENTS** (Could Result in Tribunal Referral)

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

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

#### **4.08 GANG ACTIVITY AND GANG AFFILIATION** (Could result in Tribunal Referral)

Gangs are herein described as clubs, groups, or organization of limited membership, which are known to MCSD through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate unlawful acts such as intimidation, violence, or destruction of property. Gangs or gang activity shall not be permitted on school premises or school activities.

The following shall not be permitted on school premises or school activities:

1. Membership in or affirmation with gangs that can be determined by whatever means (to include media/social posts)
2. Wearing of any insignia, and/or uniforms, or other means of gang identification (to include eyebrow slashes), or using or making signs, or signals, or other means of gang communication or identification by student or non-student visiting on the school premises
3. Any attempt to gather or communicate on school premises or activities for any purpose of gang members
4. Use, employ, or rely upon his/her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or MCSD employees

#### **4.09 ITEMS NOT ALLOWED AT SCHOOL** (Could result in Tribunal Referral)

There are certain items students should not bring to school. If a student is found to have any of these items, appropriate disciplinary action will be taken. (Refer to the Muscogee County School Handbook & Code of Conduct booklet for specific details.)

1. Any weapon or ammunition
2. Knives
3. Fireworks, poppers, matches, lighters
4. Alcoholic beverages
5. Cigarettes, drugs, or paraphernalia associated with each to include vapes/e-cigs
6. LSD blotters
7. Steel picks
8. Any objects that might cause harm or injury to others
9. Laser lights
10. Any gambling paraphernalia (cards or dice)
11. Jewelry with weapons, drugs, sex, gangs, satanic, or any other related symbols
12. Anything that can disrupt the learning environment.

#### **4.10 STUDENT OFFENSES**

The following behaviors by students will result in some type of consequence:

- Disruption by use of violence, forced coercion, threat or false alarm
- Damage, destruction or theft of school or personal property
- Possession of dangerous weapons and instruments (Police will be notified)
- Possession and/ or use of narcotics, alcoholic beverages and drugs on school ground, en route to or from school or off school grounds at a school sponsored event (Police will be notified.)
- Students are held accountable for their actions while in route to school, off school grounds, or at a school sponsored event
- Insubordination and disrespect
- Hazing
- Use of obscene language
- Tardiness, truancy, and leaving campus without permission
- Possession and use of tobacco, matches, and/ or cigarette lighters
- Loitering
- Misconduct on bus
- Vehicle violations on campus or failure to register vehicle
- Falsification of school records, passes, or excuses
- Gambling
- Bringing radios or personal audio-visual equipment to school
- Inappropriate display of affection
- Eating or drinking in any area other than the cafeteria or designated area
- Leaving class without an authorized pass during class time (hall passes must state time of departure and destination)
- Extortion
- Bullying
- Tampering with fire alarm
- Technology tampering
- Sexual harassment
- Forgery
- Arson

## **5.0 Progressive Discipline Information**

### **5.01 DETENTION**

Detentions assigned on any given school day are to be served by the student on the next school day, or on the day assigned by the teacher in accordance with the teacher's schedule. Students who are absent or check out on their detention days must stay for their detention at the teacher's convenience. Unexcused absences or unexcused checkouts may **NOT** be used as valid excuses for missing detention. **Teachers must notify parents' or guardians and student via email prior to detention.** Students who are not given the opportunity to sign the detention form or who refuse to sign are still obligated to attend the detention. All school rules, including dress code, are in effect for all students serving detention. Detention is to be held for 30 minutes after school.

If students do not follow the rules of the teacher and administrative detention, additional disciplinary actions may be taken.

### **5.02 Administrative Detention**

Administrative Detention is an afterschool detention assigned by the administration. Administrative Detention will take place after school Tuesday through Friday. The start time will be at 4:05 pm and end at 4:35 pm. The parent/guardian is responsible for transportation home.

### **5.03 IN-SCHOOL SUSPENSION (ISS)**

Students may be required to report to an assigned location and to a designated teacher in place of regular classes. Students will continue to do their regular class assignments or assignments assigned by the ISS instructor while being isolated from other students the entire school day during the total number of days assigned. All students assigned to ISS will turn in their cell phones to the ISS instructor prior to admittance and receive the device back at the end of the day. **NOTE: If a student REFUSES to comply with ISS rules/cell phone policy, the student will automatically receive out of school suspension (OSS).**

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

If a student's behavior has become a chronic problem that has not responded to other forms of discipline, then that student will be suspended from school for one to ten days. Parents will be notified of the suspension. If the suspension is more than 2 days, the parents will be required to accompany the student for a conference when the suspension is complete. The student will not be allowed to participate in any extracurricular activities (sports, clubs, etc.) while suspended from school. The student is not allowed to make-up graded assignments missed or due without teacher's approval.

### **5.05 DISCIPLINE TRIBUNAL**

If administration seeks to impose punishment of a suspension of more than 10 school days and/or assignment to Alternative School, the student will be offered a hearing before an impartial panel of qualified members.

## **6.0 CONSEQUENCES FOR VIOLATIONS**

### **6.01 Affection - Inappropriate Display**

1<sup>st</sup> offense: Refer to Guidance Counselor plus parent conference

2<sup>nd</sup> offense: 3 days ISSP & Parent conference

3<sup>rd</sup> offense: 1-5 days OSS

**Note:** Depending on severity administration reserves the right to suspend the student for inappropriate display of affection

### **6.02 Bomb Threats**

1<sup>st</sup> offense: 5-10 days OSS; referred to Discipline Tribunal

### **6.03 Bullying**

1<sup>st</sup> offense: 1-3 days OSS and parent conference upon return

2<sup>nd</sup> offense: 5-10 days OSS

3<sup>rd</sup> offense: 10 days OSS and Discipline Tribunal

### **6.04 Bus Misconduct**

1<sup>st</sup> offense: Parent conference, 0-3 days suspension from bus and/ or school

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

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

### **6.05 Cafeteria Behavior – Loud Talking/Throwing Food**

1<sup>st</sup> offense: 1 day of ISS

2<sup>nd</sup> offense: 1 - 3 days ISS & parent conference

3<sup>rd</sup> offense: 1- 3 day OSS & parent conference

### **6.06 Cafeteria Meal Trays Left on Table After Use**

1<sup>st</sup> offense: 1-day cafeteria detail, parent conference

2<sup>nd</sup> offense: 3 days cafeteria detail, parent conference

3<sup>rd</sup> offense: 1-3 days ISS

### **6.07 Outside Food**

Commercial foods may not be delivered to nor picked up by students. Foods eaten in the cafeteria during serving time cannot have logos from commercial food retailers.

1<sup>st</sup> offense: Food is either turned away if being delivered or confiscated

2<sup>nd</sup> offense: 1st offense consequence and Administrative Detention

3<sup>rd</sup> offense: 1<sup>st</sup> offense consequence and ISS for 2 days

4<sup>th</sup> offense: 1<sup>st</sup> offense consequence and ISS for 3 days

## **6.08 Cell Phones, Earbuds, Headphones, or Any Unauthorized Electronic Devices Usage or Display is only permitted in designated areas:**

Items that can be seen or heard in non-designated areas are in violation of the policy and can be taken up by school administration or designee. Refusal of complying to turn over the device can result in out of school suspension.

- 1<sup>st</sup> offense: Warning/redirection of the behavior
- 2<sup>nd</sup> offense: Teacher/Student Conference (Informal Contract)
- 3<sup>rd</sup> offense: Device will be turned into the Assistant Principal or designee. The student may pick up the phone at the close of the 3<sup>rd</sup> school day.
- 4<sup>th</sup> offense: Parent may pick up device at the close of the 3<sup>rd</sup> school day or notify the school of an alternate adult with a valid ID that will be picking up the phone (school will verify by asking for identification of the adult picking up the phone).
- 5<sup>th</sup> offense: Administrative Discipline. Parent may have the device picked up at the end of the 5<sup>th</sup> school day

### **NOTE:**

1. Any student who loans his or her electronics to another student is subject to the same consequences as the student who is caught with the device.
2. If a student is assigned to ISS for any reason, they must turn in cell phone to the Assistant Principal (or his/her designee) and pick it up at the end of the day.
3. If the parent/guardian is adamant that he or she cannot allow the device to be held for the number of days listed in the proposed procedures, then the parent/guardian chooses for his or her son/daughter/ward to accept OSS in lieu of the device being held. The student will not be allowed to negotiate these consequences.
4. Spencer High School is **NOT** responsible for Electronic Devices that are Lost or Stolen and will only spend a limited amount of time investigating these items.

## **6.09 Cell Phone or Electronic Device used to Illegally Videotape or Record student(s) or faculty member(s) or any School Activity/Incident**

- 1<sup>st</sup> offense: 3 days ISS & parent conference
- 2<sup>nd</sup> offense: 3 days OSS
- 3<sup>rd</sup> offense: 5 days OSS

**NOTE:** Depending upon the content of the video, further disciplinary actions could be possible.

## **6.10 Defiance and/or Disrespect of Faculty/Staff Authority**

- 1<sup>st</sup> offense: 1-5 days OSS
- 2<sup>nd</sup> offense: 5-10 days OSS
- 3<sup>rd</sup> offense: 10 days OSS and Referral to Discipline Tribunal
- 4<sup>th</sup> offense: Student will be assigned ISS 2 days for each offense due to defiance.

## **6.11 Disruption of School/Class**

- 1<sup>st</sup> offense: 1-3 days OSS, may be charged; parent conference upon return
- 2<sup>nd</sup> offense: 5-10 days OSS, may be charged; parent conference upon return



## **6.12 Dress Code Violations**

- 1<sup>st</sup> offense: Report to the Family Liaison for appropriate attire
- 2<sup>nd</sup> offense: 1day ISS and parent conference
- 3<sup>rd</sup> offense: 3 days ISS
- 4<sup>th</sup> offense: 2 days OSS

## **6.13 Fighting: Physical Contact from Both/All Parties Involved**

- 1<sup>st</sup> offense: 5-10 days OSS and maybe charged with disorderly conduct; parent conference upon return
- 2<sup>nd</sup> offense: 5-10 days OSS and maybe charged with disorderly conduct; parent conference upon return and referred to Discipline Tribunal
- 3<sup>rd</sup> offense: 10 days OSS and referred to Discipline Tribunal

**NOTE: Depending upon the severity, 1<sup>st</sup> altercation may result in referral to Discipline Tribunal**

## **6.14 Inciting or Participating in Riotous Behavior**

- 1<sup>st</sup> offense: 10 days OSS, charged, and referred to the Discipline Tribunal
- 2<sup>nd</sup> offense: 5-10 days ISS/OSS, referred to Discipline Tribunal

## **6.15 Obscenity/Profanity (Expressed Orally or Written) Directed to Faculty Member(s)**

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

## **6.16 Obscenity/Profanity (Expressed Orally or Written) Directed to Student(s)**

- 1<sup>st</sup> offense: Administrative Detention
- 2<sup>nd</sup> offense: 3 days ISS
- 3<sup>rd</sup> offense: 3-5 days OSS

## **6.17 Parking Violations (Improper Parking, Invalid Permit or No Permit)**

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

## **6.18 Possession and/or Sale of Illegal Substances (Drugs/Alcohol, Weapons, Explosive Devices)**

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

**6.19 Selling Unauthorized Items-** (i.e. sodas, candy, drinks, school supplies, etc.) on school campus or school events

1<sup>st</sup> offense: Confiscation of items and call to parents/guardians

2<sup>nd</sup> offense: Confiscation of items and 2 days ISS

3<sup>rd</sup> offense: Confiscation of items and 3 days OSS

Confiscated items will be returned at the discretion of the administration.

**6.20 Sexual Harassment** – Uninvited verbal or physical behavior of a sexual nature

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

2<sup>nd</sup> offense: 10 days OSS and referred to Discipline Tribunal

**6.21 Smoking and Possession of Tobacco Products** (including vapes and e-cigs)

1<sup>st</sup> offense: 1-5 days OSS and parent conference

2<sup>nd</sup> offense: 5-10 days OSS

**6.22 Theft**

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

**6.23 Vandalism, Damaging or Stealing School Property**

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

**6.24 Verbal Altercations**

1<sup>st</sup> offense: 3-5 days ISS/OSS

2<sup>nd</sup> offense: 5-10 days ISS/OSS; referred to Discipline Tribunal

## 7.0 **WE--- DRESS FOR SUCCESS!**



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

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

## **7.0 DRESS CODE SUMMARY**

### **7.01 General**

1. No sagging or undergarments are to be visible.
2. Pants with holes (or appearance of holes) are not to be worn
3. No Camouflage of any kind or color (pants, shirts, jackets, hats, bandanas, boots, etc.)
4. No oversized clothing allowed
5. No Slashes in the eyebrow
6. Students may not wear head coverings. This includes hats, headbands, du rags, wraps, or bandanas.
7. Protective masks worn should follow the dress code policy, and approved by the administration.
8. Face must be visible at all times, with the exception of approved protective mask.
9. Bookbags, backpacks, and fanny packs are not to be carried between classes. All bags are subject to be searched.

### **7.02 Shirts**

1. All shirts must be tucked
2. No midriffs should be exposed
3. No see-through shirts/blouses, or plain white t-shirts
4. No tank tops, spaghetti straps, tube tops
5. Nothing that advocates drugs, sex, alcohol, violence, gangs, hate, or profanity
6. Shirts that are made to cover the midriff, but move when the student sits may not be worn
7. No Low-Cut Shirts/Blouses that are too revealing (Administrative discretion)

### **7.03 Shoes**

1. No shower shoes, flip flops, or house shoes.
2. No Fuzzy shoes or shoes that look like house shoes.
3. Footwear must have backs or a back strap

### **7.04 Pants**

1. Pants are to be worn on or above the waist
2. No Leggings/Jean-Like Leggings, unless worn with a dress, skirt or shorts no less than 3 inches above the knee.
3. No Pajama Bottoms, see-through pants, wind pants are to be worn
4. Pants with holes (or appearance of holes) are not to be worn
5. No Athletic/compression pants or shorts

### **7.05 Dresses and Skirts**

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

### **7.06 Shorts**

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

### **7.07 Coats**

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

### **7.08 Jewelry**

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

## **8.0 Virtual Student's Expectations for Attendance and Discipline**

Each Zoom Class is expected to be recorded for possible review of student engagement.

### **8.01 Attendance**

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

To be counted as present your live video should be viewed by the instructor with your legal name. As well as be actively engaged through video or chat as appropriate. If you are unable to connect you must notify your instructor immediately.

### **8.02 Discipline Code of Conduct**

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

### **8.03 Virtual Progressive Discipline Plan**

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

### **Student Conference**

A student may be contacted by the instructor administration to address concerning discipline issues. These conferences will be logged and can be referred to when dealing with the student in future discipline concerns.

### **Parent Conference**

If a student continues to have concerning discipline issues, the instructor and/or administration will reach out to contact a parent or guardian of the problems. These conferences will be logged and can be referred to when dealing with the student in future discipline concerns.

## **Temporary Suspension from that Class**

The administration may decide to remove the student from class temporarily. The student will still be required to attend all other classes but will not be able to participate in the class that resulted in the temporary suspension. The parent or guardian will be notified, and the information will be logged, for reference in future discipline concerns.

## **Technology Block and Suspension from all Classes**

The administration may decide to block the student's ability to use the Chromebook and/or temporarily remove the student from all classes. The parent and student must meet with administration before the student can actively use the school issued technology and/or participate in the virtual classes.

## **Discipline Tribunal**

If administration seeks to impose punishment of a suspension of more than 10 school days and/or assignment to Alternative School, the student will be offered a hearing before an impartial panel of qualified members.

## **8.04 SPENCER HIGH SCHOOL SCHOOL-WIDE DISCIPLINE POLICY**

### **Respectful Behavior**

William H. Spencer High School students are expected to act respectful whether in the classroom or online. The administration and faculty at Spencer High School will not tolerate language (written or spoken) that can be deemed as sexual harassment, or bullying. Any disrespectful conduct (including the use of vulgar or profane language) towards another individual, spoken or written, will be grounds for disciplinary action.

### **Weapons and dangerous instruments**

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

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

## **Gang Activity and Gang Affiliation**

Gangs are herein described as clubs, groups, or organization of limited membership, which are known to MCSD through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate unlawful acts such as intimidation, violence, or destruction of property. Gangs or gang activity shall not be permitted on school premises or school activities.

The following shall not be permitted for viewing during virtual class or during school activity:

1. Membership in or affirmation with gangs that can be determined by whatever means (to include media/social posts)
2. Wearing of any insignia, and/or uniforms, or other means of gang identification (to include eyebrow slashes), or using or making signs, or signals, or other means of gang communication or identification by student or non-student visiting on the school premises
3. Any attempt to gather or communicate on school premises or activities for any purpose of gang members
4. Use, employ, or rely upon his/her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or MCSD employees

## **ITEMS NOT ALLOWED TO BE IN VIEW**

There are certain items students should not have in view during a virtual class session. If a student is found to have any of these items in view, appropriate disciplinary action will be taken. (Refer to the [Muscookee County School Handbook & Code of Conduct](#) booklet for specific details.)

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



## **9.0 Chromebook Procedures**

### **William H. Spencer High School**

#### **9.01 TAKING CARE OF YOUR DEVICE**

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times 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).”

#### **9.02 General Policies**

- Protect the device screen by following the rules below. The device’s screen can be damaged if subjected to rough treatment. All devices are particularly sensitive to damage from excessive pressure on the screen.
  - ✓ Close the device screen before moving it.
  - ✓ Do not lean on the top of the device when it is closed.
  - ✓ Do not place anything near the device that could put pressure on the screen.
  - ✓ Do not place anything in the carrying case that will press against the cover.
  - ✓ Do not poke the screen.
  - ✓ Do not place anything on the keyboard before closing the lid.
  - ✓ Clean the screen with a soft, dry cloth or anti-static cloth.
  - ✓ Do not bump the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to your device while it is in use.
- To conserve battery life device should be shut down before moving them.
- Devices must remain free of any writing, drawing, stickers, or labels that are not affixed by Muscogee County School District or Spencer High School.
- Devices must never be left in any unsupervised area.

#### **9.03 Check-in Fines**

Damaged devices will be reviewed by the Division Information Services (DIS) Department. Parents will be notified if charges are necessary. DIS will remotely disable any Chromebook not turned in by the deadline and a bill for the full replacement value will be sent. Unpaid fines will result in withholding the student’s diploma until payment is received.

**If a student device is not returned during year-end check-in or on transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student’s device, the student’s grade reports/ transcripts may be withheld and the matter may be turned over to local law enforcement.**



It is understood that if a student does not follow the expectations of appropriate behavior regarding the device there will be an appropriate and proportionate consequence. The list below is not an exhaustive list of infractions and accompanying consequences, but rather serves as an example. Students may earn office discipline referrals for misbehaviors related to the device and its usage.

Infractions	Possible Consequences
Being off task, including but not limited to: <ul style="list-style-type: none"> <li>● multiple tabs</li> <li>● being on wrong sites</li> <li>● working on other class's work</li> <li>● music/games/videos instead of work</li> </ul>	Teacher's classroom procedures for off task behavior will be enforced. Repeated off task behavior will result in office referral to appropriate administrator.
Not following Staff directives, examples include: <ul style="list-style-type: none"> <li>● refusing to shut down or close lid when requested</li> <li>● refusing to close inappropriate tabs or apps</li> </ul>	Teacher's classroom procedures will be enforced. Repeated behavior will result in office referral to appropriate administrator.
Being unprepared: <ul style="list-style-type: none"> <li>● Chromebook not sufficiently charged</li> <li>● Lack of earbuds</li> <li>● No Chromebook in class</li> </ul>	Natural Consequences: <ul style="list-style-type: none"> <li>● Lack of Chromebook to complete tasks</li> <li>● Cannot listen to assignment/must listen quietly so as not to disturb others</li> </ul>
Misuse of Internet: <ul style="list-style-type: none"> <li>● downloading of music/video/games</li> <li>● copyright violations</li> <li>● illegal file-sharing sites</li> <li>● inappropriate websites</li> </ul>	= removal of items from drive = school procedures for plagiarism = Repeated offences will result in office referral to appropriate administrator.
Misuse of School District email: <ul style="list-style-type: none"> <li>● Cyber Bullying</li> <li>● Inappropriate images</li> <li>● Using email to sign up for inappropriate sites</li> </ul>	= District policy for bullying will be put in effect = District policy will be enforced = cancellation of membership to site
Disrespect for Property <ul style="list-style-type: none"> <li>● intentional damage to device</li> <li>● damaged or lost charger</li> </ul>	=\$388.00 - \$579.00 replacement fee =\$41.00 - \$52.00 replacement fee

***Failure to comply with the General Policies listed above my result in the loss of privileges for a time period to be determined by the school administration.***

## **10.0 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 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. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **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 and a 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. 41 of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.**

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

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 on-line 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. On-line 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 web site, on the home page, click on the Families tab, then click on the **My School Bucks** link to access our online payment system.

## School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	1.00
Middle/High, Paid	1.25
Reduced	.30
Adult, MCSD Staff	1.50
Adult, Outside MCSD	2.00
LUNCH PRICES	
Elementary, Paid	2.45
Middle/High, Paid	2.70
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.	

## Food Purchases

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

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet.** The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan 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 web site, or at the school clinic or cafeteria. 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.

## Seamless Summer Option

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.

This institution is an equal opportunity provider.

## 11.0 FEE POLICY

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

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

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

**Checkouts:** Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to 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 in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.



## 12.0 TRANSPORTATION

Students who live more than a mile and a half from the school in the assigned attendance area will be provided transportation by the school district. Students will be given a bus pass which must be kept for the entire school year. Only those students with passes may ride the bus. **Students may only ride the bus to which they were assigned.** Temporary bus passes can be issued with parent request in writing for special emergencies. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

Students who drive cars must register their cars to receive a parking decal. This will allow students to park in the designated area in front of the school. Students are not allowed to park in the reserved parking spaces or along the bus lane. Cars without valid parking decals and those illegally parked in unauthorized areas are subject to being towed by school security. This will be strictly enforced. Decals may be secured from the Assistant Principal of Administrative Services. Decals are **\$10.00**.

### **13.0 VISITORS**

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

### **14.0 STUDENT ILLNESS**

Students who become ill at school will be given immediate care based on the standard protocol. Students will be sent home if deemed necessary.

### **15.0 LOST AND FOUND**

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

### **16.0 MEDICATION**

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

### **17.0 PROFESSIONAL SCHOOL COUNSELING SERVICES**

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

### **18.0 MEDIA CENTER**

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

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

### **19.0 AFTER SCHOOL SUPERVISION**

Students must leave the school building by 4:05 pm. Students that stay for extracurricular activities must be under the direct supervision of a teacher. Any student who is not under the direct supervision of a teacher will be considered as trespassing and treated as such.

## **20.0 LOCKERS**

Students are assigned lockers at the beginning of school or upon enrollment. A rental fee of **\$10.00** will be charged for each locker. Students who rent a locker are expected to adhere to the following:

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

## **21.0 STUDENT ACCIDENT INSURANCE**

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

## **22.0 SELLING TO STUDENTS/FUNDRAISERS**

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



**2023-24  
School Year Calendar**

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-31 Summer Break  
4 Independence Day Observed

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Teacher Planning/Staff Development Days(PK-2)  
1-7 Teacher Planning/Staff Development Days(Secondary)  
2-7 System-wide Verification Days  
7 In-person grades PK-2(Phase-In)  
8 1st Day of School/1st Semester Begins

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day  
7 Progress Report

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Virtual Learning Day(No school PK-2)  
9 Teacher Planning/Staff Development Day  
11 End of 1st Nine Weeks  
13 Report Cards

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Veterans Day  
13 Progress Reports  
20-24 Thanksgiving Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 1st Semester Grading Period Ends  
21-29 Winter Break

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 Winter Break  
3 Teacher Planning/Staff Development  
4 2nd Semester Begins  
8 Report Cards  
15 Martin Luther King Jr. Day

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

6 Progress Report  
16 Teacher Planning/Staff Development  
19 Presidents Day

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 End of 3rd Nine Weeks  
13 Report Cards

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break  
18 Progress Reports

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15-18 Graduation  
21 Last Day of School/Report Cards (Elementary)  
22-23 Teacher Post Planning  
23 Report Cards(Secondary)  
24-31 Summer Break  
27 Memorial Day

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-28 Summer Break

- Student/Teacher Holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Virtual Learning Day
- Progress Reports/ Report Cards
- In-person Phase-In for Students



**WILLIAM H. SPENCER  
HIGH SCHOOL**



**MISSION  
STATEMENT:**

**OUR MISSION IS TO  
INSPIRE AND EQUIP ALL  
STUDENTS TO ACHIEVE  
UNLIMITED POTENTIAL.**

**MOTTO:  
EVERYTHING MATTERS!**