

WILLIAM HENRY
SPENCER
HIGH SCHOOL

STUDENT HANDBOOK
— **2026-2027** —



Home of the
MIGHTY GREENWAVE



1000 Fort Benning Road
Columbus, Georgia 31903



(706) 683-8701

Rosa Patterson, Principal

Principal	Ms. Rosa Patterson
Asst. Principal	Ms. QuaShanta Dorsey
Asst. Principal	Mr. Mortimer Floyd
Asst. Principal	Ms. LaJoyce Sanders
Secondary Dean	Mr. James Aulner
Director of Guidance	Ms. Myya Washington
Professional School Counselors	Dr. Monica Sparks Dr. Alexis Williams
Athletic Director	Mr. Joseph Kegler
Academic Coach ELA	Mrs. Ishia Granger
Academic Coach Social Studies	
Academic Coach Mathematics	
Academic Coach Science	
SWEL Coach	Ms. Ashley Sloan
PES Coach	Mr. Timothy Rollier
Media Specialist	Ms. Lajuane Black
School Secretary/Bookkeeper	Ms. Crystal Sanders
Admin. Office Clerk	Ms. Janice McCray
Student Services Clerk	Mrs. Tammie Jacobs
Front Office Attendance Clerk	Ms. Kaitlyn Holmes
Attendance Interventionist Attendance Interventionist	Mrs. Arceli Jimenez Ms. Sanquita Stallion
School Clinic	Ms. Dorothy Wilson
Lead Custodian	Ms. Brenda Mobley
Cafeteria Manager	Ms. Peggy Jackson

Welcome Message from the Principal

It is a privilege and an honor to serve and to lead in such a historic building in our community. This is a place where we aid scholars in making their dreams come true. Lesson planning, field trips, tutoring sessions, corrective actions, and reflections are all a part of an amazing journey. Since inception on November 29, 1930, not only do we continue to study our history, but educators leave a lasting impact of encouraging our scholars to MAKE history on a daily basis. We strive to empower our scholars to Enroll, Enlist, Employ, or build an Entrepreneurship opportunity through hard work and service to our school and community.

You have the right to expect a clean, safe, healthy and student-centered learning environment. You also can expect a learning environment that is conducive to academic achievement and excellence. Your responsibility as a student on this campus is simple - conduct yourself in a manner that enables you to learn, lead, and achieve in all of your chosen endeavors.

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

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

Embrace every moment. Embody every conversation. Remember, even on your worst days, you are somebody's hero. When you were enrolled, you became a part of a family. There is a motto that we have in our school that reminds us, "Once a Greenwave, Always a Greenwave." Never give up. Follow your dreams and remember that your destiny is not your demography. As your principal, know that I believe in you to chart the course and change the world. Welcome to William Henry Spencer High School, the Academy of Computer Science and Electronic Game Design.

Principal Patterson

Philosophy

William Henry Spencer High School seeks to prepare students to become contributing individuals in a complex and ever-changing society. The school, in cooperation with the home and other community institutions, recognizes its responsibility for helping youth to develop the body of information and skills essential for the lifetime acquisition and use of knowledge. It also enhances the development of democratic attitudes, personal and social values, innate abilities, and cultural awareness.

William Henry Spencer High School strives to meet individual needs by providing educational programs for students of different backgrounds and cultures, different stages of development, different abilities, and different aspirations. The faculty and staff accept the obligation to provide for students of limited, average, and exceptional abilities the background and challenges which will enable them to fulfill their promises and encourage their creative abilities.

Mission Statement

Our mission is to inspire and equip all students to achieve unlimited potential.

Vision

William H. Spencer High School is a beacon of educational excellence where all are known, valued, and inspired.

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:

- * Magnet Program - The Academy of Computer Science and Electronic Game Design
- * Advanced Placement (AP) Courses are Authorized to be Taught: Biology, Calculus AB, Computer Science, English Literature, English Language, Macro-Economics, Psychology, Spanish Language, Statistics, Studio Art: Drawing, U.S. History, World History
- * Dual Enrollment-Students take accredited college courses leading towards a degree, certificate and/or diploma
- * Technology- One to One Chromebooks Devices available for every student as well as Assisted Learning in Academic Labs, WiFi boxes and Mobile Carts
- * A Variety of Clubs and Athletic Teams
- * 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)

William H. Spencer High

1000 Fort Benning Road

Columbus, Georgia 31903

706-683-8701 FAX: 706-683-8716

Website: <https://sites.muscogee.k12.ga.us/spencer/>

Facebook: <https://www.facebook.com/Spencer-High-School-104136541281195>

Muscogee County School District

2960 Macon Road

Columbus, Georgia 31906

706-748-2000

William Henry Spencer High School Alumni Association, Inc.

C/O National Headquarters

P.O. Box 5334

Columbus, Georgia 31906-0334

Clubs and Organizations

William Henry Spencer High School

Club/Organization Name	Lead Sponsor/Coach Name	Email Address
Academic Decathlon	Mrs. Rizvi	Rizvi.Nazia.N@muscogee.k12.ga.us
Ambassadors	Ms. Patterson	Patterson.Rosa.G@muscogee.k12.ga.us
AP Testing	Mr. Lewandowski	Lewandowski.Justin.P@muscogee.k12.ga.us
Art Club	Mrs. Brown	Brown.Tammie.B@muscogee.k12.ga.us
Automotive Club	Mr. Rosa	Rosa.tristian.a@muscogee.k12.ga.us
Baseball	Mr. N. Allen	Allen.Nicholas.D@muscogee.k12.ga.us
Basketball - Boys	Mr. Q. Allen	Allen.Quantavias.A@muscogee.k12.ga.us
Basketball - Girls	Ms. A. Jones	Jones.Angela.N2@muscogee.k12.ga.us
Beta Club	Mr. Vargus-Lafleur	Vargas.Glenn.D@muscogee.k12.ga.us
Cheerleading	Mrs. A. Davis	Davis.Amaris@muscogee.k12.ga.us
Chess Club	Mr. Lewandowski	Lewandowski.Justin.P@muscogee.k12.ga.us
Chorus	Mr. Tharp	Tharp.Brandon.J@muscogee.k12.ga.us
Creative Writing Club	Dr. Blair	E051209@muscogee.k12.ga.us
Cross Country	Ms. A. Jones	Jones.Angela.N2@muscogee.k12.ga.us
Dance Team (Dolls & Wavettes)	Ms. Sanks	Sanks.Patronya.V@muscogee.k12.ga.us
DECA	Ms. Hall	Hall.Mattie.P@muscogee.k12.ga.us
Drama Club	Ms. Perez	Perez.Sydney.R@muscogee.k12.ga.us
EmpowerH.E.R. Female Mentoring	Ms. Sanks	Sanks.Patronya.V@muscogee.k12.ga.us
FBLA	Ms. Harris	Harris.rulia.v@muscogee.k12.ga.us
Flag Football	Ms. A. Jones	Jones.Angela.N2@muscogee.k12.ga.us
Football	Mr. Kegler	Kegler.Joseph@muscogee.k12.ga.us
Golden Hearts Volunteer	Ms. Washington	Washington.Myya.J@muscogee.k12.ga.us
Golf	Mr. Guest	Guest.Aaron.G@muscogee.k12.ga.us
Green Team	Mr. Doleman	Doleman.Kenneth.R@muscogee.k12.ga.us
Homecoming	Ms. Hill	Hill.brittany.m@muscogee.k12.ga.us
HOSA	Mrs. Collins	Collins.Bethany.K@muscogee.k12.ga.us
JROTC - Raider Team	LTC Dobson	Dobson.Byron.A@muscogee.k12.ga.us
JROTC - Rifle Team	LTC Dobson	Dobson.Byron.A@muscogee.k12.ga.us
JROTC - Summer Camp	LTC Dobson	Dobson.Byron.A@muscogee.k12.ga.us
JROTC- Color Guard	LTC Dobson	Dobson.Byron.A@muscogee.k12.ga.us
Magnet Coordinator	Ms. Black	Black.Lajuene.A@muscogee.k12.ga.us
Marching Band	Mr. Bowman	Bowman.Joshua.D@muscogee.k12.ga.us
Math Team	Mrs. Rizvi	Rizvi.nazia.n@muscogee.k12.ga.us
Military Families (S2S)	Dr. A. Williams	Williams.alexis.k@muscogee.k12.ga.us
Mock Trial	Ms. Greenwood	Williams.Jahsuha.A@muscogee.k12.ga.us
Model United Nations	Mr. Bennett	Bennett.James.F2@muscogee.k12.ga.us
Mu Alpha Theta Honor Society	Ms. A. Davis	Davis.amaris@muscogee.k12.ga.us

National Honor Society	Mr. Land	land.john.w@muscogee.k12.ga.us
One-Act Play	Ms. Perez	Perez.Sydney.R@muscogee.k12.ga.us
Orchestra	Mr. Lonzanida	Lonzanida.jonas@muscogee.k12.ga.us
Page One	Ms. Black	Black.Lajuene.A@muscogee.k12.ga.us
PBIS	Mr. Bennett	Bennett.James.F2@muscogee.k12.ga.us
Prom Committee	Ms. Hill	Hill.brittany.m@muscogee.k12.ga.us
Robotics Teams	Mr. Huling	Huling.joe.f@muscogee.k12.ga.us
School Improvement Plan	Ms. Sanks	Sanks.Patronya.V@muscogee.k12.ga.us
Safety Team	Mr. Floyd	Floyd.Mortimer.K@muscogee.k12.ga.us
Set the Standard	Mr. Floyd	Floyd.Mortimer.K@muscogee.k12.ga.us
Scheduling Team	Ms. Patterson	Patterson.Rosa.G@muscogee.k12.ga.us
Science Club	Mrs. Fisher	Fisher.kimbly.e@muscogee.k12.ga.us
Science Fair	Ms. Phillips	Phillips.natalya.a@muscogee.k12.ga.us
Science Honor Society	Ms. Phillips	Phillips.natalya.a@muscogee.k12.ga.us
Set The Standard	Mr. C. Johnson	Johnson.Chancellor.L@muscogee.k12.ga.us
Skills USA - Automotive	Mr. Rosa	Rosa.Tristian.A@muscogee.k12.ga.us
Skills USA - Cosmetology	Ms. Morris	Perez.Sydney.R@muscogee.k12.ga.us
Soccer - Boys	Mr. Huerta	E050614@muscogee.k12.ga.us
Soccer - Girls	Mr. J. Williams	Williams.Jahsuha.A@muscogee.k12.ga.us
Social Media Team	Mr. C. Johnson	Johnson.Chancellor.L@muscogee.k12.ga.us
Spanish Club	Dr. Custodio	Custodio.Hector.A@muscogee.k12.ga.us
Special Olympics	Ms. L. Williams	Williams.Lashaunda.S@muscogee.k12.ga.us
Student Council/SGA	Mr. Rollier	Rollier.Timothy.J@muscogee.k12.ga.us
Swimming	Ms. V. Jones	Jones.Vannicia.H@muscogee.k12.ga.us
Teacher Mentors	Ms. L. Sanders	Sanders.lajoyce.m@muscogee.k12.ga.us
Tennis	Ms. Hall	Hall.Mattie.P@muscogee.k12.ga.us
Theatre	Ms. Perez	Perez.Sydney.R@muscogee.k12.ga.us
GMAS Testing Team	Ms. Dorsey	Dorsey.quashanta.g@muscogee.k12.ga.us
Track & Field	Mr. Edwards	Edwards.brian.j@muscogee.k12.ga.us
VIP Bed Race	Mrs. Collins	Collins.Bethany.K@muscogee.k12.ga.us
Volleyball	Ms. Lewis	Lewis.Jamicia.E@muscogee.k12.ga.us
Wrestling	Mr. Pickett	Pickett.Brandon.M@muscogee.k12.ga.us
Yearbook	Ms. Puwalski	Puwalski.makayla@muscogee.k12.ga.us

Accidents

Every accident on campus involving students, faculty, staff, or visitors must be reported immediately to the administration and a school clerk. An accident report must be filled out and filed within 24 hours of the incident. This includes before and after school hours, during school hours, and at school functions on or off campus. If the accident involves a student, it is the teacher's responsibility to notify parents immediately.

Advisement

Advisement will be held every Friday. Advisement teachers and their groups will advance together each year by grade level. The exception occurs if a student is not promoted to the next grade. Advisement teachers are expected to fully engage students in lessons that will be sent out weekly. Teachers should review advisement lessons prior to Friday. Example Advisement topics and activities will include PBIS, Social Emotional Learning, Career and College Readiness, Academic Planning, and Course Request.

Announcements

Intercom System

Instructional time is protected during the school day. The intercom system is used to make announcements at the beginning of the day and at the end of the day. The intercom will not be used to interrupt instruction to release students for athletic games and field trip. Coaches and field trip sponsors should utilize pre-printed passes to release students. Emails may be used if sent at least 2 days in advance. However, emails are not the most efficient form of communication. If a release impacts movement of the entire school, an announcement will be made.

Hallway Bulletin Boards and Posters

Information, reminders, and announcements are issued through faculty and student bulletin boards, memos to teachers, newsletters, the school website, and the GTV system. Posters, signs, and bulletin board announcements are to be approved by an administrator prior to being posted in the school. Student work, posters, and other announcements posted around the school should be attractive; no tape should be seen on the outside border. Utilize painter's tape only. Sponsors are responsible for taking down all posters, signs, etc. immediately upon completion of the activity.

GTV

Announcements for GTV should be turned into the Media Specialist three days in advance. Announcements are to be legible and approved by an administrator. Teachers will be sent a link for announcements to be played at the end of the day.

Social Media and the School's Website

Flyers, photos and short announcements may be marketed on Social Media. Email/text the flyer to the Social Media Team for posting at least three days in advance.

Attendance

All teachers are to record student attendance through Infinite Campus within the first five minutes of class. Split lunch periods, assemblies, field trips, and programs may require that roll be taken more than once each class period. Teachers will notify the attendance office if there are any discrepancies.

Bus Transportation

- **Stop Finder App:** Parents will receive an email from Transportation with a custom link to register for the Stop Finder App. This will provide real-time updates on inclement weather or bus changes.
- **Arrival Time:** Students must be at their bus stop 10 minutes before the time posted on their bus pass, per the school district handbook. Please share during verification with parents and students.
- **Reporting Issues:** Any problems regarding drivers, late arrivals, or students being left behind should be directed to Transportation at (706) 748-2876.

Canvas

Canvas is the official learning management platform for Muscogee County School District. All teachers will create a Canvas page that includes a syllabus, grading policies, behavioral expectations, assessments, academic requirements, after-school office hours, and contact information. Parents and students should use Canvas to monitor the submission of their assignments.

Counseling Department

To build greater connections with our students/families and to increase our graduation rate, the Guidance Department will be responsible for the academic advisement of students, including maintaining transcripts, creating class schedules, organizing records, and arranging parent conferences. Students are not to be sent to Guidance without guidance approval.

Discipline Plan

Proper behavior is an important precedent for academic success and vital for a productive school atmosphere. Disciplinary actions by teachers and administrators are aimed at changing unacceptable behavior. Consequences for many specific acts of misconduct are clearly stated in this handbook. Teachers are to work with students to address minor behavior problems using the lowest level of force or authority (refer to the PBIS flowchart procedural steps).

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.

In-School Suspension Program

ISSP is an in-house consequence for minor misbehaviors. Students spend their assigned days in the ISSP room, work on assignments sent by their teachers, take tests, and get credit for attendance at school. Grades are not penalized in any way if a student serves time in ISSP. Teachers are required to provide students work while they are assigned ISSP.

Out of School Suspension

Home suspension is assigned by the principal or his/her designee(s). Students on home suspension are not allowed on campus or any MCSD property during the time of their suspension for any reason and may not participate in any MCSD school related event. Students may be readmitted to school only after a successful conference between the parents and a school administrator. Any incident not covered in this document will be handled at the discretion of the administrative team.

Emergency Procedures

Teachers should remind students of procedures for drills and emergencies during the first few days of school and intermittently throughout the school year. Every teacher's first responsibility is the care and safety of our students. Fire drill routes and tornado drill positions are to be posted in a highly visible place in every classroom. Fire drills are signaled by a special alarm that continues to sound for an extended period. The signal for tornado drills will be announced over the PA system.

Lock Down drills can be announced over the PA system or through the Raptor App that is used through MCSD. Under no circumstances are students to leave the room once this signal is sounded. More information will be provided through our Safety Plan booklet. Teachers are to log onto Raptor, carry rolls, attendance books and laptops with them in any emergency or emergency drill situation.

Extra-Curricular Activities

When students participate in extra-curricular activities, they strengthen their character and develop their soft-skill. Teachers that participate are able to be seen by students as more than teachers, but those that care about the whole student.

Field Trips

Participating in field trips are a privilege, not a right. Students who participate in school fieldtrips and athletic field trips must be approved and in good academic and behavioral standing. Students who are serving time in Out of School Suspension are not permitted to attend Field trips.

- 1) All trips involving students staying one or more nights must have MCSD School Board approval. These trips are to be submitted in writing to the Principal/Designee office during the first week of each month to be included on the MCSD School Board committee agenda for approval.
- 2) Parent permission forms must be signed by parents or guardians and turned in to the sponsor at least 3 days prior to the trip and should remain with the teacher during the trip.
- 3) Teachers are to remain with and actively supervise students at all times. Students must never be left unsupervised. If during school hours, contact an administrator for procedures. If after school hours, arrange for transportation and supervise students until all have been released to a parent or guardian.

Fundraising

Students are prohibited from selling any items or merchandise without prior approval. Items approved for sale within the school must be carefully controlled. This includes Parent Booster Club activities as well as clubs or groups. Administrative permission is required before the activity begins. All monies collected by a club or group are to be deposited in the proper Spencer HS account. Money should not be taken home or left in the building overnight.

Grades

The evaluation of student progress and the accurate, timely reporting of that performance to students and parents are primary responsibilities of every teaching professional. Every teacher will distribute a class syllabus to students on the first day of class. This syllabus will outline class requirements, grading policies, behavioral expectations, testing, and academic requirements. The MCSD standardized grading scale is:

A	90 – 100	Grades are weighted at 40% Summative and 60% Formative with all assignments in each category is equal at 100 points.
B	80 – 89	
C	70 - 79	
F	69 and below	

PRINCIPAL'S LIST

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. 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.

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.

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.

Promotion

- 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

Grade Recovery

Grade recovery will start on the 2nd week until the 8th week of each grading period.

Every department will be asked to create grade recovery policy that is implemented during the school day and reviewed with the Academic Coach in your department, if applicable, and Administration. Grade Recovery policies should be included in course syllabus. All grade recovery policies should begin at least at the halfway point of the 1st nine weeks grading period.

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.

Hall Passes

Students leaving class for any reason must have a handwritten hall pass to the restroom. Teachers will refrain from allowing students to leave their class. Students are not to be dismissed in the first 15 minutes of class and the last 15 minutes of class.

HELPING OUTSTANDING PUPILS EDUCATIONALLY (HOPE) SCHOLARSHIP PROGRAM

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

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 scholars 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 are 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.

Instructional Non-Negotiables

William H. Spencer High School Non-Negotiable Instructional Practices. The faculty and staff of Spencer High School are committed to providing a quality high-expectation learning environment that will inspire and equip all students with the tools needed to continuously grow academically, socially, and emotionally. To achieve this goal, we will:

1. **(Curriculum) We will teach curriculum with fidelity by:**
 - Using the common planning process weekly to design lessons aligned to district's pacing guide/blueprint and curriculum frameworks,
 - Using learning targets to connect instruction to the standard,
 - Including Digital Creative Attributes Framework (DCAF) strategies, literacy strategies, graphic organizers, and integration of technology as appropriate in our weekly lesson planning and implementation,
 - Requiring verbal and written student responses using the language of standards,
 - Using higher-order thinking questions to gauge and deepen students' understanding, and
 - Designing and implementing Personalized Learning lessons that adhere to district guidelines.

2. **(Assessment) We will monitor the progress of our students by:**

- Using Daily Formative Assessment Strategies.
- Developing at least two common formative assessments per 9 weeks that are explicitly aligned to GSE standards and based on priority standards
- Using the Data Teams process to determine student gaps in content mastery and design appropriate differentiated instruction for acceleration and remediation.

3. **(Instruction) All teaching and learning activities will reflect a shared understanding of what students should know, do, and understand and will be built around a common framework for instruction (Gradual Release) that consists of:**

- **Technology integration throughout instruction.**
- **Incorporation of Personalized Learning initiatives.**
- **Opening**
 - Activating Strategies centered on the GSE standards and learning targets.
 - Mini-lesson - Modeling while referencing standards and key vocabulary
 - Using exemplars (examples of student work that meets or exceeds the standard)
- **Work Period** – Engaging all students using performance tasks.
 - Modeling expectations and helping students to work both cooperatively and individually
- **Closing** - Summarizing strategies to check for understanding (ex. Summary, exit ticket, poll, Q&A)
- **Classroom Environment:** All classes will be standards-based which will include but not be limited to:
 - Standards and Learning Targets posted
 - Daily Agenda Posted
 - Lesson Plans available in Classrooms
 - Current Content Vocabulary Word Walls posted
 - High Frequency Words Posted
 - Classroom Expectations Posted

4. **Our communication with students and parents will include:**

- Regularly collecting and analyzing student work and providing teacher commentary.
- Identifying students' mastery proficient level: distinguished, proficient, developing, or beginning.
- Adjusting instruction based on assessment results (personalization).
- Collaboratively analyzing and publishing student data in and outside of the classroom with regard to ensuring student privacy.
- Goal setting with students and parents.
- Having student/parent conferences, including student-led conferences.
- Explaining individual student data.
- Documenting all contact with parents in Infinite Campus to include positive contacts.

Lunch

Students will be assigned one of three lunch rotations. Students are not allowed to roam the building during their lunch time. When students enter the cafeteria, they are not allowed to roam the cafeteria. Cell phones, air pod and earbuds are not allowed in the lunch line. Students are allowed to use the restroom during their lunch time. Upon leaving the cafeteria, students must notify the hall monitor their request to use the restroom. Students may read/study in the Media Center instead of dining in the cafeteria. They are not allowed to transition back and forth between the Media Center and the Cafeteria. Only seniors are allowed to dine in the Senior Courtyard. Students are dismissed by the adults supervising the cafeteria.

Make-Up Work

Students are allowed to make up work when absences are excused. It is the student's responsibility to contact the teacher about make-up work and schedule a time, and the teacher's responsibility to be available before or after school and to provide make-up assignments and tests.

Medication

Students are to leave all medications with the school nurse. Teachers may not dismiss students from class to take medications not distributed through the school nurse or the Guidance Office. School district employees are expected to keep personal medications in a safe, secure location and not to leave them unattended. Teachers may not distribute medication of any type to students. Students may keep inhalers.

PROGRESS REPORTS

Progress reports are sent home at the end of 4.5 weeks in each nine-week period. Parents have access to grades, attendance, and behavior in the parent portal. If you have difficulty accessing your student's info in the parent portal, please contact the Media Specialist or your child's counselor.

Student Absences

Students absent from school must submit all excuses to the attendance clerk in the front office when returning to school. Students can submit a parent note for 5 days per semester (10 days per school year). These notes must be written by the legal parent/guardian indicating the name of the student, the date, personal illness, religious reasons, or family emergencies. A note from physicians, dentists, or other medical professionals is also acceptable. Obituaries, military enlistments, and college visits may be excused with proper documentation. No more than 3 days will be approved for college visits per semester. Students who do not submit an excuse for absences will be marked as "unexcused". Students may make up absences after school and during Saturday School.

Student Withdrawal

Student withdrawal requests from Spencer for any reason must begin in the Attendance Office. He or she will complete the preliminary information required on the withdrawal form. The form must indicate the name of the new school/program and the city/state to ensure that records are sent to the appropriate location. The form takes 24 hours to process. All books, materials, chromebooks, fees, and debts must be cleared before the student may be withdrawn from Spencer High School. Records will not be forwarded to the student's new school until debts are paid.

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.

Visitor Policy

Visitors are not allowed on campus in the classroom during school operating hours.

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.

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).

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.

ATTENDANCE CONFERENCES/APEALS PROCESS

In order to appeal a decision to withhold credit for excessive absences, the parent(s) or guardian(s) must make a written request to the Principal or his designee(s) within 10 days of 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.

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 Guidance Director or designee for homebound instruction. Spencer High School will provide the parent(s) or guardian(s) with a Hospital/Homebound Referral Form. This form can be printed from online and must be signed by a medical physician and submitted to the Nurse's Office at the School District (2960 Macon Road). Based on the district's approval, a homebound teacher will be assigned from the district to coordinate home visits.

STUDENT ATTENDANCE

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

HALL PASSES

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

EARLY MORNING ARRIVALS and AFTERNOON DISMISSALS

Students arriving to school before 8:15 AM and those who remain in the Parent Pick up loop after 4:15 PM will not be supervised by Spencer's Faculty and Staff. When students arrive at 8:15 AM, they are encouraged to go directly to the cafeteria or gymnasium. The bell will ring at 8:35 AM for dismissal to class.

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 9:30 am must be accompanied by a parent or guardian during the check-in process. Exceptions include students who are returning from a Medical Appointment with a notice from the physician.

REPORTING LATE TO SCHOOL Per 9 Weeks (UNEXCUSED)

1 st and 2 nd offense:	WARNING
3 rd and 4 th offense:	Parent Phone Call
5 th and 6 th offense:	Admin Detention
7 th – 9 th offense:	ISS/Mandatory Parent Conference
All other Offenses	Referral to the Principal, Intervention Team and School Social worker

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

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.

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. Student Drivers must provide a parent note/email for check out. Parents will be contacted to confirm the check out. **STUDENTS CANNOT BE CHECKED OUT AFTER 3:30 P.M. NO EXCEPTIONS!**

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.

Parents/students should allow 24 hours for the clearance process.

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.

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. Each grade level will have a student of the month. The student of the month will have displayed that months "Character of the Month." The student of the month is nominated by the faculty and voted on by the students.

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.

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.

SPENCER HIGH SCHOOL SCHOOL-WIDE DISCIPLINE POLICY WITH STANDARD CONSEQUENCES

The William Henry Spencer High School Discipline Plan includes the policies and procedures that are designed to stop inappropriate behaviors committed by our student body. 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.

SEXUAL HARRASSMENT

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.

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

CAFETERIA CONDUCT

1. Form a single, orderly line while waiting to be served
2. You are never allowed to "cut" line, even if your friends say it's OK.
3. 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.

Restroom

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

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.

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

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.

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

Progressive Discipline Information

DETENTION

A student may be kept after school by a teacher or administrator for makeup work or consequences upon 24 hours notice. The PARENT is expected to furnish transportation home. Students assigned to detention should bring a sufficient amount of written assignments to last for one hour. They should be prepared to perform duties instructed by the administering teacher. If students do not follow the rules of the teacher and administrative detention, additional disciplinary actions may be taken.

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.

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).

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.

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.

CONSEQUENCES FOR VIOLATIONS

Affection - Inappropriate Display

1st offense: Refer to Guidance Counselor plus parent conference

2nd offense: 3 days ISSP & Parent conference

3rd offense: 1-5 days OSS

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

Bomb Threats

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

Bullying

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

Bus Misconduct

- 1st offense: Parent conference, 0-3 days suspension from bus and/ or school
- 2nd offense: Parent conference, one-week suspension from bus and/ or school
- 3rd offense: Permanent expulsion from the bus and/ or suspension from school

Cafeteria Behavior – Loud Talking/Throwing Food

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

Cafeteria Meal Trays Left on Table After Use

- 1st offense: 1-day cafeteria detail, parent conference
- 2nd offense: 3 days cafeteria detail, parent conference
- 3rd offense: 1-3 days ISS

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.

- 1st offense: Food is either turned away if being delivered or confiscated
- 2nd offense: 1st offense consequence and Administrative Detention
- 3rd offense: 1st offense consequence and ISS for 2 days
- 4th offense: 1st offense consequence and ISS for 3 days

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.

- 1st offense: Warning/redirection of the behavior
- 2nd offense: Device will be turned into the Assistant Principal or designee. Student will be assigned ISS for 1 day. Parent Phone Call
- 3rd offense: Device will be turned into the Assistant Principal or designee. Student will be assigned ISS for 3 days. Parent Phone Call
- 4th offense: Student will be suspended for 3 days. Mandatory Parent Conference upon return
- 5+ offense: Student will be suspended for 3 days. Mandatory Parent Conference upon return

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.

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

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

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

Defiance and/or Disrespect of Faculty/Staff Authority

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

Disruption of School/Class

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

Dress Code Violations

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

Fighting: Physical Contact from Both/All Parties Involved

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

NOTE: Depending upon the severity, 1st altercation may result in referral to Discipline Tribunal

Inciting or Participating in Riotous Behavior

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

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

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

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

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

Parking Violations (Improper Parking, Invalid Permit or No Permit)

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

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

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

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

- 1st offense: Confiscation of items and call to parents/guardians
- 2nd offense: Confiscation of items and 2 days ISS
- 3rd offense: Confiscation of items and 3 days OSS

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

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

- 1st offense: 3-10 days OSS, may be charged, and referred to the Discipline Tribunal and parent conference
- 2nd offense: 10 days OSS and referred to Discipline Tribunal

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

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

Theft

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

Vandalism, Damaging or Stealing School Property

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

Verbal Altercations

- 1st offense: 3-5 days ISS/OSS
- 2nd offense: 5-10 days ISS/OSS; referred to Discipline Tribunal

Attire

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.

Virtual Student's Expectations for Attendance and Discipline

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

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.

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.

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.

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 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. Earring with weapons, drugs, sex, gangs, satanic, or any other related symbols

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)."

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.

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: - multiple tabs - being on wrong sites - working on other class's work - music/games/videos instead of work	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: - refusing to shut down or close lid when requested - refusing to close inappropriate tabs or apps	Teacher's classroom procedures will be enforced. Repeated behavior will result in office referral to appropriate administrator.
Being unprepared: - Chromebook not sufficiently charged - Lack of earbuds - No Chromebook in class	Natural Consequences: - Lack of Chromebook to complete tasks - Cannot listen to assignment/must listen quietly so as not to disturb others
Misuse of Internet: - downloading of music/video/games - copyright violations - illegal file-sharing sites - inappropriate websites	= removal of items from drive = school procedures for plagiarism = Repeated offences will result in office referral to appropriate administrator.
Misuse of School District email: - Cyber Bullying - Inappropriate images - Using email to sign up for inappropriate sites	= District policy for bullying will be put in effect = District policy will be enforced = cancellation of membership to site
Disrespect for Property - intentional damage to device - damaged or lost charger	= \$replacement fee = \$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.

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. Cafeteria 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.

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 1st 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.

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.

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.

Student Drivers

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 The ISS Office.

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.

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.

LOST AND FOUND

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

MEDICATION

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

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.

MEDIA CENTER

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

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

AFTER SCHOOL SUPERVISION

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

LOCKERS

Students are assigned lockers at the beginning of school or upon enrollment. A rental fee of \$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.

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, your child's health insurance is your responsibility. The Muscogee County School District does not carry health coverage on students.

SELLING TO STUDENTS/FUNDRAISERS

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

The Academy of Computer Science and Electronic Game Design The Magnet Program

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

What key outcomes are expected from the Academy?

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

The students will:

- Be enrolled in 3 Courses for the Computer Science Pathway.
- Take an End of Pathway Assessment at the end of 3 years.
- Be prepared for post-secondary education and information technology careers
- Earn honors level credit, dual enrollment opportunities, and current hardware, software, and networking professional certifications; demonstrate responsible and ethical decision-making and problem-solving skills
- Develop a deep understanding of themselves and the technological world around them
- Produce high quality work while increasing their academic and technological knowledge
- Demonstrate effective communication skills technologically and personally
- Demonstrate leadership and team building skills
- Participate in career and technical organizations and extra-curricular activities
- Participate in a minimum of 100 service-learning hours over the four years of The Academy



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.

William Henry Spencer High School

Building Expectations

General

No sagging or visible underwear

No slashes in eyebrows

Students may not wear head coverings. This includes hats, headbands greater than 1 inch, du rags, wraps, bonnet or bananas.

Mace, pepper spray, drugs, nicotine, weapons are not allowed.

Only one person is allowed in the bathroom stall at a time.

All drivers must purchase a parking permit.

Bus riders must remain on campus once dropped off.

Students do not open Exit doors for anyone.

Scholars are not allowed to Door Dash during school hours.

Bags

Spencer has a Clear bag policy

All Backpacks must be clear

Large totes, purses, and fanny packs are not allowed.

Small clutch purses (5.5" x 8.5") are not allowed.

Shirts

All shirts must be tucked. No midriffs should be exposed. No see through shirts/blouses

No tank tops, spaghetti straps, tub tops. No low cut blouses that are too revealing.

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

Shoes

All footwear must have a back strap. No house shoes, flip flops, or shower shoes

Pants

Pants with holes or the appearance of holes are not permitted.

All pants should be worn at or above the waist

Leggings/tights are not pants. They are not permitted.

See through pants are not allowed.

Pajama pants are not allowed.

Dresses/skirts/shorts

The length of all dresses/skirts/shorts must not be higher than 3 inches above the top of the knee.

Hoods

Hooded garments may be worn as long as the hood is not worn indoors

Jewelry

No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed. Items with spikes are not permitted.

Drinks

Pre-packaged bottled drinks are allowed. Restaurant cups and Stanley cups are not allowed.

Cell Phones

Scholars, we give you person to focus by providing a distraction free environment during the school day. Device types include, but are not limited to: Headphones, Cell phones, Smart watches, Gaming Devices, earbuds, Air Pods, Bluetooth Glasses, and Tablets. All devices must be out of sight and turned off when they enter the building.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Tier One Intervention Process

PBIS

Teach, Model, Practice, Reteach

Observe Problem Behavior

Intervention 1
Warning / Redirect

Intervention 2
Teacher/Student
Conference Informal
Contract

Intervention 3
Parent Contact

Intervention 4
Parent Contact and
Teacher Detention

Intervention 5
Office Referral

MINOR

MAJOR

Is the misbehavior
Minor or Major?

Office Referral

Administrator

Determines Consequence

Administrator
Follows Through on
Consequence

Administrator
Provides Teacher
Feedback

MINOR

CLASSROOM MANAGED

- Defiance- brief/mild
- Disrespect- brief/mild
- Disruption- brief/mild
- Dress Code Violation
- Eating in Class
- Inappropriate Language
- Inappropriate Location/out of Bounds Area (within classroom)
- Lying/Cheating
- Off Task
- Physical Contact/ Horseplay
- Property Misuse
- Sleeping
- Tardy (less than 5 minutes)
- Technology Violation
- Other

MAJOR

OFFICE MANAGED

- Abusive Language, Profanity
- Arson
- Bomb Threat/ False Alarm
- Bullying
- Defiance/Noncompliance
- Disrespect
- Disruption
- Dress Code Violation
- Fighting
- Forgery
- Gang Affiliation Display
- Harassment/Threatening
- Inappropriate Display of Affection
- Lying/Cheating
- Inappropriate location/ Out of Bounds Area (outside of classroom)
- Physical Aggression
- Property Damage
- Skipping Class
- Tardy(chronic)
- Technology Violation
- Theft
- Use/ Possession of Alcohol
- Use/ Possession of Combustibles
- Use/ Possession of Drugs
- Use/ Possession of Tobacco
- Use/ Possession of Weapons
- Other

Classroom Interventions for Mild & Moderate Classroom Misbehavior

- | | | |
|---------------------------|--|-----------------------------------|
| 1. Nonverbal Correction | 8. Acknowledging Positive Behavior | 15. Help student start assignment |
| 2. Gentleverbal reprimand | 9. Frequent eye contact | 16. Take a break |
| 3. Proximity correction | 10. Reset at a designated timeout area | 17. Praise when on task |
| 4. Humor | 11. Give Choices | 18. Redirection |
| 5. Frequency count | 12. Time owed | 19. Individual work space |
| 6. Family contact | 13. Enlist parent support | 20. Ignore |
| 7. Student conference | 14. Restitution | 21. Move to new location in class |

Adapted from Safe & Civil Schools. Randy Sprick

Electives

William Henry Spencer High School

THINGS TO Remember:

All students are expected to complete a CTAE pathway. Only ninth and tenth graders are able to change their pathways at the designated times by school administration.

Magnet students are REQUIRED to take and complete all of the Digital Technology Pathway of Programming.

CTAE (Career, Technical, & Agricultural Education) PATHWAYS						
Automotive (cars)	Business (Microsoft applications)	Programming (digital technology)	Cosmetology (hair, skin, and nails)	Healthcare (medical field)	JROTC (military/drill)	Marketing (promotion and sells)
FINE ARTS PATHWAYS						
Band	Chorus	Drumline	Orchestra	Piano	Theatre (acting or set design)	Visual Arts

Other Electives Available					
Journalism (working on the yearbook)	Mock Trial (debate and strategy)	Psychology (course on human behavior)	AP Psychology (advanced college-level introductory course on human behavior)	Forensics (using science to investigate and solve crimes)	SAT Prep (targeted practice and guidance for college admissions testing)

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.

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