

SPALDING HIGH SCHOOL

STUDENT HANDBOOK
2013-2014

433 Wilson Road
Griffin, Georgia 30224
Phone: (770) 229-3775
Fax: (770) 227-6899



Derrell Jeffcoat
Principal

Spalding High School is accredited by the
Georgia Accrediting Commission and the
Southern Association of Colleges and Schools.

WELCOME TO STUDENTS

Welcome to another year at Spalding High School, home of the Jaguars! I hope everyone is excited about the upcoming school year. I am proud to be associated with this school and to have the opportunity to work with you. We strive to provide each student with an educational environment that will challenge their abilities, and prompt the desire to learn.

This handbook is intended to give basic guidelines, procedures, and policies under which our school and school system operates. Please review and become familiar with them. A thorough understanding of the rules and policies may enhance your high school experience. I encourage you to abide by the guidelines set forth in this handbook.

The faculty and staff of Spalding High School will work to create and maintain a professional learning community. We will work together to provide optimum learning opportunities for each student. Spalding High's mission is to assist you in maximizing your educational growth and achievement. We want to watch you grow into self-reliant individuals who can contribute in an ever-changing society.

Best wishes for a super school year! Go Jaguars!

Derrell Jeffcoat
Principal

A MESSAGE TO PARENTS

We welcome you as part of the team that will work together with your child this year. Our efforts must be supportive of each other as we prepare your child for a successful future. We need your cooperation and understanding if this year is to provide a rewarding experience for your child.

During the first week of each new school year, several important items will be issued to students. These items include (a) this handbook/agenda, (b) an application for student insurance, (c) an application for free or reduced price meals. Where appropriate, these forms should be returned to the school as soon as possible, but no later than the second week of school. Additionally, textbooks and lockers will be assigned during the first week.

Our school takes pride in its highly qualified and dedicated faculty. We welcome your concern, and we view education as a partnership between home and school. If there is anything we can do to help your child, please do not hesitate to call. Our goal remains to provide the best possible education for each student.

Homework is assigned on a regular basis, and students are expected to complete their work on a timely basis. All homework should reflect the student's best effort. Self-discipline is a prerequisite necessary for learning; therefore, students are expected to behave at school. School attendance is a must in order to achieve consistent, uninterrupted learning. We encourage you to make sure your student is in school regularly.

We trust that your experience with our school will enhance your faith in public education. It is our goal for you to find this an educational opportunity that is worthy of your love and support. Finally, I encourage you to read and discuss with your student the information presented in this handbook.

Derrell Jeffcoat
Principal

MISSION

The faculty and staff of Spalding High School seek to promote the growth of self-reliant individuals who can contribute in an ever-changing, democratic society.

BELIEFS

- Student learning is the chief priority for the school.
- Students need to apply their learning in meaningful contexts.
- Students learn best when they are actively engaged in the learning process.
- Each student is a valued individual with unique intellectual, emotional, social, and physical needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- A safe and physically comfortable environment promotes student learning.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

PLEDGE OF ALLEGIANCE

All students in the Griffin-Spalding County School System shall be afforded daily, the opportunity to pledge allegiance to the United States flag in the traditional respectful manner as established by each individual school principal.

It should be noted that this policy does not require that all students recite the pledge, only that each student who desires to do so is afforded daily opportunity.

MOMENT OF SILENCE

In compliance with Georgia law, at the opening of school on every day in each public school classroom, the teacher in charge shall conduct a brief moment of quiet reflection for not more than 60 seconds with the participation of all the pupils. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and /or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.

ALMA MATER

In the hearts of all our students,
Burns a pride so true,
Glow in loyal admiration –
Spalding High, for you.
Friends we love here
We will treasure.
Jaguar Spirit reigns.
Hail to you our Alma Mater!
Our love will remain.

Hail to you, our Alma Mater!
Now our journey starts.
You have built a strong foundation
Deep within our hearts.
Blue and Silver
We'll remember
As the years go by.
Hail to you, our Alma Mater!
Hail to Spalding High!

FIGHT SONG **GO MIGHTY JAGUARS**

Go, mighty Jaguars!
You can win, mighty Jaguars.
You know you've got the spirit
Of the silver and blue.

Fight, Jaguars, fight courageously!
Triumph over your foes.
Spalding High Jaguars lead us on to victory
Hail to Spalding High.

SPALDING HIGH SCHOOL STAFF – 2013-2014

433 Wilson Rd, Griffin, GA 30224 - 770-229-3775 (Fax 770-227-6899 - Direct to Voicemail 770-229-3929)

Administration

Derrell Jeffcoat, Principal
Corenza Barnes, Assistant Principal
Laura Ergle, Assistant Principal
Ryan Meeks, Assistant Principal

Counselors

Wanda Lee*
Larissa Earnest
Jennifer Jenkins
Cheryl Reddick

Academic Coach

Michelle Purmort

Media Specialist

Amanda Breland

Language Arts

Cheryl Clark*
Karen Gunnels
Chuck Martuzas
Lindsay McDaniel
Janet Prothro
Kristen Smith
Daniel Stansberry
Dara Story
Monica Waterman

Math

Buffy Eubanks*
William Bollen
Paul Drexler
Rusty Hudson
Dee Joiner
Demetrius King
Jan Mathis
Kevin Shultz
David Wilson

Science

Denise O'Brien*
Kristine Ahrens
Jonathan Eady
Jami Grant

Victoria Joyce
Joy McGee
Dolores Owen
Michael Via

Social Studies

Rynn Goldstein*
Tralane Bowen
Joshua Coffey
Tim Conklin
Chris Dunn
Edtwon Myree
Austin Rooks
Dale Wiggins
Seth Winstead

Foreign Language

Elise Cona* - German
Esperanza Jones - Spanish
Rebecca Joyce- Latin
Tanya Tankersley- Spanish
Benjamin Ver Hoef- Spanish

Fine Arts

Janet Prothro* - Drama
Brett Duncan- Chorus
Laurie Eurich- Art
Reed Lukat - Band

JROTC

LTC Rod Sylvester (SAI)
CSM Frankie Gunter
1SG Lamar Powell

Special Education

Jill Roy*
Pat Akin
Josh Akins
Elaine Beal
Amie Chambers
Paul Daniels
Rhonda Gawlowski

Sharon Gotell
Paula Hattaway
Scott Henderson
Steve Magner
Mickey Moody
James Thomas

PE/Health

Jamilia Green*
Greg Crawford
Nick Davis
Grant Myers

Vocational Education

Yvonne Reid* - Health Occ.
Julia Fletcher- Culinary
Lea Folds- Child Development
Carol Harpe- Work Base
LeAnna Morgan- Business
David Payne- Engineering
Chad Pruitt - Construction

Support Staff

Melissa Banks- Paraprofessional
Dorcas Colvard- Paraprofessional
Matthew Ellis- Student Services
Maylene Ingman- Paraprofessional
Geraldine Jacobs- ISS Paraprofessional
Katrina Kenney- Paraprofessional
Beth Killingsworth- AP Secretary

Richard Mangham- Resource Officer
Crystal McLean- Principal's Secretary
Kay McDaniel- Nurse
Ann Neuhaus- Student Services
Andrea Poole- JROTC Secretary
Sherry Shaw- Bookkeeper
Antoinette Smith- Attendance

Robin Swain- Receptionist
Lynn Turner- Media Clerk

Nutrition Staff

Tonya Green- Manager

Custodial Staff

Billy Simons*
Brandon Barber
Darrin Buice
Robert Harris
Janet Hollis
Fred Jackson

Charleen Mathis
Cynthia Parks
Sandra Rasaw
Freeman Respress
Dennis Williamson

Athletics

Athletic Director- Dale Wiggins
Athletic Trainer- Michael Haber
Baseball- Mickey Moody
Girls Basketball- Jamilia Green
Boys Basketball- Paul Daniels
Cheerleading- Christie Shouse

Cross Country- Dolores Owen
Football- Nick Davis
Golf- Rusty Hudson
Girls Soccer- Jamilia Green
Boys Soccer- Scott Henderson
Softball- Rusty Hudson

Swimming- Dolores Owen
Tennis- Greg Crawford
Girls Track- Dolores Owen
Boys Track- Edtwon Myree
Volleyball-

TABLE OF CONTENTS

Welcome to Students/Message to Parents	2
Mission and Beliefs	3
Pledge of Allegiance/Moment of Silence	3
Alma Mater/ Fight Song	4
Faculty and Staff List	5
Table of Contents	6
Bell Schedule	7
Final Exam	8
Attitude	9
Attendance/Tardy	9
Announcement/Posters	9
Advisement	10
Counseling Information	10
Debts	10
Evacuation of Bus	11
Emergency Preparedness	12
Fundraising	12
Grading System	13
Homework	16
Graduation	16
Grievance Procedures	17
Student Insurance	17
Lost & Found	17
Lunch Period	18
Media Center	18
Non-Immigrant Students	18
Off Limit Areas	18
School Council	18
Registration and Withdrawal	19
Report Cards	19
Selective Service	20
Sex Education/ AIDS/ Student Sexual Harassment	20
Summer School	21
Textbooks	21
Visitors	21
Work Permits	21
Yearbook	21
Graduation Requirements	21
Standardized Testing	26
Scholarships/ Honors Recognition	29
Honor Graduate	30
Weighted Credit	30
National Honor Society	30
Beta Club	31
HOBY	31
STAR Student	31
Scholarships/Financial Aid	33
National Achievement Scholarship Program for Outstanding Negro Students	33
Student Financial Aid	33
Honor Roll/ Honors Assembly	34
No Pass/No Participate	34
Extra Curricular Offerings	35
Discipline, School Rules and Policies	40

**Bell Schedule
2013-2014**

Seven Period Schedule

7:40-8:34	First Period	
8:40-9:34	Second Period	
9:40-10:34	Third Period	
10:40-11:34	Fourth Period	
11:40-1:20	Fifth Period/Lunch	<i>11:40-12:10- First Lunch (300/1100 hall)</i> <i>12:15-12:45- Second Lunch (200 hall)</i> <i>12:50-1:20- Third Lunch (gym/400/600/800 hall)</i>
1:26-2:20	Sixth Period	
2:26-3:20	Seventh Period	

Hybrid Schedule

	Wednesday	Thursday
7:40-9:18	First Period	Second Period
9:24-11:02	Third Period	Fourth Period
11:08-12:48	Fifth Period	Fifth Period <i>11:08-11:38- First Lunch (300/1100 hall)</i> <i>11:43-12:13- Second Lunch (200 hall)</i> <i>12:18-12:48- Third Lunch (gym/400/600/800 hall)</i>
12:54-2:32	Seventh Period	Sixth Period
2:38-3:20	Advisement/Club	Advisement/Club

- Building opens for all students at 7:05 am.
- All students should be off campus or in supervised extra-curricular activities by 3:45.
- Office hours are 7:30-4:30
- Teacher workday 7:30-3:30

Final Exam Schedule

Fall Semester

Day 1, December 16, 2013

7:40-9:00	First Period Exam
9:05-10:25	Fifth Period Exam
10:30-11:50	Seventh Period Exam
11:50-12:15	Lunch*
12:15	Buses leave school

Day 2, December 17, 2013

7:40-9:40	Second Period Exam
9:45-11:45	Fourth Period Exam
11:50-12:15	Lunch*
12:15	Buses leave school

Day 3, December 18, 2013

7:40-9:40	Third Period Exam
9:45-11:45	Sixth Period Exam
11:50-12:15	Lunch*
12:15	Buses leave school

Spring Semester

Day 1, June 4, 2014

7:40-9:00	First Period Exam
9:05-10:25	Fifth Period Exam
10:30-11:50	Seventh Period Exam
11:50-12:15	Lunch*
12:15	Buses leave school

Day 2, June 5, 2014

7:40-9:40	Second Period Exam
9:45-11:45	Fifth Period Exam
11:50-12:15	Lunch*
12:15	Buses leave school

Day 3, June 6, 2014

7:40-9:40	Third Period Exam
9:45-11:45	Sixth Period Exam
11:50-12:15	Lunch*
12:15	Buses leave school

Senior Exam Schedule for Spring Semester

May 29, 2014 First and Third and Fifth Period Exams

May 30, 2014 Second, Fourth and Sixth Period Exams

*Regular class schedules/times will be followed.

GENERAL INFORMATION ATTITUDE

Attitude is perhaps the most important factor affecting overall student performance and success. SHS students take pride in themselves and in their school.

You should cultivate self-respect through honesty and adherence to the high standards of trust placed in you by others. You should be the exemplar by cooperating with and respecting the authority of the administration, faculty, and student leaders. You should be courteous to peers and faculty members. Finally, you should help in welcoming new students to our great school.

A positive attitude includes not only those qualities mentioned above but also the consistency of effort and personal motivation and aspiration to become the best student that you are capable of becoming. Positive attitudes coupled with good study habits result in success.

TARDY TO SCHOOL

Students should make every effort to be punctual by reporting to school on time. You are tardy if you arrive after the 7:40 bell. First period begins at 7:40 A.M. The following are considered excused:

1. The school bus is late to school;
2. Bona-fide medical appointments (doctor's note required);
3. Other reasons approved by an administrator (i.e. auto accident, etc.).

IF A STUDENT ARRIVES AT SCHOOL AFTER 7:40 A.M. HE/SHE SHOULD REPORT TO THE ATTENDANCE OFFICE. STUDENTS IN THE 9th GRADE ACADEMY CHECK IN ROOM 1106.

SIX MINUTES FOR EACH CLASS CHANGE

Students have six (6) minutes in which to change classes. This time is more than adequate for students to get to class on time. When the tardy bell rings, all students are to be seated inside the classroom. To be otherwise without prior approval of your teacher is to be tardy to class.

Students/parents who experience tardiness due to transportation problems are reminded that the Griffin-Spalding School System provides bus transportation for our students.

Tardy Policy

Tardy Policy Progressive Consequences:

- 1st tardy = "Free" (no consequences)
- 2nd tardy = lunch clean up duty (one day)
- 3rd tardy = lunch clean up duty (one week)
- 4th tardy = ISS for the class period of offense
- 5th tardy = ISS one full day
- 6th tardy = OSS (one day)
- 7th tardy = OSS (3 days)
- 8th tardy = OSS (5 days)
- 9th tardy = parking privilege revoked or Prom attendance privilege revoked
- 10th tardy = same as 9th tardy (opposite punishment selected)

ANNOUNCEMENTS AND POSTERS

Announcements to be made over the public address system concerning school activities must be made on an Announcement Form provided by the Student Council and signed by a faculty member. Club announcements must be submitted to the Main Office by 8:30 A.M. All announcements must be dated and state the dates to be announced. Announcement forms are provided in the Main Office. Posters must advertise school-sponsored events and be approved by the Student Council advisor or principal prior to their being displayed. Unauthorized posters will be removed and discarded.

ADVISEMENT PERIOD

Students will participate in an advisement period designed to help them achieve success at school. This time will also be used to foster better communication between the school, our students, and their parents. The teacher assigned to your child during the advisement period will keep track of your child's progress throughout the year, provide guidance and direction with the registration process, and function as a mentor, role model, and advocate. We believe this period will provide a framework of support for all of our students.

COUNSELOR INFORMATION TO STUDENTS AND PARENTS

Students are encouraged to visit with their counselor as often as possible during the school year. You may make an appointment by contacting the counselor's office, by visiting, or by phoning (229-3775). Many services are available to both parents and students in the counselor's office. Please do not hesitate to talk with your counselors. They are here to assist students whenever possible.

Seeing Your Counselor

A student who wants to see his/her counselor should make an appointment one day in advance by signing up on the appointment calendar on the counselor's door. The counselor will send for the student. Students should sign up to see their counselor during NONACADEMIC classes if at all possible. If there is an emergency or crisis, the student may see the counselor immediately.

Progress Reports

Progress reports are available upon request at any time during a semester. Parents must allow at least 24 hours notice for the teacher to record and return the requested information to the counselor.

Notification of Credit

A written notice of credit will be provided to each student during the first semester. During second semester, written notification of TOTAL CREDITS EARNED OR CREDITS REQUIRED FOR PROMOTION will be provided to each student. Parents are to sign BOTH COPIES and return them to the counselor. Please be aware of the importance of keeping informed about your academic progress toward high school graduation.

Interpreting Test Data

The counseling staff is always available to discuss and interpret test data, which you will receive following any standardized test administration. This information is extremely helpful to parents, students, and school personnel in providing the very best curriculum for you. Please contact your counselor for test interpretation after you have taken the SAT, ACT, Georgia High School Exit Exam, PSAT, NEDT, GBST, ASVAB, or JETS.

Career Education Center

Students are encouraged to visit the SHS Career Education Center located in the Guidance Counseling Office. Here you may explore information on the fastest-growing occupations. Excellent, up-to-date information is readily available to you at the center. To explore fully the various types of information available, you are encouraged to make an appointment with your counselor to meet at the Career Education Center.

Transcripts

A \$5.00 charge will be assessed for each transcript requested by student, parent, or guardian unless the student is eligible for free or reduced lunch. There will be no charge for transcript requests for students that are eligible for free or reduced lunch. Final semester grades are not posted to the student's transcript until 15 school days after the date semester grades are issued to all students.

DEBTS/SHS DEBT LIST

A student debt list shall be posted at the end of each semester with the name of the student, a description, and the amount owed. Failure to pay debts may cause a number of problems, including failure to post grades, being held back in a lower grade homeroom, not receiving a report card, and not receiving a schedule for future classes. Also, seniors will not be able to pick up their graduation cap and gown or practice for graduation until all debts are cleared. Students with debts in JROTC, band, athletics, student services or the media center should be cleared with the school bookkeeper.

All checks that are not accepted at the bank known as NSF (non-sufficient funds) are automatically sent to the clearing house- Check-Redi- for the recovery of the money owed to the school.

EMERGENCY EVACUATION OF BUS

Because of the increased number of students being transported and the increase in extracurricular trips, there is a greater likelihood of an accident or mechanical breakdown. While an accident or mechanical breakdown in and of itself does not require that the bus be evacuated, other collateral factors could require an emergency exit.

There exists a need to instruct students on how to vacate a school bus properly in case of an emergency. Without proper instructions and drills, it is possible for students to panic and jam emergency exists by trying to exit at the same time. In order to avoid such a situation, the local school system should organize and conduct emergency evacuation drills for all students.

A. Reasons for actual emergency evacuation:

1. **Fire or danger of fire.** The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should move to a safe place 100 feet or more from the bus. Being near an existing fire and unable to move away or being near the presence of gasoline or other combustible material should be considered as "danger of fire," and students should be evacuated.
Unsafe position. In the event that a school bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for students to remain in the bus or to evacuate.
2. **Railroad.** If the final stopping point is in the path of any train or adjacent to any railroad tracks, the driver must evacuate.
Danger of collision. The driver must evacuate. In normal conditions, the school bus should be visible for a distance of 300 feet or more. A position on a hill or around a curve where such visibility does not exist should be considered a reason for evacuation.
3. **Danger of conditions changing.** The stopping position of the school bus may change and increase danger. If, for example, a bus should come to rest near a body of water or precipice where it could still move and go into the water or over a cliff, it should be evacuated.

B. Important factors pertaining to school bus evacuation drills:

1. Safety of students is of the utmost importance and must be considered first.
2. Emergency evacuation drill should be supervised by the principal or by a person assigned to act in a supervisory capacity.
3. The bus driver is responsible for the safety of the students; however, in an emergency the driver might be incapacitated and not able to direct the evacuation. For that reason, helpers should direct the emergency evacuation drills. Helper Qualifications
 1. Maturity
 2. Good citizenship
 3. Live near the end of the route

D. Helper should know how to

1. Turn off ignition switch
2. Set emergency brake
3. Summon help
4. Kick out certain windows
5. Set disabled vehicle warning devices
6. Open and close doors
7. Help students off bus

E. Other Transportation Considerations

Written consent from the parent or guardian should be obtained before assigning a student as a helper.

Evacuation drills should be held on school property and not on the bus route.

Each of the three basic types of emergency evacuation drills should be conducted.

Do not permit students to take lunch boxes, books, etc., with them when they leave the bus. Getting the students off safely in the shortest time possible and in an orderly fashion is the objective.

Students should go to a distance at least 100 feet from the bus in an "emergency drill" and remain there as a group until given further directions by the helpers.

All students should be instructed in the proper safety precautions while riding the bus and in emergency evacuation drill procedures.

Instruct helpers in how and where to get help. Instructions and telephone numbers should be posted or carried in the school bus.

F. The basic types of emergency evacuation drills:

1. Everyone exits through the entrance door.
2. Everyone exits through the rear emergency door.

Front half exits through entrance door and rear half through the rear emergency door.

EMERGENCY PREPAREDNESS PROCEDURES

At least once each school year, Spalding High School students participate in a practice tornado warning drill. The purpose of the drill is to give our school a chance to determine if we can receive a warning and if we can demonstrate what to do when a warning is received or a tornado sighted. The TORNADO WARNING sign for Spalding High School will be a warbling signal. Upon hearing the warbling signal, students and all school personnel are to follow the procedures outlined below.

Things to do and remember while under a drill or actual tornado warning:

1. Report to assigned area in a quiet and orderly fashion;
2. Listen carefully for emergency instructions from teachers/administrators;
3. Face the interior wall in a fetal-protective position;
4. Protect head with arms;
5. Because of flying glass and debris, do not look up.

Tornado Drill Procedure

1. Verbal announcement over public address system of a TORNADO WATCH.
Announcement of a TORNADO WARNING by WARBLING SIGNAL. At sound of WARBLING SIGNAL, relocate students to designated areas.
3. Return to classrooms at the sound of ONE-BELL.

Other Emergency Preparedness Procedure

Fire drills are organized with the advice and approval of the principal. Drills shall be held once each month in accordance with the law. Each classroom should have posted the appropriate exit route to follow during such drills. Fire drills will be held during different times during the day throughout the year. Be aware of your exit routes and remain quiet and orderly during the drill.

Inclement weather is not unusual during the winter months. In case of severe weather conditions, tune your radio to 1450 WKEU or 750 WSB AM. These two stations will carry up-to-minute information concerning the Griffin-Spalding School System, including Spalding High School.

FUND-RAISING PROJECTS/STUDENT PARTICIPATION

The principal, superintendent, and school board must approve all school-sponsored fund-raising projects before they are implemented. Such fund-raising must also conform to policies of the State Board of Education and accrediting commissions. The club faculty sponsor(s) must submit applications for fund-raising projects to the principal; forms are available in the Principal's Office. The Southern Association of Colleges and Schools recommends that each organization carefully plan one fund-raising project that is sufficient to meet its financial needs. Minimum time should be spent in such efforts to prevent interference with schoolwork. Regardless of the product being sold, no product is permitted to interfere in any way with classes. State standards prohibit the selling of minimum nutritional foods from the beginning of school until after the last lunch period. Students who choose to participate in fund-raising projects do so solely on a voluntary basis. However, as a voluntary fundraising participant, the student and his/her parent(s) or legal guardian(s) are personally and financially responsible for the merchandise issued to the student. "Foods of minimal nutritional value"

are defined as carbonated beverages, water ices (frozen flavored water), chewing gum, and candy. The "beginning of the school day" is defined as the time at which the first student arrives on the school campus.

HONORS EDUCATION

The Griffin-Spalding County School System provides gifted education services to 9-12 students who have the potential for exceptional academic achievement. To enter the program, a student must meet the state of Georgia eligibility criteria for gifted education or local honors criteria. A student may be referred for consideration for honors educational services by teachers, counselors, administrators, parents or guardians, peers, self, or other individuals with knowledge of the student's abilities. Referrals may be made to the school's counselors.

SPECIAL EDUCATION SERVICES

Special Education programs are available at this school for students who both need and qualify for such services. Parents who believe their student should be receiving some educational assistance should first contact their student's counselor and communicate their concern and observations. Following due process requirements, an assessment will be made by appropriate school personnel.

This school complies with the US Code of Federal Regulations implementing IDEA and Section 504.

GRADING SYSTEM

COMPUTING YOUR GRADE POINT AVERAGE AND CREDIT EARNED vs. CREDIT LOST

Weighted Credit for High School Classes

Weighted credit is awarded for Advanced Placement (AP) and Honors Courses. Weighted credit is also awarded for Post-Secondary Options (PSO) courses that are taught on the Advanced Placement level at the high schools. Determination for PSO equivalency will be determined by Central Office curriculum personnel.

Quality point designations for AP/PSO and Honors classes shall be:

*Each AP/PSO course will be awarded 5 quality points.

*Each Honors course will be awarded 3 quality points.

Grade Computation

Grades on all courses attempted will be considered in the computation, including those courses taken for high school credit in middle school, course taken during evening school, or courses taken during summer school. The divisor shall be the total number of classes attempted. (A student cannot receive credit twice for the same class.)

List of Approved Classes for Weighted Credit

All Advanced Placement Courses and all honors designated classes carry weighted credit.

Students Transferring Credit into System

The Board of Education, in light of State Board rule JBC(4) and accreditation regulations, adopts the following requirements for students transferring credit into the system:

From Accredited Schools

The Griffin-Spalding County Schools shall accept and classify transfer credit without further validation from school that are accredited by a regional or state accrediting agency, for the purpose of determining the credits, which meet specific graduation requirements.

From Non-Accredited High Schools

Students transferring credit from a non-accredited school (including home school) must provide a transcript showing:

Time spent in class and length of school term

Grade received

Textbooks used and/or course outline

Credit earned or grade level achieved in a non-accredited school or home school shall be validated by examination.

Validation by examination means that the student earning a passing score on one or more applicable norm referenced standardized achievement tests or school system made test for each subject for which the student seeks a high school unit of credit. A passing score on the achievement test is equal to or greater than the 50th percentile.

A passing grade on the school system made test must be 70 or above. In compliance with the DOE's interpretation of standards, no student will be allowed to participate in extra-curricular activities until proper credit has been granted.

Grades from non-accredited public/private schools or home schools will be recorded as pass (P) or no credit (NC) and will not be calculated in a student's grade point average. Credit will be issued for a course or courses required for graduation after a student has validated credit earned and or/grade level achieved by examination.

No credit will be given for course work obtained from non-accredited public/private school or home school unless comparable course work is offered as part of the Griffin-Spalding County curriculum.

The maximum number of credits a student may transfer is 3 high school units of credit per semester. Students presently enrolled in Griffin-Spalding County Schools, non-accredited public/private schools or home schools will not be eligible to receive credit for course work taken during the summer unless the course work is taken in a fully accredited summer school program as defined by State Rule JBC.

Graduation is contingent upon a student meeting the Georgia Accrediting Commission guidelines that at least one-half of the units required for graduation must be earned in a fully accredited high school. An identified special education student must submit an IEP and evidence that the IEP is successfully being met.

From Non-Accredited Middle and Elementary Schools

A student entering from a non-accredited school shall provide records showing:

Time spent in class and length of school term

Grades received on each grade level

Textbooks used and or course outline

The student will tentatively be placed on the grade level indicated by the records, provided it does not exceed the actual age/grade lever of the student. During the first nine weeks of enrollment the school officials will monitor the progress of the student. If the student is performing satisfactorily, the student will remain at that grade level. If the student is not performing satisfactorily, the student's grade placement will be re-evaluated and could be placed in a lower grade. A standardized test may be used to help determine placement. In grade 8, validation for placement in Algebra or for High School Unit of Credit will determined by placement exam. A passing grade must be 70 or above.

Foreign Exchange Students (Who wish to pursue a High School Diploma)

Foreign exchange students will be required to earn a minimum of one-half of the units required for graduation at Griffin-Spalding County Schools.

High school students who are Exchange students (domestic or foreign)

Griffin-Spalding County High Schools will accept credit earned at a school that is attended by a high school exchange student provided the school is accredited and the exchange school awards credit to the student. If the exchange school transcript indicates only attendance and/or grades, but does not award credit, then no credit can be given by the high school.

Honor Graduates

For students enrolling in the ninth grade prior to the 2003-2004 school year, the distinction of Honor Graduate will be awarded to the graduating seniors who have a cumulative average of 85 or above (or 84.5 or higher rounded to the nearest whole unit). For those students entering ninth grade in the 2003-2004 school year and thereafter, the distinction of Honor Graduate will be awarded to the graduating seniors who have a cumulative average of 90 or above (or 89.5 or higher rounded to the nearest whole unit).

Grade Computation

Grades on all courses attempted will be considered in the computation including those courses taken for high school credit in middle school, coursed taken during evening school, or summer school. The divisor shall be the total number of classes attempted. (A student cannot receive credit twice for the same class.) It is important for seniors to remember that the second semester of their senior year provides their last opportunity to earn honor graduate status.

How to Compute Overall Graduation GPA

Grades earned, regardless of credit earned or lost, in the ninth grade and above will be averaged to determine a student's overall graduation grade point average. The GPA includes all courses taken from the ninth grade and above. All semesters of study are figured into a student's GPA.

How Transfer Grades Compute in GPA

Transfer grades are computed using a numerical scale. Transfer accelerated or honors subjects must be identified as such on the official transcript to be computed on the SHS scale; however, no non-accredited schoolwork may be classed as accelerated or honors work.

Credit Earned vs. Credit Lost

When a student is in violation of the school attendance policy, he/she shall not receive credit for the course(s) affected by excessive absenteeism even though the student may have a passing grade.

Attendance in class is important. However, the grade earned will be used in computing a student's GPA even though credit may not be assigned because of a violation of the attendance policy regarding absenteeism.

A student cannot receive credit twice (nor the grade earned in the repeated course count on the GPA) for the same class except in remedial classes, physical education, and journalism classes.

Incomplete

A student shall be given an Incomplete (I) when he/she is doing satisfactory work but for nonacademic reasons beyond his/her control is unable to meet the full requirements of a course. A student receiving a grade of "I" has until the end of the succeeding semester of enrollment to complete all course requirements; otherwise, the grade of "I" will automatically change to a final semester grade of "F."

It is the responsibility of the student receiving the "I" to see the instructor regarding the work to be completed and to complete such work on a timely basis.

Late Work

Teachers may accept late homework/projects and may penalize students for not meeting the established due date. The penalty should not exceed 10-15 points deduction per late day. Note that teachers expect assignments to be ready to be turned in at the beginning of the period on the day they're due. Teachers do not "shave" academic points from a student's grade due to misbehavior.

Cheating/Plagiarism

Just as it is illegal in our society to steal property from someone, it is also unlawful to steal the ideas of another person. Using the wording or the ideas of another as if they are your own is called plagiarism. Students who are doing research must be careful to give full credit for the ideas included in the paper to avoid this serious error.

Each instructor will set his/her own penalties for cheating/plagiarism, penalties which may range from re-doing the assignment to receiving a zero on the entire assignment. Get in the habit of properly documenting all ideas not your own unless those ideas are common knowledge.

Grade System

The following grading system is applied at Spalding High School:

90 to 100 A

80 to 89 B

73 to 79 C

72 to 70 D

69 lower F

Promotion

High school students will be promoted based on state and local policies and procedures.

HOMEWORK

Homework is an essential part of the learning process. Homework reinforces what has been taught and is assigned accordingly. Homework takes the school into the home in a most direct and potent way and students achieve higher grades when they consistently do their homework.

GRADUATION

Notice to Early Graduates

Students who graduate at the end of first semester have the responsibility to keep themselves informed of all senior activities. When a student is no longer a part of Spalding High School because of early graduation, the school will NOT keep early graduates notified of senior class activities, except through the use of mass media when appropriate.

Please keep in mind that early graduation eliminates the opportunity for a student to raise his/her overall GPA since he/she is no longer in school. Early graduates are not eligible to serve on the Honor Graduate Program Committee.

Commencement Program Participation

It is the policy of Spalding High School that only those seniors who have completed all requirements for graduation and have paid all debts owed to the school are permitted to participate in the May/June commencement ceremonies.

Seniors who have completed all graduation requirements by the end of summer school and who have paid all debts owed to the school may participate in the summer commencement program.

GRIEVANCE PROCEDURE

In an effort to ensure prompt response to complaints from student, parents, community organizations, and other interested citizens, the Griffin-Spalding County School System has determined that complaints or grievances should be dealt with at the lowest level possible. Appeals should be made to the next highest authority above the preceding hearing official. As an example, students or parents should first discuss the complaint with the teacher and, if needed, then with the school principal. Appeals above the initial complaint should be in writing.

All complaints or grievances appealed to the superintendent of schools should pertain to policies of the Griffin-Spalding County Board of Education or acts committed by the board's employees. In the event that the matter is not resolved at the superintendent's level, the superintendent will refer the complaint to an appropriate committee of the board of education. This committee working with the superintendent will resolve the matter or make recommendations to the full board of education for review and decision.

HALL PASSES

Except during the six-minute change of classes, students must have a Hall Pass to be in the hallways.

STUDENT INSURANCE

Students are afforded an opportunity to participate in a group school insurance program that may be purchased for a nominal fee. The policy is sold during the first month of school each year. A flyer is sent home with each student during the first days of the new school year. After the enrollment period, students are not able to enroll in the program.

Students competing in athletics must buy the insurance; similarly, it is wise for all technology education and physical education students to purchase the insurance.

LOST & FOUND

Unfortunately, there are individuals within our school society who steal. As a precaution, students are directed not to bring expensive jewelry, excessive cash, cameras, radios, and/or CD players to school or school events. Students are cautioned about taking pocketbooks, jewelry, and other valuables to the gym during physical education class, athletic practices, or other events. SHS and its employees will not be responsible for such items nor guarantee their safety. Lost & Found is located in the main office.

LUNCH PERIODS

Lunch periods are listed under the Regular Bell Schedule. The school cafeteria is a nonprofit service for the convenience of students and faculty. It shall be the responsibility of all students to help keep the dining area clean and pleasant by returning trays and dishes to the appropriate places. Spalding High School students must remain at school during lunch. No student has permission to leave campus for lunch. No student has permission to accept or deliver fast foods on campus. No meal charges are allowed at Spalding High School.

MEDIA CENTER

The goal of the Spalding High School Media Center is to provide the materials and services needed by students, faculty and staff. Both current and retrospective information in print, non-print, and automated formats are available within the framework of an information center. The media center is open Monday through Thursday from 7:30 A.M. until 4:00 P.M. The media center closes on Friday at 3:30 to allow time for computer backups. Students must have a pass to use the media center during the school day.

To check out books, students must present a bar-coded I.D. No item may be checked out or renewed if the student owes a debt to the media center. Students must pay for lost, damaged, or overdue materials. Fines are 10 cents per day and will not exceed the price of the item. Books are checked out for a two-week period with an additional two weeks if renewed. Courteous behavior is expected of all students. Pass privileges will be revoked when deemed necessary. No food or beverages should be brought into the Media Center.

Internet usage is available for students who have returned a signed policy from the Griffin-Spalding County School System. Acceptable Use Internet Policy forms are part of the enrollment package.

NONIMMIGRANT STUDENTS

Spalding High is approved by the Immigration and Naturalization Services of the Federal government for attendance by nonimmigrant students. SHS may accept students holding visas F-1 and M 1. Spalding High's INS School File Number is ATL214FO787. This file number is to be used on all forms and correspondence, including forms 1-20A-B, 1-20M-N and 1-538.

OFF-LIMIT AREAS AT SHS

Certain designated areas are off-limits to students during particular times of each school day. The following off-limit areas are prohibited to students:

- Students will remain in the commons/gym until 7:30 a.m. All other areas are off-limits unless a student presents a teacher's note or signed agenda.
- The faculty dining area and faculty workrooms are always off limits to students.
- Areas outside of the building during the school day unless the student has an authorized note/pass to leave the school, or is outside the building as part of a class under the supervision of a teacher.
- Any areas announced off limits by the administration

SCHOOL COUNCIL

This year, Spalding High will continue to implement a school council. The council will serve as an advisory group to the leadership of Spalding High. Due to legislative changes concerning school councils, revisions in the school system operating by-laws have taken place. Elections will be conducted as terms expire.

REGISTRATION AND WITHDRAWAL POLICIES

Certain policies and procedures are in effect regarding student registration in and withdrawal from school. These policies are maintained in order to assure fairness in administering the scheduling and withdrawing processes. Students and parents should go to the Guidance Office for initial enrollment and withdrawal.

School Day Policy

Students enrolled in Georgia schools must be in attendance for a minimum of one half of the required instructional day to be counted as present. A school day for students in grades nine through twelve shall be defined as six periods. This means that a student must be enrolled in a minimum of six classes and remain at school all day unless he/she is enrolled in a work-study program or is a 5th-year senior. If a student is enrolled in a work-study program and has a job for which he/she earns credit, then the student may take a minimum of four classes and leave school early.

Registration

Students register for an entire year. This is accomplished during counselor-student advisement sessions held in March. Students are registered on the premise that the courses being taken during the second semester will be passed. When second semester failures occur, students are advised to consult their counselors immediately to re-examine their upcoming fall semester class schedule. Sometimes summer school may be a viable option in dealing with a failure. Your progress toward graduation begins with proper registration; always consult your counselor and/or advisor in this process. When a year's course of study is decided upon, you will not be able to change your educational program except in cases where a pre-requisite course was failed. Specific class periods and teachers are assigned through a computer program. Parents, please take an active role in your student's registration. Students need to sign up for demanding courses and not be permitted to opt for easier course work. High school students have only a few years left in school to get a good education.

Withdrawing from school

A student may withdraw from school with parent/guardian permission provided the student is at least sixteen years old. Students who are eighteen years old are adults and may withdraw at any time upon their own signature. However, parents will be notified of such withdrawal.

Withdrawing From Class(es) and Schedule Changes

Occasionally, students or parents feel the need to make a schedule change which ultimately means dropping or withdrawing from a scheduled class. Only the Student Services Office has the authority to effect a schedule change; therefore, students and parents must secure approval for such schedule changes through the Student Services Office. However, it must be noted that under most circumstances, schedules will not be changed. Under certain conditions students or parents may effect an approved schedule change during the first eight-day period of each semester without penalty (approved by the Vice-Principal or designee.) However, after the first eight-day period of each semester, a student will suffer a penalty for withdrawing from a class. When a student withdraws from a class after the first eight days of a semester, a Grade of WF (withdrawn failing) or WP (withdrawn passing) shall be recorded on the student's permanent record. A posting WF is assigned a value of .0 and a WP is assigned value of 1.0 for computing the student's grade point average. The ultimate effect is that a WF has the weight of a grade of F and the WP (whether or not the student has a grade of D or higher) has the weight of a D for the semester. Inasmuch as the first eight days of the semester have passed, the student will be unable to receive credit in any class transferred into.

REPORT CARDS

A report of pupil progress (report card) shall be made every nine weeks to parents and guardians of all pupils enrolled in grades K-12. The report card must be supplemented by additional progress reports that reflect student achievement during the grading period. Teacher-parent conferences or additional written reports may be used at any time deemed desirable. Located on the front cover of this handbook is the current school calendar listing the dates when report cards will be issued. Please refer to the calendar. Parents and students must pick up their last report card on Wednesday following the last day of school. This information can assist parents in determining if summer school is needed. Unclaimed report cards will be mailed.

SELECTIVE SERVICE REGISTRATION

Spalding High School 18-year-old males may register for the selective service at the attendance office. This is a courtesy service offered by SHS.

SEX EDUCATION - AIDS EDUCATION

Students are exposed to formal instruction in sex education and AIDS education at SHS. If parents/guardians object to either or both forms of education and elect to withhold their student from such instruction, they are required to notify the SHS principal, in writing, of the objection prior to such instruction. The student will not receive such instruction when the principal receives the written objection.

STUDENT SEXUAL HARASSMENT

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

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

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.

- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse

- Pressure for sexual activity

- Repeated remarks with sexual or demeaning implications

- Unwelcome touching

- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or job assignments.

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

All allegations of sexual harassment shall be fully investigated, and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

The following are designated personnel to whom you may refer complaints of sexual harassment:

Mr. Derrell Jeffcoat – Principal

Ms. Laura Ergle– Assistant Principal

Mr. Ryan Meeks – Assistant Principal

Mr. Corenza Barnes – Assistant Principal

Ms. Cheryl Reddick – Counselor

Ms. Larissa Earnest– Counselor

Ms. Wanda Lee- Counselor

Ms. Jennifer Jenkins-Counselor

SUMMER SCHOOL

Spalding High School Summer School

Spalding High School offers a summer session in which students can earn up to 1 whole credit. At a later date, students will receive information regarding course offerings, dates of classes, and fees.

TEXTBOOKS

SHS provides textbooks for all students. Students must take proper care of textbooks or be subject to fines for book repair. If books are lost or stolen, the student is financially responsible for paying the replacement cost of the book(s) issued.

WORK PERMITS

Work permits can be obtained at the superintendent's office or from the Student Services office at Spalding High School.

YEARBOOK

Spalding High School's yearbook is published by the yearbook class. Students will receive announcements concerning the purchasing of yearbooks.

GRADUATION REQUIREMENTS

Georgia High School Graduation Test

The Georgia High School Graduation Test measures the learner's competency in the areas of language arts, mathematics, social studies, science, and writing. Students must achieve a state-board established score on the graduation test to be eligible for a diploma.

CORE CURRICULUM FOR ENDORSEMENT

College Preparatory

Class 2009, 2010, 2011

Promotion to the next grade will be based on Carnegie Units earned by the beginning of each first semester according to the following schedule:

<u>Promotion To</u>	<u>Carnegie Units Required</u>
10th grade	6 units
11th grade	11 units
12th grade	17 units

Graduation Requirements

Class of 2012 and beyond

English	4	9 th grade Literature/composition and American Literature
Math	4	Math I, II, III required
Science	4	Biology required, Physical Science or Physics required
Social Science	4	US History, World History, World Geography, Civics, Economics required
Health and PE Program of Study major	1 3	Health and Personal Fitness or 3 years JROTC CTAE (one area) Fine Arts, or Modern Language/Latin 2 years required for University System of Georgia)
Local Required Or Elective Units	4	
Total	23	

Students attending college will need 2 years of foreign language.

POST-SECONDARY OPTIONS/JOINT ENROLLMENT/EARLY ADMISSIONS

Outstanding high school juniors and seniors may enroll in college courses while completing requirements for high school graduation. To be eligible, students must have an **average of 3.0 in academic subjects; a total score of 970 on the SAT; or a composite score of 21 on the Enhanced ACT; recommendation of the high school principal; and approval of a parent.**

Students who have not completed College Preparatory Curriculum requirements may be admitted through the joint enrollment program if they are enrolled in the necessary high school courses and scheduled to complete the requirements by the end of their senior year. **English and social sciences are the only courses that may be used to fulfill both core College Preparatory Curriculum and college degree requirements. This provision is effective only for students with SAT verbal scores of at least 530 or composite ACT scores of at least 24.**

The Griffin-Spalding County School System recognizes the need to provide academically talented high school juniors and seniors with opportunities for acceleration of their formal academic program.

The following programs are offered for students who qualify:

1. **A joint enrollment program** in which the student enrolls in courses for college credit at a regionally accredited public or private postsecondary institution
2. **A postsecondary options program** in which a student enrolls in courses in a public postsecondary institution and earns college credit, as well as Carnegie units of credits that count toward graduation requirements.
3. **An early admissions program** in which the student enrolls as a full-time college student following completion of the junior year in high school.

Requirements for Participation in Joint Enrollment/Postsecondary Options

A student's participation in the joint enrollment/PSO program:

1. Is limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program, based upon the rationale of three quarters or two semesters of postsecondary enrollment equaling one academic year of high school.
2. Is subject to the provision in O.C.G.A. 30-3-150 (Attendance Policy).
3. Is to be continued through the end of a semester even though he or she may become age ineligible under O.C.G.A. 20-20-150 during the quarter or semester of enrollment.
4. Shall not be required to pay any charges for tuition and fees directly related to each approved course. The local school system shall provide at no cost to the student and/or parents/guardians the services prescribed in an IEP for a student with disabilities as specified by the Individuals with Disabilities Act and Rules 160-4-7 (Special Education).
5. Shall be accommodated as necessary according to Section 504 of the Rehabilitation Act of 1973.
6. Prohibits the student from receiving other state student financial aid.

The student must:

1. Be enrolled in a Griffin-Spalding County high school, and
2. Not have received a high school diploma; and
3. Be at least 16 or classified as a junior or senior and be eligible for enrollment in accordance with O.C.G.A. 10-1-150, and
4. Have been accepted by an eligible institution, and
5. College Preparatory Program
Be enrolled in the equivalent of five (5) courses. All credits earned from the postsecondary institutions count as elective credits at Spalding High School unless approved as CORE courses by the state. All courses taken at the postsecondary institution will count as regular credit except courses that are taught on the Advanced Placement (AP) level at Spalding High.

Courses equivalent to the Advanced Placement (AP) courses available at Spalding High School will count as accelerated credit.

Or

Technology/Career-Preparatory Program

Be enrolled in the equivalent of five (5) hours per day. All credits earned from the postsecondary institutions count as elective credits at Spalding High School unless approved as CORE courses by the state.

6. Meet the eligibility requirements of the Georgia High School Association before participating in extracurricular activities.
7. Provide his or her transportation unless the student's IEP calls for transportation as a related service.
Request and sign a form authorizing the postsecondary institution to notify the school system of the student's grade in each course.
9. Pay for items not ordinarily included in tuition and fees, such as calculators, books, and specialized tools, provided that such items are a normal part of the requirements for the course and remain the property of the student.
10. Make arrangements with his/her high school counselor to take the state assessments and with his/her postsecondary teacher(s) to miss class(es) on appropriate days.

The Griffin-Spalding School System will do the following:

1. Accept toward state and local high school graduation requirements and subject area requirements of the Georgia Board of Education the joint enrollment and/or postsecondary credit of an eligible student who successfully completes an approved course at an eligible institution.
2. Require eligible students to meet state assessment requirements.
3. Record on the student's high school transcript each approved course name, grade and amount of credit earned for each course. Postsecondary/joint enrollment credits transferred to a Griffin-Spalding School System high school will be recorded on the student's record at a 2:1 ratio—i.e., each postsecondary credit hour will be doubled when recorded on the high school record.
4. Record the student's grade on his/her permanent record as received from the postsecondary institution if it is numerical. If it is a letter grade it will be recorded as A=95, B=85, C=77, D=72, F=60.
5. By April 1 of each school year or prior to enrollment in an eligible institution, provide general information about the postsecondary/joint enrollment programs to all eligible students.

Joint Enrollment/Postsecondary Options Program Procedures

1. College Preparatory Program
The student must
 - a. Earn a minimum combined verbal and mathematics SAT score of 970
 - b. Earn a minimum cumulative high school grade point average of 3.0 on a four-point scale in academic subjects (English, mathematics, social science, and science)
 - c. Meet the admission requirements of the particular postsecondary institution
 - d. Provide written verification by the high school principal or designee and counselor of the student's eligibility and intended enrollment
 - e. Provide the counselor with a written consent form signed by a parent or guardian (if the student is a minor); and
 - f. Complete the written agreement form for joint enrollment between the local school system and postsecondary institution.
2. Technology/Career -Preparatory Program
The student must:
 - a. Meet the admission requirements of the particular postsecondary institution;

- b. Provide written verification by the high school principal or designee and counselor of the student's eligibility and intended enrollment;
Provide the counselor with a written consent form signed by a parent or guardian (if the student is a minor); and
Complete the written agreement form for joint enrollment between the local school system and post secondary institutions.

Early Admissions Program

Prospective early admission students must have completed a minimum of 18 Carnegie units at the end of their junior year to be considered for approval by the counselor and recommended by the principal.

Early admission students are ending their relationship with Spalding High School and will not receive their high school diploma.

STANDARDIZED TESTS AT SPALDING HIGH SCHOOL

Several different standardized tests are administered at SHS during the school year. A description of each test and when it should be taken and by whom it should be taken is provided below.

Scholastic Aptitude Test (SAT)

The Scholastic Aptitude Test (SAT) is required of all students planning to enter a public college or university in the State of Georgia. The Georgia Board of Regents requires all entering freshmen to post scores on the SAT. Some university also require the SAT Achievement Test. **Only students pursuing a college preparatory diploma should take the SAT.** Generally, most students do not take the SAT until their junior and senior years. There are many good reasons for waiting until then to take the test. The SAT measures mathematical and verbal skills. Included in the mathematics section of the SAT are many algebraic and geometric concepts. It makes sense to take the SAT only after you have completed at least two years in algebra and one year of geometry. In measuring verbal skills, it is important to acquire the highest level of English competency possible before taking the SAT. The verbal section will measure reading comprehension and vocabulary, as well as the student's ability to understand analogies. For these and other reasons, which may be explained by your counselor, wise students first adequately prepare themselves through exposure to courses that address the areas to be tested on the SAT. Although there are exceptions, generally, it is not until the junior or senior year that students have had adequate educational exposure to do well on the SAT.

Experience has shown that many juniors who are taking their second year of algebra may do exceptionally well on the spring administration of the SAT. Therefore, if you are a junior and taking your second year of algebra or higher level of mathematics, it would be to your benefit to take the PSAT in the first semester, the SAT in the second semester (May), and the SAT again in the first semester of your senior year.

Some colleges administer their own in-house Institutional Admissions Testing Program for evaluative purposes. Such institutional SATs are not acceptable for any purpose other than in-house use by the administering institution. Institutional SATs are not recognized at SHS. While institutional SAT scores do not satisfy any SAT requirement for SHS educational programs or honors, national administrations of the SAT administered at SHS or at other national sites are accepted and considered official SAT scores. SHS administers only national administrations of the SAT.

Preliminary Scholastic Aptitude Test (PSAT)

Juniors and sophomores are encouraged to take the Preliminary Scholastic Aptitude Test (PSAT). Currently the State of Georgia provides funds that allow all tenth grade students to take the PSAT. The PSAT provides invaluable information concerning a student's individual weaknesses that can be remediated before taking the SAT. The PSAT is essentially a practice test for taking the SAT. Sophomores and juniors who hope to be nominated for the Governor's Honors Program must take

the PSAT when it is administered at SHS. The PSAT is required as part of the Governor's Honors Program evaluation criteria. Additionally, the PSAT must be taken in the junior year by those students who are seeking to participate in the National Merit Scholarship competition. Please refer to Governor's Honors Program and National Merit Achievement Scholarship Program information in this handbook.

PSAT verbal and mathematical scores are reported on a scale of 20 to 80. This scale is comparable to the SAT scale of 200 to 800. Two steps are taken to arrive at a PSAT score. First, raw scores are determined by counting the number of right answers and subtracting from this total a fraction of the number that were wrong (one-fourth point for each five-choice question answered incorrectly and one-third point for each four-choice question answered incorrectly) to correct for random guessing. Test questions that were omitted are not considered in the calculation of scores. Secondly, raw scores are then converted to scale scores by a statistical process known as equating, which adjusts scores to account for minor differences in difficulty between different editions of a test. For more in-depth information concerning the scoring of PSATs, consult the publication entitled *About Your PSAT Scores*, which is available in the counselors' office.

For sophomores who have already taken one state-funded PSAT and for juniors, the PSAT costs about \$10.00. Applications are available in the counselors' office.

***** REMEMBER - The PSAT is administered only ONCE during the year at SHS.**

***The 2013-2014 school year date for the test is October 19, 2013.
Do not miss it.***

American College Testing Assessment (ACT)

The ACT is a test similar in its usage to the SAT but with a different format. It is widely used at the present time in Georgia and in many schools and colleges outside Georgia that require it for admission. It consists of four tests: English, mathematics, science, and social studies. Students who need an ACT score for college admissions should take this test. Students should consult the college catalog or other college guides to determine whether the SAT or ACT is required.

The ACT is given six times a year –September, October, December, February, April, and June. It is given at Griffin High School in October and February of each year. Applications are available in the counselors' office and must be mailed directly to ACT Registration in Iowa City, Iowa, by the announced deadline. A fee of \$23.00 (\$38.00 late fee) must accompany the application. Test results are sent directly to the student. Scores are reported for each of the subject areas plus a composite score, which is an average of the four scores. Scores range from 1 to 36.

PSAT

October 16, 2013

SAT Test Dates

SAT Test Date	Registration Deadline	Location
October 5, 2013	September 6, 2013	
November 2, 2013	October 3, 2013	Spalding High School
December 7, 2013	November 8, 2013	
January 25, 2014	December 27, 2013	Spalding High School
March 8, 2014	February 7, 2014	Spalding High School
May 3, 2013	April 4, 2014	
June 7, 2014	May 9, 2014	

ACT TEST DATES

Test Date	Registration Deadline
September 21, 2013	August 23, 2013
October 26, 2013	September 27, 2013
December 14, 2013	November 8, 2013
February 8, 2014	January 10, 2014
April 12, 2014	March 7, 2014
June 14, 2014	May 9, 2014

AP EXAMS

May 5-16, 2014

Georgia High School Graduation Tests

All September 25, 2013
Writing Test October 3, 2013
All Nov 4-8, 2013
Writing Test February 26, 2014
All March 17-20, 2014

High School End of Course Tests

Winter Dec 2-6, 2013
Spring April 29- May 5, 2014
Summer June 17-19, 2014

SCHOLARSHIPS-HONORS-RECOGNITION EDUCATIONAL PROGRAMS

Several educational programs are offered for the benefit of those motivated students who wish to excel. Excellence in education is what SHS is all about. Set your educational goals high; select a challenging program of studies and aim for the top.

Advanced Placement Program

Beginning with the 2001-02 school year, Spalding High School offered an advanced placement program of studies in selected disciplines. The AP Program provides students with the opportunity to pursue college-level studies while still in secondary school and to receive advanced placement and/or credit upon entering college. Advanced placement and/or credit are determined by the student's test score on the subject area examination that is administered in May, following a full year of study. The examination is approximately \$87.00 per subject tested.

It is important to understand that the AP Program is different from Program Challenge. Whereas Program Challenge is a college preparatory program, the AP program is a college freshman-level program. Additionally, ***STUDENTS ENROLLED IN AP ARE EXPECTED TO TAKE THE AP EXAMINATION.***

Governor's Honors Program

During the fall semester of each year, teachers are asked to recommend outstanding tenth and eleventh grade students for the Governor's Honors Program (GHP). Teachers nominate based upon the criteria of achievement, ability, grade averages, creativity, and personality and maturity. Students may be nominated under three general categories:

Academic:

- Communicative Arts (English)
- Foreign Language (French, Spanish, German, Latin)
- Mathematics
- Social Sciences
- Science

Fine Arts:

- Art
- Music
- Drama
- Dance

Vocational Education:

- Executive Management
- Commercial and Industrial Design

Being nominated for consideration is indeed an honor; however, nominated students must keep in mind that although the process begins at Spalding High School, the final selection for GHP is decided at the state level. In a nutshell, the selection process follows this basic procedure:

- (1.) Sophomore and junior nominations are submitted by teachers based upon criteria for their subject area. Each subject area has its own criteria;
- (2.) Nominees are informed of their nominations, and information concerning GHP is disseminated;
- (3.) A local SHS applications deadline is set and nominees informed of the deadline;
- (4.) Nominees undergo in-house testing in certain areas;
- (5.) Nominees are interviewed by selected business and community leaders;
- (6.) The SHS Committee composed of teachers, counselors, and administrators makes

decisions concerning those students named to semi-finalist standing.;

(7.) SHS semi-finalists' state applications are mailed by December 1 to the Georgia Department of Education for final selection to GHP;

(8.) Semi-finalists undergo state interviews/auditions in January or February;

(9.) Finalists are notified in spring of their selection to GHP.

For more information concerning the GHP, see the GHP coordinators or your counselor.

NOTE: *All sophomores and juniors who seek to be nominated for Governor's Honors must have taken the Preliminary Scholastic Aptitude Test (PSAT) prior to December 1st. Please refer to section entitled "Standardized Testing" for exact date of PSAT to be administered at Spalding High School. Please remember that the PSAT is given only once each year.*

Georgia Scholar Program

SHS will submit to the Georgia Department of Education the names of seniors meeting the criteria set forth below. These students will be considered at the state level for designation as Georgia Scholars. This program is designed to recognize excellence among Georgia's high school seniors. Nominees must exhibit excellence in all phases of school life, in community activities, and in the home.

Criteria for achieving Georgia Scholar recognition include the following:

(1.) The student must have a minimum score of 1360 (one sitting/no combinations) on the Scholastic Aptitude Test (SAT national administration only);

(2.) The student will have earned 22 Carnegie units (330 semester hours) or credit for graduation, including the following:

(a.) 45 hours in science, including 15 hours in chemistry or physics;

(b.) 60 hours in mathematics, including 15 hours in Algebra II;

60 hours in social studies, including courses for core curriculum endorsement

(d.) 15 hours in language arts beyond the state requirement, which may include English or a foreign language.

(3.) The student will have studied at least one foreign language and pursued academic study in visual art, music, dance, theater, or other arts areas;

(4.) In all work taken in grades 9-12, the student either will have maintained a 3.75 average on a 4.0 scale OR ranks in the upper 10% of his/her graduating class;

(5.) The student will have maintained 95 percent attendance in grades 9-12;

(6.) During grades 9-12, the student will have participated in three interscholastic events

OR

Will have achieved significant recognition in interscholastic events, for example, holding first chair or leading a section in band or chorus, serving as athletic team captain, placing in individual athletic events, debates, livestock, project, or other vocational competitions or similar events;

(7.) The student will have assumed leadership in at least two extracurricular activities sponsored by the school.

(8.) The student will have assumed leadership in youth activities outside the school;

(9.) The student will have registered to vote if he/she is 18 years old;

(10.) The student will have shown evidence of self-esteem and concern for others in day-to-day activities.

If you believe that you meet or exceed the above-mentioned criteria you should work closely with your counselor on any modifications that may be made in the above-required criteria by the State Department of Education.

HONOR GRADUATE
Valedictorian/ Salutatorian and Honor Recognition
Definition and Requirements

The student with the highest class ranking as determined by the highest numerical grade average shall be recognized as valedictorian. The student with the second highest class ranking as determined by the second highest numerical grade average shall be recognized as salutatorian. Transfer credit used for calculation of highest grade point average for determination of class ranking for valedictorian and/or salutatorian shall be accepted only from high schools accredited by the Southern Association of Colleges and Schools (or an agency recognized as a regional accrediting agency by SACS). All grades will be calculated based on the Griffin-Spalding County School System's grading scale.

Class Ranking

Class ranking shall be determined by the highest numerical grade average completed at the end of the fourth nine weeks of the year in which the student is a graduating senior.

Criteria for Breaking Ties for Scholarships

If scholarships or financial grants are to be awarded based on class ranking as valedictorian and/or salutatorian and the scholarships or grants cannot be shared among the students tied for those honors, the following criteria will be used, in turn, to break ties in class ranking:

Valedictorian:

1. Numerical average to the fourth decimal place.

If a tie still exists, then

Number of Honors/AP Classes taken.

If a tie still exists, then

Scholastic Aptitude Test (SAT) / American College Test (ACT) scores. If there is a commonality between those students who are tied, the SAT scores will take precedence.

Salutatorian:

1. Numerical average to the fourth decimal place.

If a tie still exists, then

2. Number of Honors/AP Classes taken.

If a tie still exists, then

3. Scholastic Aptitude Test (SAT) / American College Test (ACT) scores. If there is a commonality between those students who are tied, the SAT scores will take precedence.

WEIGHTED CREDIT

Weighted Credit for High School Classes

Weighted credit is awarded for Advanced Placement (AP) and Honors Courses. Weighted credit is also awarded for Post-Secondary Options (PSO) courses. Determination for PSO equivalency will be determined by Central Office curriculum personnel.

Quality point designations for AP/PSO and Honors classes shall be:

- *Each AP/PSO course will be awarded 5 quality points.
- *Each Honors course will be awarded 3 quality points.
- *Dual Enrollment classes will be those defined by State Board Dual Enrollment Rule 160-4-2.32.
- *Regulation applies to classes taken during 2010-2011 and following.

List of Approved Classes for Weighted Credit

All Advanced Placement Courses

AP English Literature
AP Psychology
AP U.S. History
AP Government
AP Studio Art
AP Chemistry
AP World History
AP Music Theory
AP Calculus
AP Statistics
AP English Lang
AP Biology
AP Spanish

All Honors Designated Courses

Honors English 9, Honors English 10,
Honors American Literature
Honors World Geography/Civics
Honors World History
Honors U.S. History
Honors Economics
Honors Geometry, Honors Algebra II,
Honors Physical Science
Honors Biology, Honors Chemistry
Honors Physics, Honors Human Anatomy
Honors Analysis

Honor Graduates

For students enrolling in the ninth grade prior to the 2003-2004 school year, the distinction of Honor Graduate will be awarded to the graduating seniors who have a cumulative average of 85 or above (or 84.5 or higher rounded to the nearest whole unit). For those students entering ninth grade in the 2003-2004 school year and thereafter, the distinction of Honor Graduate will be awarded to the graduating seniors who have a cumulative average of 90 or above (or 89.5 or higher rounded to the nearest whole unit).

Grade Computation

Grades on all courses attempted will be considered in the computation including those courses taken for high school credit in middle school, coursed taken during evening school, or summer school. The divisor shall be the total number of classes attempted. (A student cannot receive credit twice for the same class.) It is important for seniors to remember that the second semester of their senior year provides their last opportunity to earn honor graduate status.

NATIONAL HONOR SOCIETY

Spalding High School has been accepted into the National Honor Society, one of the nation's most prestigious honor societies. Sponsored by the National Association of School Principals, the society selects the most outstanding students in a school and invites them to become members. Students do not apply for membership in the society. A faculty committee invites members using the following criteria (rising Seniors):

- The student must have a 3.75 GPA;
- The student must exhibit good character;
- The student must exhibit very positive leadership;
- The student must exhibit that he/she has served his/her community altruistically;
- The student must have no more than four formal detentions and no suspensions.

Members of the National Honor Society must carry a GPA of 3.75. This will be open to 11th and 12th grade students. Students who carry a 3.75 GPA do not have to join the National Honor Society but may be invited. Other criteria will apply for membership. Students who graduate with a 3.75 average will carry the distinction of Summa Cum Laude Graduate.

National Honor Society Seals

National Honor Society students who graduate in good standing in the Honor Society have affixed to

their diploma an Honor Society Seal.

Beta Club Membership

Eligibility requirements for Beta Club membership will be as follows:

- Grades earned in 9th grade and above will be averaged to determine the grade point average
- To become a member of the Beta Club, each year a student must have at least a 3.5 GPA at the beginning of the school year and pay his/her local and national dues at that time;
- The exception would be the freshman class, who will become eligible upon completion of their first high school semester.
- The student will likewise need a 3.5 GPA.

Students who carry a 3.5 GPA do not have to join the Beta Club. They, along with fellow Beta Club members, Students who graduate with a 3.5 GPA will carry the distinction of Magna cum Laude Graduate.

Hugh O'Brien Youth Foundation

The Hugh O'Brien Youth Foundation's (HOBYF) purpose is the recognition and development of leadership potential in high school sophomores. Although every sophomore is eligible to attend, there is a designated selection process. Only one sophomore may be chosen to represent SHS to the three-day State Leadership Seminar, which is held each spring. At the State Leadership Seminar, two sophomores (one boy and one girl) are selected to represent their state at the International Seminar. Each summer, HOBYF conducts a one-week, all-expense-paid seminar for these outstanding sophomores who are representing their state.

The cost of attending the State Leadership Seminar is approximately \$1225.00. The Griffin Kiwanis Club usually pays such expenses. Sophomores are encouraged to speak with their counselor about HOBYF early in the 1st semester. Applications are generally available around October, with the school selection process ending in late November. The selected applicant's HOBYF application must be mailed by December 1st. Interested sophomores should contact their counselor for details.

STAR Student Program

To qualify as a Star Student, a student must be unmarried, be in the upper 10% or top 10 scholastically of his/her class at the end of the first quarter/semester of the senior year, be a legally enrolled senior (see note below), attend a public or private Georgia high school that is fully accredited by the Georgia Accrediting Commission, the Southern Association of Colleges and Schools, or meet all standards set by the Georgia Department of Education for Secondary Schools.

NOTE: A joint enrollee is eligible if the student can meet the criteria of the STAR Program. To determine a joint enrollee's rank in the senior class, actual college and high school grades will be averaged together.

The student must take the College Board Scholastic Aptitude Test (national SAT), and the scores for each part must be at least equal to the latest available national average.

At Spalding High School, the qualified student who receives the highest score on the SAT (national administration) will be the High School STAR Student if all other criteria are met. In case of tying SAT scores, both students will be STAR Student. School System STAR Students compete against other school system STARs for designation as the Congressional District STAR. Likewise, the Congressional STARs compete for designation as the State STAR. STAR Students select their STAR Teacher, who shares the recognition accorded the STAR Student.

SCHOLARSHIPS AND STUDENT FINANCIAL AID INFORMATION

Various types of scholarships are available to Spalding High School students. Applications for these scholarships are obtainable in the counselor's office.

SENIORS, PLEASE BE AWARE THAT ALL APPLICATIONS FOR SCHOLARSHIPS ARE DUE TO YOUR SENIOR COUNSELOR (TYPED AND COMPLETED) ON OR BEFORE MARCH 1.

NOTE: Graduating seniors are encouraged to contact their senior counselor concerning scholarship applications and application deadlines. Applications must be typed and fully completed before being submitted for consideration. Finally, students should stay in close contact with their counselor, because scholarship offers may vary from year to year.

HOPE Scholarship Program

The HOPE program provides financial assistance to students attending Georgia postsecondary institutions. HOPE scholarships are used to pay tuition at public and private colleges and universities in Georgia, as well as technical institutes. HOPE scholarships at public colleges and technical institutes may be applied only to any tuition amounts not covered by federal grants, such as the Pell Grant. To be eligible for HOPE, a student must be a Georgia resident.

To qualify for a HOPE scholarship to cover tuition cost, mandatory fees, and a book allowance, a student must meet the following qualifications:

- (1.) Graduate from a Georgia High School in 1993 or later.
- (2.) Earn at least a 3.0
- (3.) Be a Georgia resident.

Students may receive a HOPE Scholarship for their freshman year, and the HOPE Scholarship may be renewed for their sophomore, junior, and senior years if they maintain a 3.0 average at the end of each year and reapply by completing the FAFSA application.

Students attending a public technical institute to earn a certificate or diploma are eligible for a HOPE tuition scholarship, which also covers mandatory student fees and a book allowance, regardless of high school graduation date, grade average, or family income. Full-time enrollment is not required, but a student must be making satisfactory academic progress to maintain eligibility.

National Merit Scholarships

The Merit Program is conducted by the National Merit Scholarship Corporation, which was established in 1955 and is devoted solely to scholarship activities. NMSC is an independent non-profit organization that is privately supported.

How do students become Semifinalists? During his junior year, a student must take the October administered Preliminary Scholastic Aptitude Test (PSAT/NMSQT). Semifinalists are designated on a state-by-state allocation basis to ensure representation of outstanding students from all parts of the nation; the number named in a state is proportional to its percentage of the national total of graduating seniors and represents about half of one percent of the state's graduating class. A minimum qualifying score is established independently for each of the 50 states to determine this score, the PSAT/NMSQT Selection Index scores of all eligible participants are arranged in descending order, and students who score at or above the level that will fill the state's allocation are named Semifinalists. Semifinalists (senior year) who are notified in the fall of this year qualified on the basis of their PSAT/NMSQT performance last year as a junior. Only semifinalists have an opportunity to advance in the competition to become Merit Finalists. Generally, over one million juniors nationally take the PSAT/ NMSQT, yet only about 15,000 are initially identified as Semifinalists.

After becoming a Semifinalist, what is the next step in reaching Finalist standing in the competition? To be considered further in the Merit Scholarship competition, Semifinalists must continue to meet all eligibility requirements for participation and must advance to Finalist standing by fulfilling additional requirements. The principal or counselor will be happy to discuss the additional requirements should

you make it to Semifinalist standing.

How are Merit Scholarships awarded? Basically there are three different types of scholarships awarded through the Merit Scholarship Program: (1) National Merit \$2,000 scholarships; (2) corporate-sponsored four-year Merit Scholarships; (3) college sponsored four-year Merit Scholarships.

SHS has had nominees for the National Merit Scholarship. Do your best on the PSAT as a junior and try to attain this prestigious honor.

National Achievement Scholarship Program for Outstanding Negro Students

The National Achievement Scholarship Program for Outstanding Negro Students, a compensatory program initiated in 1964, exists and is funded for the purpose of increasing the higher education opportunities of promising young people in the nation's largest ethnic minority. To enter the Achievement Program, students who are Negro citizens of the United States request consideration at the time they take the PSAT/NMSQT. The National Merit Scholarship Corporation administers the Achievement Program, which is supported by grants from independent sponsors and donors.

How are Semifinalists determined? From over 73,000 juniors who enter the Achievement Program by taking the PSAT/NMSQT and requesting consideration, some 1,500 are named Semifinalists when they are seniors. Semifinalists are selected on the basis of their PSAT/NMSQT score.

How does a Semifinalist enter competition to become a Finalist? Certain additional requirements are required of Semifinalist seeking Finalist standing. These may be discussed with your principal or counselor should you earn Semifinalist standing. About 1,200 Semifinalists nationally will advance to Finalist standing in the Achievement Program. How many Achievement scholarships are awarded? From the 1,200 or so Finalist group, approximately 650 scholarships will be awarded, valued at more than 2 million dollars. Of the 650 scholarships, three separate kinds of scholarships are included (1) National Achievement \$2,000 Scholarships; (2) corporate-sponsored four-year scholarships; (3) college-sponsored four-year Achievement Scholarships.

Do your best on the PSAT/NMSQT in your junior year and remember to indicate that you want to be considered in the competition.

Student Financial Aid

Student financial aid is available in many forms. Students may be eligible for scholarships, grants, work-in-aid programs, and student loans at low interest rates. Below are some helpful points about applying for student financial aid.

For scholarship information, write to each school in which you are interested. For example, write
Financial Aid Office
Name of College or University
City, State, Zip

Each college/university has its own financial aid application. You must ask for their particular application from their FINANCIAL AID OFFICE, not their Administration Office.

Apply for admission and financial aid at the same time. Do not wait until you have been accepted. By then there will be too many people ahead of you. Get a Social Security Number and make certain it is accurately recorded on all applications. Your SS# is widely used as a computer match-up when information must be assimilated from several sources.

Keep copies of all applications and forms. This makes answering follow-up questions easier. It is a good idea to make a photocopy of all applications first and then use the application copy for practice. After all information is recorded on the copy in proper format, then TYPE THE APPLICATION. By

following this procedure, you will have a neater application. Remember, the application may be the only image a school has of you.

It is your responsibility to insure that required references are actually sent to the college/university in a timely fashion. Follow up with persons who are to send in references. Remind them and thank them for their assistance.

If a specific GPA is required for admission to college or on an application for student financial aid, it will usually be an academic GPA. This means only academic subjects (e.g. English, algebra, Spanish, history, biology, etc.) will be computed to arrive at your GPA.

HONOR ROLL

At the end of each semester the Student Service Office will compile an SHS honor roll. The honor roll will be published in the local newspaper as soon as possible after the semester ends. Students will be notified over the public address system that they are to check the Student Announcement Board to verify that their name has not been inadvertently omitted. After a day or two for verification, the list, with corrections, will be submitted for publication. It is the student's responsibility to make certain his/her name is added to the list if an omission is detected. Corrections are made through the Student Council advisors.

"All A" Honor Roll requires "A" grades in all subjects

"A-B" Honor Roll requires "A" or "B" grades in all subjects.

HONORS ASSEMBLY

Each spring, this is an exciting program. During the course of this assembly, many honors are bestowed upon those who have earned them. Honor graduates would be presented and scholarship announcements would be made during this special event. Parents are invited and encouraged to attend.

COMPETITIVE INTERSCHOLASTIC ACTIVITES (NO PASS/NO PARTICIPATE)

The Griffin-Spalding county Board of Education recognizes the importance of offering a comprehensive, balanced school program to all students; therefore, extracurricular/interscholastic activities are provided for the enhancement of the students' total mental, physical, social, and emotional development. These programs shall be offered in compliance with all laws and State Board of Education Rules relating to non-discrimination and no pass/no participate.

In order to assure that reasonable rules and regulations prevent interface from interscholastic/extracurricular participation on academic achievement, the Board of Education endorses and adopts the rules as regulations set forth in the Georgia High School Associations Constitution and By-Laws as well as those promulgated by the State Board and or/Local Administrative Procedures and as may be amended.

EXTRA-CURRICULAR OFFERINGS
CLUBS and ORGANIZATIONS at SHS

Name

Beta Club

Mission/Purpose

Promote academic achievement among student body.

Planned events

Meetings before and after school and on club day.

Community service projects throughout the year.

Sponsor

Ms. Purmort, Ms. Breland,
Mr. Stansberry, Ms. Eubanks

Name

Junior Classical League (JCL)

Mission/Purpose

Promote academic achievement and community service among student body.

Planned events

Meetings before/after school and on club days.

Sponsor

Ms. Joyce

Name

Key Club

Mission/Purpose

Promote good citizenship through community service

Planned events

Meetings before/after school and on club days.

Sponsor

Mrs. Mathis

Name

Student Council

Mission/Purpose

Promote school spirit and provide students with a vote in governance; elected

Planned events

Meetings before and after school and on club days. Social activities throughout the year.

Sponsor

Mrs. Joiner

Name

Y Club

Mission/Purpose

Promote citizenship, Christian virtues, and community service among student body.

Planned events

Meetings before and after school and on club day. Conferences throughout the year.

Sponsor

Ms. Eubanks

Name

National Honor Society (NHS)

Mission/Purpose

Recognize and promote high academic achievement among student body.

Planned events

Meetings before and after school and on club day.

Sponsor

Ms. Prothro

<u>Name</u>	<u>Sponsor</u>
Health Occupation Students of America (HOSA)	Ms. Reid
<i>Mission/Purpose</i>	
Recognize and explore health care service career opportunities among student body.	
<i>Planned events</i>	
Meetings before and after school and on club day.	
<u>Name</u>	<u>Sponsor</u>
Future Educators of America (FEA)	Ms. Folds
<i>Mission/Purpose</i>	
Promote and explore the career field of education.	
<i>Planned events</i>	
Meetings before and after school and on club day.	
<u>Name</u>	<u>Sponsor</u>
Future Farmers of America (FFA)	Ms.
<i>Mission/Purpose</i>	
Promote and explore farming and agriculture careers among the student body.	
<i>Planned events</i>	
Meetings before and after school and on club day. Competitions and conferences throughout the year.	
<u>Name</u>	<u>Sponsor</u>
Future Business Leaders of America (FBLA)	Ms. Morgan
<i>Mission/Purpose</i>	
Promote and explore business career opportunities among student body.	
<i>Planned events</i>	
Meetings before and after school and on club day. Conferences throughout the school year	
<u>Name</u>	<u>Sponsor</u>
Fellowship of Christian Students	TBA
<i>Mission/Purpose</i>	
Promote Christian fellowship among student body.	
<i>Planned events</i>	
Meetings before and after school and on club day.	
<u>Name</u>	<u>Sponsor</u>
Science Club	Science Teachers
<i>Mission/Purpose</i>	
Promote science and scientific discovery among the student body.	
<i>Planned events</i>	
Meetings before and after school and on club day.	
Host science fair competition	
<u>Name</u>	<u>Sponsor</u>
Drama Club	Mrs. Prothro
<i>Mission/Purpose</i>	
Promote Drama and Fine Arts among the student body.	
<i>Planned events</i>	
Meetings before and after school and on club day.	
Host performances throughout the year.	

Name

Writers Club

Mission/Purpose

Promote writing among the student body.

Planned events

Meetings before and after school and on club day.

Sponsor

Mr. Martuzas

Name

Bogarsettes

Mission/Purpose

Promote community service and fellowship among females of student body.

Planned events

Meetings before and after school and on club day.

Community service and social events throughout the year.

Sponsor

Ms. Green

Name

Bogarsuns

Mission/Purpose

Promote community service and fellowship among males of student body.

Planned events

Meetings before and after school and on club day.

Community service and social events throughout the year.

Sponsor

Mr. Thomas

Name

Chess Club

Mission/Purpose

Promote the game of chess to student body.

Planned events

Meetings before and after school and on club day.

Sponsor

Mr. Shultz

Name

Spalding County 4-H

Mission/Purpose

Promote citizenship, life skills, and leadership among student body.

Planned events

Meetings before and after school and on club day. Competitions and service opportunities throughout the year.

Sponsor

Ms. Hovatter, Ms. Kelly, Mr. Hutcheson

Name

Going Green

Mission/Purpose

Promote interest in a healthy environment and clean community.

Planned events

Meetings bi-monthly after school

Sponsor

Ms. O'Brien

Name

Math Club (Mu Alpha Theta)

Mission/Purpose

To recognize and promote mathematical excellence.

Planned events

Meetings before and after school and on club day.

Sponsor

Mr. Wilson, Mr. Shultz

Name

Ducks Unlimited

Mission/Purpose

To recognize and promote wildlife awareness

Planned events

Meetings before and after school and on club day.

Sponsor

Mr. Hudson

Name

The Nerd Club

Mission/Purpose

To promote the interests of people such as: Otakus, Gamers, Geeks, and Nerds.

Planned events

Meetings before and after school and on club day.

Sponsor

Ms. Morgan

Organizations, Teams

Academic Team, Ms.

Band, Mr. Lukat

Cheerleaders, Ms. Shouse

Chorus, Mrs. Prothro

JROTC Color Guard, CSM Gunter

JROTC Drill Team, CSM Gunter

JROTC Rangers, MSG Powell

JROTC Rifle Team,

Yearbook, Ms. Smith

Student Clubs and Organizations

Student clubs and organizations are recognized as excellent learning opportunities through participation. Principals, teachers, and counselors shall encourage students' organization of and participation in sponsored and non-sponsored clubs or organizations. If applicable, constitutions and by-laws of each club or organization must be on file in the principal's office.

All student clubs and /or organizations must be approved by principal of the school. Only organizations that promote positive character, positive morals, good health, and high academic standards may be approved by the principal.

Griffin-Spalding County School System Administrative Procedures JHCA-R governing secondary student clubs or organization shall be provided to all administrators. Principals shall implement the administrative procedure at his/her school.

Each club or organization must complete and submit a request form (Form JHCA-E(3)) to the principal or designee stating the names, specific purpose of the club, membership requirements, activities of the club, meeting dates and time, and any other information requested by the principal. The principal or designee shall designate the club as either a sponsored club or organization or a non-sponsored club or organization. Refer to the Griffin-Spalding County School System Administrative Procedure JHCA-R for guidelines and other requirements.

Students shall register for each club, activity, or organization using a registration form, which shall be signed by the student and the parent(s) or guardian(s). Students' memberships may be limited to two clubs unless special conditions justify memberships in additional clubs organizations.

Membership shall depend on meeting certain standards or scholarship, athletic achievement, or other criteria, provided that standards are set in advance and membership on the basis of age, sex, race,

color, religion, national origin, disability, or handicap.

All funds collected by a student club or organization must be in accordance with bookkeeping procedures prescribed by the regulations of the Griffin-Spalding County School System, Georgia State law, and the principal of the school.

Popularity contest, games of chance, raffles, and lotteries for school-related fund raising purposed are prohibited.

Sponsored and non-sponsored clubs or organizations shall not use hazing or degradation of individual dignity as a form of initiation.

Student participation in club activities and attendance of club meeting shall be voluntary and shall be limited to those students who are currently enrolled in the Griffin-Spalding County School System.

The clubs and organizations listed above provide numerous extra-curricular opportunities for growth and service to your school and community. Become involved in your school's sponsored clubs and organizations.

Night meetings of clubs may be held at school or in public places but not private residences.

Preferably, night meetings will be held at SHS. Under no circumstances shall a club meeting (official or unofficial) be held without the club sponsor in attendance. Hazing of pledges is strictly forbidden.

Pledging must not exceed 20 school days for any club or organization. New clubs may be organized as student needs and interests dictate. Proposed club constitution/bylaws must be presented to and approved by Mr. Derrell Jeffcoat before any club becomes sanctioned as an official school club.

Approval or disapproval is the sole responsibility of Mr. Derrell Jeffcoat. When clubs violate their own constitution or fail to represent SHS in an acceptable manner, they shall be officially disbanded by the principal. No one will be permitted to try out or be a member of a SHS club/organization if he/she is not a legally enrolled student in the Griffin-Spalding County School System.

ELIGIBILITY TO HOLD OFFICE

To be nominated for a major office, student must have an overall C average in academics and conduct for the preceding semester and maintain this C average until he/she takes office. After assuming office, the student must maintain an overall C average.

HOMECOMING

Homecoming Court Elections

The only criteria are that the student must be "on track" and the student must show exemplary deportment--that is, the student must have had no suspensions (in school or out) during the previous year. However, any member, once elected, will be replaced if he/she is suspended, or if he/she causes any embarrassment to the court, or if his/her debts incurred during Homecoming are not cleared by the set date.

Homecoming Queen Election

The Homecoming Queen is elected by the entire student body voting on a ballot from the list of senior girls. The girl elected as Homecoming Queen is the girl who receives the most votes. The Homecoming Princesses are the next runners up.

DISCIPLINE/ SCHOOL RULES AND POLICIES STUDENT DISCIPLINE

Self-discipline is the key to success for everyone. Those students willing to work and strive for the best grades possible will eventually become highly qualified to do a responsible job. Self-disciplined, work-oriented students who desire to become the very best at whatever they may attempt to become have no time for unproductive or disruptive behavior.

Student Behavior

Spalding High School must work to build a fine reputation among the high schools within Georgia. Much of this reputation will be fostered by the behavior of SHS students while at school or while visiting other school campuses. Students should be mindful that a standard of appropriate and reasonable conduct will be applied in assessing student behavior. The list below is not intended to place undue or unwarranted restrictions upon students, but rather to encourage all students to behave in a manner that will be a credit to Spalding High School.

Students are to refrain from:

- Sitting in cars after arriving on campus;

- Leaving school without permission;

- ***Leaving school without permission may result in out-of-school suspension and/or in-school suspension, and/or the loss of driving privileges on campus;

- Eating or drinking outside assigned lunch areas;

- Loitering in halls at any time;

- Inappropriate displays of affection;

- Rowdy behavior;

- Gambling and card playing;

- Frisbee throwing at ball games at any time;

- Profane language;

- Use of tobacco and/or possession of tobacco or smoking paraphernalia

- Throwing food and/or standing on tabletops or stools.

- **The throwing of any objects, including food, may result in a ten (10) day out-of-school suspension.**

- Any conduct contrary to decent, polite, and honorable standards.

A STATEMENT OF DUE PROCESS

Spalding High School provides substantive as well as procedural due process as stipulated in policies of the Griffin-Spalding County Board of Education.

Regarding special education students, due process is followed to the extent that such student may not be suspended for a long term or expelled from school until an "Impartial Review Panel" has met and discussed the facts and circumstances.

Cell Phones/ Other electronic devices

Cell phones and other electronic devices should not be brought to school. When a faculty and/or staff member becomes aware that a student is in possession of one of these items it will be confiscated and sent to the administrative office.

The administration of SHS has directed that all confiscated cell phones/electronic devices be reviewed by our school resource officer to determine if the item is stolen. In addition, information contained within the confiscated item may be reviewed by the administration or designee in order to ensure a safe and secure learning environment.

In order for a student to receive the confiscated item back, the student must serve a working detention as assigned by the administration. Students will usually not be able to do this the same day the item is confiscated. Repeat offenses will result in more serious consequences.

Spalding High School urges students not to bring these type items to school. These items can compromise the school's instructional program and are always at risk of being lost or stolen. Spalding High School will not be responsible when these items, which are inappropriate for a school setting, are lost or stolen.

LOITERING AT OR DISRUPTING SCHOOLS

Persons other than students who insult or abuse teachers in the presence of students may be ordered to leave school premises. Any student in the building after 3:45 should be under the direct supervision of a teacher/coach/club sponsor. Failure to do so may result in criminal trespass charges.

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a student while on the premises of any public school or public school bus may be ordered by any of the above-designated school personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. (Code 1981, 20-2-1182)

PARENT CONFERENCES

Parents may call SHS at 770-229-3775 to schedule a conference with the principal or assistant principal. Counselor or teacher conferences may also be scheduled by phoning 770-229-3775. Teacher conferences are generally held after school or during a teacher's planning period.

STUDENT PARKING LOT RULES AND REGULATIONS

1. Every automobile parked in the lot must have a current school-issued parking permit. **Autos without the required parking permit will be fined price of permit. Seniors may have reserved parking spaces.**
2. Permits are sold for an annual cost of \$30.00. This fee provides the student with one permit. No refunds will be given.
3. You must have a permit to park in the Student Parking Lot. If you forget to bring your permit or leave it in another family vehicle, you **MUST** contact the Resource Officer or an administrator and receive a temporary permit for that day only. Repeated offenses of forgetting your permit may result in loss of parking privileges. **If you fail to notify the administration that you do not have your permit, your vehicle is subject to being fined.**
4. Automobiles are restricted to parking in spaces marked for parking. Park between the white lines only. Automobiles parked outside the white lines are subject to being fined.
5. Reckless driving, speeding, drag racing, and all other traffic violations will result in the loss of parking privileges on campus. **It is unlawful for any student to "cut through" the businesses across the street from SHS and The First Presbyterian Church in order to avoid traffic backup at those respective intersections.** Students may lose their parking

privileges and be subject to a traffic citation if found in violation. Repeated violations of cutting through other parking lots will require reapplication for permit and additional permit fee.

6. The Student Parking Lot will be closed to all traffic and parking all day Saturday- Sunday. Spalding High School and the Griffin-Spalding County System assume no responsibility for automobiles left in the lot overnight.
7. Use of the student parking lot by those students who opt to drive to school is a privilege, which can be denied for any inappropriate behavior or violation of school rules.
8. Spalding High School and the Griffin-Spalding County School System are not responsible for theft or damage to automobiles parked in the Student Parking Lot.
9. When exiting the lot during regular school day, the student must show authorized early dismissal before leaving the Student Parking Lot.
10. The parking permit must be hung on the rear view mirror. Permits must be displayed at all times when on school property. Any other location may result in your vehicle being fined.
11. The student parking lot is off limits during the normal class time, except when the student has written permission from an administrator.
12. If the Student Parking Lot is full, report to the main office for parking instructions.
13. Students are prohibited from loitering in the parking lot. Park your vehicle and immediately walk into the SHS building. In the afternoon, students should proceed to the automobile and exit in a timely manner. **No loitering!**
14. Students bringing an automobile on the campus are **REQUIRED** to park in the Student-Parking Lot unless written permission to park elsewhere is provided by a SHS administrator. Students may not park in the front, back, or faculty parking lots. Failure to park in student parking can result in loss of parking permit and or other disciplinary action.
15. Parking permits will be on sale beginning the second week of school for Seniors and the third week of school for underclassmen from 7:15 to 7:40AM during lunch and from 3:00 to 4:30 in the front office. Students may not miss class to purchase permits. Students must park in the parking space numbered with the same number on their issued parking permit. Failure to do so will result in loss of permit or fine.
16. You must show a copy of your valid driver's license, your car's license tag number, make, model, year and color of vehicle to receive a parking permit. You must have a driver's license, not a learner's permit to purchase a permit.
17. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property; the interior of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a student leaves school without permission, he/she is subject to the loss of driving privileges on campus.

If a student arrives late to school, after three warnings, the student is subject to the loss of driving privileges on campus.

If any student violates any state traffic law while in the parking lot, he/she will be subject to losing their parking permit and may receive a Citation.

Park at your own risk.

Violation of Student Parking Lot Rules and Regulations

- | | |
|--------------------------|---|
| 1 st Offense: | Loss of parking privileges for 5 school days. |
| 2 nd Offense: | Loss of parking privileges for 10 school days and or fine. |
| 3 rd Offense: | Loss of parking privileges for remainder of semester and/or 30 school days and or fine. |
| 4 th Offense: | Loss of parking privileges for the school year. |

**Parking in Student Parking Lot without Permit, Parking in another Student's Space, or
Parking in the Faculty Parking Lot without Permission**

- 1st Offense: 5 days of in-school suspension.
- 2nd Offense: 10 days of in-school suspension.
- 3rd Offense: 5 days of out-of-school suspension.
- 4th Offense: 10 days of out-of-school suspension

THREAT OF VIOLENCE

It is the policy of the Griffin-Spalding County Board of Education to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another, which if carried out would pose a potential danger to the life and safety of students and or/staff, should be regarded and treated seriously. Any student who receives information concerning such a threat should immediately report that information to a school administrator. The failure of a student to report such information may be treated as a disciplinary problem. Any employee who receives information concerning such a threat should take appropriate action to respond to the threat which could include reporting the situation as a student disciplinary matter and referring it to the administration, taking steps to separate the student perceived to be a threat from the potentially threatening situation, and/or reporting the information to a school administrator. If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the principal so that the principal can be responsible for taking such steps.

The principal or principal's designee should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials and contacting the Superintendent. Whenever the responsible administrator feels that it is necessary to contact outside officials to respond to a threat appropriately, the administrator should also contact the Superintendent of the school system.

Principals are authorized to include appropriate notices in student and staff handbooks indicating that all threats of violence will be taken seriously and urging students and staff to report all such threats to school administrators. Principals are also authorized to post at the school a notice indicating that all threats of violence will be taken seriously, will subject the offender to disciplinary action and may be reported, when appropriate to law enforcement officials.

SECRET SOCIETIES (GANGS)

Gangs

Gangs are herein described as clubs, groups, or organizations of limited membership, which are known to the Griffin-Spalding County School System through its personal intelligence or through information, furnished through local law enforcement officials. The gangs advocate, practice, engage in or participate in unlawful acts such as intimidation, violence, or destructions to property. Gangs shall not be permitted on school premises or in school facilities or property at any time. The presence of such gangs is a threat to the safety and well being of the students and faculties of the Griffin-Spalding County School System, and disruptive to the education process.

Membership in or affirmation with gangs as defined above shall not be permitted, Membership will be determined, by whatever means, from the existence of objective criteria. While not intended to be an all inclusive list, and in addition to

those items set forth in subpart (2) immediately below, criteria which can service to indicate membership or affiliation with gangs include the following:

- a. Direct admission of gang affiliation
- b. Documented information on gang membership
- c. Information from known gang affiliate
- d. Admission of former membership with continued associations
- e. Photographs indicating gang association, etc.
- f. Association with gang members

Wearing of any insignia, and or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.

Any attempt to gather or commingle on school premises, facilities, or property for any purpose by gang members shall be prohibited.

No student shall use, employ, or rely upon his or her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or employees of the Griffin-Spalding County School System.

All of the above prohibitions concerning gangs apply as well to any school functions or events conducted away from school facilities, property, or premises.

Any student who violates this policy or any subpart thereof shall be subject to discipline under the Griffin-Spalding County School System Behavior Code and Discipline Policy, including the sanction of expulsion, if warranted under the particular circumstances of a violation.