



Centennial High School

Family Handbook - 2011/2012

9310 Scott Road
Roswell, GA 30076
(770) 650-4230

www.chsknights.org
www.centPTSA.org

This agenda belongs to:

Name: _____

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LETTER FROM THE PRINCIPAL

Welcome to Centennial High School!

Everyday walls or barriers prevent us from making the most of our skills and talents! Walls appear in many forms. Sometimes they are put there by others; sometimes they are nothing more than excuses erected by us. You have to teach yourself how not to succumb to these walls. You must be determined to go over, under, around, and through them. Your mindset must be such that you don't stand in your way. I wish you the best as you enter the new school year!

No Walls!

Steve Miletto, Ed.D.

Principal

Centennial High School

We empower students to think, to discover, and to succeed!

ADMINISTRATIVE STAFF

Principal

Dr. Steven Miletto

Assistant Principals

Mr. Keynun Campbell

Ms. Jennifer Cassidy

Mr. Eric Jones

Ms. Sandy Owens

Assistant Administrator

Mr. David Alexander

Head Counselor

Ms. Shellie Caplinger

Athletic Director

Mr. Phil Thomas

School Resource & Safety Officers

Officer Adelene Long

TBA

LSAC MEMBERS 2011-2012 (LOCAL SCHOOL ADVISORY COMMITTEE)

Administration.....	Dr. Steve Miletto, Principal
Teacher Representatives.....	Becky Phillips
	Larken McCord
Parent Representatives.....	Ann Duncan, Chair
	Margaret Riffel
	Eva Taylor
	David Tolleson

LSAC meetings are scheduled for the first Wednesday of the month at 7:30am until 8:30am. All agenda items must be received by the principal's office 24 hours prior to a scheduled meeting.

PTSA MEMBERS 2011-2012

Co-Presidents.....	Katie Mazzuckelli
Treasurer	Fen Chen Erickson
Secretary	Ann Cox
Parliamentarian	Rebekah Lignugaris
VPs	Kathy Robb
	Sherrie Board
	Patty Kilgore
	Ann Douglas
	Ginger Verch

All information and dates in the Student Agenda are subject to modification based on changes finalized by the Fulton County School System after the date of publication of the agenda.

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BELL SCHEDULE

Period/Bells	<i>Black Schedule Seminar Days</i> Monday, Wednesday, & Friday	<i>Blue Schedule Non-Seminar Days</i> Tuesday & Thursday
School day warning bell	8:30 am	8:30 am
1st – warning bell	8:34 am	8:34 am
1st class period	8:35am – 9:27am	8:35 am – 9:33 am*
2nd class period *Elective Seminar	9:32am – 10:03 am	
3rd class period	10:08 am – 11:00 am	9:38am – 10:35 am
4th class period	11:05 am – 11:57 am	10:40 am – 11:37 am
5th class period	12:02 pm - 12:54 pm	11:42 pm - 12:39 pm
6th class period	12:59 pm -1:51 pm	12:44 pm - 1:41 pm
7th class period	1:56 pm - 2:48 pm	1:46 pm - 2:43 pm
8th class period	2:53 pm - 3:45 pm	2:48 pm - 3:45 pm
Dismissal	3:45 pm	3:45 pm

* One minute added to 1st period on T/TH for the moment of silence and the Pledge of Allegiance.

*Elective Seminars: Students will attend either acceleration sessions or attend a seminar of their choosing which focuses on a particular topic. On days where necessary, advisement will take place during the elective seminar time period.



ACADEMICS

SEMESTER SYSTEM WITH YEAR-LONG SCHEDULING

Centennial High School operates on the semester system. The regular year is divided into two semesters. Some courses, such as English, mathematics, world language, history, and the sciences cover an entire year but are divided into two separate semesters of work. For example, students who take biology can earn one Carnegie Unit of credit during the year but receive a grade and 1/2 Carnegie Unit at the end of each semester.

In order to maintain consistency and to establish a greater rapport between students and teachers, every effort will be made for students to remain with the same teacher for the entire year when enrolled in year-long courses. Other courses, such as health/personal fitness, are designed to be completed in one semester, and the student earns 1/2 Carnegie Unit of credit.

GRADING SCALE

The grading scale and quality point values for final quarter grades follows

<u>Letter Grade</u>	<u>Numerical Grade</u>
A.....	90-above
B.....	80-89
C.....	70-79
F.....	Below 70
W	Withdrew/ (numerical grade is used from 1 to 100) /Pass or Fail
NG	No grade (no transfer grade or on roll fewer than 20 school days in the grading period)
I.....	Incomplete

Centennial uses numerical grades. The final grade must be based on at least 9 graded activities per semester. Three of these 9 must be activities other than tests. **Students in honors, advanced placement, and joint enrollment courses will receive an additional seven points to be used in the computation of their cumulative average.**

RECOVERY POLICY*

Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements, including attendance. Students should contact the teacher for the Request for Recovery form for recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester.

Teachers will determine when and how students with extenuating circumstances may improve their grades.

1. All assigned work must be completed with no zeros in the grade book.
2. Students must make an appointment to request recovery by completing and submitting a "Request for Recovery" form to the teacher within three (3) days of learning of the grade of 74 or below.
3. The nature of the recovery assignment is to be determined by the teacher and may consist of a test, research project, report, etc., designed to show the student's mastery of the course objectives.
4. Recovery work must be completed within the time period designated by the teacher.
5. No recovery assignments will be made during the last two weeks of the semester.

*FCBOE Policy will supersede any information about Recovery.

PROGRESS REPORTS AND REPORT CARDS

During the school year, all students will receive 6-weeks, 12-weeks, and 18-weeks grade reports during each semester. Semester report cards are issued within 10 school days of the conclusion of the semester. Semester report cards are mailed.

Seniors: At least six (6) weeks prior to the end of the school year, each teacher will provide the principal with a list of all seniors who are failing or in danger of failing. The school's guidance counselors will notify the parents of these students by the U.S. mail.

STUDENT RECORDS

Centennial High School protects the confidentiality of personal, identifiable information in student records, with the exception of the student directory, from all persons except those with a need to know in the normal operation of the school or school system, or when specifically authorized release is granted in writing by the parent, eligible student, pursuant to subpoena, a judicial order, or as otherwise specified by federal or state laws. Further, the parent/guardian or eligible student shall have the right of access and the right of hearing to challenge the contents of records believed to be inaccurate, misleading, or otherwise in violation of privacy or other rights of the student within 45 days of request or before the transfer of records.

GRADE LEVEL PLACEMENT

A student entering Centennial High School shall be assigned a graduation year. The graduation requirements in effect at the time of entrance shall apply for the student's entire high school career. The number of credits the student earns will determine assignments beyond the freshman year. To be promoted to the next level, freshman must earn five (5) credits, sophomores must earn eleven (11) credits, and juniors must earn seventeen (17) credits. Students who do not complete high school within the traditional four years shall be classified as fifth year seniors and, after a conference including the student, parent(s)/guardian(s), and appropriate school staff, will be assigned to the alternative school, if this is deemed to be in the best interest of the student. **A student must complete all graduation requirements before he or she may participate in graduation exercises.**

HONOR ROLL

Students must be enrolled in six (6) subjects to qualify for Honor Roll. All students who achieve a semester grade point average of 88 – 94 will be named to the Honor Roll. All students who achieve a semester grade point average of 95 or above will be named to the Principal's Honor Roll.

HONOR GRADUATE

Fulton County recognizes honor graduates who have achieved a cumulative average of 88 or above. CHS further recognizes honor graduates with a 96 cumulative average as Magna Cum Laude. Rounding up is not used in computing the average (i.e., a student with an 87.95 would not qualify). The honor graduate list is established at the end of the first semester of the senior year.

RANK-IN-CLASS

Students' class rank will be made available to 12th grade students the spring semester of their senior year. The official class rank will be calculated early in the spring semester once all fall semester grades and credits have been added to transcripts. The official class rank includes all high school courses attempted through the first semester of senior year. This final class rank will determine honor designations at graduation exercises and Centennial's Valedictorian and Salutatorian for the school year. To obtain a senior's class rank, the student or parent should email their school counselor requesting this information. *Only senior class members will have designated class rankings.*

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

To be eligible for the honor of class valedictorian or salutatorian, a senior must have been an enrolled member of the high school during the five (5) consecutive semesters (Fall Semester of Sophomore year through Fall Semester Senior Year) prior to the graduation date. A transfer student who does not meet this criterion may still be named the #1 or #2 student for special program applications.

Seniors who have not been an enrolled member of the high school during the five (5) consecutive semesters prior to the graduation date shall be included in rank-in-class for college applications and admissions purposes ONLY. They shall be entitled to recognition (except Valedictorian or Salutatorian) as determined by local school officials.

Ground rules and other considerations are as follows:

1. The valedictorian is the senior with the highest cumulative numerical average at the end of the first semester of senior year.
2. The salutatorian is the senior with the second highest cumulative numerical average at the end of the first semester of senior year.
3. Grades from Fulton County are recognized in dual enrollment programs and are acceptable in the calculation of the cumulative average.
4. A student enrolled full time or part time in a Fulton County recognized joint enrollment program during his/her senior year is eligible for consideration as valedictorian/salutatorian. This includes students who do not attend classes on their high school campus during their senior year.

HONOR CODE VIOLATIONS

In an effort to encourage good study habits, fair competition, and positive development in the area of academics and extra-curricular activities, the Centennial faculty supports a strong policy against honor violations.

An honor code violation is defined as giving or receiving, in any form, information related to a graded experience, either inside or outside of class; violation of athletic team rules or Georgia High School Association Rules which prompt a coach or GHSA reprimand; and student club and organization rules or by-laws which can result in suspension or dismissal from the club or student organization. Examples of honor violations in class include any visual exchange such as cheat sheets, open book or notes, writing on hands, shoes, desk, or calculators; any verbal or coded exchange; or text messaging via cell phone. Out-of-class honor violations include, but are not limited to, plagiarism, discussing tests with other students who have not taken the tests, or copying homework assignments; and displays of un-sportsmanlike conduct during athletic contests or practices.

Students guilty of academic honor violations will receive a **grade of 0** on the assignment or test. Additionally, an honor violation form will be submitted to the principal by the teacher and will be on file in the counseling office. In addition to academics, the Honor Code extends into extra-curricular activities and requires participants to maintain good sportsmanship and fair play. Membership in honor organizations and future recommendations can be jeopardized should a student be involved in an Honor Code violation. Parents will be contacted by the teacher to inform them of any Honor Code violations. Further, parents/guardians will receive a letter from the principal indicating that a conference was held with the student and that the violation was deemed to be either a warning or a violation.

FINAL EXAM EXEMPTIONS

During the 2011-12 school year, seniors may exempt final exams* during the spring semester in classes in which they meet the following criteria:

1. An average of **88 or higher** in the year-long or semester class during the spring semester.
2. Not more than **5** excused or unexcused absences** for the school year in the class for which you want to exempt the final exam.
3. Not more than **5** excused or unexcused tardies to school and/or to class for the school year.
4. No student consequences of suspensions or Saturday Opportunity School (SOS) during the school year.

*No senior may exempt the final examinations in Joint Enrollment college courses or Honors level courses because of the weighted-grade component associated with these courses. Seniors may not exempt an End-of-Course-Test (EOCT) for a course in which this exam is required.

**All absences other than participating in an approved school sponsored event or field trip, pre-approved college visits, and recognized religious holidays will be counted in determining exam exemptions.

HOMEWORK POLICY/MAKE-UP WORK POLICY

Homework is an essential part of the learning process. It is the responsibility of the student and the parent to develop patterns of study at home to ensure that assignments are complete and correct. Teachers assign homework as a meaningful extension of classroom instruction. A student is permitted and encouraged to make up work missed because of excused absences, unexcused absences, or temporary placement. Failure to make up assigned work negatively impacts the cumulative semester grade and recovery opportunities.

Once a student misses 3 or fewer days of class work due to illness or an authorized absence, **it is the student's responsibility to get his/her daily assignments and homework missed during the time of absence** from a classmate or contact the teacher upon returning to school. *Long-term assignments are expected to be completed and turned in on the assigned due date.* **If the absence exceeds 3 days, the student or parent may contact the assistant principals' office to request homework assignments. Homework requests must be made 24 hours prior to the time that the assignments are to be picked up.** If a student is suspended out-of-school for more than 3 days, it is the student's or parent's responsibility to contact the **assistant principals' office** for daily assignments and homework. The contact must be made within **one school day upon returning to school**. The student will be given the same amount of time to make up the work as the student was absent. For example, a student who has been absent three days will have three days upon his/her return to class to make up the work. **The teacher will establish a reasonable schedule during which the make-up work, including tests and quizzes, will occur only after the student has contacted the teacher within 24 hours upon returning to school. (It is important to remember that it is the student's responsibility to contact the teacher**

within the allotted time.) Failure on the part of the student to hand in the work at the assigned time will be treated as a missing assignment. Any work missed during the last week of a semester must be completed by the student no later than the tenth (10th) school day of the next semester. Make-up work submitted late will receive a grade of zero (0).

High school students will receive the actual grade earned on make-up work if (1) the absence is for one of the reasons listed as "excused"; (2) a written excuse has been submitted in accordance with administrative procedure; and (3) the make-up work has been completed satisfactorily within the time limit specified by the teacher. In the case of unexcused absences, the student will receive a 10-point grade reduction on any graded work.

FINAL EXAM MAKE-UP POLICY

Except in cases of very unusual circumstances, approved absences will not be granted during final exams.

1. NO EARLY FINAL EXAMS – NO EXCEPTIONS

2. All requests for excused absences must be submitted in writing to the principal.

3. Approved Excused Absence:

- a. student will receive a 0 on the exam
- b. 0 will be calculated into the final grade
- c. student takes exam
- d. final grade is recalculated with exam grade.

There will not be a grade deduction taken for the absence.

4. Unexcused absence:

- a. student will receive a 0 on the exam
- b. 0 will be calculated into the final grade
- c. student takes exam
- d. final grade is recalculated with exam grade
- e. a 10 point deduction from the exam grade. *It is the student's responsibility to schedule an appointment with the teacher to take the exam.*

- **EOCT courses:** All students must take the EOCT in all classes for which an EOCT is required. A student who does not take the EOCT will receive an **Incomplete** grade. *Students who do not take the EOCT are the only students who will receive an incomplete for a final grade.*

A student who receives a 0 on the exam at the end of the semester has up to ten 10 calendar days from the end of the semester to convert the 0 to an earned grade. The principal may grant more time if circumstances warrant, but exceeding 15 calendar days may affect a student's eligibility to participate in sports per the Georgia High School Association and Georgia State Board of Education no pass/no play guidelines. If a student receives an "incomplete" due to non-completion of the End of Course Test, the student has until the end of the next semester to make up the test and to convert the "incomplete grade" to an assigned grade.

SCHEDULE CHANGES

Requests for schedule changes will be considered for the following reasons:

1. a student has failed a required course,
2. a student fails to enroll in a course required for graduation,
3. schedule conflicts, lack of sufficient enrollment to offer a course, or course enrollment is too large.

After verifications, students/parents are expected to commit to a course schedule for the school year. Exceptions will be rare and require the approval of the school administration.

Consistent with Board Policy IHA, students are expected to complete courses for which they are enrolled. If changes are necessary, they should be requested in writing by the parent/guardian within the first ten (10) school days of the course. All course changes must be practical and approved by the teacher and guidance counselor. When not satisfied with the decision of the teacher and guidance counselor regarding course changes, a parent may contact the principal or his/her designee for re-consideration. Students may be allowed to transfer out of a course outside the 10 day period in the event of an exceptional hardship. Failure alone in the course is not considered to be an exceptional hardship. Factors which interfere with a student's mastery of the content, such as a catastrophic event or extended illness, are examples of exceptional hardships. Requests for exceptional hardships must be made in writing by the parent to the principal.

CURRICULUM

GRADUATION REQUIREMENTS FOR THE CLASS OF 2012 AND BEYOND A TOTAL OF 23 UNITS ARE REQUIRED TO MEET GRADUATION REQUIREMENTS

Requirements	Courses	
Four (4) Units of English/Language Arts	<ul style="list-style-type: none"> 9th Grade Literature – 1 unit 10th Grade Literature – 1 unit 11th Grade/American Literature – 1 unit (AP Lang/Composition may substitute for 11th Lit) 	And one of the following senior English options: <ul style="list-style-type: none"> AP Lit/Composition – 1 unit College English – 1 unit World Lit/Composition - .5 unit <u>with either</u> <ul style="list-style-type: none"> British Lit/Composition - .5 unit Multicultural Lit/Composition - .5 unit
Four (4) Units of Mathematics	<ul style="list-style-type: none"> Integrated Advanced Algebra - 1 unit Or Accelerated Integrated Advanced Algebra Honors – 1 unit Integrated Geometry - 1 unit Or Accelerated Integrated Geometry Honors – 1 unit Integrated Algebra II - 1 unit Or Accelerated Integrated Pre-Calculus Honors – 1 unit 	And one of the following math options: <ul style="list-style-type: none"> Integrated Algebra II Support – 1 unit Mathematics of Finance – 1 unit Integrated Trigonometry – 1 unit AP Calculus AB/BC – 1 unit AP Statistics – 1 unit College Calculus II and III (via GA Tech) – 1 unit <u>2008 Freshmen with Geometry Completed</u> <ul style="list-style-type: none"> Algebra II – 1 unit Pre Calculus – 1 unit AP Calculus – 1 unit College Calculus II and III – 1 unit
Four (4) Units of Science	<ul style="list-style-type: none"> Biology – 1 unit Physical Science – 1 unit Or Physics – 1 unit Chemistry – 1 unit Or Environmental Science – 1 unit Or Earth Science – 1 unit Or Any AP Science course – 1 unit 	And one of the following science or CTAE course options (not previously taken): <ul style="list-style-type: none"> Any AP Science Course – 1 unit AP Computer Science (CTAE) – 1 unit Astronomy – 1 unit Chemistry – 1 unit Earth Science - 1 unit Environmental Science – 1 unit Food Nutrition through the Lifespan (CTAE) – 1 unit Food Science (CTAE) – 1 unit Human Anatomy and Physiology – 1 unit Physical Science – 1 unit Physics – 1 unit
Three (3) Units of Social Studies	<ul style="list-style-type: none"> World History – 1 unit American History – 1 unit 	<ul style="list-style-type: none"> Economics - .5 unit American Government - .5 unit

One (1) Unit of Health and Physical Education	<ul style="list-style-type: none"> General Health – .5 unit 	<ul style="list-style-type: none"> Personal Fitness – .5 unit <i>(Three units of JROTC may be used to address the Physical Education requirement only)</i>
Three (3) units required from CTAE and/or World Language and/or Fine Arts	<ul style="list-style-type: none"> CTAE (students planning to qualify as a “pathway completer” must complete the 3 required courses in a designated pathway) Fine Arts 	<ul style="list-style-type: none"> World Language (students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take a minimum of two units of the same world language, preferably 3 units of the same language.)
Four (4) additional elective units: Electives may be academic or non-academic courses		

What about students who receive special education services?

Special education students will be eligible to earn a regular diploma by meeting the requirements outlined in the rule and in their Individualized Education Plan (IEP).

Is Fulton required to abide by the Georgia graduation rule?

Yes. All Georgia public school systems are required to implement the new graduation rule.

Can Fulton require additional credits and/or specify courses within a content area?

Yes. The local Board of Education can require more units and/or specify courses that must be taken within a content area. This is done only to assure that specific courses needed to pass the Georgia High School Graduation Tests are taken by all students. The Fulton County Board of Education will revise its graduation policy before the end of the school year to reflect the necessary changes.

For more information, contact your child's school counselor or the Fulton County Schools Curriculum and Instruction Division at 404-669-4943.

ATTENDANCE

Excellent attendance is the first requirement for success in school. Every class meeting is important. Anything less than perfect attendance can have a detrimental effect on learning and academic grades. Parents are encouraged to ensure that their child is in school unless absence is absolutely necessary. Students should not be tardy, check in, or check out unless there is a **serious need**.

Centennial High School is **not** an open campus. Students are required to be present during the school day unless otherwise instructed. A student must attend at least one-half of the school day to be counted present in school. One half- school day is defined as 4 class periods excluding lunch. The half day may be either at the beginning or the end of the school day. A student must be counted present in school in order to participate in any after-school activities that occur on that school day.

LEGAL REQUIREMENTS—ATTENDANCE

Georgia Compulsory Attendance Law: A child absent from school without a legal excuse is in violation of the Compulsory School Attendance Laws of the State of Georgia. If a child between the ages of six and sixteen accrues more than 10 unexcused absences, the school social worker becomes involved, and it is possible that a truancy petition can be filed in juvenile court to address the excessive absences. Children can be charged with truancy, and parents can be found to be guilty of a misdemeanor.

HB1190: A law in the State of Georgia warrants that each school must send letters to parents of children between the ages of six and sixteen who have five or more days of unexcused absence in a school year. Any student who has more than five days of unexcused absences during the calendar school year is considered truant. Each additional, unexcused absence from school is considered an additional violation of the mandatory attendance policy and is considered a separate offense.

Learner's Permit/Driver's License Attendance: Students aged 14 or older who have **10 or more unexcused absences** in the current or previous academic year or have been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement

for committing one of the following offenses, or has waived his/her right to a hearing and pleaded guilty to one of the following offenses:

- Threatening, striking, or causing bodily harm to a teacher or other school personnel;
- Possession or sale of drugs or alcohol on school property or at a school sponsored event;
- Possession or use of a weapon on school property or at a school sponsored event;
- Any sexual offense prohibited under Chapter 6 of Title 16;
- Causing substantial physical or visible bodily harm to or seriously disfiguring another person including another student;

will not be eligible to obtain a certificate of attendance to receive their driver's permit or license.

ATTENDANCE PROCEDURES FOR ABSENT STUDENTS

Per Fulton County Board Policy JBD, students absent from school must submit a note from the parent/guardian to the attendance office stating the reason for the absence and a telephone number for parental verification. ***This MUST be done on the day of return.*** The attendance office will issue the student an admit slip that identifies the type of absence and permits the student to arrange for make-up work. This admit slip must be presented to each classroom teacher. The attendance office opens at 7:30 A.M. Students should allow ample time to follow the attendance procedure prior to the start of school. Students who are tardy because they were getting an admit slip from the attendance office will not be issued excused late passes.

If a student returns to school without a note from the parent/guardian, the student must follow the attendance procedure as outlined above and will be issued an unexcused admit slip. **The absence will be changed to "excused" if the student presents a note from a parent/guardian to the attendance office within three school days after the absence has occurred.** Notes **WILL NOT** be accepted after three days.

MEDICAL ABSENCES

Per Fulton County Board Policy JBD, ***Centennial accepts only ten (10) excused parent notes.*** This includes check ins, check outs, and all day absences. Please bring medical/dental/legal documentation whenever possible. **This documentation must be turned in to the attendance clerk within THREE business days of the absence.** For circumstances related to chronic medical conditions, please have your student's doctor document the need for your student to be out and the reason(s) that may prevent his/her attendance in school.

EXCUSED ABSENCES

Per Fulton County Board Policy JBD, Centennial High School recognizes the following reasons for excused absences:

1. personal illness, medical or dental appointments;
2. severe illness or death in the immediate family;
3. recognized religious holidays;
4. scholarship or college interviews/visitations [three (3) permitted and must be pre-arranged three-days in advance of interview or visitation via the counseling office];
5. mandates by governmental agencies;
6. conditions rendering attendance impossible or hazardous to the student's health or safety;
7. absences not exceeding a cumulative total of six (6) days per school year for the following reasons, ***but only if the absence has been pre-approved by the principal or designee:***
 - a. scholarship interviews/**COLLEGE VISITATIONS** (College Visit Request forms are available in the counseling office must be submitted to Mrs. White in the counseling office at least **three (3) days before** the college visit. If the absence is approved, the student will receive a form for each teacher to sign **PRIOR** to the absence. Assignments missed during college visitation days should be turned in to the teacher prior to the absence);
 - b. travel opportunity with educational benefits;
 - c. graduation or wedding of an immediate family member;
 - d. specialized educational experience;
 - e. other circumstances that are mutually agreeable to the parent and principal.

UNEXCUSED ABSENCES

Students who do not present written evidence for the excused absences as listed above, or who are truant from school or classes, or who in any way miss school for reasons not listed above as excused absences, will have these absences recorded as unexcused absences.

Unexcused absences are all absences that have not been justified as excused by the school administration according to Fulton County Board of Education policy JBD. These include, but are not limited to, truancy and class cuts. Also, any absence for which a note from parent/guardian is not submitted to the attendance office **within 3 days of the student's return will be recorded as unexcused**. Since every school day is important, **"skip days"** are not recognized, condoned, or excused by the school administration. In the case of unexcused absences, a student will receive a **10 point reduction** on any graded work that was missed during the unexcused absence.

CHECKING IN

Students are expected to be on time to school. Students who arrive after 8:35 must check in at the attendance window without exception. **Failure to check in at the attendance window will result in a discipline referral to your administrator.** Students who are late to school will be considered tardy to school and to first period **unless they present a valid excuse for the tardiness to school**. Per Fulton Board Policy JBD, arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, or other reasons is not defined as an excused tardy. Fifteen (15) unexcused tardies to school will result in a referral to the school social worker. Tardiness can count toward loss of school privileges according to the student responsibilities and consequences cycle. **Students may lose parking permits and parking privileges.**

CHECKING OUT

When an absence from school is necessary, the student must take a written request signed by a parent/guardian to the attendance office **before** school. The attendance office opens at 7:30 a.m. The attendance office will verify the checkout and will issue an off-campus permit to the student. The off-campus permit must be picked up by the student prior to the check out and presented to the appropriate classroom teacher in order to be released from class. **If a student does not bring a dismissal notice, the parent/guardian must present himself/herself at the attendance window to sign the student out as required by school policy.** Students **MUST** sign out through the attendance office before leaving campus. If the student returns to school before the end of the day, the student must check in through the attendance office.

All requests to check out must include the reason for the check out and a telephone number for parental verification. Requests for check outs due to medical or dental appointments must include a doctor's name and telephone number for verification. **ALL CHECK OUTS MUST BE VERIFIED BY THE ATTENDANCE OFFICE BEFORE THE STUDENT WILL BE PERMITTED TO CHECK OUT AND LEAVE CAMPUS. Check-out slips will not be issued prior to verification.**

Once students arrive on campus, they may not leave prior to the end of the day without checking out through the attendance office. **This includes students who are on campus prior to the start of school but must leave before reporting to class. Additionally, students who are parked in the Booster Club's dirt lot and want to go to their cars or leave Fulton County Schools' property must follow all of the above-mentioned procedures before gaining permission to officially check out of school.** If students are unable to be in school for the full day and come on campus for any reason, they must check in and check out through the attendance office. **Check-out procedures apply to all students regardless of age. Only pre-arranged check outs will be allowed after 3:30 P.M.**

TARDINESS TO CLASS

Students have 5 minutes to pass between classes. It is the student's responsibility to manage his/her time between classes. **Tardies are a disruption to the instructional environment and will be vigorously monitored.** Teachers will record tardies and may assign consequences for tardies to their class. The most effective way for students to know that they are on time to class is to be sitting in their desk when the tardy bell rings. Running through the door as the bell rings will be considered a tardy by many teachers. In addition to teacher interventions for tardies, the school administration will run weekly reports to monitor students' tardies. Students with excessive tardies will be assigned a consequence by their administrator. **Tardiness can count toward the loss of school privileges according to the student responsibilities and consequences cycle, and, specifically, loss of parking permits and parking privileges.**

CLASS CUTS

A class cut occurs when a student is absent from class for more than **5 minutes** without having permission from the teacher or authorization from the office to be absent. Students who become ill or need to see a counselor or administrator during class time should **FIRST** report to class, obtain permission to be excused, and get a written pass from the teacher. If a student is too ill to report to the office, he/she should have another person notify the office at once in order that appropriate attention may be given to the student. ***Class cuts can count toward the loss of school privileges according to the student responsibilities and consequences cycle, and, specifically, loss of parking permits and parking privileges.***

TEMPORARY PLACEMENT

Assignment of a student by the school to a location other than the normal classroom setting may include, but is not limited to, an in-school suspension room and out-of-school suspension. Students are allowed to make up all work due to a temporary placement.

EARLY DISMISSAL PROGRAMS

Students in Cooperative Business Education (CBE), internships, or other programs that require early dismissal from school must leave the campus **IMMEDIATELY** upon dismissal from classes. These students must wear the proper ID for their program. Early dismissal program students who have In-School Suspension forfeit their early release privileges.

TRUANCY

Students absent from school without prior parental knowledge or consent are considered truant and will receive unexcused absences for the time absent from school. ***TRUANCY can count toward the loss of school privileges according to the student responsibilities and consequences cycle, and, specifically, loss of parking permits and parking privileges.*** Students who accumulate 10 or more unexcused absences must be reported to the Office of School Social Work by Centennial administrators.

TRESPASSING

Students are not allowed to visit other Fulton County schools during the school day, on teacher workdays, or during final examination days. In addition, during out-of-school suspensions, students are prohibited from visiting and/or attending any Fulton County school campus, any school event, including school-sponsored events on a school campus in any county, and any/all designated Fulton County bus stops. **Consequences for trespassing are listed under the student responsibilities and consequences section of the *Code of Conduct and Discipline Handbook*.**

GENERAL INFORMATION

ACCIDENTS

In the event that a student has a serious accident, the school will make every attempt to notify parents or guardians immediately and take action with the parents' approval. However, if parents or guardians cannot be contacted, the school will act in the manner considered to be in the best interest of students. An accident report will be on file, and a copy may be given to parents upon request. Such an eventuality mandates that parents keep the school notified of correct telephone numbers and alternate telephone numbers for emergency contact.

ADDRESS CHANGES

It is critical that the school be able to contact parents at any time students are at school. The school must have on file parents' current address and home, business, and/or alternate telephone numbers. Emergency contacts with telephone numbers are needed in case a parent can not be reached. If parents move during the school year, they must notify the main office in writing of any address or telephone number changes as soon as possible. A new Affidavit of Residence is also required for any changes in address. A new Affidavit of Residence requires proof of residence as affirmed by a copy of utility bills, leases, and other authorized forms of proof of residence. New forms must also be notarized. Notary services are available for free at the school.

AFTER SCHOOL HOURS

The school building and campus will be closed to unsupervised students at 4:30 P.M. Unsupervised students should wait outside at the carpool lane for rides. Students without authorized permission to remain inside can face disciplinary action. Additionally, students having permission to be in the building and are found in unauthorized locations on campus are subject to strict disciplinary action.

Students are to schedule parent pick-up no later than **30 minutes** after school sporting events and related activities. Students who are consistently picked up after the thirty minute window may be denied access to events and may be subject to school consequences.

ANNOUNCEMENTS

Information for announcements should be limited in length and will be read for two consecutive days. Announcement forms are kept in the main office. Forms must be filled out completely, signed by a faculty advisor, and placed in the announcement tray by 8:30 A.M. on the day they are to be read. Afternoon announcements will be made only in case of bus changes or cancellation of sporting events due to weather conditions. ***Administrative approval must be given before any announcement can be made. Announcements are posted daily on the television monitors in the main hall, the cafeteria, and the media center after they have been read. This is for review as well as for the benefit of students who were absent when the announcements were read. Except for unusual and necessary administrative announcements, announcements for students will be read during seminar periods.***

BOOK BAGS

Students may carry book bags, including draw string and athletic bags, before and after school, **but they must be stored in a locker during all instructional time.** Book bags are strictly prohibited in classrooms and in the cafeteria. All purses large enough to store books (larger than 9 x 12 inches) will not be allowed in the classroom. An easier measure is no book bags out of lockers between 8:35 and 3:45. Disciplinary consequences will be enforced. **What to do?** Once a student enters the building in the morning with one of the prescribed bag types, he/she must immediately store it in his/her locker. Purses or other types of bags that are large enough to carry books, notebooks, and binders are not authorized. Students who repeatedly violate this policy are subject to disciplinary action. Book bags left in the hallway, including outside the media center, will be confiscated and taken to lost and found in P-11.

CAFETERIA

Students must report to the cafeteria during their assigned lunch. All food must be eaten either in the cafeteria or outside in the designated picnic area. Students may not be in the hallways during lunch. **Students are not allowed to leave campus for lunch or any other time during the school day.** Students should refrain from sitting on the cafeteria tables or using the chairs as foot rests. Either action could result in disciplinary action. Students are asked to properly dispose of trash following any meal in the cafeteria.

The cafeteria provides breakfast and lunch for all students and faculty members who choose to participate in the lunch program. A full breakfast for **students** is \$1.15 and a full lunch is \$2.25; a full breakfast for **teachers/employees** is \$1.60 and \$3.05 for a full lunch. Students who qualify for the reduced lunch plan may purchase a full breakfast at \$.30 and \$.40 for a full lunch. Individual items may also be purchased at both breakfast and lunch. These prices are tentative at the time of publication of this agenda. They are subject to change per a vote by the Board of Education between the time of publication and the beginning of the 2011-2012 school. Prices will be posted in the cafeteria. Free and reduced price lunch applications will be available in the cafeteria office after initial registration for school has been completed.

***The hours of service for the cafeteria are
Breakfast 8:00 A.M. – 8:25 A.M. and during the lunch periods***

***The hours of service for the cafeteria will not be extended beyond 8:25 A.M. for any reason,
including the late arrival of buses and school check-ins.***

Students may put money into an account using their pin number. It is a debit account and may be used to purchased meals and à la carte items. Any amount of money may be put into an account at any time through the cashier stations. Charging meals is not allowed. Money must be put into the account in order to use it.

MEALPAYPLUS – www.mealpayplus.com

Parents now have the opportunity to enjoy a state-of-the-art online service that offers the convenience and information necessary to manage a student's meal account. This system eliminates the need to send checks to school or to worry about lost or forgotten lunch money. Money may be deposited into a student's meal account by using a credit card or debit at the above web address. Funds deposited through MealpayPlus are usually available for student use within a matter of minutes. Parents may also create settings to automatically replenish a student's account when the balance is low. Follow the screen directions at www.mealpayplus.com to create an account. Contact the school to secure the student's ID number if your student does not know his/her ID number. Complete the screen instructions.

CANCELLATION OF SCHOOL

In the event of severe weather or other emergencies, official information about school closing will be broadcast on radio station WSB-AM 750 and TV station WSB-TV. Parents should be aware that severe weather or other emergencies sometime cause school to be cancelled during the school day. Parents should plan accordingly.

CELLULAR TELEPHONES/OTHER ELECTRONIC DEVICES

Cell Phones

Students shall not use cell phones, display cell phones openly, check their cell phones for the time, or leave them in the "on position" during instructional or testing time. Under no circumstance shall students be allowed to use their cell phone for voice calls or photographing in the school building from 8:00 A.M.—3:45 P.M. Students who use their cell phone or whose cell phone rings and/or vibrates during instructional or testing time will have their phone confiscated by a Centennial High School faculty member. Confiscated cell phones will only be returned to a parent/guardian.

Listening Devices

Listening devices such as MP3 players and iPods are strictly prohibited during instructional and testing time. Students may use their listening devices before school, during lunch, or during passing time. If at any moment a student's listening device is audible to a Centennial faculty member, the faculty member may confiscate the listening device.

*Cell phones, CD Players, MP3 Players, I-Pods, Play Station Portables, and any other personal listening devices that are brought to school will be at the **student's own risk** and school administration **will rarely** pursue any investigation of lost or stolen devices.*

COMMUNICATION FROM SCHOOL TO HOME

Centennial High School recognizes that effective communication between the school and the home is essential to the successful operation of educational programs. We recognize that the delivery of information to the home is a responsibility that must be shared by school personnel and students. Students may be expected to transmit written notes, deficiency reports, report cards, and other documents intended for communication between the school and home. School personnel shall be responsible for making reasonable efforts in this process for providing attention to situations where the educational welfare of students may be jeopardized; however, school personnel shall not be held responsible for student problems which develop from the refusal of students to transmit messages from the school to the home.

COMPUTERS/SCHOOL TECHNOLOGY

The computer and its systems are for the use of all Centennial students and staff. The school system's Electronic Network (EN) is to be used solely in support of the school system's educational mission. All other uses are strictly prohibited.

Computer systems around the world have access to the EN; therefore, the school system can not control the information available on the EN. Some of the information that can be accessed on the EN may be inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive, or otherwise objectionable. Parents should be aware that such materials are on the EN and should caution their children not to access such materials.

Unauthorized use of the EN or any failure to comply with the local and system-wide provisions will be grounds for loss of EN access and other disciplinary and/or legal action. Students are prohibited from:

- (1) unauthorized/unsupervised access to the EN;
- (2) attempts to log in using another person's password;
- (3) shelling out to EN directories;
- (4) adding software of any kind to the EN;
- (5) loading/retrieving files from personal diskettes/CD's;
- (6) accessing inappropriate material from the EN;
- (7) computer vandalism: creating viruses, harming or attempting to harm or cause damage to the EN, hardware, software, or data;
- (8) importing software from Internet sources; and
- (9) all other infractions listed on Centennial High School's local discipline cycle.

The Electronic Network and all computer hardware and software are the property of the Fulton County School System. Use of this property is a privilege that may be discontinued at any time. All infractions must be reported to the appropriate administrator, and consequences can include suspension and criminal prosecution. All school computers/technology are to be used **only** for school related work. Students' accessing personal email accounts for retrieval of school assignments/homework is limited to 5 minutes and is allowable only in the school media center. Other than retrieval assignments/work, personal email accounts are not to be accessed.

Privately owned PCs and laptops are prohibited from the school building unless authorized by the school principal and/or technology specialist. Violators are subject to school disciplinary consequences and/or confiscation of the equipment.

DRESS CODE

Students are expected to dress and to groom themselves to reflect neatness, cleanliness, and modesty. Dress should also reflect a sense of pride in oneself and in the school. Dress will not distract unreasonably the attention of others or cause disruption or interference with the educational program or with the orderly operation of the school.

If any Centennial faculty member finds your clothing to be in violation of dress code, the faculty member has the right to send you to the assistant principals' office for violation of the dress code. Failure to follow the faculty member's directive to go to the APs' office will result in at least a day of ISS.

Violation of the dress code will result in a disciplinary consequence. Students will be given the opportunity to correct the attire; if a correction cannot be made, the student will be placed in ISS for the remainder of the school day.

The required standards of dress are:

- (1) NO bedroom slippers.
- (2) NO pajamas and pajama-like attire.
- (3) NO shorts and skirts **shorter than mid-thigh when sitting**. Although your shorts and/or skirts must be finger-tip length when you are standing, **they must NOT rise up above mid-thigh when you are sitting**. Therefore, any shorts or skirts that are shorter than mid-thigh when sitting are in violation of the dress code. Even if you are wearing tights under the skirt, the skirt must still be at least mid-thigh when sitting.
- (4) All shorts must be hemmed and be mid-thigh. Skirts with slits should not be shorter than mid thigh.
NO form fitting clothing:
 - a. **No tights worn as pants.**
 - b. **No jeggings worn as pants.**
 - c. **No leggings worn as pants.**
 - d. **And just because it has a pocket does NOT mean it's appropriate for school.**
- (5) NO exposure of skin in the midriff area.
 - a. **Your abdomen cannot be exposed.** If any part of your clothing is see-through or sheer, then this is considered exposure.
 - b. **No part of your back can be exposed.** If any part of your clothing is see-through or sheer, then this is considered exposure.
 - c. **No blouse tops or shirts with plunging neck lines** that reveal the chest area.
- (6) The strap(s) of your clothing top (shirt, blouse, etc.) must be at least as wide as the first **THREE** fingers of your hand. Your shoulders cannot be visible.
- (7) **Personal under garments cannot be visible.**
 - a. **No bra straps can be visible.**
 - b. **No boxer shorts or underwear of any sort can be visible.**
- (8) NO clothing or ornamentation advertising alcohol or illegal substances, displaying suggestive phrases, designs, markings, profanities, or depicting gangs or similar organizations are strictly prohibited.

(9) NO baseball caps, do-rags, wave/curl caps, hats, hoods, headbands, headscarves, bandannas, and/or any other head coverings **are allowed in the building at any time** and must be stored in lockers at the time of arrival to school. These items are considered worn if they are physically on the head, worn around the neck, carried by hand, or hanging out of a pocket. ***This will be strictly enforced and the hats/caps will be held until an appropriate return date is determined by an administrator. The return date could include the end of the semester, depending upon the number of reminders or confiscations.***

(10) No wallet chains or accessories with spikes.

(11) No clothing which exhibits tears, holes, cuts, or cut-out patterns **above the knee**. No exceptions are provided, even if you have clothing underneath the tear or hole.

(12) No sunglasses on your face and/or head at any time during the school day.

(13) Any clothing attire, e.g. overalls, may be worn if it follows the aforementioned dress code rules.

The dress code applies when students are participating in any school-related events and activities (field trips, exchange programs/travel, dances, etc).

DRIVING PERMITS

The State of Georgia driving permits/licenses require that schools certify the student applicant's attendance. **Forms are available in the attendance office ONLY.** Completed forms may be picked up in the attendance office **48 hours (2 business days) AFTER the form is submitted to the attendance office.** There is a charge of \$1 for the form.

Please note that a student will NOT receive a certificate of attendance or may have his or her permit or license suspended if he or she:

1. Drops out of school without graduating or without parental permission;
2. Violates rules 4, 8, and 9 of the Fulton County Schools *Code of Conduct and Discipline Handbook* and Georgia State law which results in out-of-school suspension and a tribunal referral; and/or
3. Has 10 or more unexcused absences from school.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

In order for a student to participate in any extra-curricular activity, the student must meet the eligibility requirements established by the State Board of Education. Students participating in any interscholastic competition sanctioned by the Georgia High School Association must also meet the eligibility requirements of that body. Centennial High School athletes must meet the following eligibility requirements, rules, and guidelines:

- (1) **A student must have passed at least 5 out of 6 courses during the previous grading period before participation.** Summer School is considered an extension of Spring Semester. Courses taken in the Extended Day Program must be completed prior to the end of a semester in order to gain eligibility for the following semester. A student may be eligible for designated activities for a maximum of four years after entering the 9th grade.
- (2) Must be on track toward graduation:
 - (a) **9th graders** must have passed 5 classes the previous grading period before participation.
 - (b) **10th graders** must have passed **5 Carnegie units**.
 - (c) **11th graders** must have passed **11 Carnegie units**.
 - (d) **12th graders** must have passed **17 Carnegie units**.
- (3) A student who wishes to participate, practice, or try out in a designated activity is required to have a current year's physical examination on file and must either purchase school insurance or provide a notarized waiver from the parent/guardian stipulating that the family will provide insurance for the student.
- (4) Students who miss over half of the school day **UNEXCUSED** will not be able to play in a contest or to practice on that date. To be considered present for half of the school day, a student must be marked present in at least 4 academic classes that day. **Lunch does not count.** For example, if you have lunch 4th period, that means you must be in school 1st, 3rd, 5th, and 6th periods or 5th, 6th, 7th, and 8th periods.
- (5) Students who are suspended in-school or out-of-school will not be allowed to participate in events until they have completed their suspension. **Please be mindful that if you are suspended on a Friday, you may NOT participate in any weekend activities and/or sports.**

FINES

All fines must be paid in a timely manner. Students owing fines will not be allowed to participate in scheduled activities, field trips, school functions, and/or extracurricular and sporting events. Further, students who owe fines at the end of the school year will not be able to purchase agendas or lockers at the beginning of the next school year until ALL fines have been paid. Textbooks also will not be distributed to a student with outstanding school fines.

FIRE DRILLS AND OTHER EVACUATION DRILLS

Evacuation drills take place when school is in session. Students should remain with their class and follow instructions from the teacher at all times. Books should be left in the classrooms. Students should exit the building in an orderly, quiet manner and remain clear of the building until the signal is given to return to class. *All building occupants (students, faculty, staff, volunteers, parents, county employees, etc.) are to adhere to the prescribed evacuation plans developed and distributed by the school administration.*

HALL PASSES

During school hours, a student must have an **AGENDA hall pass showing time of leaving the class on the appropriate calendar page and signed by a teacher, counselor, or administrator.** If a student does not have the agenda hall pass, a teacher may substitute a pink hall pass. Media Center passes during lunch must be obtained from the media center staff only in the morning prior to the start of school.

HEALTH SERVICES/CLINIC/MEDICATION

Students who become ill must report to class FIRST, obtain permission from their teacher to be excused, obtain a written pass, and go directly to the clinic (located in the assistant principals' outer offices). If a student is too ill to report to the office, he/she should have another student or teacher notify the office at once in order that appropriate attention may be given to the student.

When arriving to and checking out from the clinic, students are to adhere to the following procedures:

- (1) **Show a valid hall pass**
- (2) Sign in, noting arrival time
- (3) If necessary, contact parent/guardian – the nurse or the clinic aide must speak to a parent/guardian to approve leaving school
- (4) A parent/guardian/someone approved to check out the student must do so in order for the student to leave campus
- (5) When the parent/guardian arrives, the student will take a note from the nurse to the attendance office to officially checkout

MEDICATION

The school **DOES NOT** dispense any medication, including aspirin or comparable medication. Students who require medication must carry their personal medication. Medication must be carried in a prescription-labeled container or a store-bought labeled container for proper identification of medication. For special circumstances, FCBCE has provided a Student Health Service Authorization Form that must be completed by the parents. Forms are available in the CHS clinic.

ARE YOU TOO SICK FOR SCHOOL?

As a rule of thumb, remain home if:

- (1) you have a fever higher than 100.4 degrees;
- (2) you vomited more than once prior to the beginning of school;
- (3) you have diarrhea;
- (4) you have a very frequent cough;
- (5) you have persistent pain (ear, stomach, etc.);
- (6) you have a widespread rash.

IMMUNIZATION

Georgia Law (Georgia Code 20-1-771) mandates that every student **MUST** have a current Georgia Certificate of Immunization on file in the counseling office, on a form provided by the Department of Human Resources, in order to attend school. Georgia law also requires that students new to Georgia have a current Certificate of Eye, Ear, and Dental examinations on file. Physicians or local health centers have

the necessary certificates. Take any immunization records that you have when you visit your physician or the health center. Families wishing to use the health department should contact their neighborhood health center to schedule an appointment for the screening. **Failure to produce proof of immunization must result in the withdrawal of the student.** The immunization is designed to protect the individual student and all other students and personnel who work daily in the school building.

INTERNET ACCESS GUIDELINES

Internet access is to be used only as part of research in academic pursuits. The Internet offers vast, diverse, and unique resources to the community. Centennial's goal in providing this service is to help promote educational excellence.

Access to valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the Fulton County Board of Education. Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of your responsibilities. In general, this requires efficient, ethical, and legal use of the network resources.

Statements and/or information provided by the Internet's World Wide Web do not necessarily reflect those views held by Centennial. Any information you gather from various World Wide Web sites while you are using the Internet is your sole responsibility. This is also true for any damages incurred. This includes loss of data, non-deliveries, or service interruptions caused by the Internet or by your own error(s) or omission(s). Centennial High School and the Fulton County Board of Education accept no responsibility for accuracy and/or quality of information obtained through the use of its Internet services.

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the Internet, you must immediately notify the technology specialist, teacher(s), and/or system administrator. Attempts to log onto the Internet as a system administrator will result in immediate cancellation of user privileges and will result in possible disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Additionally, vandalism will result in immediate cancellation of privileges, disciplinary action, and may result in school suspension and/or criminal charges. Vandalism is defined as any malicious attempt to harm or to destroy another user's data, the Internet, or any of the above listed agencies or other networks that are connected to the Internet provider. This includes, but is not limited to, the uploading or creation of computer viruses. Moreover, students do not have permission to create "home pages", directories, install games, or download software or to establish additional network addresses at Centennial High School.

INSURANCE

Student insurance is available and may be purchased by students at the school through the Health and Physical Education Department. This is strictly accident insurance and is sponsored by a company approved by the school system. Centennial High School and Fulton County Schools do not provide insurance of any kind. Insurance is offered to students as a service only. Any insurance is between the student and the insurance company. All payments must be paid directly to the insurance company. The plan covers accidental injuries incurred to and from school and during school hours. A 24-hour plan for on or off campus coverage of accidents is also offered.

All students are encouraged to have the insurance coverage, particularly those who are not presently covered by other accident policies. An additional premium is required for interscholastic football coverage. All students participating in athletics must have the basic insurance coverage or a waiver signed by parents stating that the student has personal coverage.

LASER POINTERS

The Fulton County School District and the Board of Education **"prohibit student possession or use of any laser pointer or pen from school buildings, campuses, buses, activities, etc. unless a student has prior written permission from a local school administrator specifying when and where such a device can be used."**

Students who do not comply with this ban are in violation of **Rule 1 (Disruption and Interference with School)**, **Rule 8 (Weapons and Dangerous Instruments)** and/or **Rule 10 (Disregard of School Rules)**. Students will be given consequences according to those that govern student conduct on a local and district level.

LOCKERS

Corridor locker rental is **\$25.00 per year**. Physical education teachers issue physical education lockers each semester. Rental for physical education lockers is \$10.00 per semester. Items of considerable value, including sizable sums of money, should not be brought to school. **It is the individual student's responsibility to keep valuable articles adequately secured at all times.** For security reasons, students should not share lockers with friends and should report any problem with their locker to the head custodian immediately. The school is not responsible for lost, stolen, or damaged textbooks and personal items. **Nothing should be left unattended or unsecured in any locker room. Students are held responsible for any and all textbooks, athletic equipment, uniforms, and other items distributed to them by school personnel during the school year.**

Additionally, students should not place money in the locker room lockers at any time while at school. These lockers are unsecured, and there is no camera security.

School authorities may conduct periodic, general inspections of lockers at any time without notice, without student consent, and without a search warrant. Searches of specific lockers or locker areas may be conducted as needed.

LOST AND FOUND

Students who find lost articles are asked to take them to **Portable 11**. Items are kept for 14 days and then donated to a local charity.

MESSAGES TO STUDENTS

Only **emergency messages** will be delivered to students during school hours. The **front office** secretary will ask the nature of the emergency, which will be considered for only one of the following reasons: notification of death, serious illness, disaster in the family, medical appointments that have been unexpectedly changed, or a mode of transportation that has been changed unexpectedly. **Deliveries of flowers, balloons, lunches, forgotten class assignments, etc. to students are not permitted during the school day.**

MOMENT OF QUIET REFLECTION

During the morning announcements, an administrator announces a period of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as 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.

THE PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to our nation's flag will take place each school day after the "Moment of Quiet Reflection." Students are encouraged - but not required - to stand for the Pledge of Allegiance.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (kissing, prolonged hugging, close contact, or any suggestive contact as interpreted by school personnel) is not permitted in the classrooms, halls, or on school grounds. **Violation of this rule may result in disciplinary actions and/or consequences. Consequences for public display of affection are listed in the *Code of Conduct and Student Responsibility*.**

SCHOOL MEDIA

Students captured in school-related media or any medium displayed on the school grounds or at school events making opprobrious, offensive, or inappropriate gestures will face disciplinary actions in accordance to the FCBOE *Code of Conduct and Student Responsibility*. All school media are subject to the restriction and approval of Centennial's administrators.

SELLING OF ITEMS

Selling food, candy, gum, or other items for personal profit is not permitted. **Consequences for selling unauthorized items for profit are listed in the *Code of Conduct and Student Responsibility*.**

SIGNS

Signs or posters may be posted in the hallways or on the bulletin boards for school-related activities, sports announcements, and student elections. Signs designating student birthdays or age will not be allowed. **Student groups are limited to 20 flyers per posting. Glue or other permanent adhesives should not be used to put up signs. Signs should not be affixed to painted surfaces such as**

doors. Paint is peeled when the signs are removed, and matching colors are not always available for repair. Administrative pre-approval must be given for all signs prior to posting. Any offensive or inappropriate signs or pictures on student lockers will be removed without student consent. Any signs that are altered with inappropriate drawings or statements will be removed and destroyed. Groups are asked to remove their posters/flyers in a timely manner at the conclusion of the event.

SMOKING

Tobacco and tobacco-related products are not permitted on Centennial High School premises. Smoking is not permitted on any Centennial High School premises.

Under the State of Georgia Code 16-12-2 : Smoking in Public Places, a person who smokes tobacco in any form in any area which is used by or open to the public and which is clearly designated by a non-smoking sign shall be guilty of a misdemeanor. A person convicted of violating this code shall be punished by a fine of not less than \$10.00 or more than \$100.00. **Students who possess or use tobacco, tobacco-related products, or paraphernalia related to the use of tobacco products [inside the building and/or outside on school property] shall be held accountable according to the Centennial High School local discipline cycle, the Fulton County Board of Education discipline cycle, and/or the State of Georgia Code 16-12-2: Smoking in Public Places.**

STUDENT ID CARD POLICY

CHS issues student ID cards in order to ensure that each student is readily identified as a student of Centennial High School and to identify and to exclude individuals who have no legitimate business on campus during school hours and/or school activities. Teachers will be advised to submit a "student referral" report for ID card violations. New student IDs can be made during orientation for \$5.00. In the event that a student loses his/her ID, then he/she may sign up in the front office to have a replacement made at the cost of \$5.00. Replacement IDs may be purchased during the school year for \$5.00. Any lost or stolen card should be immediately reported to the school resource officer. The ID card remains the property of CHS and shall not be defaced. No pictures, writings, markings, drawings, etc. are to be placed anywhere on the card. Defaced cards will be seized. Depending on the amount of damage to the card, a new card may be issued. In addition, consequences may apply. The ID cards are non-transferable and cannot be shared. Consequences will apply if a student uses another student's ID card.

TEXTBOOKS

Textbooks will be made available to students in each class for which a text has been adopted by the Fulton County Board of Education. In some classes, texts will be available during class time or on a check-out basis. School textbooks are the property of the State of Georgia; students are totally responsible for protecting textbooks from loss, theft, and damage once a book has been issued. Full replacement costs of textbooks will be charged for lost, stolen, or damaged textbooks. Textbooks have individual bar codes and are scanned with individual student names and other tracking information.

If you lose your textbook or need a textbook, please sign up for the book(s) by filling out a request in the "textbook request log" found in the front office.

VISITORS DURING SCHOOL

Parents of currently enrolled students who wish to make classroom visitations **must make arrangements through an administrator at least 24 hours in advance.** Prospective students may make arrangements in the counseling office for school tours and class visitations. Students who are not enrolled at Centennial High School are allowed on campus while classes are in session. **This includes lunch periods. Centennial students are not permitted to bring friends or guests to school.** Only in unusual circumstances will student visitors be permitted at Centennial, and the visit requires principal approval.

Any visitors on campus without proper approval are subject to receiving a criminal trespass warning. All subsequent incidents may result in a criminal charge.

VOLUNTEERS

Parents and community members serve the school in numerous ways by volunteering their time and talents to enrich the resources of Centennial High School. Persons interested in service as volunteers should contact the main office (770-650-4230). All volunteers must sign in through the main office and park only in spaces reserved for school volunteers. Parent volunteers are particularly welcome in the main office, media center, and counseling career center.

GUIDANCE AND COUNSELING SERVICES

The Centennial High School Counseling Program is a comprehensive program focused on increasing student achievement by providing academic, social/emotional, and career counseling to help all students to reach their fullest potential. The CHS counseling program supports students by assisting them in learning more effectively and efficiently through research based data-driven interventions. Counselors meet the developmental needs of all students through classroom guidance, small group and individual counseling, with each intervention grounded in the standards, competencies and indicators of the American School Counselor Association (ASCA). Counselors collaborate with stakeholders, including school administrators, faculty, and staff, parents, and community members, to maximize efforts in supporting to succeed in school and reaching their post-secondary goals.

Freshman, sophomore, junior, and senior students are assigned to individual counselors according to the student's last name of the alphabet. Counselor/student assignments will be made at the beginning of the school year. As of the publication date of this agenda, counselor assignments follow, but they are subject to change.

Michael Absher	A-Dam	absher@fultonschools.org
Shellie Caplinger	Dan-Hou	caplinger@fultonschools.org
Patrick Cox	Hov-Mord	coxp@fultonschools.org
Melissa Freeman	More-Seo	freemanma@fultonschools.org
Hella Peart	Sep-Z	peart@fultonschools.org

GRADUATION COACH

The Graduation Coach works collaboratively with counselors to ensure success for students most at-risk of not meeting graduation requirements. Students are defined by using a combination of factors, including credit deficiencies, past standardized test performance, attendance and discipline records, and teacher and counselor recommendations. Students are then placed appropriately in credit recovery or test preparation programs. Parents' first point-of-contact remains teachers and counselors, with the graduation coach providing assistance as needed.

Laura-Grace Faris	Graduation Coach	farislg@fultonschools.org
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COUNSELOR APPOINTMENTS

The schools counseling office is open to students and parents Monday thru Friday from 8:00 – 4:00. Students are welcome to come to the counseling office to make a appointment request to meet with their counselor. Counselor requests can be made before school, between classes (if time permits), during lunch, after school or via email. Counselors will meet with the student as soon as possible; notifying the student when they are available to meet by sending a pass. When a student receives an appointment slip from the counselor, they must obtain permission from the teacher before leaving the classroom. *In the event of a crisis situation, the student will be seen right away by their counselor or another available member of the counseling staff.*

ADDITIONAL EDUCATIONAL OPTIONS

There are options available for students to complete coursework via Summer School, and/or Virtual School. Summer School information will be available for students and parents in the counseling office starting in mid-April. Students considering an on-line course must complete the "Off-Campus Course Request" form which and obtain counselor approval before registering for coursework. Virtual School Request Forms are available in the counseling office throughout the school year. Transcripts for online courses taken by graduating seniors must be received by the counselor 72 hours prior to the date of graduation.

PARENT COMPLAINTS/CONCERNS

Parents complaints and/or concerns should be initiated at the appropriate personnel level (grading – teacher; school rules – assistant principal; sports – coach; parking – resource officer). All telephone and email contacts are expected to remain professional and free of insults and abusive overtones. Parents may expect professionalism in return. The principal is available for conferences after contacts have been made at the appropriate personnel level.

PARENT-TEACHER CONFERENCES

Parents may call the main office at 770-650-4230 or e-mail teachers directly to leave a message for a teacher to call them during the teacher's planning/conference period. Parents should allow 24 hours for a return call and/or email. Once telephone contact has been made, parents may set up an appointment for a conference or have a telephone conference with a teacher. Parent/Teacher conferences for multiple teachers may be arranged through the counseling office. Teachers' email addresses can be found on the school website at: <http://www.chsknights.com>. Click on "Academics" in the menu. From there you can find the teachers' email address by clicking on their respective departments.

WORK PERMITS

The necessary forms and information for obtaining a work permit are available **TUESDAYS AND FRIDAYS** from the main office.

WITHDRAWAL FROM SCHOOL

A student withdrawing from school must notify his/her guidance counselor immediately. It is necessary to bring all records up to date before the student leaves school. Students withdrawing from school must have their parent or guardian present. **The parent or guardian who enrolled the student must be present to withdraw the student.** Students who are withdrawing will be given a withdrawal form on their last full day of attendance.

Each classroom teacher will sign the withdrawal form, indicating the class grade and if any money/property are owed to the school. **No student records will be sent until all financial obligations are met.** The completed withdrawal form must be returned to the counseling office secretary at the end of the day.

Students must withdraw from school if they plan to be a full-time student at a non-Fulton County related educational program for more than ten (10) school days. Students must re-enroll at Centennial High School upon their return from the other educational program. Example: *the high school in Israel program.*

MEDIA CENTER

The Centennial High School Media Center is open, at a minimum, from 8:00 A.M. to 4:00 P.M. each school day. The media specialist and paraprofessional are available throughout the day to assist students. The media center is an active learning environment where appropriate student activity includes checking out books, studying, researching, reading, and browsing for reading materials. Food and drink are not permitted in the media center, except in certain areas. Creating a disruption or breaking other rules may result in a loss of media center privileges for a certain time.

Visiting the Media Center

Students are welcome in the Media Center before and after school as long as capacity is available. During the school day, each student who visits the media center individually must have a pass from his/her teacher for that class period. During the instructional day, students must always check in at the circulation desk immediately upon arrival.

Lunch Passes to the Media Center

To visit during lunch periods, students must sign up daily for a lunch pass. Once students are signed in, they should remain in the media center unless they return to the cafeteria.

Computers in the Media Center

The Internet and all computer programs are to be used only in support of the school's educational mission. All other uses are prohibited. One student per computer is permitted; grouping around computers is not permitted. Students should not download programs or change the configurations (including display) in any way. Printing of school-related materials is \$0.10 per page for black and white, and up to \$1.00 per page for color.

Book Checkout and Fines

Books may be checked out for two weeks, and may be renewed once. Reference books may be checked out overnight, after school only, and returned before first period. Late fines are \$0.10 per day for non-reference books, and \$0.25 per day for reference books. If a student has an excused absence, the fine may be waived. Reminder notices of fines and overdue books are distributed throughout the semester. Fines may prohibit participation in extracurricular functions and/or events such as field trips, athletic teams, etc.

NATIONAL HONOR SOCIETY

National Honor Society qualifications:

1. Minimum GPA of 90.0000 adjusted at the end of the spring semester for rising juniors and rising seniors
2. Demonstrated and documented character
3. Demonstrated and documented service
4. Demonstrated and documented leadership

National Honor Society Membership decisions:

1. Information is collected from:
 - a. student applications
 - b. teacher evaluations and comments
 - c. discipline and honor code records
2. A five-person faculty committee determines membership.

SCHOOL RESOURCE OFFICER(S)

Centennial High School is staffed with two full-time campus police officers. The campus police officers protect the students and the school from theft and criminal trespass, acts as a resource person for student concerns, assists in the investigation of student problems, serves as a guest lecturer on a variety of legal subjects, and functions as a liaison between the student and law enforcement agencies. **In cases where students violate school rules that also violate criminal law, criminal charges may be filed in addition to student-responsibility consequences.** The senior school resource officer's office is located in the cafeteria.

TITLE IX GRIEVANCE

It is the policy of the Fulton County Board of Education not to discriminate on the basis of gender in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. As a student of the Fulton County School System, you are protected from gender discrimination in the following areas:

- Admission to most schools
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling, guidance materials, and practices
- Vocational Education
- Competitive athletics
- Physical Education
- Graduation requirements
- Student rules, regulations, and benefits
- Treatment as a married and/or pregnant student
- Health services
- School-sponsored extra-curricular activities
- Most other aid, benefits, or services

If you believe that you have been discriminated against on the basis of gender, you may make a claim that your rights have been denied. This claim or grievance may be filed within ten (10) school days of the alleged act by contacting your **school principal**, the local Title IX Coordinator who has a copy of the grievance procedure. You may also obtain help from the Office of Human Resources, Fulton County Schools, at 404-763-4585.

You will be asked to write down the activities, policies, or procedures which you believe are discriminatory. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, procedures, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to the superintendent and the Fulton County Board of Education.

You may also file a complaint of illegal discrimination with the Office for Civil Rights, U. S. Department of Education, 101 Marietta Tower, Room 2702, Atlanta, GA 30323, at the same time that you file the

grievance, during or after use of the grievance process, or without using the grievance process at all. If you file your Title IX complaint with the Office for Civil Rights, you **MUST** file it in writing no later than 180 days after the occurrence of the alleged discriminatory act.

In preparing your grievance, you should give thought to the following:

- The exact nature of the grievance, how you believe that you may have been discriminated against, and any persons you may believe may be responsible;
- The date, time, and place of the grievance;
- The names of witnesses or persons who have knowledge about the grievance;
- The actions that could be taken to correct the grievance.

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance procedures, or to obtain help in filing a grievance, contact the Office of Human Resources, Fulton County Schools, at 404-763-4585.

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct, either sexual or non-sexual, that is directed toward a person because of that person's gender. A student should inform a teacher, counselor, or administrator if he or she believes that he or she is receiving unwanted sexual advances, requests for sexual favor, or being confronted with other unwanted verbal and physical conduct that has sexual intent.

- Let the individual know that his/her actions are unwanted. Insist that the conduct stop immediately.
- Let a teacher, counselor, or administrator know if the unwanted actions do not stop.
- Taking action immediately will make a difference.

EMPLOYEE/STUDENT/PUBLIC NON-DISCRIMINATION

The Fulton County Board of Education does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in any of its programs, services, or activities. Prohibited actions include, but are not limited to, harassment, denial of opportunities or benefits for discriminatory reasons, and retaliation for complaints filed. The Board will implement a procedure for providing prompt and equitable resolution of complaints made by students, parents, employees and the general public alleging such discrimination. A compliance coordinator will be responsible for ensuring compliance with all laws prohibiting discrimination.

HUMAN SEXUALITY/AIDS EDUCATION

Fulton County Schools offers human sexuality education and AIDS education units in the required health course taught in Grade 9. The school system believes that all students should have access to factually accurate and appropriate information about these topics. Students who have facts are better able to make good, healthy decisions. The school system proposes that abstinence from sexual activity is best for school-aged youth. All instruction in this unit is prefaced by this belief.

All high school students are required to take general health. During this course, the sexuality education and AIDS education units will be taught. These units will not start until after the first six weeks of the quarter. At least two weeks prior to the beginning of these units, a letter will be sent home informing parents/guardians of their right to remove their minor student from this unit of instruction. Parents/guardians should sign and return the form if they do not want their student to participate.

All materials used in the course are available for parental/guardian review. The student's health teacher may be contacted through the school office to make an appointment to see these materials.

TRANSPORTATION

MOTOR VEHICLES

School personnel have the authority to regulate the operation of motor vehicles on school property. Any violation of the rules may result in the revocation of a student's parking permit or other disciplinary measures that are deemed necessary. Students may maintain their driving privileges by obeying and following the rules and regulations in addition to the rules enforced on Centennial High School's local discipline cycle, and the Fulton County Board of Education's discipline cycle: Any and all parking of vehicles that is not on the property of Centennial High School is considered off campus areas. Students who venture to these areas without following the procedures for officially checking out of school will be in violation FCBEO policy and procedures and are subject to disciplinary actions.

PARKING PERMITS

Permanent parking permits will be issued only to qualifying seniors. The policies for on-campus parking will be posted on the school website at www.chsknights.com as they are finalized. Due to current construction on campus, the parking policy is under revision and subject to change. It is the responsibility of each senior submitting a parking application to check the website for any changes or updates to the policy. Announcements will be made at the beginning of the school year that specify the application process and deadlines. Remain aware that no parking exception will be made for out-of-district or hardship cases.

BUS TRANSPORTATION

Students are to conduct themselves properly while on the school bus. Eating, shouting, hanging out of the windows, and throwing objects will not be tolerated. Bus drivers have the same authority that a teacher has in the classroom. Failure to abide by the rules can result in the denial of the student's privilege of bus transportation.

If a student rides a bus other than his or her own, a written request from a parent/guardian must be presented to the assistant principal's office prior to the start of the school day. The request should include the reason for the change and a telephone number for parental verification. **If a parent or guardian cannot be reached for verification, the request must be denied.** Requests for bus changes should be limited to emergency or special circumstance situations. Requests can be accepted only for changes involving one or two days. **Request for bus changes involving more than two days must be made through the Fulton County Transportation Office.**

SWEEP BUS

Sweep buses are provided by Fulton County Transportation for students who need to remain after school for extra help from teachers, to make up work in classes, or to practice for extra-curricular activities. Based on county policies and practices, a bus will be available for departure at **6:00 P.M.** - Monday through Thursday (**South County time schedule TBA**). At least 9 students daily are required in order for Fulton County to furnish a sweep bus. **All students riding sweep buses will be required to sign up in the assistant principal's office by 12:00 Noon each day that they are riding. Students are also required to present a note including the reason for having to ride the bus with a valid teacher and/or sponsor's signature before being allowed to sign up. Each note will be verified on a daily basis. Students who fail to sign up will be responsible for their own transportation.** Schedules for drop-off points are available in the assistant principal's office.

STUDENT RESPONSIBILITY

The Fulton County Board of Education policies regarding the Code of Conduct and Student Responsibility may be changed after the publication date of the student agenda. Changes in Fulton County Board policies supersede the policies and procedures stated in the student agenda. Other unforeseen circumstances may also supersede policies, procedures, dates, and/or time established at the time of publication of the student agenda.

Since teachers and students are brought together so that learning may take place, an environment must exist that permits an orderly and efficient operation of the school. The responsibility for developing and maintaining self-discipline falls to a combined effort of students, parents, teachers, administrators, and the community who established the accepted value system. When self-responsibility fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. A teacher who is in a classroom to teach a given subject is the authority in that classroom. If students interfere with that authority and cause a discipline problem, then the educational processes break down. In a free society such as ours, rules and regulations must exist for the protection of everyone's rights. It is the student's individual responsibility to know and to abide by these rules and regulations. A student's choice of irresponsibility may result in reprimand, referral to special school personnel, parent conferences, teacher or public detention, Saturday Opportunity School, suspension, and/or expulsion.

RULES FOR STUDENT RESPONSIBILITY

To maintain a positive school climate, the Fulton County Board of Education has established the following rules governing student conduct and responsibility at Centennial High School. These rules are in effect any time a student is: (a) on any school grounds; (b) bus stops, wherever located; (c) where any school function or activity is conducted; (d) any bus or other vehicle used in connection with school function and activities, including, but not limited to, school buses, buses leased by the Fulton County School Board, and privately-owned vehicles used for transportation to and from school activities; (e) personal belongings, automobiles, or other vehicles which are located on school property. Compliance with these

requirements is mandatory. Parents and students will annually receive a summary of these responsibilities outlining standards of conduct, means of reporting misconduct, and possible consequences. **Refer to the Fulton County Code of Conduct and Student Responsibility for student discipline.**

STUDENTS WITH CHRONIC DISCIPLINARY PROBLEMS

A "chronic disciplinary problem student" is defined by law as a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall inform the parent or guardian of the student's disciplinary problem. Notification can be by first-class mail or telephone call. The principal shall invite the parent or guardian to observe the student in a classroom situation. The principal shall also request at least one parent or guardian to attend a conference with the principal and/or teacher. The purpose of the conference is to devise a disciplinary and behavioral correction plan.

DETENTION

The printed rules governing a **teacher's private detention** are given to students and are strictly enforced. Teachers must give students written notification at least 24 hours **PRIOR** to the assignment of private detention. **Failure to attend private detention will result in a disciplinary referral to the student's administrator.**

SATURDAY OPPORTUNITY SCHOOL (SOS)

Students assigned to SOS must come to school on Saturday from 8:45 A.M. – 11:45 A.M. and meet in the media center. Transportation is the responsibility of the parent or student. Students will participate in work projects for school beautification, academic study time, and/or group sessions to discuss student responsibility. SOS will be assigned primarily for excessive tardiness, class cuts, truancy, and general misconduct. **Failure to attend or tardiness to Saturday Opportunity School will result in two (2) days of In-School Suspension and movement up the local discipline cycle.**

IN-SCHOOL SUSPENSION (ISS)

Students assigned to ISS report to the ISS room at the beginning of the school day and work on assignments that their classroom teachers send to the ISS teacher. Students are restricted in the ISS room for the entire day and may not participate in extra-curricular activities until their assignment period in ISS is complete. Students may not participate in extra-curricular activities during the time of suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students suspended out of school are restricted from the school campus and may not participate in extra-curricular activities during the time of suspension. They may make up their work, but it is the student's responsibility to initiate make-up activities.

PARENT-ASSISTED SUSPENSION

Students suspended out of school for attendance related or repeated general misconduct offenses may have the option of parent-assisted suspension which requires the parent to attend all classes with the student and to remain with the student at all times while on campus during the suspension period. Students may not participate in extra-curricular activities or be on any Fulton County School's campus for any reason during the time of suspension.

DISCIPLINARY TRIBUNAL

In accordance with Fulton County Board of Education policy, students who commit the following offenses will automatically be referred to the disciplinary tribunal for an expulsion hearing: a bomb threat; distribution, sale, attempted sale or chronic use of alcohol; controlled substances, counterfeit drugs, or controlled paraphernalia; assault or battery of a school employee; possession of a deadly weapon; use of dangerous weapons to threaten, to intimidate, or to injure; and continuous disregard of directions and/or state, county, or local rules and regulations.

SEARCHES

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. The term "unauthorized" means any item dangerous to the health or safety of students or school personnel or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. A student's failure

to permit searches and seizures may be considered grounds for disciplinary action which may include involving the local police agency in emergency situations as determined by the school administrator. Alternative schools may use specialized searching procedures and criteria as allowed by law and as designated by the alternative school.

- a. **Personal Searches** - A student's person and/or personal effects (i.e., purse, book bag, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. If the school official has reasonable grounds for suspecting that the student has on his or her person an item immediately dangerous to the student or to others, the student will be isolated, police will be notified, and appropriate disciplinary action administered. A student search record must be completed regarding any personal search.
- b. **Automobile Searches** - 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 vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable grounds for suspecting 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. A student search record must be completed regarding any automobile search.
- c. **Locker Searches** - Student lockers are school property and remain under the control of the school at all times; however, students are expected to assume full responsibility for the security of their lockers. Periodic, general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. However, notice to expect periodic general inspections should be communicated in writing (student handbook) to the students prior to the issuance of the locker. All lockers should be inspected at least quarterly. Searches of specific lockers or locker areas may be conducted as needed. A record should be made of each general search. Any illegal or unauthorized materials found during a locker search will be reported by completing a student search record.
- d. **Seizure of Illegal Materials** - If a search yields illegal or unauthorized materials, such findings shall be turned over in person to either the Chief of the Fulton County School Police, or the office of Student Discipline, or proper legal authorities for ultimate disposition.

WEAPONS, DRUGS, AND GANG ACTIVITY

The Fulton County School System takes seriously its responsibility to educate its students in safe, drug-free schools where they are free from fear of harm or intimidation by a few. Therefore, **weapons, drugs, and gang activity will not be tolerated in Fulton County Schools**. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested. These rules apply to all students at school or school-sponsored activities, including field trips, and on buses, athletic fields, stadiums, parking lots, official school bus stops, and any other sites used for school-sponsored activities.

Violations and consequences include:

Students found with a DEADLY WEAPON, pistols, knives with a 2" blade or longer, pellet or paintball guns, martial arts weapons, razors on their body or in a bag, purse, locker or car while on school property face expulsion from school and will be reported to police. Violators may be charged with a felony, which can result in a fine of up to \$5,000 and/or one to five years in jail.

Students found selling or distributing ILLEGAL DRUGS face expulsion from school. Those found in possession of or using illegal drugs will be suspended or expelled from school and will be reported to the police.

Any student who engages in an ACTIVITY that threatens, intimidates, or physically harms another student faces possible expulsion from school and the filing of charges with the police. Be advised that if this activity is gang related, additional criminal charges may be filed under the Georgia Street Gang Terrorism and Prevention Act.

**All listed rules are superseded by the FCS Code of Conduct and Student Responsibility.*

EXTRA CURRICULAR ACTIVITES AND CLUBS/ ORGANIZATIONS

Information regarding clubs and extracurricular activities may be found on the school website:

www.chsknights.com

2011 – 2012 SCHOOL CALENDAR

FIRST SEMESTER

August 3-5.....	Professional Learning Days
August 8-12.....	Preplanning for Teachers
August 15.....	First Day of School
September 5.....	Labor Day Holiday
October 17.....	Teacher Workday (Students Off)
November 23-25.....	Thanksgiving Holidays
December 22.....	End of First Semester
December 23 thru January 3.....	Winter Holidays
January 4.....	Teacher Workday (Students Off)

SECOND SEMESTER

January 5.....	First Day of Second Semester
January 16.....	Martin Luther King, Jr. Holiday
February 17.....	Teacher/Student Holiday (Schools Closed)
February 20.....	Presidents' Day Holiday/School Closed
March 9.....	Teacher Workday (Students Off)
April 2-6.....	Spring Break
May 18.....	Last Day of School
May 21-22.....	Post-Planning for Teachers

2011- 2012 SYSTEM-WIDE TESTING SCHEDULE

September 12.....	Georgia High School Graduation Retest (GHSGT) Sc/ELA Grade 12
September 13.....	Georgia High School Graduation Retest (GHSGT) SS/Math Grade 12
September 27.....	Georgia High School Graduation Writing Test (GHSWT) Grade 11
October 12.....	PSAT Grades 9-11
November 7.....	Georgia High School Graduation Retest (GHSGT) Sc/ELA Grade 12
November 8.....	Georgia High School Graduation Retest (GHSGT) SS/Math Grade 12
December 12-15.....	Georgia End-of-Course Tests (EOCT) Grades 9-12
January 17-February 24.....	ACCESS for ELLs Grades 9-12
February 29.....	Georgia High School Writing Retest (GHSWT) Grades 11-12
March 19-23.....	Georgia High School Graduation Test (GHSGT) Grade 11
April 30-May 4.....	Georgia End-of-Course Tests (EOCT)
May 7-18.....	Advanced Placement (AP) Exams

CALENDAR YEARS

2011

January	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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