

CENTENNIAL HIGH SCHOOL

STUDENT AGENDA
2017-2018



This agenda belongs to:

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.

Centennial High School



Bell Schedules 2017-18

<i>Period</i>	<i>Daily Schedule</i>	<i>Morning Advisement</i>	<i>Pep Rally Schedule</i>	<i>2 Hour Delay</i>
School Day Warning Bell	8:15	8:15	8:15	10:15
Advisement		8:20 – 8:35		
1 st Period	8:20 – 9:18	8:40 – 9:30	8:20 – 9:10	10:20 – 11:00
2 nd Period	9:23 - 10:20	9:35 - 10:25	9:15 - 10:05	11:05 – 11:45
3 rd Period	10:25 – 11:22	10:30 – 11:22	10:10 – 11:00	11:50 – 12:30
4 th (A) Period	11:22 - 12:03 C: 12:08 – 1:26	11:22 - 12:03 C: 12:08 – 1:26	11:00 - 11:40 C: 11:45 – 1:07	12:30 – 1:00 C: 1:05 – 2:00
4 th (B) Period	12:06 – 12:45 C: 11:27 – 12:06 & 12:50 – 1:26	12:06 – 12:45 C: 11:27 – 12:06 & 12:50 – 1:26	11:43 – 12:23 C: 11:05-11:43 & 12:28-1:05	1:03 – 1:30 C: 12:35 – 1:03 & 1:35 – 2:00
4 th (C) Period	12:48 – 1:26 C: 11:27 – 12:48	12:48 – 1:26 C: 11:27 – 12:48	12:26 – 1:05 C: 11:05 – 12:26	1:33 – 2:00 C: 12:35 – 1:33
5 th Period	1:31 - 2:28	1:31 - 2:28	1:10 – 2:00	2:05 – 2:45
6 th Period	2:33 - 3:30	2:33 - 3:30	2:05 – 2:55	2:50 – 3:30
Pep Rally			2:59 – 3:30	

Lunch Schedule

A Lunch

Math
Science

B Lunch

Social Studies
English
Peer Facilitation/Aides
GAVS/Virtual

C Lunch

Fine Arts
World Language
CTAE
CBI
PE

Self-Contained Special Education and ESOL classes will attend lunch with their subject area.

Questions? Ask your teacher or any administrator ☺

ADMINISTRATION 2017-2018

Principal: Ms. Kibbey Crumbley

Interim Assistant Principal: Mr. Forte/Mr. Howard

Assistant Principal: Ms. Nikkole Flowers

Assistant Principal: Dr. Olga Glymph

Assistant Principal: Ms. Caroline Miley

Dean of Students: Mr. Wes Wozgen

Athletic Director: Mr. Jeff Burch

IB Coordinator: Ms. Marchelle Nelson

Head Counselor: Ms. Zyer Beaty

SCHOOL GOVERNANCE COUNCIL 2017-18

Kibbey Crumbley

Diane Jacobi

Jen Wunderlich

Kristin Sharpe

Norma Escalera-Smith

Courtney Allen

Chelsea Burney

Zach Kroll

David Smith

Lee Jenkins

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.

Counselor Appointments

The schools counseling office is open to students and parents Monday thru Friday from 7:45 – 4:00. Students are welcome to come to the counseling office to make an 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.* Students are assigned the following counselors: Zyer Beaty (A – CAS); Nsikan Ekpo (CAT – HARP); Heidi Graver (HARQ - MEP); Melissa Freeman (MEQ - SAL); Hella Peart (SAM – Z)

ACADEMIC GRADING SCALE

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

Letter Grade Numerical Grade

A90-above

B80-89

C70-79

FBelow 70

WWithdrew/ (numerical grade is used from 1 to 100) /Pass or Fail

NGNo grade (no transfer grade or on roll fewer than 20 school days in the grading period)

IIncomplete

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.

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.

Principal’s Honor Roll – Students who achieve a 94 or above on the fall semester report card are honored in the spring at a breakfast hosted by Ms. Crumbley and the PTSA.

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

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 10 days of the course. 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. 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.

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

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 and Multicultural Lit/Composition - .5 unit

Four (4) Units of Mathematics	<ul style="list-style-type: none"> • CCGPS Algebra - 1 unit <u>Or</u> • CCGPS Accelerated Algebra Honors – 1 unit • CCGPS Geometry - 1 unit <u>Or</u> • Accelerated Geometry Honors – 1 unit • CCGPS Adv Algebra II - 1 unit <u>Or</u> • Accelerated Pre-Calculus Honors – 1 unit 	And one of the following math options: <ul style="list-style-type: none"> • CCGPS Pre-Calculus – 1 unit • College Calculus – 1 unit • AP Statistics – 1 unit • AP Calculus AB/BC – 1 unit • College Calculus II and III (via GA Tech) – 1 unit • Mathematics of Finance – 1 unit • Advanced Math Decision Making– 1 unit
Four (4) Units of Science	<ul style="list-style-type: none"> ▪ Biology – 1 unit ▪ Physical Science – 1 unit <u>Or</u> ▪ Physics – 1 unit ▪ Chemistry – 1 unit <u>Or</u> ▪ Environmental Science – 1 unit <u>Or</u> ▪ Earth Science – 1 unit <u>Or</u> ▪ 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 <p><i>(Three units of JROTC may be used to address the Physical Education requirement only)</i></p>
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		

FINAL EXAM EXEMPTIONS

During the 2017-18 school year, seniors may exempt final exams* during the fall and spring semesters in classes in which they meet the following:

1. An average of 88 or higher in the year-long or semester class
2. Not more than 5 excused or unexcused absences ** for the school year in the class for which the student wants to exempt the 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 suspension during the school year.

*No senior may exempt the final exams in Joint Enrollment courses or Honors Level courses because of the weighted-grade component associated with these courses. Seniors may not exempt an EOC test 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.

FINAL EXAM MAKE-UPS

Except in cases of very unusual circumstances, approved absences will not be granted during final exams. NO EARLY FINAL EXAMS WILL BE ALLOWED. THERE WILL BE NO EXCEPTIONS. All requests for excused absences must be submitted in writing to the appropriate administrator.

ATTENDANCE

All students are expected to be at school when school is in session. Failure to attend school may result in legal sanctions against the parents/guardians of the student and the suspension of driver's license. Centennial High School is **not** an open campus. 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. Documentation for an excused absence must be turned in to the attendance clerk within three business days of the absence.

EXCUSED ABSENCES

The following reasons are excused:

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.

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 at school.

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 guilty of a misdemeanor. Per Fulton County Board policy, the parents/guardians of students who are sixteen or older will receive an attendance letter via postal mail upon the fifth unexcused absence. Per Georgia law HB1190, the parents/guardians of students who are fifteen or younger will receive an attendance letter via postal mail upon the fifth unexcused absence.

STUDENT CHECK-IN

Students are expected to be on time to school. Students who arrive after 8:25 must check in at the attendance window without exception.

STUDENT CHECK-OUT

Students may be checked out of class until 3:20. All checkout notes will be verified by the attendance secretary.

TARDY & SKIPPING POLICY

Tardies are determined per course. All consequences for tardies are per course.

Tardies: This is serious – Do not do it.

1st offense – Warning & phone call to your parent or guardian

2nd offense – Teacher detention. If student misses, a discipline referral must be made.

3rd offense – Mandatory teacher referral, 1 day ISS will be assigned, w/phone call home from Mr. Wozgen.

4th offense – Mandatory teacher referral, 2 Days ISS assigned, w/phone call home from Mr. Wozgen.

5th offense – Mandatory teacher referral, 3-5 Days of ISS assigned, Parent Meeting

Rollover policy

The tardy policy will reset at each 6 week interval the day after progress reports are issued.

Skipping: This is serious – Do not do it.

1st offense – Mandatory teacher referral. 1 Day ISS will be assigned w/phone call home from Mr. Wozgen.

2nd offense – Mandatory teacher referral. 2 Days ISS will be assigned w/phone call home from Mr. Wozgen.

3rd offense or more – Mandatory teacher referral. Parent Meeting with Mr. Wozgen, followed by ISS appropriate to the discipline tier.

AFTER-SCHOOL HOURS

The school building and campus will be closed to unsupervised students at 4:00 P.M. Unsupervised students should wait outside at the carpool lane for rides. *Students without authorized permission to remain inside can face disciplinary action.*

ANNOUNCEMENTS/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

During the morning announcements, Centennial staff and students observe 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 to our nation's flag will take place each school day after

the “Moment of Silence.” Students are encouraged - but not required - to stand for the Pledge of Allegiance.

During this time students are expected to be quiet and listen to the announcements.

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.

CELL PHONES/ELECTRONIC DEVICES

Under no circumstances should a student use a cell phone, music playing device, game system, or any other electronic device *without the permission of a teacher during class time.* 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 can not pursue any investigation of lost or stolen devices – this becomes a school police matter.

COMPUTER/TECHNOLOGY ACCEPTABLE USE

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 cannot 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.

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 or a school event.

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 or until the clothing can be changed.

The required standards of dress are:

1. NO bedroom slippers.
2. NO pajamas and pajama-like attire.
3. Shorts must be tasteful. Athletic shorts are ok, such as Nike or UA – no spandex shorts by themselves. Skirts with slits should not be shorter than mid-thigh. Leggings or jeggings may be worn as pants IF the shirt is mid-thigh length.
4. NO exposure of skin in the midriff area for any students.
5. **Personal under garments cannot be visible.**
 - a. **No underwear can be visible.**
6. NO clothing or ornamentation advertising alcohol or illegal substances, displaying suggestive phrases, designs, markings, profanities, or depicting gangs or similar organizations are strictly prohibited.
7. **NO** baseball caps, do-rags, wave/curl caps, hats, hoods, headbands, headscarves, bandanas, 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.***
8. No wallet chains or accessories with spikes.
9. Clothing which exhibits tears, holes, cuts, or cut-out patterns above the knee must have leggings or tights underneath.
10. No sunglasses on your face at any time during the school day.

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 graduation or without parental permission;
2. Violates rules 4,8,and 9 of the FCS 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.

LEARNER'S PERMIT/DRIVER/S LICENSE ATTENDANCE

Students aged 14 or older who have 10 or more unexcused absences in the current or a 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

1. Threatening, striking, or causing bodily harm to a teacher or other school personnel
2. Possession or sale of drugs or alcohol on school property or at a school sponsored event
3. Possession or use of a weapon on school property or at a school sponsored event
4. Any sexual offense prohibited under Chapter 6 of Title 16
5. 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.

DRIVING/PARKING PASSES

Procedures for Driving and Parking on campus will be announced on the school intercom and posted. Student parking will be revoked for students who receive discipline consequences including but not limited to ISS and OSS.

EXTRACURRICULAR ELIGIBILITY

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.
- (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

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.

HALL PASSES

During school hours, a student must have an approved YELLOW hall pass. Passes to enter the Learning Commons during lunch must be obtained from the Learning Commons staff only in the morning prior to the start of school.

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, FCBOE has provided a Student Health Service Authorization Form that must be completed by the parents. Forms are available in the CHS clinic.

MESSAGES/DELIVERIES TO STUDENTS

Only emergency messages will be delivered to students during school hours. Deliveries of flowers, balloons, forgotten class assignments, etc. to students are not generally permitted during the school day.

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.

SELLING OF ITEMS

Selling food, candy, gum, or other items for personal profit is not permitted.

SMOKING

Tobacco, tobacco related products, and tobacco paraphernalia are not permitted on the school campus.

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.

VISITORS

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.

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

PARENT TEACHER CONFERENCES

Parents may call the main office at 470-254-4230 or e-mail teachers directly (preferred) 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: www.chsknights.com. Click on "STAFF" in the menu. From there you can find the teachers' email addresses by clicking on their respective departments.

LEARNING COMMONS

The Learning Commons is open, at a minimum, from 8:00 A.M. to 4:00 P.M. each school day. The media and educational technology instructor and

paraprofessional are available throughout the day to assist students. The Learning Commons 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. Creating a disruption or breaking other rules may result in a loss of Learning Commons privileges for a certain time.

Visiting the Learning Commons

- Students are welcome in the Learning Commons before and after school as long as capacity is available.
- During the school day, each student who visits the Learning Commons 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 Learning Commons

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

Computers in the Learning Commons

- The Internet and all computer programs are to be used only in support of the school's educational mission.
- 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.

SEXUAL HARRASSMENT

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.

SEARCH and SEIZURE at SCHOOL

In an effort 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 and may seize any illegal, unauthorized, or contraband materials discovered in the search.

WEAPONS, DRUGS, GANGS

Weapons, drugs, and gang activity will not be tolerated at Centennial High School. Student possession of weapons and/or drugs as well as involvement in gang activity will result in school issued consequences up to and including expulsion.