

# Learning First



## Central High School Parent/Student Guide 2023-2024

**The mission of Central High School is to provide all students with educational opportunities through a challenging curriculum which meets the needs of a diverse school community.**

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113 Central High Road  
Carrollton, Georgia 30116  
770.834.3386  
770.832.0103 (FAX)  
<http://chs.carrollcountyschools.com>

# Table of Contents

<b>ACADEMICS</b>	<b>8</b>
Central High School Honor Code	8
Honors Programs	8
Academic Recognition	8
Bring Your Own Technology (BYOT) Expectations	8
Credit Redemption Policy	9
Edgenuity Eligibility	9
Media Center	10
Parent Conferences	10
Parent/School Communication	10
PRIDE Program	11
Report Cards	11
Request for Homework	11
Multi Tiered Support System (MTSS)	11
School Advisory Council	11
Special Education Services	11
Student Advisement	11
<b>ATTENDANCE</b>	<b>12</b>
Attendance Appeals	12
Attendance Meetings	12
Automated Attendant	13
Certificate of Enrollment for a Driver’s License	13
Hospital Homebound	13
<b>DAILY PROCEDURES</b>	<b>14</b>
Morning Procedures	14
Afternoon Procedures	14
Check In and Check Out Procedures	14
Delivery of Items to Students	15
Food and Drinks	15
Messages to Students from Parent/Guardian ~ Emergencies	15
Transportation	15
<b>DISCIPLINE</b>	<b>15</b>
Behavior Resolutions	16
Classroom Discipline	16
Dress Code	16

Hall Passes	16
Medication Policy	17
Prohibited Items	17
Public Display of Affection (PDA)	17
Senior Privileges	17
Sexual Harassment	17
Tardiness to School or Class	18
Vaping on School Property	18
Weapons on School Property	18
<b>EXTRACURRICULAR PROGRAMS</b>	<b>19</b>
Athletics	19
Band Program	20
Chorus Program	20
Parent Organizations	20
Clubs offered at Central High School	20
Student Activities	24
<b>FINANCIAL INFORMATION</b>	<b>25</b>
Class Ring	25
Club Dues	25
Field Trips	25
Fundraising	25
Junior and Senior Fees (All fees are non-refundable)	25
Lost or Damaged Books	26
Lunch Program	26
Meal Prices	26
Monetary Responsibilities	26
Parking	26
Pictures	26
Yearbook	27
<b>GUIDANCE DEPARTMENT</b>	<b>27</b>
Change of Student Information	27
Courses of Study	27
Infinite Campus and Parent-Teacher Communication	27
Schedule Changes	28
Withdrawal Procedures	28
Work Permit	28
<b>SCHOOL SAFETY</b>	<b>28</b>
Drug-Free School Zone	29
Suicide Prevention Hotline	29

Fire Drills	29
Photograph and Video Use	29
Tornado Drills	29

### **CARROLL COUNTY SCHOOLS STUDENT HANDBOOK**

Cover Page	D1
2023-2024 Instructional Calendar	D2
Foreword	D3
Accident Insurance	D3
Accreditation Statement	D3
Attendance Protocol Statement	D3
Bus Rules	D6
Closing of School	D6
Clubs & Organizations	D7
Drug Testing of Students	D7
Equal Opportunity Statement	D7
Extracurricular and Athletic Participation	D8
Federal Title II Equity Guidelines	D8
Graduation Participation	D8
Medication Guidelines - Admin. Rule JGCD-R	D8
Navigator	D10
Notification of FERPA Rights	D10
Notification of Protection of Pupil Rights Amendment (PPRA)	D11
Nutrition Program/Wellness Policy	D12
Parent Portal	D14
Parent Right to Know Statement	D14
Reporting Instances of Alleged Inappropriate Behavior	D14
Student Code of Conduct	D15
Technology - Acceptable Use by Students	D26
Visitors to School	D29
Signature Page	D30



August 4, 2023

Dear Central High School Students and Parents,

Welcome back! We are very excited about the possibilities provided by this school year! There are many opportunities for success for all of our students at Central High School. We encourage you to give your best efforts in the classroom and to participate in the many school activities available to you.

Our goal at Central High School is to maintain a challenging, nurturing learning environment. Our motto is One Community, One Family, One Pride. Students grow into lifelong learners by participating in our classrooms, on the athletic fields, and in extracurricular activities. The faculty and staff are committed to empowering all students to reach their personal best. Everyone--- administrators, faculty, parents, staff, and students---works together to create a solid foundation for achievement in all areas of life.

With these thoughts in mind, it is very important that all students and parents thoroughly read the parent/student handbook. It is a guide to all the policies and procedures that govern our school. School days run much more smoothly when there is no confusion about procedures or expectations of students' behavior. All the information in this handbook serves to help our students achieve academic success. While it is not all-inclusive, this handbook delineates Central High School policies and procedures as well as outlines Carroll County School Board Policy. More detailed information regarding school board policies may be found on the school system's website, [www.carrollcountyschools.com](http://www.carrollcountyschools.com).

Once you have had an opportunity to read and review this handbook with your student, a Google form will be sent to you by email. Please complete the form acknowledging that you have read and understand the handbook. Refusing to sign the form does not alleviate your child's responsibility to follow the policies and rules. If you do not have access to the internet please sign the "Parent Assurance" form on the last page of your paper copy and have your student return it to his/her English teacher. Thank you in advance for your support.

It is our sincere hope that this school year at Central High School will be a great one. Remember, a Central High Lion is someone who is LION STRONG---someone who is of good moral character, committed wholeheartedly to his school, and confident in his ability to contribute positively in every situation. We have everything we need to make our vision a reality---a solid faculty and staff, a student body that wants to continue to achieve, passionate leadership, and a supportive community. With all of us moving forward together, we will not fail. Go Lions!

Sincerely,

A handwritten signature in black ink that reads "Kelly G. Edwards". The signature is written in a cursive style with a long, sweeping underline.

Mr. Kelly G. Edwards  
Principal

# Central High School Faculty and Staff 2023-2024

Email is [firstname.lastname@carrollcountyschools.com](mailto:firstname.lastname@carrollcountyschools.com)

Kelly Edwards---Principal			
Zac Cooper---Assistant Principal 10th - 12th Grade Discipline (last names M-Z); Safety and Security			
Shayna Moses---Assistant Principal of Instruction; 9th Grade Academy and Discipline			
Chuck Robinson---Assistant Principal 10th - 12th Grade Discipline (last names A-L); Athletic Director			
Kim Ivester---10th - 12th Grade Counselor (last names M-Z)			
Corinne Hindman---10th - 12th Grade Counselor (last names A-L)			
Rhea Zerr-Shepard ---9th Grade Counselor			
Linda Morris---Media Specialist			
Heather North---Graduation Facilitator			
<b>CTAE</b>	<b>Math</b>	<b>Science</b>	<b>ISS</b>
Stanley Clarke	Josh Sauls	Ethan Caldwell	Samantha Jordan
Allison Bridges	Samantha Conerly	Mackenzi Costley	
Cody Knight	Jessica Dodson	Ashley Hart	<b>Support Staff</b>
Sarah Hall	Joyce Myrick	Jonathan Horsley	Jennifer Taylor, Media Center
MSgt Steven Peters	Jacklyn Ross	Jane Lyons	Nancy Dixon, Guidance Office
Baylee Buchanan	Patricia Rountree	Heather Robertson	Devin Watkins, Student Service
LTC David Cumings	Brooke Jaye	Brian Terry	Becky Foley, Main Office
	John Thompson	Riley Presnell	Julie Good, Bookkeeper
	Harlie Wainwright		Jeff MaGee, IT Tech
	Ricky Murphy		
<b>English</b>		<b>Special Education</b>	<b>School Nurse</b>
Jamie Biddle		Craig Caldwell , ISC	Teresa Cooke
Ginny Chandler	<b>Physical Education</b>	Susan Bedford	
Marla Martin	Trent Thompson	Kyle Sanders	<b>Paraprofessionals</b>
Abbey Mason	Kenny Edwards	Bryan Jackson	Dajour Riddle
Abby Smith	Nathan Horsley	Jereme Fountain	Sheila Collins
Monica Smith	David McKenna	Christine Hanson	Diane Engel
Amanda Thornton	Kelby Watts	Colton Belew	Linda Foster
Megan Wooten	John Strickland	Cindy Jordan	Briana Gaddis
	Darius Smiley	Aunie Murray	Tina Holcomb
<b>ESOL</b>	Britney Mount	Kaci Perryman	Tamra Huffman
Crystal Fairbanks		Glendon Genty	Candy Parks
	<b>Social Studies</b>	Luminita Proksell	Kelly Peabody
<b>Fine Arts</b>	Mitt Conerly	Pam Levett	Jamie Robinson
Riley Mitchell	Stephen Kegley	Shannon Holt	Robbie Ridley
Ruthie Phillips	Kathrine Wilson	Stephanie Masters	Michelle Walker
David Warren	Don Riggins		Danielle Wilson
Tuesdee Lambert	Brittany Luke		Sebastian Hunsinger
	Ashton Kellogg		
<b>Foreign Language</b>		<b>School Social Worker</b>	
Liz Beverly	<b>Credit Recovery</b>	Andrea Jones	<b>PASS</b>
Lee Burson	Ross Clifton		Anna Haas
Josefina Gembe-Garcia			
Drew Smith			



# Central High School

## 2023-2024 Bell Schedule

7:45 AM Teachers Report (Buses arrive from 7:50- 8:20)  
 7:28- 8:19 Zero Period (Weight Training and SLC)  
 8:19 Warning Bell  
 8:24 Tardy Bell

7:45-8:15	Students Report to Cafeteria/New Gym	
8:15	Release to first period	
8:19	Warning Bell	
8:24	Tardy Bell	
8:24 - 9:18	1 <sup>st</sup> Period (Announcements)	
9:23 - 10:15	2 <sup>nd</sup> Period	
10:20 -11:12	3 <sup>rd</sup> Period	
11:17 -12:09	4 <sup>th</sup> Period	
12:14 -1:36	5 <sup>th</sup> Period	<b><u>9<sup>th</sup> Grade Lunch/4th-5th</u></b>
12:14 -12:38	2 <sup>nd</sup> Lunch Shift	11:17- 11:40 Lunch
1:12 - 1:36	3 <sup>rd</sup> Lunch Shift	11:17 - 12:38 4th Period
1:41 - 2:33	6 <sup>th</sup> Period	12:43 - 1:36 5 <sup>th</sup> Period
2:38 - 3:30	7 <sup>th</sup> Period	
3:30	Dismissal	

### Advisement Schedule

9:23-10:00 2<sup>nd</sup> Period  
 10:00-10:25 Report to Advisement  
 10:30-11:12 3<sup>rd</sup> Period

### College and Career Academy Daily Schedule

8:40 – 10:00 1<sup>st</sup> Block  
 Students load buses and leave by 8:20. All students must report to the cafeteria when the warning bell rings.

10:35- 11:55 2<sup>nd</sup> Block  
 Students report to the cafeteria at the end of 2nd period. The bus will leave at 10:20 and the students will return in time to begin 5th period.

12:10 - 1:55 3<sup>rd</sup> Block  
 Students will remain in the cafeteria until the bell rings to report to 7<sup>th</sup> period.

## ACADEMICS

The faculty and staff of Central High School are committed to empowering all students to reach their personal best in a positive, nurturing learning environment. It is this vision that drives all we do to ensure the highest quality educational experience for all of our students. Our mission is to provide all students with educational opportunities through a challenging curriculum which meets the needs of a diverse school community. Our program is designed to meet the academic needs of all students. Our faculty, staff, and administration are united in our commitment to our students. It is our expectation that Central High School students will be resolved in their commitment to attain a high quality education and that they will take advantage of the many opportunities to gain knowledge and academic experience. It is paramount to our success as a school that students are honorable in their quest for knowledge.

### Central High School Honor Code

As a student at Central High School I promise to conduct myself in a manner that honors my school and demonstrates personal integrity. I also pledge to respect myself, others, and school property. I will be honest in my classes; I will not plagiarize nor practice any other form of academic dishonesty. I will display an attitude and spirit of trust and decency.

**Honors Programs** [Descriptor Code: IDCG-R] The following courses have been identified as those to receive additional grade point value according to Policy IDCG. *This rule takes effect beginning with the 2019/20 school year.*

- All College Board approved Advanced Placement courses
- All International Baccalaureate courses
- Year IV of World Languages courses
- A cap of six (6) college courses taken in a dual or joint enrollment program in the core areas (English, math, social studies, science, and foreign language.) More than six (6) dual enrollment classes will result in no additional weight given.

### Academic Recognition

#### Dream Team

Dream Team members are selected each year based on the following criteria:

1. Minimally an overall cumulative 4.0 GPA.
2. No more than Five (5) absences (excused and unexcused) for the previous 2 semesters
3. No ISS/OSS during the last school year

### Academic Awards

Information is available on the school website under [Academics](#) on the top navigation bar.

### Bring Your Own Technology (BYOT) Expectations

Central High is a 1:1 technology school. Each student is issued a Chromebook as they enter school. Students are expected to charge the device each night and bring it to school for use in class daily. Students are responsible for damages and/or lost power cords. Students will not be allowed to use a personal cell phone or smart watch in the classroom. These items are expected to be turned off and stored while students are in the classroom. There will be special occasions where a student may be allowed to use a cell phone as part of a project under the direct supervision of a teacher. Students will be allowed to use their cell phones in the hallways during transitions and cafeteria during lunch. **The list of guidelines below is subject to change:**

- ∞ Students are not allowed to make phone calls on their devices during the school day.
- ∞ Students are allowed to text during non-instructional time at lunch and during transitions.
- ∞ Headphones are not allowed; earbuds only in the cafeteria. Earbuds cannot be worn during class changes.



- ∞ Students violating the policy may be subject to the following:
  - Refusal to hand over the device to a teacher- up to 3 days ISS
  - Refusal to hand over the device to an administrator- up to 3 days OSS
  - 1st and 2nd Offense- Student can pick up from the office
  - 3rd Offense- Student must pay a \$5 fee to have the phone returned
  - 4th and additional offenses- Student must pay a \$10 fee to have the phone returned

When a student violates classroom or school BYOT policies, the electronic device will be confiscated by the teacher and turned in to the Main Office. **Administrators have the authority to look through the contents of the device.** Administrative discretion will be used to determine disciplinary action.

### **Chromebook ~ Care & Responsibilities**

Central High School will issue a Chromebook device to incoming 9th grade and newly enrolled students. Issued devices are recorded in the student's Infinite Campus account under the Fees tab.

Students are expected to care for the device and report issues or problems to the school Media Specialist. Once issued, the responsibility for care is transferred to the student. Repair fees are assigned as follows: broken HP screens \$50, broken Dell screens \$175, lost power cord \$50, replacement device \$341.81. Misuse of the Internet and/or damage to the device will be handled in accordance with Carroll County School Board Policy. The following are general guidelines for Chromebook use:

- Charge the device nightly and bring the device to school daily.
- Do not toss your bookbag with the device inside, the screen will shatter.
- Do not add stickers to the device.
- Do not eat or drink near the device.
- Report any technical problems immediately to the school Media Specialist.

### **Credit Redemption Policy**

Credit redemption allows students to redeem credit for failed assignments and assessments before a term report card is issued. This policy is intended to support students who may have difficulty with the assignments or who are struggling to learn and need more time in learning the concepts/standards required in the assignment.

#### **Procedures for credit redemption:**

- ∞ Redeemable assignments are those which a student has **previously completed and submitted to the teacher** for which the student received a failing grade. Teachers and students will collaborate to determine which assignments are redeemable.
- ∞ Credit may be redeemed only for assignments during the current 9-week grading period.
- ∞ Students are **encouraged to attend at least one tutoring session** before re-submitting a redeemable assignment.
- ∞ The student will make arrangements with the teacher listing the assignments for redemption and the **dates/time** when the student will complete them.
- ∞ The teacher may allow credit redemption during class time or before/after school.
- ∞ **If the student does not follow through with the agreed-upon arrangements [example: fails to show up on the day/time agreed upon in the redemption contract, submit the assignment in a timely manner, the student forfeits the opportunity to redeem the failing grade originally received for that (those) assignment(s)].**

### **Edgenuity (E2020) Eligibility**

This criteria is used to determine student eligibility for taking Edgenuity (E2020) coursework.

1. Credit Recovery in core subject areas will be given first priority.
2. Priority will be given to transfer students that come mid-semester especially from a block schedule.

3. Priority will be given to students needing a course to graduate and/or having a schedule conflict that does not allow them to take the course in a face-to-face setting.
4. Students off track by only one core class should be registered in the face-to-face course if offered with a different teacher. If the course is unavailable with a different teacher, then students can be registered in E2020.
5. Students with IEPs that are not enrolled in an E2020 course and are only using directed study to work on other courses should be placed into a directed study taught by a special education teacher.
6. Students must complete E2020 at CHS and are not allowed to do an entire course from home. Tests will not be unlocked unless the student is taking the test on campus. (Exceptions: School Holidays that are planned for students to finish or catch up on work - especially seniors.)
7. Senior cohort members are the exception if E2020 will help them graduate on time.
8. Limit athletes due to NCAA/NAIA rules for scholarship eligibility.
9. A firm cut off date will be established for enrollment in an E2020 course each semester. Students who fail to meet that deadline will receive a failing grade on their transcript for that course.
10. Exceptions to the rules above must be approved by an administrator.

### **Media Center**

The Central High School Media Center provides instructional support for the entire school curriculum. With this objective in mind the Media Center is open to students, faculty, and parents from 7:45 a.m. until 3:45 p.m. Food and drinks are not allowed in the Media Center.

### **Parent Conferences**

The support of the family is critical to a student's success. Parents are encouraged to get to know their children's teachers and share information that may help increase the quality of their academic performance. Parent teacher conferences may be scheduled through the Guidance Office at Central High School or with individual teachers via email. Topics that you may want to discuss with your child's teachers include:

- ∞ What is the quality of my student's academic progress?
- ∞ What are the teacher's expectations for the class and is my student meeting these expectations?
- ∞ What kind of work habits does my student have in class?
- ∞ How often does my student have homework in your class?
- ∞ What special projects are the students working on?
- ∞ What is the most convenient time to call the teacher for a progress report on my student?
- ∞ What can I do at home to help my student?

Be sure the school has the correct home and work phone numbers so the teachers can reach you when necessary.

### **Parent/School Communication**

Communication between parents and the school is vital to students' success. In order to regularly disseminate information to the community, Central High School uses several communication tools:

- ∞ Automated phone calls and email messages
- ∞ School website <http://chs.carrollcountyschools.com>
- ∞ Social Media: Facebook <http://facebook.com/centralhighlions> and Twitter @Central\_Lions
- ∞ Letters
- ∞ Infinite Campus messages
- ∞ Automated Text messages---Remind
  - o Grade level Remind code links are available on the school website
  - o [10th](#) Class of 2026
  - o [11th](#) Class of 2025
  - o [12th](#) Class of 2024

## **PRIDE Program**

The Central High School PRIDE Program is designed to motivate students to perform better in the areas of academics, attendance, and behavior. The purpose of the program is to recognize students who are achieving in these areas with tangible incentives, rewards, and recognition. This program is part of Central High School's total commitment to excellence for all students.

The components of the PRIDE Program are:

Honors & Awards Night (11th & 12th grade, invite only)

Dream Team

Academic Honor Societies:

National BETA Club    National Honor Society    Spanish Honor Society

## **Report Cards**

Report cards are issued at the end of each of the four grading periods during the school year. At the midpoint of each grading period, a midterm report is issued to show the student's progress within a grading period. The grading scale for all subjects in grades 4-12 will be as follows:

<b>90-100 = A</b>	<b>80-89 = B</b>	<b>70-79 = C</b>	<b>69 and below = F</b>
<b>(4.0)</b>	<b>(3.0)</b>	<b>(2.0)</b>	

## **Request for Homework/ Makeup work**

A student who will be out three or more consecutive days may request the front office (770-834-3386) to collect homework assignments for the period of time the student will be absent. Most assignments will be available to students through Google Classroom. The teachers must have twenty-four hours notice to send assignments to the front office. Upon the student's return to school, the student is expected to make arrangements with the teacher within **three** school days for the completion of the work. Each teacher will have a makeup work policy.

## **Multi Tiered Support System (MTSS)**

The MTSS team is designed to offer students and parents additional support when the student is experiencing instructional difficulty or is in need of acceleration. The MTSS team is also designed to monitor behavior and attendance issues that may surface during the school year. The team meets and offers suggestions as well as possible interventions to help make the student more successful at school. More information on this process is available through our Guidance Department.

## **School Advisory Council**

The School Advisory Council is used to improve communication and participation of parents and the community in the management and operation of Central High School. The intent is to bring communities and schools closer together in a spirit of cooperation to solve different education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision-making process.

## **Special Education Services**

The Board of Education will provide a free and appropriate education for all students whose parents or legal guardians reside within the school system boundaries. Each special needs child will be placed in a program appropriate to what the child needs based upon eligibility requirements as determined by the special education placement process.

## **Student Advisement**

**Purpose** - The purpose of the student advisement framework is to build meaningful connections between adults and students resulting in improved student performance and more students graduating college or career ready.

**Expectations** - Each high school will set up a student advisement framework putting students into advisement

groups by their four year cohorts. The school framework should meet the proficient status of the Carroll County High School Student Advisement Framework and should work towards the exemplary status each year.

## ATTENDANCE

*Attendance has a vital bearing on a student's educational process.* It is expected that parents will take measures to ensure that their students are in school all day, every day. It is also understood that there will be days that students cannot attend school or might need to leave early or arrive late. However, Central High School takes a firm stance on student attendance; students are expected to regularly attend school. The board policy governing student attendance is printed in its entirety in the Carroll County Schools Student Handbook immediately following the Central High School Student Handbook. Additional information is available on page D3.

### Attendance Appeals

Students who have eight (8) absences (excused or unexcused) or more during a semester must appeal in writing to the principal or designee to receive earned credit for a course; appeal forms are located in the Guidance Office. Students must turn in all excuses to the attendance office upon their return to school. Mrs. Watkins will write the date the excuse is received on students' excuses when they are turned in. **Parent notes will be accepted for up to 5 absences unless the student is already involved with the attendance team.** Subsequent absences must be excused by doctor's notes, court orders, verification of death in family, or verification of religious holidays. Please note that excuses must also be turned in if a student checks in or out of school. **Excuse notes must include the following:**

- ∞ **Name of Student**
- ∞ **Dates(s) of absence(s)**
- ∞ **Reason for absence(s)**

Excuse notes will be filed in the front office until attendance appeal time. At the time of appeal, students' excuses will be pulled from the files in the attendance office for consideration in the process. **EXCUSES TURNED IN AT THE TIME OF APPEALS (this includes doctor's notes, court orders, verification of death in family, religious holidays, etc.) WILL NOT BE ACCEPTED.** Attendance appeals are due on a date to be determined by the administration. No appeals will be accepted after the deadline. Appeal forms are kept in the attendance office with Mrs. Defriese.

### Attendance Meetings

In order for Central High School to continue to be a premier learning environment, we encourage the daily attendance of all students. Poor attendance has been linked to a decrease in student achievement; therefore Georgia Compulsory Attendance Law holds schools responsible for enforcing student truancy. Central High School has worked diligently to improve our attendance by having policies and procedures in place to meet our students' needs.

#### Procedures of an Attendance Team Meeting (ATM)

- ∞ First-period teachers will notify the administration and the attendance team upon a student's third tardy to first period.
- ∞ Parents will receive a letter from the attendance office upon a student's fifth absence from school.
- ∞ If a first time offender accumulates 5 or more unexcused tardies to 1<sup>st</sup> period or 5 or more unexcused absences, an Attendance Team Meeting (ATM) can be held.
- ∞ The initial ATM is used to educate the parents and the students about Carroll County Board policy and Central High School's attendance protocol and possible consequences for non-compliance. At this meeting, interventions are put into place to improve the student's attendance. The interventions are chosen based on a case-by-case basis to best meet the students' needs.
- ∞ If attendance or tardy problems continue after the initial meeting, there could be a second meeting with the ATM or the student could be referred to CHINS. More interventions are put in place and the student is monitored closely.

- ∞ If the problem continues, the result will be an ATM, CHINS, or Juvenile Court referral.

**Students who have gone through this process previously (elementary, middle or high) are not entitled to another ATM and could be sent directly to CHINS or Juvenile Court. These students are automatically subject to the Carroll County Board and Central High School attendance protocol and consequences for non-compliance.**

#### Possible consequences for Students with Chronic Attendance Issues

Students with serious attendance issues are subject to loss of privileges. The list of privileges includes (but is not limited to):

- ∞ Participation and attendance in athletic activities
- ∞ Participation and attendance in after school activities
- ∞ Extracurricular field trips (i.e. class, club, or band)
- ∞ Pep Rallies/Assemblies
- ∞ Prom
- ∞ Driving to school
- ∞ Senior Week activities
- ∞ Participation in Graduation Ceremony
- ∞ Revocation of waiver

#### **Automated Attendant**

Central High School uses the automated attendant through Infinite Campus; student households will receive a phone call every day that the students miss one or more classes. Questions concerning attendance should be directed to Mrs. Watkins, our student attendance clerk. Please call the school at 770-834-3386. The automated attendant uses the information listed in Infinite Campus; therefore, it is **IMPERATIVE** that parents ensure that all contact information in Infinite Campus is correct. All changes in information should be directed to Mrs. Nancy Dixon in the Guidance Office.

#### **Certificate of Enrollment for a Driver's License**

Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. The new ***Certificate of Enrollment*** form will replace the ***Certificate of Attendance*** and the ***Certificate of Eligibility for Restoration of Driving Privileges*** form that schools are currently using.

Any student eligible for a Georgia Driver's license or a Georgia Learner's License must complete a Certificate of Enrollment Form. To obtain this certificate the student shall:

1. Complete a request form for a Certificate of Enrollment from Mrs. Watkins in the attendance office. Students can pick up their form the following day by 3:30 PM.
2. Pick up the Certificate of Enrollment at least 24 hours after requesting it. A \$2.00 fee will be assessed if the certificate is needed before the 24-hour waiting period.
3. Take this certificate and all other required documents to the Department of Driver Services (DDS).
4. Students obtaining their permit need only the Certificate of Enrollment; students obtaining an actual license need both the Certificate of Enrollment and a copy of their ADAP card.

**Note: Any student wishing to obtain a driving permit or license during the summer must complete the request form before the last week of school.**

#### **Hospital Homebound**

Students with long-term illnesses may apply to be served by the Hospital Homebound program. **Any student 16 or older, missing seven (7) consecutive days without contacting the school will be notified by the school that they will be withdrawn within five school days if the school is not notified as to the reason for the absence.** It is imperative that the school is notified if a student is eligible for Hospital Homebound services. The Central High

School contact is Teresa Cooke; the Carroll County School System contact is Debbie Thigpen. The process to determine eligibility is detailed and requires documentation from a doctor.

## DAILY PROCEDURES

### Morning Procedures

Students may not arrive on campus before 7:45 AM. **All car riders must be picked up and dropped off in the car rider area located in front of the school.** Students who arrive before 8:24 AM will report either directly to the gym or the cafeteria. The Central High School cafeteria offers nutritional meals to students at breakfast and lunch. Breakfast is served each morning from 7:45-8:15 AM. Eating breakfast is **not** an excuse for being late to class.

Students must be in their desks by 8:24 AM or they will be considered tardy. Once students arrive on campus, they may not leave without properly checking out in the attendance office. Any student that arrives on campus and leaves without properly checking out in the attendance office will receive disciplinary consequences. First period starts promptly at 8:24 AM. Students not seated in their first period class at the 8:24 AM bell must report directly to the attendance office and will be counted tardy. See the “Tardy to School” section in this handbook for consequences for unexcused tardies to first period and all other classes.

*After the 8:24 AM bell, the student body will be led in the Moment of Silence and Pledge of Allegiance, followed by the morning announcements.*

∞ **Moment of Silence**

Georgia Senate Bill 396 requires that each public school classroom at the opening of school each day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise.

∞ **Pledge of Allegiance**

In accordance with Board Policy IKD, each student in Carroll County shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. It is the expectation of the administration that all students will stand during the Pledge of Allegiance.

### Afternoon Procedures

All students will be dismissed at 3:30 PM to leave campus. Bus riders must report directly to the bus loading area. Drivers must report to the student parking lot. Car riders must report to the front of the building. **All students must report DIRECTLY to their dismissal locations.** Students who continue to report to the wrong dismissal area are subject to disciplinary action (i.e. car riders visiting friends at the bus canopy while waiting for their ride).

Students who stay after school for detention or to participate in an extracurricular activity must report directly to their designated area. All students must be out of the building by 3:35 unless they are supervised by a staff member, and must leave campus by **3:45** unless they are participating in an extracurricular activity. **Students are not permitted to return to campus once they have left for the day unless they participate in an after-school activity.** If students are habitually picked up later than 3:45 PM, parents will be contacted, a DFACS referral may be made, and students may have to be picked up at the Carroll County Sheriff’s Department.

Students who are not participating in an extracurricular activity may not stay after school to watch a practice (not even siblings). Students who do not ride a bus are responsible for arranging their own transportation home. Students who leave early for work purposes may not return unless required by the work supervisor or another teacher.

### Check In and Check Out Procedures

All students who report to school late or check out early must do so through the attendance office. Students may

check out early when a parent/guardian comes to sign them out or with a note/email submitted to the office the day before. All notes/emails will be verified. Student phone calls home to check out will not be allowed. In an emergency, the office staff will make phone calls for students.

Students who **drive** to school will be subject to additional consequences for unexcused **tardies to school or unexcused absences during first period.** Students may not loiter (hang out) in the parking lot before or after school. Students must exit their vehicles and report directly to the school building immediately upon arrival at school.

Students must stay on the school grounds from the time they arrive until dismissal. Students may leave campus only when checking out according to school procedures, and should not return to the campus unless checking in properly to attend classes. Arriving on campus and leaving without proper checkout will result in disciplinary action. Students are not permitted to have visitors on campus unless they are authorized in advance by the principal.

### **Delivery of Items to Students**

When it is necessary for parents/guardians to bring items to school for students, such items must be delivered to the Student Services Office. These items will be given to the student during non-instructional time or at the end of the school day. Students will not be called out of class to talk to their parents. **Central High School will not accept delivery of flowers, balloons, gifts, or non-academic items for students for Valentine's Day, birthdays, or any other occasions.**

### **Food and Drinks**

Purchases at the vending machines will not be allowed during the instructional period. It is up to each teacher to determine whether or not food/drinks are allowed in his or her classroom. **No outside food or drinks from commercial establishments will be permitted on campus.** It may not be brought in by students, nor may it be delivered to students. If a student is found to be in possession of fast food it will be taken up and thrown away. **\*\*Students will not be called out of class to be given a lunch after the school day begins. Students are allowed to bring their lunches from home to be eaten during their lunch period. No food or drink items may be sold on campus without following proper fundraising procedures; advance approval of the principal is required. No chewing gum is allowed on campus.**

### **Messages to Students from Parent/Guardian ~ Emergencies**

The office will call parents in case of emergencies such as illness or injury. The office will deliver important messages from parents to students during the school day. However, parent calls should be held to a minimum to avoid class disruptions. Per BYOT policy, please be reminded that students are **not allowed** to make phone calls on their cell phones during the school day.

### **Transportation**

Riding the bus is a privilege. Students may lose the privilege at any time for disruptive or unsatisfactory behavior. All students being transported are under the authority of the bus driver and must obey his or her requests. Bus drivers will make disciplinary referrals to a school administrator. School rules also apply to bus riding. Bus transportation is provided to students within each school attendance zone. Students may not be transported across attendance zones. For information about specific routes and times you may call (770) 834-3346. **Students will not be allowed to ride any bus other than the one to which they are assigned. Additionally, notes from parents will not be accepted for their child to ride a different bus.**

### **DISCIPLINE**

**The Carroll County Schools Board Policy JCDA-R governs student conduct and all students and their parents are responsible for reading, comprehending, and following the student code of conduct. The policy is**

**located in the Carroll County section of this handbook; students and parents should read/review the policy. Central High School students are expected to represent our school well. They are expected to respect themselves and everyone they encounter in the school. They are expected to be calm, polite, and show good manners. They are expected to act with the integrity demanded of all Central High Lions.**

## **Behavior Resolutions**

### **Detention**

Teachers may assign teacher detention to students who misbehave in class. Students and parents must be given **24 hours notice** of the time and date of teacher detention before being required to serve. Failure to serve teacher detention may result in a referral to an administrator.

### **In-School Suspension (ISS)**

Carroll County Schools takes the fundamental position that students are responsible for their own behavior and that learning to behave is a necessary and vital element in their education. Some behaviors so seriously disrupt the learning process that students need to be immediately referred to school administrators. The in-school suspension program is a punitive environment designed to provide an effective means of discipline that removes the student from the classroom while maintaining the educational program and counseling services. The ISS coordinator will review daily the policies and procedures governing ISS. Students are required to serve an entire school day in ISS; students who check out early or check in late will not receive credit for time served that day.

Students serving ISS will also complete school service assignments while in ISS. Upon completion of academic work, students will help out around our school as needed. Daily service tasks include, but are not limited to, cafeteria clean-up and picking up trash around the grounds. It is important that our students take an active role in maintaining our school and campus.

Students who refuse to follow the ISS rules may be assigned additional time in ISS. Continued misbehavior could result in being suspended from school for that day; students who are dismissed from ISS will not receive credit for any time served during that school day.

### **Out of School Suspension (OSS)**

Students who violate certain school rules or are chronically disruptive may be assigned out of school suspension. The length of the suspension may range from 1 to 10 days. **It is important to understand that students cannot attend any school functions while serving in ISS or OSS. They cannot attend Central High School events taking place on other school campuses. Students will be removed from an event and escorted off campus if they attempt to attend a school function. They are also subject to additional disciplinary action. Any entrance/gate fees will not be refunded.**

### **Classroom Discipline**

Teachers will handle minor classroom offenses such as violation of classroom rules, disorderly conduct, lying, etc. Before reporting offenses to an administrator, teachers have the option of taking the following actions: student-teacher conference, detention, grade-level team conference, parent notification, parent-teacher conference, and/or referral to counselor. Student misconduct, which results in the loss of instructional time or in loss of a safe school environment, will be dealt with strictly.

### **Dress Code**

Students are expected to follow the Carroll County Schools Board Dress Code listed in the board policy JCDA-R and is located in the district handbook and on the school website under the Student button and Dress Code.

### **Hall Passes**

The purpose of hall passes is twofold; the first purpose is to maximize instructional time. The second purpose is to



regulate student traffic in the hallways, maintaining order and discipline in our school.

### **Medication Policy**

Prior to a student taking prescription medication at Central High School, the student's parents or legal guardian must complete a "Request For Administration Of Medication" form in the front office. **All prescription medication must be taken to the clinic (100 hall). Students are not allowed to carry prescription medication on school grounds. All prescription medication must be in its original container. Any student caught distributing, selling, ingesting, or exchanging prescription medication will be brought before a disciplinary tribunal.**

Students will be allowed to carry their own non-prescription medication. Non-prescription medication must be in its original container. **Students are prohibited from giving non-prescription medication to other students. Any student caught distributing, selling, or exchanging non-prescription medication to another student may be brought before a disciplinary tribunal.** Additional information can be found on page D8.

### **Prohibited Items**

Possession of items that are illegal for students to possess, including drugs, weapons, and alcohol is prohibited and will result in a referral to a disciplinary tribunal hearing. In addition, clothing or other personal effects that refer in any way to prohibited items may not be displayed. Students may not display any item which relates to gangs, inappropriate or obscene subjects, or may be of an inflammatory nature. These restrictions apply to all students on school property or at school sponsored events during school hours. Other prohibited items include bandannas, clothing resembling bandannas, hats, large or heavy chains, spiked jewelry, and any other items that are deemed by Central High administration as having the effect of interfering with the orderly academic environment. Please also follow the guidelines set forth in the Carroll County dress code.

### **Public Display of Affection (PDA)**

A public school is not an appropriate environment in which public displays of affection should take place. Public displays of affection include: kissing, hugging, holding hands or any intimate gesture of affection in which physical contact takes place. Violations of this rule will result in disciplinary consequences.

### **Senior Privileges**

Students can look forward to special status during their senior year. These senior privileges reflect the school's philosophy of earned self-responsibility. **However, these privileges may be lost due to disciplinary or attendance issues.**

- ∞ **Senior Lockers and Parking**---Seniors have the opportunity to purchase lockers and parking before other students.
- ∞ **Junior-Senior Prom**---Juniors host this formal dance to honor the senior class. If a student loses the privilege of attending the prom, fees will not be refunded.
- ∞ **Graduation**---This formal event recognizes all the graduating seniors. Seniors deliver speeches and receive prestigious awards before diplomas are awarded. If a student loses this privilege, graduation fees will not be refunded. **Seniors who are sent to the alternative school during second semester may not walk in Central High School's graduation ceremony.**

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a student or staff member to another student or staff member constitutes sexual harassment. Any person who alleges sexual harassment by a staff member or student in the school district should directly inform an administrator, guidance counselor, or teacher. All allegations of sexual harassment shall be fully investigated and appropriate corrective and/or disciplinary action will be taken. ***The false reporting of sexual harassment is a very serious offense and may result in disciplinary action.***

## Tardiness to School or Class

Students are expected to report to school and class on time. This means that when the bell rings for class to start, students should be in their assigned seat ready for class. The school's instructional climate is disrupted each time a student is late. School starts promptly at 8:24 AM. Students tardy to school should report to the attendance office. All tardy excuse notes must be turned in to the attendance office at check-in. When tardy to class, students should have a hall pass from a teacher, counselor, administrator, or office personnel to have the tardy considered excused.

**All teachers will follow the procedures outlined in the school tardy policy for all class periods.** Disciplinary action will be taken for excessive tardiness to any class period. Action may include, but is not limited to, conferencing, parental contact, teacher-assigned detention, loss of school privileges, in-school suspension, out-of-school suspension, or revocation of parking privileges.

### Consequences

- ∞ 1<sup>st</sup> tardy—recorded in Infinite Campus, verbal warning
- ∞ 2<sup>nd</sup> tardy—recorded in Infinite Campus, parent contact
- ∞ 3<sup>rd</sup> tardy—recorded in Infinite Campus, teacher-assigned detention
- ∞ 4<sup>th</sup> tardy—recorded in Infinite Campus, disciplinary referral to administrator—student signs tardy contract
- ∞ 5 or more tardies—disciplinary referral, ISS, loss of parking and/or loss of a extracurricular attendance

### Parking Consequences for Unexcused Tardies to School and Unexcused Absences to First Period Class

- 5th Tardy      Loss of parking privilege for 5 school days. Students must surrender parking permit to the front office upon check in.
- 6th Tardy      Loss of parking privilege for 20 school days. Student must surrender parking permit to the front office upon check in.
- 7th Tardy      Loss of parking privilege for the remainder of the semester. Student must surrender parking permit to the front office upon check in.

\*\*Any student who parks on campus after the 7<sup>th</sup> unexcused tardy to school will have his/her car towed at his/her expense without warning.

### Vaping on School Property

Vaping and possession of vaping paraphernalia will not be tolerated at Central High School. The following will be the possible consequences for each offense:

- ∞ 1<sup>st</sup> offense - Up to 5 days OSS
- ∞ 2<sup>nd</sup> offense - Up to 10 days OSS
- ∞ 3<sup>rd</sup> offense - Up to 10 days OSS and referral to a disciplinary tribunal

Students found in possession of a vaping device containing THC oil or any other illegal drug will result in an immediate out of school suspension and referral to a disciplinary tribunal. Criminal charges may be filed.

### Weapons on School Property

**Possession of a weapon on school property is a Level 3 offense resulting in an immediate referral for a tribunal hearing and expulsion.** If a student inadvertently brings a weapon on school property and reports this action to an administrator as soon as the student discovers the weapon and before the weapon is discovered by another person, the principal will assign appropriate discipline and will report the weapon to proper authorities. No weapons shall be used by students in an exhibit, presentation, or activity, including classroom and school-sponsored events without the written permission of the principal prior to the activity.

## EXTRACURRICULAR PROGRAMS

**Extracurricular programs are an important aspect of the high school experience. Participation in such**

**programs provides students the chance to belong to small groups and learn lessons that are applicable to future life situations. Academic achievement and participation in extracurricular programs are interdependent and are fundamental to our school’s success. All students are encouraged to get involved in school-sponsored activities. Additional information is available on page D8.**

Students’ academic progress will be monitored by their coaches and sponsors; additionally, coaches and sponsors will provide academic support for students on an as-needed basis throughout the year. If a student fails 3 or more courses on their **progress report**, they will not be eligible to compete until they are passing at least 5 out of 7 courses. Students will be allowed to practice while on academic probation. If the student fails 3 or more courses on their **9 week report card**, they will be prohibited from competing for 2 weeks. At the end of the 2 week academic suspension, the student will be allowed to compete if they are passing 5 of 7 courses.

Students should be aware that when they attend a school-sponsored event before, during, or after school hours, they represent Central High School and the same code of conduct will be followed. **Any violation may result in the student being removed from the team, club, or organization**. This also applies to students who attend field trips. If a student is a discipline problem at school or while on a field trip, he/she may not be permitted to attend field trips. Our expectations are that all students conduct themselves appropriately at any and all school functions. In accordance with Board Policy IDE in any grade, 9-12, individual student absences from classes are limited to 10 instructional days (60 hours) per year for participation in non-instructional activities.

**Athletics**

The athletic programs at Central High School offer a variety of team and individual sports for both boys and girls. To participate as part of an athletic team, individuals must meet the eligibility requirements set forth under board policy, have a current physical on file at the school, and have all necessary forms signed by the parents. Physicals are provided for students free of charge once a year in the spring. If a student fails to take advantage of this free physical, he/she is responsible for getting his/her own.

As with all school activities, permission to participate depends on overall good citizenship on the part of the student. The following interscholastic athletic programs are offered:

Baseball	eSports	Shotgun	Track
Basketball	Football	Soccer	Volleyball
Bass Fishing	Flag Football	Softball	Wrestling
Cheerleading	Golf	Swimming	
Cross Country	Gymnastics	Tennis	

**Certification of Eligibility**

To be eligible to participate and/or try-out for a sport or activity, a student must be enrolled full time in grades 9-12 inclusive at the school seeking eligibility for that student.

Enrollment is defined as follows:

- A. Fall Semester: when the student participates in a practice or contest before classes begin, or the student attends classes.
- B. Spring Semester: when the student attends classes.
- C. A student may be enrolled in only one (1) high school at a time.
- D. The student must be in regular attendance.
- E. The student must be taking courses that total at least 2.5 Carnegie Units that count toward graduation.

In addition to Central High School regulations, students must meet Georgia High School Association requirements.

Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

- A. academic requirements
- B. age
- C. semesters in high school
- D. residence in the school's service area
- E. transfer rules

\*\*\*Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester.

### **Age Limit**

To be eligible to participate in interscholastic activities, a student must not have reached his or her 19th birthday prior to May 1st, preceding his year of participation.

### **Limits of Participation**

1. Students must have a certificate of an annual physical examination and a signed drug consent form on file at the school prior to participating in any athletic tryouts, practices or games that indicate the students are physically approved for participation.
2. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

### **Band Program**

Central High School offers its students the opportunity to be part of a competitive band program. The band participates in numerous music festivals during marching season, performs at CHS football games, presents concerts during concert season, and takes part in district and state musical competitions.

### **Chorus Program**

Central High School offers its students the opportunity to be part of a comprehensive choral program. Choral students have the opportunity to perform and compete in a variety of events throughout the school year.

### **Parent Organizations**

Membership in each group is open to parents, teachers, and community members.

**Athletic Booster Club.** The Central High School Athletic Booster Club promotes the overall athletic and cheerleading programs at Central High. Meetings will be advertised in the local newspaper and announced at school. Athletic Booster Club fundraising activities include the annual golf tournament, football concessions, raffles, and the sale of the football program.

**Band Booster Club.** The Central High School Band Booster Club provides support to the overall band program. Meetings are held the 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. in the band room. Booster activities include the annual Super Bowl of Sound, fundraising activities, and chaperoning band trips.

### **Clubs offered at Central High School**

**Academic Team**---The mission of the Central High School Academic Team is to provide a vehicle for students to demonstrate academic excellence and scholarly knowledge in a competitive setting. The Varsity (11th & 12th grade) and Junior Varsity (9th & 10th grade) Academic Teams compete in a number of events throughout the school year, including county, region, and state tournaments.

**Faculty Advisors:** Jonathan Horsley and Heather Robertson

**BETA Club**---Central High School Beta Club is a part of the National Beta Club. The purpose of the National

Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school. Membership is by invitation to students who meet the academic requirements. The National Beta Club, a student-centered organization, continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service and leadership in a global community. The CHS Beta Club is involved in various service and community projects.

**Faculty Advisors:** Liz Beverly

**Best Buddies Club**---promotes one-on-one friendships between students with intellectual and developmental disabilities and those without a disability, within the school. This program tries to break social barriers at a difficult time in a teenager's life, with or without a disability. Members spend time together during lunch break, before or after school. There are special events created which allow the students to be creative, share and contribute with one another. **Faculty Advisor:** Christine Hanson

**Chess Club**---The Chess Club is a student-led organization consisting of members in grades 9-12. Members play chess before school in the Media Center. New members are welcome and no prior knowledge of the game is required.

**Faculty Advisor:** Linda Morris

**Ethics Bowl Team**--- Is competitive yet collaborative events in which students discuss real-life ethical issues. In each round of competition, teams take turns analyzing cases about complex ethical dilemmas and responding to questions and comments from the other team and from a panel of judges.

**Faculty Advisor:** TBD

**Fellowship of Christian Athletes/Students (FCA/FCS)**---FCA is a non-school sponsored student led activity. FCA/FCS's vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches. The mission is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. Student-led activities include: worship, Bible study, devotionals, athletic events, concerts, and region-wide FCA/FCS gatherings. (Non-school sponsored student organization) **Faculty Advisor:** Cindy Jordan

**Future Business Leaders of America (FBLA)**---The FBLA mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The purpose of the club is to promote competent, assertive business leadership, strengthen confidence of students in themselves and their work, create interest in and understanding of individual projects to improve home, business and community, facilitate the transition from school to work, assist students in the establishment of career goals, encourage scholarship and promote school loyalty, encourage and practice sound financial management, develop character, prepare for useful citizenship, and foster patriotism. **Faculty Advisors:** Bailey Buchanan

**Future Farmers of America (FFA)**--- FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. To accomplish its mission, FFA:

- ∞ Develops competent and assertive agricultural leadership.
- ∞ Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
- ∞ Strengthens the confidence of agriculture students in themselves and their work.
- ∞ Promotes the intelligent choice and establishment of an agricultural career.
- ∞ Encourages achievement in supervised agricultural experience programs.
- ∞ Encourages wise management of economic, environmental and human resources of the community.
- ∞ Develops interpersonal skills in teamwork, communications, human relations and social interaction.

- ∞ Builds character and promotes citizenship, volunteerism and patriotism.
- ∞ Promotes cooperation and cooperative attitudes among all people.
- ∞ Promotes healthy lifestyles.
- ∞ Encourages excellence in scholarship

**Faculty Advisors:** Allison Bridges and Stanley Clarke

**Interact Club**---Interact is Rotary International's service club for young people ages 12 to 18. The goal is to bring together business and professional leaders in order to provide humanitarian service and to advance goodwill and peace around the world. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but they are self-governing and self-supporting.

**Faculty Advisors:** Corinne Hindman and Cindy Jordan

**International Club**---The International Club is a club for students who are pursuing or intend to pursue the International Skills Diploma Seal. The International Club provides students with opportunities to learn about other cultures, traditions and customs, beliefs, food, dress, and music and allows students a chance to broaden their cultural knowledge and sensitivity. It also helps students who are pursuing the ISDS stay on track with their requirements and offers portfolio assistance and advice.

**Faculty Advisors:** Sarah Hall and Monica Smith

**Key Club**---The Key Club is an international student-led organization which provides its members with opportunities to provide services, build character and develop leadership. Planned or past activities include the Golden K Pancake Breakfast, canned food drive, tree planting at McIntosh Reserve, Relay for Life, Read Across America (elementary schools), breakfast with the Kiwanians, yard sale (money donated to local needs), Salvation Army bell ringers, and March of Dimes.

**Faculty Advisor:** TBD

**National Honor Society**---The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Initial consideration for membership in the National Honor Society takes place in grades 11 and 12. Students must be enrolled for a minimum of one full semester at Central High School prior to induction. Students ranked in the top 10% of their class, actively enrolled in one or more honors or AP level classes, will be evaluated by a faculty committee in the areas of leadership, service, character, and scholarship (academic achievement). Students selected for membership in the National Honor Society will be notified in the fall of their junior or senior year. Members of the National Honor Society must pay the required dues, attend all meetings, and complete four service projects per year in order to remain in good standing and be recognized at graduation their senior year.

**Faculty Advisor:** Jessica Dodson

**Pride Club (People Respecting Individual Differences Equally)**---The Pride Club is a non-school sponsored student led group that provides a sense of community and a safe space for all students, including those who identify as LGBTQ+ and their allies.(Non-school sponsored student organization) **Faculty Advisor:** Mitt Conerly

**Science Olympiad Team**--- Students compete in events pertaining to various scientific disciplines, including earth science, biology, chemistry, physics, and engineering. **Faculty Advisors:** Justin Rondash

**Spanish Honor Society**---Julia d Burgos Chapter, is a national Spanish Honor Society whose mission is to recognize high achievement in Spanish and Portuguese by students of secondary schools and to promote continuity of interest in Hispanic and Luso-Brazilian studies. Planned or past activities include student participation in Spanish contests, planning and organizing activities for Spanish Club, and planning activities for Hispanic heritage month. **Faculty Advisor:** Lee Burson

**Spanish Club**---The Spanish Club's purpose is to promote interest in Hispanic and Latin culture, its people, tradition, language, music, food, etc. Planned or past activities include gorditas cooking day, learning Spanish dances, salsa sampling, hot chili sampling, Hispanic heritage trivia, and genres of Hispanic music.

**Faculty Advisor:** TBD

**Student Council**--- The purpose of class officers and student council is to promote student cooperation in the management of school affairs. Student government is self-supporting and the members should provide leadership to others in the student body. **Faculty Advisor:** Marla Martin

### **Elections**

Upperclassmen, rising 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students, apply to be on the student ballot as a member of student council or as a specific class officer. Upperclassmen elections are held near the end of each school. Rising 9<sup>th</sup> grade students complete the same application as upperclassmen. These students must meet the same standards set forth for upperclassmen. Rising 9<sup>th</sup> grade elections take place at Central Middle School near the end of students 8<sup>th</sup> grade year. Students will be notified of ballot acceptance one (1) week prior to the election.

### **Election Application and Eligibility**

Students wishing to represent their class as a class officer or member of student council must be dedicated and willing to handle the responsibility of the position. Being a class officer or member of student council is a privilege and honor. Students are expected to hold themselves to a higher standard as they represent the school along with the entire student body. Running for class officer or student council means you are willing to work, come to meetings, participate in the required events, and represent your class student body; this is not a personality contest.

- 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade applicants, who have previously served, must have met all year's previous requirements and Honor Cord eligibility standards to be considered for the current year's ballot.
- Grade Point Average (GPA) must be a minimum of 3.5 or higher for all officer candidate applications. Cumulative GPA will be verified through the first semester of the current school year.
- Grade Point Average (GPA) must be a minimum of 2.5 or higher for all student council candidate applications. Cumulative GPA will be verified through the first semester of the current school year.
- All applicants for class officer and student council members must have no more than four (4) unexcused absences per semester. All attendance will be verified by the school registrar prior to applications being accepted for the ballot.
- Applicants must have no disciplinary incidents resulting in ISS, OSS, or alternative school placement.
- Class Officers and Student Council members meet at 7:30 a.m. Applicants should take this into account prior to running for office.

### **Honor Cord Eligibility**

Class Officers and Student Council members are asked to represent Central High School with the highest degree of personal integrity. Students are expected to follow the Honor Code and be model students.

Service Honor Cords are awarded based on the following criteria.

- Completing a minimum of two (2) years of service.
- Being an active member both years.
- Participation in at least 80% of all meetings.
- Participation in a minimum of four (4) full Homecoming preparation days.
- Participation in two (2) fundraising events.
- Participation in one (1) community service project.
- Participation in two (2) school service projects.

- No disciplinary incidents resulting in In School Suspension (ISS), Out of School Suspension (OSS), or alternative school placement.

Students will receive a formal Honor Cord Code Letter once elected to serve. Letters must be signed by the student and parent and turned in before the student is considered an active class officer or student council member.

### **Community Service and Leadership**

Once elected, class officers and student council members will be asked to participate in a variety of community service and school service activities. Taking the initiative to be involved, volunteer for events, and being on time is expected of all members.

**Visual Arts Club**---Our mission or purpose is to afford students an opportunity to take part in creative thinking and production; to encourage development of visual arts skills; to provide opportunities to make critical choices, gain knowledge and experiences in the visual arts. The members work together during two fundraiser art sales, an Art show, and 2 community service projects thus using their art abilities for three different purposes. Past and Planned Activities include election of officers, art club t-shirt design and sale, pewter casting workshop, potter's wheel workshop, drawing workshop, Christmas art sale, glazing "empty bowls," selection and hanging the spring art show, teacher thank you gifts, pre-Christmas gift sale, trip to the High Museum, Carrollton square gallery, Spring art show, PowerPoint on art history, artists presentations, Carrollton Mega Festival, individual support of students' art efforts, and ending PowerPoint using photos and art throughout the year.

**Faculty Advisor: Tuesdee Lambert**

### **Student Activities**

All students are encouraged to participate in areas in which they have a talent or an interest. Competitive activities such as athletics, literary, band, and chorus carry enrollment, attendance, and academic requirements. ***The administration has the authority to prohibit any student's participation in non-instructional activities on the basis of behavior and attendance.***

**Class Organization.** Each grade has its own faculty sponsors and elected class officers. Officers are elected during the spring of each preceding school year. Class activities and events are planned through these officers.

**Homecoming.** Central High School will celebrate homecoming week during football season. Students will be allowed to participate in homecoming activities all week and the homecoming king and queen will be named at the football game.

**Junior/Senior Prom.** Any student of Central High who has paid his/her Junior fees and is a Junior or Senior by the beginning of the second semester of the current year is eligible for the Junior/Senior Prom. **Prom guests must be 14-20 years old and either be in high school or have attended high school previously. If in school, they must complete the required documentation showing they are in good standing with their school. Guest names and copies of driver's licenses must be submitted to the Junior Sponsor at least two weeks prior to prom.**

\*\*\*It is important to note that prom attendance is a privilege. Students should be aware that they can lose this privilege as a consequence of behavior or attendance issues and dues will not be refunded. For example, students who are assigned ISS or OSS through the date of the prom will not be able to attend and their dues will not be refunded. Additionally, any student accumulating more than 10 combined ISS/OSS days will have their prom privilege revoked. The absences include dates missed from another school. Central High School administration also has the right to deny access to anyone they believe could pose a threat to the safety and security of the event.



## FINANCIAL INFORMATION

### Class Ring

A Herff Jones representative comes during the fall semester to distribute information about class rings to the sophomore class. The representative will have a parent information session in the cafeteria (date and time to be announced). There will also be an opportunity for students to make payments to Herff Jones during their lunch period.

### Club Dues

Research has shown that students that are involved in extracurricular activities are more likely to graduate from high school. Participation in a club encourages leadership, friendship, and interest through programs, conventions, banquets, and special projects. Central High school offers a multitude of clubs to pique any student's interest. Each of these organizations is expected to complete at least one school and one community service project each school year. There may be club dues associated with some of the organizations here at Central High School. Those dues are paid to the club sponsor. Any check or money order should be made out to Central High School.

### Field Trips

Field trips are used to extend classroom experience and student understanding of learning goals. Student code of conduct listed in JCDA-R is expected to be followed by all students while on school field trips. No student will be allowed to attend a field trip unless a parent has signed a permission form. Students may be asked to contribute to the cost of the trip. No student will be denied the opportunity to participate in a field trip by not contributing to the cost of the trip; however, the field trip may be canceled if there aren't enough funds raised to cover the cost. Students with more than **seven absences** in any class may be denied field trip participation.

### Fundraising

The Principal and Board of Education must approve all fundraising projects, on or off campus. Payment of money to the sponsor of a fundraiser may be made by check, cash, or money order to Central High School.

### Junior Dues and Senior Fees (All fees are non-refundable)

Junior dues and Senior fees are used to help offset the cost of the prom and graduation. Central High School graduating seniors must have paid both junior dues and senior fees in order to be considered in good financial standings upon graduation. Prom Dues pricing will be shared via the school website, social media, and the morning announcements. Senior graduation dues are as follows:

Senior graduation fees include cap and gown, diploma, diploma cover, program, tassel and alumni tee.\*\*

Checks are made payable to Central High School. Payment is made in the Media Center.

Graduation Fees (Seniors)	August 4 until December 14, 2023	\$150 Cash or Check
	January 3 until February 16, 2024	\$200 CASH ONLY-no tee

*After February 16 there is no guarantee of receiving the custom graduation gown. **No** credit card payments will be accepted for senior fees.*

## Graduation Honors Regalia

Honor cords signify a level of academic achievement in the awarded field or pathway. Honor cords will be awarded only to those students who have met the standards of a State or National organization which sponsors an Honor Society and to which the local organization has an active affiliation. Clubs and organizations that offer the students an opportunity to earn and wear honor cords and medallions can be found on the school website at <http://chs.carrollcountyschools.com/graduationinformation>, click on the Parent button and Seniors or click the Student button and 12th grade. Graduation information, dates and deadlines, what to wear and regalia regulations as well as gown care instructions are available. If you have questions, please email or call Linda Morris at [linda.morris@carrollcountyschools.com](mailto:linda.morris@carrollcountyschools.com).

Graduates MAY NOT decorate the top of the mortarboard cap and may only wear approved honor regalia during the graduation ceremony. Awards given to students from outside groups such as military recruiters, churches, and/or national organizations will be asked to remove the item for the ceremony. Check *What I Need to Know About Graduation* documents for approved regalia.

## Lost or Damaged Books

Students are responsible for all books and equipment assigned throughout the school year. If something is misplaced or stolen, it should be reported to the issuing teacher or coach immediately. If it is not found or returned then the student must pay the cost of replacing the item. CHS is not required to issue any textbooks until past lost/stolen/damaged books are paid for or returned. Students will be prohibited from purchasing lockers or parking permits if fines have not been paid in full for textbooks and/or library books. Unpaid fines will accumulate and must be paid before a graduating senior will be allowed to participate in the graduation ceremony.

## Lunch Program

Lunch will be served from 11:17 AM-1:36 PM. The Central High School cafeteria offers nutritional meals to students at breakfast and lunch. Students will be required to present their student identification number to eat school meals. Failure to have a student ID number may result in having to pay the full price of the meal or bringing a lunch from home. Each student will have an individual account in the school food service program in which parents or students may deposit money for school meals. Money may be deposited on a weekly, monthly, or semester basis. Daily purchases will be subtracted from this balance and students or parents will be notified when the account is low. If you have questions, you may contact Ms. Nolley, our cafeteria manager, at 770.834.0744. Students will be able to purchase extra food items such as bottled water, fruit juice drinks, or additional entrees when they purchase lunch. Students are not allowed to charge meals in high school. \*\*Students will **not** be called from class to be given a lunch after the school day begins.

## Meal Prices School Year 2023-24

### Breakfast:

Students	\$1.50
Reduced Price	\$0.30
Adults	\$2.00
Extra Milk	\$0.50

### Lunch:

Students	\$3.00
Reduced Price	\$0.40
Adults	\$4.00

## Monetary Responsibilities

Any debt incurred during a student's enrollment at CHS must be satisfied in full before graduation. **All outstanding debts including fees to athletics, band, chorus, lost textbooks, missing library books, or any other school related balances must be PAID IN FULL or the student will not be allowed to participate in his/her graduation ceremony.**

## Parking

Parking at Central High School is a privilege and comes with great responsibility. A student's parking can be denied or revoked by an administrator (see school discipline). All funds are non-refundable.

Parking Maintenance Fee: \$40 per year; \$25 per semester

### **Pictures**

School pictures are done by BPI Photography. All checks, money orders are paid directly to the company.

### **Yearbook**

Students and parents may purchase a yearbook online at yearbookordercenter.com. **Our school code is 2305.** Students may also purchase a yearbook at school from a yearbook staffer or from Mrs. Monica Smith. The deadline to reserve a book is in January. After that date, books will be available on a first come, first served basis. Yearbook prices begin at \$65, and they will gradually increase to \$85 throughout the year. Order yours early! Parents of seniors may purchase senior ads online. The deadline for senior ads is in November.

## **COUNSELING DEPARTMENT**

The Central High School Counseling Department offers educational counseling, personal counseling, and career counseling. Staffed by three full-time counselors, the Counseling Department: guides the registering of students into appropriate classes; works with the students' advisors to insure inclusion of required courses for graduation; counsels with individual students about personal issues, including peer interactions, family relationships, and self-esteem, as well as provides information to students about testing, potential careers, and preparation for college and technical schools. Meetings with counselors are made through appointments by contacting our registrar or directly emailing a counselor.

### Counseling Department Staff

- ∞ Nancy Dixon- Registrar
- ∞ Rhea Zerr-Shepard- 9<sup>th</sup> grade Counselor
- ∞ Corinne Hindman- 10<sup>th</sup> – 12<sup>th</sup> Counselor (last names A-K)
- ∞ Kim Ivester- 10<sup>th</sup> – 12<sup>th</sup> Counselor (last names L-Z)
- ∞ Heather North- Graduation Facilitator/ e2020 Coordinator/ 12 For Life Coordinator
- ∞ Andrea Jones- School Social Worker
- ∞ Anna Haas and Paryn Swales - PASS Site Coordinators

### **Change of Student Information**

Any time there is a change in a student's address, phone number, emergency contact, custody, or other information, it is the responsibility of the parent to notify the school registrar, Mrs. Nancy Dixon. Contact information in Infinite Campus is used to send automated phone messages to our students and their families. In order to maintain effective lines of communication, it is important to update your information as it changes.

### **Courses of Study**

Counselors will verify that students are meeting graduation requirements. However, the final responsibility rests with each student to ensure that he/she does not repeat a course for which he/she has already received credit.

### **Infinite Campus and Parent-Teacher Communication**

Because the support of the family is so critical to a student's success, the parent-teacher conference is perhaps the best way for parents and teachers to get to know each other and share information that may help the student increase the quality of his or her academic performance. Regular communication between parents and teachers is encouraged through phone calls, email, letters, and conferences. Parents who wish to make an appointment with more than one teacher should contact Mrs. Dixon in the counseling office at 770-834-3386 (extension 2450).

**IMPORTANT:** We encourage parents/guardians to visit the school and meet with all staff members who are involved with your student. Join a parent booster club, volunteer to chaperone a school function, call to schedule a time to visit in your student's classroom, and most of all, be involved in your student's education.

Parents/Guardians that have internet accessibility can view their child's grades, attendance, and discipline through the new version of the parent portal of Infinite Campus. Parents interested in utilizing this program should contact Mrs. Dixon at 770-834-3386 (ext. 2450). There is also a new Infinite Campus App for an iPhone or smartphone. It can be downloaded at [www.infinitecampus.com/info/new-campus-mobile-apps](http://www.infinitecampus.com/info/new-campus-mobile-apps). The IC Parent Portal will allow you to view your child's attendance, grades, class assignments, school calendars, schedule, announcements, and other information.

Note: In order to log on, first obtain your IC Parent Portal Activation Key from Mrs. Dixon in the counseling office.

To log on, use the Activation Key from your Person Summary Report and follow these simple steps:

1. Log onto [www.carrollcountyschools.com](http://www.carrollcountyschools.com)
2. Click on the Infinite Campus icon (located on the left menu bar)
3. Click on the Parent Portal link
4. Click on the link that states "If you have been assigned a Campus Portal Activation Key, click here".
5. You may now activate your Campus Portal Account by entering the 32-digit Activation Key number (also listed as a Person Guide) listed on your Person Summary Report. IMPORTANT: The Activation Key is CASE SENSITIVE. Please enter the number exactly as shown on the Person Summary Report.
6. Once the Activation Key is entered, you will receive a message that states "Campus Portal Account creation successful" – You must then create your own password for your account. Your password MUST be 8 characters long, case sensitive and must contain letters, numbers and/or special characters (@, \$, &, etc.).
7. When you have completed your password, you will receive a message that states "Congratulations on activating your Campus Account." Click where indicated to return to initial log on page. To enter the system, use your username and password under the "Already have a Campus Portal Account?" section, and then click the Login button. REMEMBER, usernames and passwords are CASE SENSITIVE.
8. If you forget your username and/or password for the Parent Portal, please email the Infinite Campus Support desk at [campushelp@carrollcountyschools.com](mailto:campushelp@carrollcountyschools.com). We will verify the email address with the email address on file and respond within 24 hours.
9. Microsoft Outlook users may experience difficulty with email links for teachers in the Parent Portal. If you experience difficulty, please select the link to Central High School and use the teacher email links listed there. You may also contact any school system employee by entering their first and last names as follows: [firstname.lastname@carrollcountyschools.com](mailto:firstname.lastname@carrollcountyschools.com).
10. For technical assistance, please email [campushelp@carrollcountyschools.com](mailto:campushelp@carrollcountyschools.com)

### **Schedule Changes**

Schedule change opportunities are allowed at the beginning of each semester during a designated drop/add period. Changes to student schedules will take place to meet an academic requirement, avoid repeating a class, make up a failed course, or to add classes to empty slots on your current schedule.

### **Withdrawal Procedures**

Twenty-four hours before the last day of attendance of a student, the parent must request withdrawal forms. The forms will be given to the parent after the student's last day enrolled in a Carroll County school if all fines have been paid and all textbooks and library materials returned. If a student does not obtain withdrawal papers, the student will be counted absent unexcused until notification of enrollment in another school is received.

### **Work Permit**

Work permits are available in the Student Services Office with 24 hours advance notice. See Mrs. Devin Watkins.

## SCHOOL SAFETY

**It is the duty and responsibility of everyone at Central High to work together to provide a safe school environment. All policies and procedures are designed to keep students safe. Students are expected to notify the proper adult when there is a situation that might endanger a fellow student or teacher.**

### Drug-Free School Zone

It is the intention of the Carroll County Board of Education, the administration, and the staff to keep CHS a drug-free school zone. Because the use of alcohol and illicit drugs is wrong and harmful, their possession and use will not be tolerated on campus or at any school activity.

Students are encouraged to contact the counselor's office for information related to drug and alcohol counseling. In addition, the Georgia Helpline is available through the Governor's Commission on Drug Awareness and Prevention: 1-800-338-6745. All callers remain anonymous.

### Suicide Prevention Hotline

Georgia Crisis and Access Line 1-800-715-4225

### Fire Drills

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Exit information will be posted in each classroom. General rules for fire drills are:

- ∞ Students will follow designated exit instructions, walk, refrain from talking, and proceed to a distance approximately 100 feet from the point of exit.
- ∞ The teacher should be the last one out of the room, take grade book and keys, close the door and remain with the group.
- ∞ The teacher will take attendance once the group has reached its proper distance from the building.
- ∞ Students will return to their classrooms in the same orderly fashion.

### Photograph and Video Use

Throughout the school year there are numerous activities that provide opportunities for students to be photographed and/or videotaped. Student publications, school websites, school Facebook pages and other social media, and school yearbooks use photographs to document student life and various events. These events include, but are not limited to band performances, drama performances, extracurricular and athletic activities, class presentations, competitions, and club sponsored projects and events.

As a parent, it is your right to determine the use of your child's photograph or video for any purpose including honors and awards during the school year. If you prefer to **DENY PERMISSION** for photograph and/or video use, please contact the media specialist at your child's school to request a Photograph and Video Use Refusal Form.

### Tornado Drills

During tornado drills or in the event a tornado strikes, students will follow this procedure:

- Remain quiet.
- Be alert to instructions given by the teacher.
- Move to the hallway immediately.
- Sit on the floor with **back to the wall** and **knees together**.
- Clasp hands firmly behind the head, covering the neck.
- Bury face in arms protecting the head and close eyes tightly.
- Stay in designated area until instructed to leave.

Further instruction will depend upon circumstances and extent of damage.

