

# Centennial High School Student Handbook 2023 – 2024



**Mission:** The CHS community will work collaboratively to provide all students rigorous personalized education experiences, high levels of learning, and competencies necessary to be globally competitive in the 21st century.

**Vision:** CHS is committed to fostering an environment of relationships, relevance, reflection, and rigor that allows students and staff to reach their full potential.

# Centennial High School

“Home of the Knights”  
9310 Scott Road  
Roswell, Georgia 30076  
470-254-4230  
Fax: 470-254- 4250  
@The\_CHSKnights

<https://www.fultonschools.org/CentennialHS>

School Hours: 8:20 am – 3:30 pm  
School Colors: Blue and Black  
School Mascot: Knight

The Student Handbook is a summary of school policy and procedure by the Centennial High School Administration.

The Centennial Administration reserves the right to amend or change policies within this handbook. Every effort will be made to communicate changes to all stakeholders in a timely manner.

School stakeholders are encouraged to regularly check the school’s website for the most up-to-date information.

Copias de este documento estarán disponibles en español. Si tiene alguna pregunta, comuníquese con el enlace en español para Centennial High School, Marilu Anderson (andersonm2@fultonschools.org) o por teléfono al 470-254-4242.



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***Centennial Knights Students,***

You are an important piece of the incredible Centennial Knight community, and I am proud and privileged to join this special, different, and better community as your principal at Centennial High School. It is my goal that as Centennial students you have a challenging, supportive school experience that creates smart, happy, and connected students who are on track to achieve their current and future goals. I hope you feel at home in the Centennial uKnighited community where we work to ensure that students create, think, collaborate, and learn.

The purpose of this student handbook is to provide students with critical information to guide and support their success at Centennial. Successful participation in any community comes with collective commitments to adhere to the community's expectations, processes, and procedures. This student handbook provides that critical information to you.

As you continue your journey at Centennial, I encourage you to:

- Create pathways and support systems to achieve your scholastic goals.
- Think always about how to develop into the best version of yourself.
- Collaborate with peers, faculty and staff, and your families to propel toward success.
- Learn with daily commitment and integrity.

On behalf of the entire Centennial High School team of faculty and staff members, know that we are glad you are a Centennial Knight – we are Centennial uKnighited, and our best days are ahead.

Go Knights!

Dr. Opie Blackwell, Principal

## About Centennial High School

Centennial High School is a Fulton County public four-year college preparatory and career technology high school located approximately 13 miles immediately north of the 285 bypass and 3 miles east of GA 400, exit 7A. Centennial has a diverse student body of approximately 1800 students. Centennial offers and International Baccalaureate Diploma Program and in addition offers 31 Advanced Placement Courses. Ranked by The Washington Post, US News and World Report, and Atlanta Magazine as one of America's best high schools, Centennial also holds its place as a leader within the Fulton County School district. Parents, students, faculty, and staff have embraced Centennial's vision of 21st century learning, and the path is clear to continue the school's trek as innovative and forward-thinking

## Administration Team

Principal - Dr. Opie Blackwell [blackwello@fultonschools.org](mailto:blackwello@fultonschools.org)

Assistant Principal – Ms. Tiffany Crumpton [crumpton@fultonschools.org](mailto:crumpton@fultonschools.org)

Assistant Principal – Mr. Antonio Grant [granta@fultonschools.org](mailto:granta@fultonschools.org)

Assistant Principal – Ms. Gail Ritchie [ritchieg@fultonschools.org](mailto:ritchieg@fultonschools.org)

Assistant Principal – Vacant

Administrative Assistant/IB Coordinator – Vacant

Administrative Assistant – Mr. Brandon McIntosh [mcintoshbm@fultonschools.org](mailto:mcintoshbm@fultonschools.org)

Athletic Director – Mr. Trey Henson [hensondc@fultonschools.org](mailto:hensondc@fultonschools.org)

Instructional Coach – Ms. Stephanie Peet [peets@fultonschools.org](mailto:peets@fultonschools.org)

## Counseling Staff & Student Services

Head Counselor – Ms. Hella Peart (Rj – Z)

Counselors – Ms. Nsikan Ekpo (A - Dn)

Ms. Heidi Ruppe (Do - Kn)

Ms. Melissa Freeman ((Ko – Ri)

Graduation Coach – Ms. Ayana Hollaway

RTI/504 Chair – Ms. Jenna Silverman

Social Worker – Ms. Erika Cohen

School Psychologist – Ms. Elizabeth Wilson

Bilingual Liaison – Ms. Marilu Anderson

Attendance – Ms. Lisandra Suarez

Counseling Secretary – Ms. Getra White

Registrar – Ms. Nancy Stickel

College and Career Center – Ms. Caroline Truax

*Counselors are assigned by student last names and are determined at the beginning of each school year based on enrollment. For more information, please check the counseling website at*

[www.myCentennialCounseling.com](http://www.myCentennialCounseling.com)

## Support Staff

Learning Commons Media Specialist – Dr. Christa Heath

Clinic Assistant – Ms. Sanjeevee Rathnabandara (Ms. Chapa)

School Police Officers – Officer Lamb, Officer Daniels

Cafeteria Manager – Ms. Liliana Velazquez

## Department Chairs

Career Tech – Ms. Marie Robinson

Fine Arts – Ms. Chelsea Burney, Ms. Amanda Marbry

Health/PE – Mr. David Kelly

English/Lang Arts – Ms. Ariel Raines

Math – Ms. Joy Lee

Science – Ms. Christine Behymer

Social Studies – Mr. Mack Hennessey

TAG – Ms. Shannon Keane

World Languages – Ms. Raquel Martinez

ESOL – Dr. Holly Oran

IRR – Ms. Amber Leggett

ID – Ms. Brianne Haase

*Email is the preferred initial method of home to school contact. A response should be expected within 24 business hours.*

*A complete list of staff and their emails can be found on our website at*

<https://www.fultonschools.org/CentennialHS>



## Centennial High School

### Who Do I Ask for Help?

Issue/Concern	1 <sup>st</sup> Point of Contact	2 <sup>nd</sup> Point of Contact	3 <sup>rd</sup> Point of Contact
Academic Assistance	Teacher	Department Chair	Student's Assigned Counselor
Announcements	Front Desk Ms. Bucknor	Professional Assistant Lisa Anderson	Media Specialist, Dr. Heath
Athletics	Athletic coach	Athletic Director, Trey Henson	Principal, Opie Blackwell
Attendance	Teacher	Attendance Clerk, Ms. Suarez	Assistant Principal, Gail Ritchie
Clinic	Clinic Aide Sanjeevee Rathnabandara	Professional Assistant Lisa Anderson, Jayna Brosmer	Assistant Principal Tiffany Crumpton
Conference Request	Teacher	Department Chair	Student's Assigned Assistant Principal
Clubs	Club Sponsor	Athletic Director Trey Henson	Assistant Principal Tiffany Crumpton
Curriculum Questions	Teacher	Department Chair	Content Area Assistant Principal
Discipline	Classroom Teacher	Student's Assigned Assistant Principal Grant: A-Dn Crumpton: Do-Kn Ritchie: Ko-Ri TBD: Rj-Z	Principal, Opie Blackwell
Enrollment	Registrar, Nancy Stickel	Student's Assigned Counselor	Student's Assigned Assistant Principal
Facility Request	Athletic Director, Trey Henson	Assistant Principal, Tiffany Crumpton	Professional Assistant Lisa Anderson
Field Trips	Coach, Teacher or Sponsor	School Bookkeeper Fen Chen	Principal, Opie Blackwell
Free & Reduced Lunch Forms	Cafeteria Manager Kara Flood	FCS Food Services	Student's Assigned Assistant Principal
Grades	Teacher	Department Chair	Student's Assigned Assistant Principal
Graduation Credit Questions	Student's Assigned Counselor	Head Counselor Hella Peart	Graduation Coach Ms. Hollaway
Graduation Ceremony Questions	Graduation Coordinator Christa Heath	Assistant Principal Gail Ritchie	Principal Opie Blackwell
IB Program	IB Coordinator TBD	Counselor	Assistant Principal
Library Books	Media Paraprofessional Beth Wiscnowski	Media Specialist, Dr. Heath	Assistant Principal, Gail Ritchie
Lockers	Bookkeeper Ms. Chen	Student's Assigned Assistant Principal	



# Centennial High School

## Who Do I Ask for Help?

Issue/Concern	1 <sup>st</sup> Point of Contact	2 <sup>nd</sup> Point of Contact	3 <sup>rd</sup> Point of Contact
Lunch Accounts	Cafeteria Manager Kara Flood	FCS Food Services	
Parking	Athletic Director, Trey Henson	Student's Assigned Assistant Principal	Principal, Opie Blackwell
Parent Access to Infinite Campus	Front Office Lisa Bucknor	Media Specialist, Dr. Heath	Assistant Principal, Gail Ritchie
SAT/ACT Prep Questions	Counselor Heidi Ruppe	Assistant Principal Gail Ritchie	
School Police	School Police Officer Officers Lamb & Daniels	Fulton County Schools Police Department	
Senior Information	Senior Club Sponsor Ms. Kelly Harmon	Assistant Principal Gail Ritchie	Principal, Opie Blackwell
Schedule Requests	Guidance Counselors	Assistant Principal, Gail Ritchie	
Services for Exceptional Students Questions/Concerns	Case Manager	Instructional Support Teacher, Ms. Schwanzenfeld or Ms. Reddick	Assistant Principal, Tiffany Crumpton
Student Questions Last Name A-Dn	Teacher	School Counselor Nsikan Ekpo	Assistant Principal Antonio Grant
Student Questions Last Name Do-Kn	Teacher	School Counselor Heidi Ruppe	Assistant Principal Tiffany Crumpton
Student Questions Last Name Ko-Ri	Teacher	School Counselor Melissa Freeman	Assistant Principal Gail Ritchie
Student Questions Last Name Rj-Z	Teacher	School Counselor Hella Peart	Assistant Principal TBD
Student Technology Questions	IT hotline 470 254-2300	Media Specialist, Dr. Heath	School based tech Bryan Howard
TAG Program	TAG Chair Shannon Keane	TAG Coordinator	Student's Assigned Assistant Principal
Testing (SAT, ACT, AP) Accommodations	Accommodations Lead Erin Schwanzenfeld	Assistant Administrator TBD	Assistant Principal, Gail Ritchie
Testing Questions AP College Board	Instructional Coach Stephanie Peet	Assistant Principal Gail Ritchie	
Testing Questions All others	Assistant Administrator TBD	Assistant Principal Gail Ritchie	
Textbooks	Teacher	Media Assistant Beth Wiscnowski	Media Specialist Christa Heath
Transportation	Bus Driver	Professional Assistant Sharinette Johnson	Assistant Administrator Brandon McIntosh
504/RTI Questions	RTI/504 Chair Jenna Allenson	Student's Assigned Counselor	Graduation Coach Ms. Hollaway



## Academics and Grading

Full Board Policy can be found using the link: [District Policy Board Doc](#)

### Grading Scale

Students will receive only numeric grades on report cards for each course taken. Transcripts will include a legend showing the grading scale. College admissions officers re-compute averages and can easily make the conversion using the legend provided.

*A (90-100)      B (80-89)      C (70-79)      FAILING (0-69)*

### Certain Courses Carry More Weight

Advanced Placement, Honors, International Baccalaureate, and Dual Enrollment post-secondary option courses will receive an additional seven points to their final passing grade. The seven additional points will be reflected on grade reports only, and not used in the computation of cumulative averages. These additional quality points are often removed by colleges and state agencies when calculating GPA. Students and their parents should familiarize themselves with how colleges, scholarship committees, and government institutions calculate GPA's.

### Grade Reporting

Progress reports can be viewed through Infinite Campus every 4.5 weeks. A year end grade report will be issued at the end of the year. Credits will be earned at the end of each semester. After the fourth week of any semester and until final exams begin, parents are encouraged to use Infinite Campus Parent & Student portal to check their child's progress. Counselors and teachers are available by appointment to discuss with parents the placement and progress of a student. The student transcript reflects all courses attempted in high school as well as grades, credit received, and cumulative numeric average. Final grades are received in each course at the end of each semester and are permanent on the transcript.

### Parent Grade/Classroom Performance Inquiries

If a parent has an inquiry regarding any class work of their student, the following steps should be followed:

- The request should first be made to the teacher. (Teacher email addresses may be obtained on the school web site or by calling the front office.)
- After an email correspondence or telephone call to the teacher, a parent-teacher conference may be necessary. The teacher will confirm those meetings directly with the parents. Parent appointments cannot be promised on the day of the inquiry, but all will work together to find a mutually agreed upon time.
- After meeting directly with the teacher concerned, if questions remain, the parent should correspond with the department chairperson.
- If further assistance is needed following all steps outlined above, the parent may inquire to the counselor and/or the assigned assistant principal.

## **Grading Assignments, Assessments, and Tasks**

All assignments, assessments, and/or tasks should be aligned to domains, standards, learning targets, or a set of standards to be used in calculating a student's grade.

## **Report Cards and Progress Reports**

All schools will provide students and parents/guardians with a progress report that measures their academic progress on a 4.5-week basis throughout the school year. This can be done electronically or by sending a paper copy home.

At the end of each semester, students will be issued a formal report card to represent the student's final semester average.

At each 9-week reporting period, students' grades should reflect the following grade minimums:

- All students in grades K-12 will receive, at a minimum, eight grades per subject within 9 weeks.
  - Assignments, assessments, and/or tasks should be aligned to the prioritized and supporting standards for the course. AP or IB will follow those set of standards for that course.
  - Multiple practice opportunities should be provided to students before and after assessments to ensure student mastery.
  - At a minimum, two grades should be major
  - At a minimum, three grades should be minor
  - At a minimum, three grades should be practice

## **Grading Weights - High School (9-12)**

- Majors: 55%
- Minors: 35%
- Practice: 10%

In accordance with State Board Rule, students taking an End-of-Course (EOC) assessment, must have the EOC count as a weighted percentage of the student's total grade as specified by [State Board Rule](#). If the state continues to use the 20% weight, the 2nd-semester of the course should reflect the following grade weights subject to State Board Rule. See the Final Exams section for more information.

EOC Courses 2nd semester

- EOC:20%
- Majors: 40%
- Minors: 30%
- Practice: 10%

## **Non-Academic Skills**

Non-Academic Skills- Feedback provided to students and/or parents/ guardians in areas beyond academic mastery.

Non-academic skills will be reported in a separate section from academic performance. Feedback will be given to students and parents/guardians every 9 weeks on the progress report/report card for K-12 students.

Fulton County Schools will use the following key to report non-academic skills critical to student success.

- Consistently demonstrates “C”
  - Often demonstrates “O”
  - Sometimes demonstrates “S”
  - Rarely demonstrates “R”
- 
- Self-Direction: The student follows directions and procedures, sustains attention during class, and/or resists distractions.
  - Collaboration: The student works well with others, asks for help when needs it, and/or shares ideas.
  - Problem Solving: The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
  - Work Habits: The student comes prepared for class, manages time and materials, and/or stays on task.

## **Final Exams**

The district will not require the administration of a final exam or midterm in any course or grade level except when a course includes a state-mandated end-of-course test. Final exams and/or midterms, if administered, can only count as one of the major assessments of the course and cannot have a separate weight. When a course includes a state-mandated, end-of-course test, the student's grade in the 2<sup>nd</sup> semester of that course will reflect the required percentage weight for that assessment based on State Board Rule in a separate category.

## **Recovery**

Recovery: Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery should cover the standards that the student has not mastered.

Teachers should provide opportunities for each student K-12 to continue learning material that has not yet been mastered even if the student's grade is not replaced.

- Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment.
- Students are limited to one recovery attempt per major assessment that meets the threshold for recovery.
- Recovery of a major assessment should occur before the next major is given.
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.

- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

## **Missing/Late Work**

- Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted.
- When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed.
- Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

### Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit.
- After the deadline of an equal number of days a student was absent, teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

### Student Present but Fails to Turn in Assignment, Assessment, and/or Task(s)

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

## **Attendance**

### [Board Policy JBD](#)

In order for students in Fulton County Schools to learn and achieve, it is critical that they attend and engage in the learning process. Student absences impact a child's ability to succeed.

The Board supports enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Parents should avoid scheduling or arranging activities that require absences during the school day due to the detrimental impact on the student's access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia State Board of Education Rule 160-5-1-.10). Board Policy JD, Student Discipline, outlines consequences for failure to comply with this law.

### Check in / Check out Procedures

Students are required to Check In/Check Out through the attendance office whenever they arrive late or leave school early. The attendance office window opens at 8:00 a.m. and closes at 3:10 p.m. daily. Students must bring a parent-signed check-out note to the attendance window **prior to 8:15 a.m.** on the day of check-out. The Attendance Clerk will issue a check-out pass to the student stating when the student is authorized to leave campus. This pass must be presented to the teacher to be released from class.

Students are required to remain on campus at all times during school hours. Failure to checkout through the attendance office will result in disciplinary actions.

To be considered “in attendance” for a school day, a student must be present for at least four complete class periods. Students leaving school before meeting that requirement will be considered absent for the day.

A reminder that all adults asking to check a student out of school must have a valid, government issued, picture identification. Any adult checking a student out of school must be previously identified on the school’s Student Information System as an emergency contact.

**SPECIAL NOTE: On all days immediately preceding a school holiday, a parent/guardian must come in person to the attendance window to check out any student. The check-out note should still be sent with the student that morning.**

Excused Absences – A hold harmless absence that has been documented, and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student’s immediate family necessitating absence from school
- A death in the student’s family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Unexcused Absence – Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences

- Bad weather
- Missing the school bus
- Car trouble
- Shopping
- Babysitting
- Oversleeping

Participating Remotely – Per county policy, students are allowed to request up to 5 days per semester to be allowed to participate remotely. Pre-approval is required, and these days may not be used on days when a major assessment has been planned in a class. Request forms may be obtained from the attendance office.

In-School Suspension (ISS) – the removal of a student from his/her class for at least half of a school day by the principal or a designee and assignment to a location supervised by appropriate personnel in another room on the school premises.

Out-of-School Suspension (OSS) – the removal of a student from his/her school for at least half of a school day by the principal or a designee and assignment to the student's home/residence.

- Students who are assigned a suspension/expulsion for twenty (20) school days or less who are not participating in the alternative education program are permitted to make-up their work pursuant to the provisions of this policy.

### **Documentation and Thresholds**

Documenting illness or the illness of family members:

- After 3 consecutive absences, late arrivals, or early checkouts a doctor's note will be required
- After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note will be required for any subsequent illness-related absences, late arrivals or early checkouts.
- If there is an on-going medical circumstance that requires a student to be absent, late, or checkout early from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences
- In the event of a serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout

Excused Absence Allowances for a death in the family:

- Four days for immediate family (parent, sibling, grandparent, or anyone else living in the student's household)
- Two days for non-immediate family (any family member not included in the definition of immediate family)

### Documentation Requirements

Documentation for any absence type must be provided within five days of returning to school for an absence to be excused. Parents and/or guardians may send an email or handwritten note to the school to document a student absence. If needed, the principal or designee will verify the email address and the credibility of the email. The following must be included in all documentation:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number

Any student who accumulates seven or more days in a given school year for any reason, will be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence be excused or unexcused. This excludes days accumulated during an Assigned Remote designation.

Student attendance records shall be corrected from unexcused to excused after proper documentation is provided.

### Family Events and Pre-Approved Absences

Students/families must formally request for students to be absent for family events or other pre-approved absences. These requests should be made five school days in advance of the absence. Schools should create their own procedures to collect and approve requests for absences related to family events and/or other pre-approved absences. Only the principal or assistant principal(s) can approve these absence requests.

Before approving these requests, school administration should consider the student's complete attendance record including excused, unexcused, disciplinary, or other absence types. The school administration should also consider the student's academic standing before approving these absences.

### **Virtual Classes / Reduced Schedule / Dual Enrollment**

Students with senior reduced day, off-campus dual enrollment, and/or virtual classes off-campus either at the beginning or end of their school day should adhere to that schedule. Students should always carry their ID badges with them. Students should be prepared to show these ID badges upon request.

For students taking virtual courses during the middle of the school day on-campus, there is an attendance requirement. Students are required to report to the Virtual Lab (room G67) for the entire semester unless an official schedule change is made and provided by the counseling office.

It is the responsibility of the student and parent to keep up with course absences in Infinite Campus.

## Athletics

Athletic Director: Mr. Trey Henson [hensondc@fultonschools.org](mailto:hensondc@fultonschools.org)

Athletic Secretary: Ms. Getra White 470 254-4186

For a list of GHSA (Georgia High School Association) sanctioned sports offered at Centennial please visit our website at: <https://centennialathletics.com>. Participants must have all forms completed on Dragonfly and meet all academic eligibility requirements.

### Athletic Regulations:

Student athletes must abide by the following regulations:

- 1) Students must be present for *at least* three (3) classes to participate in a sport that day.
- 2) Suspended students (ISS or OSS) *may not* participate in any school activity until the suspension is completed.
- 3) Students must return *all* equipment or pay for the replacement of any item not returned. Student records and transcripts will be held until all equipment obligations have been cleared.

Students who quit or are removed from a team may not participate in another sport until the start of the next season.

To earn an award, a student athlete must remain on the squad in which he/she is participating until the entire schedule has been completed or until he/she has been released by the coach.

### **Fulton County Interscholastic Competition Drug, Alcohol, and Tobacco Policy**

A student shall not:

- buy, be in possession of, or use a beverage containing alcohol (regardless of quantity);
- be in possession of or use tobacco or any electronic tobacco products on campus or at a school function (coaches *may discipline* students for off-campus tobacco/e-cigarette use);
- use, consume, possess, buy, sell, or distribute any controlled substance.

It is not a violation for a student to be in possession of a controlled substance *specifically prescribed* for the student's personal use by his/her doctor.

Students are responsible for off-season and out-of-school behavior. This rule applies to a student's entire career at Centennial High School.

The following sports are available:

Fall Sports: Cross Country, Football, Softball, Volleyball, Cheerleading

Winter Sports: Basketball, Swimming, Diving, Wrestling, Flag Football, Cheerleading

Spring Sports: Golf, Tennis, Track, Lacrosse, Soccer, Baseball, Gymnastics

Please visit the Athletics' website for more specific information about sports offered at Centennial.



## Eligibility Requirements to participate in Centennial GHSA Sports

**Freshmen** - (1st year) entering 9th grade are eligible academically. Second semester first-year students must have passed courses of at least 2.5 Carnegie units the previous semester in order to participate.

**Sophomores** - (2nd year) 5 Carnegie units and passed courses carrying at least 2.5 Carnegie units in the previous semester.

**Juniors** - (3rd year) 11 Carnegie units and passed courses carrying at least 2.5 Carnegie units in the previous semester.

**Seniors** - (4th year) 17 Carnegie units and passed courses carrying at least 2.5 Carnegie units in the previous semester.

## Bell Schedules

### School Hours:

Although staff members may be present beyond the posted hours, service to the public is limited to the hours from 7:45am until 3:45pm. Classroom instruction will not be interrupted to provide for the delivery of messages, lunch, forgotten class assignments, flowers, balloons, etc. to students.

Early release students must leave campus **immediately** upon dismissal. *Students not in a supervised activity should be out of the building by 3:45 pm.* Students who leave early or take a class offsite early should carry their school issued badge as they may be stopped and asked to show it by our Campus Security Associate.

Centennial High School operates on a traditional six-period day. Fourth period is extended to provide for lunch. There are 3 lunch times. All bell schedules can be found on the Centennial website. <https://www.fultonschools.org/CentennialHS>

Students are reminded that they can only go to the cafeteria, outdoor dining area, and/or the Learning Commons during lunch. You may not bring food into the Learning Commons. Students are not allowed to go anywhere else on campus unless they have the permission of a teacher AND a pass. Students will not be allowed to leave the cafeteria to request teacher passes.



2023-2024 Bell Schedule – Regular Days (Monday & Thursday)			
Warning Bell	8:10		
1st Period	8:20-9:20		
2nd Period	9:25-10:25		
3rd Period	10:30-11:35		
4th Period	11:40-12:10 A Lunch	11:40-12:10 Class	11:40-12:45 Class
	12:15-1:20 Class	12:15-12:45 B Lunch	
			12:50-1:20 Class
5th Period	1:25-2:25		
6th Period	2:30-3:30		
A Lunch: Science, Math			
B Lunch: Social Studies, ELA			
C Lunch: Fine Arts, CTAE/JROTC, PE/Health, World Language, Virtual Lab			

2023-2024 Bell Schedule – KTT Days (Tuesday, Wednesday & Friday)			
Warning Bell	8:10		
1st Period	8:20-9:13		
2nd Period	9:18-10:11		
3rd Period	10:16-11:09		
Knight Training Time	11:09-11:44		
4th Period	11:49-12:19 A Lunch	11:49-12:19 Class	11:49-12:54 Class
	12:24-1:29 Class	12:24-12:54 B Lunch	
			12:59-1:29 Class
5th Period	1:34-2:27		
6th Period	2:32-3:30		
A Lunch: Science, Math			
B Lunch: Social Studies, ELA			
C Lunch: Fine Arts, CTAE/JROTC, PE/Health, World Language, Virtual Lab			

## Cafeteria / Lunch Periods

The breakfast and lunch programs at Centennial are under the direction of the FCBOE Student Nutrition Program (SNP) and follow guidelines set by Georgia Department of Education and the United States Department of Agriculture. Students are able to purchase these well-balanced meals and a la carte selections are also available. Menus, meal prices, and other nutritional information can be viewed at the SNP website at:

<https://nutrition.fultonschools.org/>.

On-line payments are available to interested parents who wish to make on-line credit card payments and view their student's meal account at: [www.mypaymentplus.com](http://www.mypaymentplus.com) (please note there is a small charge made by the vendor for this service). Checks and cash are also accepted; charging of meals is not permitted.

Questions or comments can be directed to the Cafeteria Manager at 470-254-4268

### School Breakfast & Lunch Meal Prices SY23-24

Breakfast		Lunch	
Elementary School Student	\$1.10	Elementary School Student	\$2.45
Middle School Student	\$1.25	Middle School Student	\$2.70
High School Student	\$1.25	High School Student	\$2.70
Reduced Price	\$0.30	Reduced Price	\$0.40
All Adults	\$2.75	All Adults	\$4.75
Milk	\$0.75	Milk	\$0.75

*\*Students may purchase extra milk for \$0.75.*

- At Elementary and Middle Schools, the meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice.
- At High Schools, the meal price includes up to 1 entrée, up to 2 fruit sides, up to 2 vegetable sides, and 1 milk choice.

All students can decline food groups, as long as there is at least a ½ cup of fruit or vegetable plus 2 other food groups on the tray. For the same price, students may select 3, 4, or all 5 food groups for a complete meal!

### Free & Reduced Meal Applications SY23-24

The Free & Reduced Meal Benefits Program is a part of the National Child Nutrition Program. This program makes Free or Reduced priced meals available to qualifying households. Qualifications are based on the gross income of all household members and the number of persons living in the house. A **new** application must be completed every school year. If there is an interruption in benefits or the household does not reapply, the household is responsible for payment of meals until the Free and Reduced Application is approved. **Free & Reduced Meal Applications are available in the cafeteria and anytime online beginning July 24, 2023. Visit [www.fulton.schoollunchapp.com](http://www.fulton.schoollunchapp.com) to begin the online application process.**

## Lunch Periods

Centennial has 3 lunch rotations during 4<sup>th</sup> period. Lunches are done by content areas. Students may dine together in the cafeteria or in the outdoor dining area (weather permitting). However, ***all other areas of the building and campus*** - including academic halls, the gym, parking lots, hallways, athletic facilities and portable classrooms - are considered unauthorized areas during lunch.

**Students are not allowed to order and/or purchase food from outside vendors** during the school day. Parents/guardians may drop off food for their students, however outside food that is delivered through delivery services for students MAY be confiscated and returned at the end of the day. Parents are asked to avoid the delivery or drop-off of food items to students during the school day. Lunchtime guests (including parents) are not allowed. Former students may not sign in to visit anyone and should not be on campus without administrative approval.

## Cell Phone Policy

Cell phone use must not disrupt the educational process or violate Board policies. Inappropriate cell phone usage will result in disciplinary consequences, including confiscation of cell phone by school administration. Students may use school telephones with permission from school personnel. Cell phones, headphones, earbuds, and electronic devices must be turned off and not visible during safety drills.

**Rule 18.f - *Prohibited Use of Personal Communication Devices (PCD) During School Day***  
Possession of Personal Communication Devices (PCD) (e.g., cell phones, tablets, recording devices) by a student at school during school hours is a privilege that will be forfeited if a student fails to abide by the Student Code of Conduct. The use of PCDs during the school day is not allowed in grades Pre-K through 5. In grades 6 through 12, the use of PCDs is not allowed during instructional time and will only be allowed when explicitly instructed to do so by a teacher or other school staff member. \*\*\*Please Note: If a student violates this rule which leads to the student's personal communication device being confiscated by school personnel, it will only be released to the parent or guardian who must come to the school to personally retrieve the device.\*\*\*

### **Rule 18.g - *Inappropriate Recording and Distribution Using Personal Communication Devices (PCD)***

The use of cell phones and other PCDs for noneducational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone or other personal communication device to record a fight, battery or any other inappropriate content and either sharing with others (e.g., airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web based media is also strictly prohibited. Consequences for doing so may result in up to a 10 Day suspension and a referral for a discipline hearing with a recommendation for long term suspension. \*\*\*Please Note: If a student violates this rule which leads to the student's personal communication device being confiscated by school personnel, it will only be released to the parent or guardian who must come to the school to personally retrieve the device.\*\*\*

## Clinic / Student Health

The clinic is staffed during school hours and is located in the Assistant Principals' office suite. Students must obtain a written pass from his/her teacher before reporting to the clinic. **All prescription medication, along with signed parental consent forms, must be left with the clinic during the school day. All medications must be in the original labeled container.** The clinic does not supply over-the-counter medications.

Student Health Services requires that students who are sick, contagious and/or have a fever greater than 100.4 must not be sent to school. In order to return to school, a student should be fever free for at least 24 hours. If a student becomes ill at school, the student must report to the clinic immediately. In the event a student runs a fever, has a potential contagious illness or a more serious health problem while at school, the parent will be notified to pick up his child immediately. We will not allow a student to drive him or herself home if the student does not seem able to do so safely. A note may be needed from a doctor in order for a child to return to school. It is the parent's responsibility to keep the student's health and contact information updated.

Friends/relatives should be listed as emergency contacts for students when parents cannot be reached. This is extremely important if parents are unable to pick up their children in an emergency. It is best for students to take medication at home, before or after school.

## Clubs and Organizations

Find your place at Centennial! Clubs and student organizations expose students to a multitude of ideas and philosophies that promote stronger academics, build leadership qualities, create ties to the community, and encourage service. Clubs and organizations are designed to complement the academic mission and vision of the school. Soon after school starts each year, Centennial will host a club fair at lunch. Attend the club fair if interested in joining a club. A complete list of clubs and student activities can be found on Centennial's website at <https://www.fultonschools.org/CentennialHS>.

No student shall be allowed to participate in any school-sponsored extracurricular activity, organization or club if the student's parent or legal guardian has indicated in writing that the parent will not allow the student to participate and has provided a copy of such written notice to the school principal.

See Board Policy for further information regarding Clubs and Organizations.  
[Active Policies - Where Students Come First BoardDocs® Pro](#)

## Dances / School Social Events

Throughout the school year, Centennial High School may hold dances (Homecoming and Prom) and other social events. The purposes of these events are to allow students to socialize and enjoy themselves in a safe and monitored environment.

- Parents are responsible for their students before arriving at a dance or event and after they leave.
- The school is not responsible for lost articles.
- Students leaving a dance/event before it is over may not return.
- Please remember that all school rules apply to dances and after school student events. The possession, use, sale, or distribution of drugs and alcohol at a dance will also be referred to local law enforcement.

Students who wish to bring a non-Centennial student to a dance or Prom must obtain permission in advance. The forms are available in the AP Office and require the signature of an administrator at the school where the guest student currently attends.

People aged 21 or over, who are not Centennial students, are not allowed to attend school dances or the Prom.

## Devices: 1 to 1 technology and the Internet

Please refer to the District Board Policies for a comprehensive look at all operational guidelines for Fulton County Devices.

[IFBGA Board Policy](#)

[IFBGA Operating Guidelines](#)

### Devices

Fulton County provides personal devices to all students at Centennial High School. Students may choose to bring their own device to school so long as they follow the terms and conditions of acceptable Network and Internet use outlined below. In order for a student to receive a device from the school both the student and their parent/guardian must sign a Fulton County Device User Agreement (sent out by the school for electronic signature via Infinite Campus). Devices must be returned to the school at the end of the school year if required. The use of devices provided by Fulton County Schools is not transferable to anyone and terminates when a student is no longer enrolled at the issuing school. Students must pay for the device and any ancillary issued accessories if the device is lost, stolen or damaged. Students who misuse or are irresponsible with a district-issued technology will be subject to disciplinary and/or legal action and they may also have the privilege of being issued an FCS device revoked. Please refer to the Device User Agreement, the Code of Conduct, and an Administrator for further questions or concerns.

### Fulton County Device Assistance

Students who need technical help with the Fulton County device should come to the Learning Commons for assistance **prior to school, at lunch, or during 3<sup>rd</sup> or 5<sup>th</sup> period** to meet with IT. They must have an official Learning Commons pass from their teacher. If your device cannot be repaired within a reasonable period, it will be swapped for an equivalent device. ***Please be aware that damaged devices and accessories will need to be paid for before replacements will be provided.*** (See Device User Agreement for associated fees.)

## Acceptable Use Policy for Network and Internet Access

The Internet is an electronic communications network that connects computer networks and organizational computer facilities around the world. The computers communicate with the same protocol and have an established Internet address. Selection of Internet resources is decided by the end user. The user carries the responsibility of selecting appropriate items to view. This policy describes user behavior and identifies prohibited actions.

## Terms and Conditions for Network and Internet Access

The computers and its systems are for the use of the students, faculty, and staff of Centennial High School. Fulton County School System's Electronic Network (EN) is to be used solely in support of the school system's educational mission. All use of the computer network must be curriculum related or teacher approved. All other uses are strictly prohibited. Transmission of any material in violation of any U.S. or state regulation is prohibited. Use for commercial activities is prohibited.

Unauthorized use of the computer network 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 the following:

- Unauthorized access to the EN.
- Giving his/her school assigned password to another person.
- Logging in or attempting to log in using another person's password.
- Using the computer for non-curriculum related activities.
- Adding software of any kind to a computer or to the network.
- Abusing copyright rules.
- Accessing unauthorized files.
- Downloading games, video, or audio (including music) unless for a curriculum related activity and supervised by a faculty member.
- Accessing inappropriate material from the EN.
- Participating in unauthorized Internet "chat" rooms.
- Posting personal information on the web.
- Computer vandalism, creating/spreading viruses, interfering with the performance of the system, harming, or attempting to harm or cause damage to the EN, hardware, software, or data.
- Employing the network for financial gain.
- Circumventing or attempting to circumvent the filtering system.

## Consequences

The Electronic Network, all computer hardware, and all software are the property of the Fulton County Board of Education. **Use of this property is a privilege that may be discontinued at any time.** All infractions will be reported to the appropriate administrator and consequences can include suspension and criminal prosecution. Security is a high priority. Notify the System Administrator of any breach in security. Attempts to log in as the System Administrator will result in immediate termination of user privileges.

Vandalism will result in immediate termination of privileges; disciplinary action will be taken and may result in school suspension.

Vandalism is defined as any malicious attempt to harm or destroy computerized data of another user, data stored on school servers, computer hardware, or other networks connected to the system. This includes the uploading of computer viruses. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the EN. **Violation of this policy constitutes a major disciplinary infraction.**

### **Conditions of Use and Account Management**

Students who access the electronic network agree to abide by the restrictions outlined in Fulton County Schools' policy for acceptable use. The specific conditions and services being offered may change from time to time. Fulton County Schools makes no warranties with respect to Internet service or content.

Parents and students should be aware that Fulton County Schools does not have control of the information on the Internet, nor can it provide impenetrable barriers to accessing the full range of information available.

Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. All Fulton County Schools students will be assigned their own network account name with password. Passwords should not be shared with anybody. With this account, students will have their own folder on the school's server to store their work. Fulton County Schools utilizes filtering software to block access to undesirable web sites.

Centennial High School personnel regularly sends information to student email accounts (student number @fcstu.org). These are also the official email accounts used by teachers to communicate class information to students. Students should regularly check their official student email accounts.

### **Safety Issue**

Students should follow the guidelines below when performing Internet searches.

- Any on-line communication should always be at the direction and with the supervision of a teacher.
- Never provide last name, address, telephone number, or school name online.
- Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
- Never send a photo of yourself or anyone else.
- Never arrange a face-to-face meeting with someone you met on-line.
- Never open attachments or files from unknown senders.
- Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you access accidentally.



## Discipline

Students are expected to conduct themselves in a responsible manner that demonstrates courtesy and respect to staff members, other students, and guests always. All staff members have full authority to direct or discipline any student. Direct disobedience of a staff member's directive is absolutely forbidden. If a student feels that a directive of a staff member is unreasonable, he/she is expected to comply and is encouraged to later discuss the situation with an administrator so that clarification and/or corrective action may be initiated.

The authority of all Centennial personnel is in effect when students are:

- on school grounds at any time
- off school grounds at a school activity, function, or event
- traveling to and from school or a school activity, function, or event

*For additional information regarding disciplinary policies and procedures refer to the Fulton County School System Discipline Handbook.*

*The Code of Conduct may be found at <https://www.fultonschools.org/codeofconduct>*

## Dress Code

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.

Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; "see-through" or inappropriately revealing clothing; clothing that contains inappropriate language or graphic/sexual pictures; clothing that advertises drugs, alcohol, firearms/violence, or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The administrator or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

## Driver's License Certificate of Enrollment

Students may secure the Certificate of Enrollment form required for a driver's license and permit at the Front Office. Complete the top portion of the form and leave that with the front office. The signed and notarized form may be picked up in the Front Office the next day. **It is important for students to allow at least 24 hours before returning to the Front Office to inquire about their Certificate of Enrollment.**

You may also request a copy of your ADAP form from the front office. **It is important for students to allow at least 24 hours before returning to the Front Office to inquire about your ADAP form.**

## Graduation

Students may participate in graduation exercises after all requirements for a High School Diploma or an Individualized Education Diploma have been met. Students **MUST** attend graduation practice to receive their free set of tickets.

Graduation is an important and dignified ceremony, which has significant meaning for the graduating seniors, parents, families, and Centennial High School staff. The ceremony signifies the successful culmination of thirteen years of education. In order to ensure a graduation ceremony that is meaningful to all, the following is expected of all participants:

1. Graduates are to be courteous during the entire ceremony and are to refrain from any activity that is disruptive, distracting, or dangerous. Please follow directions.
2. Graduates are not to carry anything with them into the ceremony.
3. Any student who appears to be under the influence of alcohol or of any controlled substance will not be allowed to participate. In addition, smoking/vaping is not allowed at any time before, during, or after the ceremony.
4. Graduates are to dress appropriately for a ceremony of this nature. Examples of inappropriate dress are beach or sports apparel, flip-flop type sandals, jeans, t-shirts, etc.
5. If a candidate for graduation violates any of the above behavior standards, the student may be removed from the ceremony.
6. The Fulton County Code of Conduct applies for all graduation festivities.

### Honor Graduates

The honor graduate list is established at the end of the first semester of the Senior Year. At graduation, Fulton County recognizes students who have achieved a cumulative average of at least an “88” as Honor Graduates. Rounding is not used in computing the average.

### Valedictorian / 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 consecutive semesters prior to the graduation date (fall semester sophomore year through fall semester senior year).

1. The valedictorian is the senior with the highest cumulative numerical average at the end of the first semester.
2. The salutatorian is the senior with the second highest cumulative numerical average at the end of the first semester.
3. Grades on the student’s official transcript will determine the student’s Grade Point Average/Numerical Average.

## Grade Promotion Requirements

To move from 9th to 10th grade = 5 credits

To move from 10th to 11th grade = 11 credits

To move from 11th to 12th grade = 17 credits

*\*FCS Board policy dictates that students not meeting promotion requirements will be retained in their current grade level.*

## Graduation Requirement Guidelines:

English	4.0 credits
Mathematics	4.0 credits
Science	4.0 credits
Social Studies	3.0 credits
Health/Physical Education	1.0 credit
World Language and/or	
Fine Arts and/or Career Tech	3.0 credits
Electives	4.0 credits
Total	23.0 credits

\*Please see your counselor for detailed information regarding graduation requirements

*FCS Board Policy dictates that a student will not be able to participate in the graduation ceremony if they have not met the requirements of the Georgia Department of Education including standardized testing and course completion.*

## Honor Code / Academic Dishonesty

As a community that values academic honesty and seeks to provide the highest levels of learning for students, the Centennial administration, faculty, parents, and students do not tolerate cheating.

At any point in an alleged academic dishonesty circumstance, the student, the staff member, and/or the parent has the right to seek assistance from the student's assigned administrator in evaluating the case.

As stated in Fulton County Board of Education Policy, cheating includes:

- Copying or borrowing from another source and submitting it as one's own work – including plagiarizing sources from the internet
- Seeking or accepting unauthorized assistance from anyone on tests, projects, or other assignments
- Providing or receiving test questions in advance without permission

- Working collaboratively with other students when individual work is expected – including homework.
- Other offenses as determined by administration.

Consequences for copying or providing answers on an assignment which should have been completed by an individual student:

- First offense – incomplete on the assignment; parent notification; teacher requires assignment completion for 70%; assignments not redone will remain an incomplete
- Second offense – incomplete on the assignment; parent notification; teacher requires assignment completion for 50%; assignments not redone will remain an incomplete
- Third and further offenses – incomplete on the assignment; parent notification; disciplinary referral to administrator; teacher requires assignment completion for 50%; assignments not redone will remain an incomplete

Consequences for plagiarism on a research paper or project; receiving or giving answers during a test or quiz:

- First offense – incomplete on the paper, project, or test; parent notification; teacher requires the original or an alternate assignment to be completed for 50%; time allowed will be half the original time assigned; assignments not redone will remain an incomplete.
- Second and further offenses – incomplete on the paper, project, or test; parent notification; disciplinary referral to administrator; dismissal from leadership positions; exclusion or dismissal from honor societies; teacher requires the original or an alternate assignment to be completed for 50%; time allowed will be half the original time allowed; assignments not redone will remain an incomplete

The following violations shall result in immediate administrative referral and exclusion or expulsion from all honor societies: cheating on a final exam; altering or forging grades, gradebooks, progress reports, report cards, or academic records; fabricating data or signatures; theft of a test or other school resources. Students who commit an honor code violation could also lose leadership positions in clubs or organizations.

- Consequences will be applied if cheating occurs on any work submitted by a Centennial student in an event, competition, or contest in which he represents the school system.
- Additional possible consequences may include exclusion from interscholastic activities and extracurricular activities, as determined by the administrator.

## Lockers

Lockers are offered to students for a fee of \$20.00. Lockers can be purchased at our Open House events in August and from the Assistant Principal Administrative Assistant during the year. Lockers may be purchased online using the OSP system on the Centennial website.

All locker information is kept confidential. Lockers should remain locked.

For security reasons, students should not share lockers or locker combinations. Valuable items, money & personal property should not be brought to school or left in lockers. The school is not responsible for lost or stolen textbooks, valuable items, money, or personal property.

Damage to lockers may result in disciplinary consequences. Searches of lockers or locker areas may be conducted in accordance with State Law.

## Learning Commons and SPaCE

The Learning Commons is open from 7:45 a.m. – 3:45 p.m. each school day. The staff are available throughout the school 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 the shelves for materials. **Eating is not permitted in the Learning Commons**

### Visiting the Learning Commons:

Students are welcome in the Media Center before school, during lunch if space is available, and if the media center is not closed. Between the school start bell and dismissal bell, each student who visits the Media Center without a teacher must have an **official** Learning Commons pass from their teacher for that class period. If students do not have an official pass, they will be directed back to class. Students must always check-in at the information desk immediately upon entering the Media Center during the instructional day. Because both formal and informal instruction occurs simultaneously throughout the day, students are expected to show respect for others and Learning Commons resources.

### Lunch period visits to Learning Commons:

Students may utilize the Learning Commons during their lunch periods. **Students are not allowed to eat their lunch in the Learning Commons.**

Students may come directly to the Learning Commons during their assigned lunch period before the tardy bell without a pass. However, they will not be allowed to leave the Learning Commons to go to the cafeteria.

Students who plan to eat lunch and then leave the cafeteria to come to the Learning Commons must have an official Learning Commons lunch pass. These passes may be picked up in the morning or at the beginning of lunch in the Learning Commons. Students will not be allowed to leave the cafeteria without this pass.

Once students are signed into the Learning Commons, they are expected to remain there. Students are not allowed to leave for the restroom or to other areas of the building during lunch. The Learning Commons is used as a quiet, calm place for many students. Any students who do not follow the rules will be asked to leave.

### **Computer Use:**

The Centennial Learning Commons does not have computers in the Learning Commons to use. However, every student is allowed to have a Fulton County laptop checked out for the school year. The use of any computer is a privilege that may be revoked at any time for abusive conduct; the expectation is that all computer use will be related to schoolwork. Personal e-mail, games, chat on networking sites, or similar non-academic activities will not be permitted. Home access passwords for the subscription research databases for Fulton County Schools and Centennial High School are available at the Learning Commons circulation desk.

### **Fulton County Devices Assistance**

Students who need technical help with the Fulton County device should come to the Learning Commons for assistance **prior to school, at lunch, or during 3<sup>rd</sup> or 5<sup>th</sup> period** to meet with IT. They must have an official Learning Commons pass from their teacher. If your device cannot be repaired within a reasonable period, it will be swapped for an equivalent device. ***Please be aware that damaged devices and accessories will need to be paid for before replacements will be provided.*** (See Device User Agreement for associated fees.)

### **Material Check Out:**

Up to ten items may be checked out at any time for two weeks and may be renewed once. There is no limit to the frequency of exchanging materials.

### **Learning Commons Fees:**

Books are checked out for two weeks. Fines are charged when a book is NOT returned; Fees vary depending on the original cost of the material. Fines are .10 cents per day for overdue materials.

### **Printing:**

Students should email /turn in assignments online to their teachers. If the teacher requires the assignment to be printed, the teacher will print the assignments. Fees for any other printing are:

.10 for B/W and .20 for Color per page. Students should email Learning Commons staff items to be printed. This is subject to change at any time during the year. Please see the Learning Commons website for other types of fees.

### **Online Materials:**

Students have access to multiple online library resources through ClassLink. Sora is an application where students can check out eBook and audiobooks which can be downloaded to a Kindle or other devices. The checkout period is two weeks. After two weeks, the book will automatically be checked back in. Students also have access to several databases for research through Gale and Mackin Via.

### **SPaCE – Shared Personalized and Creative Experience Maker Space**

We welcome students and staff to utilize the Makerspace in creating class projects or to learn a new skill. Centennial Students and Staff have access to tools, resources, and material in our MakerSpace.

The SPaCE has tools such as vinyl cutting, 3D printing, laser cutting, embroidery, video and sound production, and podcasting.

The same policies apply regarding passes to come to the SPaCE.

Staff and students must be accompanied in the SPaCE by either Learning Commons staff or our cadets who work in the SPaCE.

Students are required to take a safety quiz prior to accessing the SPaCE. Some tools do require students to have permission slips signed by their guardian.

## Parking

Student parking at Centennial is a privilege for Juniors and Seniors only. It is the sole responsibility of the student-driver (not the parent) to be aware of the rules, regulations, and penalties regarding the privilege of parking on campus. The parking permit issue is non-transferable and may not be sold or given to anyone else. If this is done, this agreement will be considered null, and void and that the student will be subject to disciplinary action.

Centennial High School and/or Fulton County Board of Education assume no responsibility for theft, damage, or loss of contents for any vehicle parked on its property.

Student MAY lose parking privileges either temporarily or for the entire school year for attendance and/or discipline issues. This includes excessive tardies and skipping. Students transporting other students off campus during the school day without expressed written permission from administration will be subject to disciplinary consequences that may include immediate revocation of their parking permit.

When purchasing a parking permit, students must present a valid Georgia driver's license and proof of insurance for the car they are registering to park.

Students who are approved to drive to school must:

- purchase a student parking permit
- display the Centennial permit whenever the vehicle is on school property during school hours
- maintain appropriate insurance coverage
- park in their lot only.

Any unauthorized parking on campus may result in booting of the vehicle and a fine.







For all parking questions, contact Trey Henson at [hensoncdc@fultonschools.org](mailto:hensoncdc@fultonschools.org)



WE ARE A COMMUNITY UKNIGHTED

# CENTENNIAL

## SCHOOL NORMS

	CLASSROOMS	HALLWAYS	CAFETERIA	RESTROOMS	DIGITAL LEARNING
<b>RESPECT</b> 	Be clear and honest in your work and actions _____	Use school appropriate language and tone _____	Wait your turn for your food _____	Exercise privacy _____	Take great care of the equipment _____
<b>RESPETO</b> 	Se claro y honesto en tu trabajo y con tus acciones _____	Usa lenguaje y tomo apropiado para la escuela _____	Espera tu turno para tu comida _____	Muestra privacidad _____	Cuida bien de los equipos _____
<b>INTEGRITY</b> 	Show consideration for the materials and content _____	Walk with purpose to your destination _____	Be in your designated area _____	Use restrooms for intended purposes _____	Use for the intended purposes _____
<b>INTEGRIDAD</b> 	Muestra consideración por los materiales y el contenido _____	Camina con propósito hacia tu destinación. _____	Mantente en las áreas designadas _____	Usa el baño para su uso previsto _____	Usa para sus usos previstos _____
<b>COMMUNITY</b> 	Respect class materials and peers _____	Keep the hallways clear of clutter _____	Throw away your trash _____	Keep the restrooms clean _____	Be kind and considerate on all platforms _____
<b>COMUNIDAD</b> 	Respeta los materiales de la clase y a tus compañeros _____	Mantén los pasillos libres de desorden _____	Recoge y tira tu basura _____	Mantén los baños limpios _____	Se considerado en todas las plataformas _____



CHS | HOME OF THE KNIGHTS



## Schedules and Course Changes

The master schedule is based on Spring course requests and teacher recommendations. Students should fully participate in the Spring scheduling process and meet deadlines. Students and parents will have multiple opportunities during the Spring scheduling window to view and make course requests. Once this Spring scheduling window closes, schedule requests are final.

Requests for course corrections will be considered only during the first 10 days of each semester for the following reasons:

- The student has failed a required course and must repeat the course.
- The student has failed a pre-requisite and is not eligible to continue in the sequence.
- The student is not enrolled in a course required for graduation.
- The student is retaking a failed class and has been assigned the same teacher for the exact class he/she has failed, and another teacher is available.
- The student demonstrates poor achievement in a pre-requisite course and is advised by both the teacher and counselor/administrator not to enroll in a more advanced course.
- There is a scheduling conflict, or a course has been cancelled.

Requests will be denied for any of the following reasons:

- The student requests a specific lunch period, class period, or teacher.
- The student asks for a different elective than originally requested during the scheduling window.
- The student requests an online class after the online contract deadline. Students must adhere to the guidelines and classes listed on the contract.
- The student wishes to enroll in a more rigorous course.

### **Class Leveling**

There will be times when leveling a class is necessary due to the limitations placed upon specific courses (teacher to student ratios as required by the State, available resources in those classes, uneven distribution of students, or classes that are created or closed).

When this occurs, the scheduling team will use the following protocol:

- Ensure classes required for graduation are kept for each student.
- Utilize a blind selection process when splitting classes to new teachers.
- Determine the fewest changes to a student's schedule.

**\*\* Students should always address counseling concerns with their counselor first.**

## Social Media

Use of social media carries great responsibility. Centennial students are expected to know how to use social media and technology to display respectful interactions and show good judgement and character.

Once you post, tag, send, like or share anything you are responsible for the consequences of that action. Bullying or harassment using social media can carry consequences from school regardless of when or where the activity took place.

If you are being bullied or harassed through social media by another student, you need to take the following steps.

1. **Don't respond**
2. **Report it** to your parent and your administrator (be prepared to show the messages, posts, or videos/pictures). The administrator will investigate and make a report.
3. **Block** the individual on all social media, cell phone and email.
4. **Tell friends not to share** anything from people you have blocked. If they are your friends, they will block them as well.

If you are using social media to send negative messages or to harass or embarrass anyone and those actions cause a disruption at school, there will be school consequences. Based upon the Fulton County Code of Conduct, consequences are local interventions up to 10 days of Out of School Suspension.

If your actions are found to be bullying as described in the Fulton County Code of Conduct (III.6b), you will be taken to a tribunal hearing for expulsion on your 3<sup>rd</sup> offense. (Fulton County Code of Conduct, pg. 25).

## Transportation

Upon arrival, by automobile or school bus, students must come inside the building where adults are supervising. Students should report directly to the gym or the cafeteria. Students will only be allowed to teacher classrooms before the 8:10 am bell if previous arrangements have been made by the teacher, coach, or club sponsor AND students should have a pass.

**Parents may drop off students at the front of the building only. Parents may not drop off students at the bus canopy in the back of the building by the stadium.**

Consult [www.fultonschools.org](http://www.fultonschools.org) for busing and bus stop information. **No student may ride a bus other than the one assigned to his or her home bus stop. If a student needs to make a transportation change, they must bring a note before 12:00 pm to the Assistant Principal's office that includes the parent's name and contact phone number. After the information is**

**verified, a pass will be delivered to the student in their classroom before dismissal. Bus drivers will not allow students to board their new bus without this pass.**

Students are to conduct themselves properly while riding the school bus. Eating, shouting, hanging out of the windows and throwing things will not be tolerated. The bus drivers have the same authority on the bus that teachers have in the classroom. Failure to abide by the rules can result in the student being denied the privilege of bus transportation and/or further discipline.

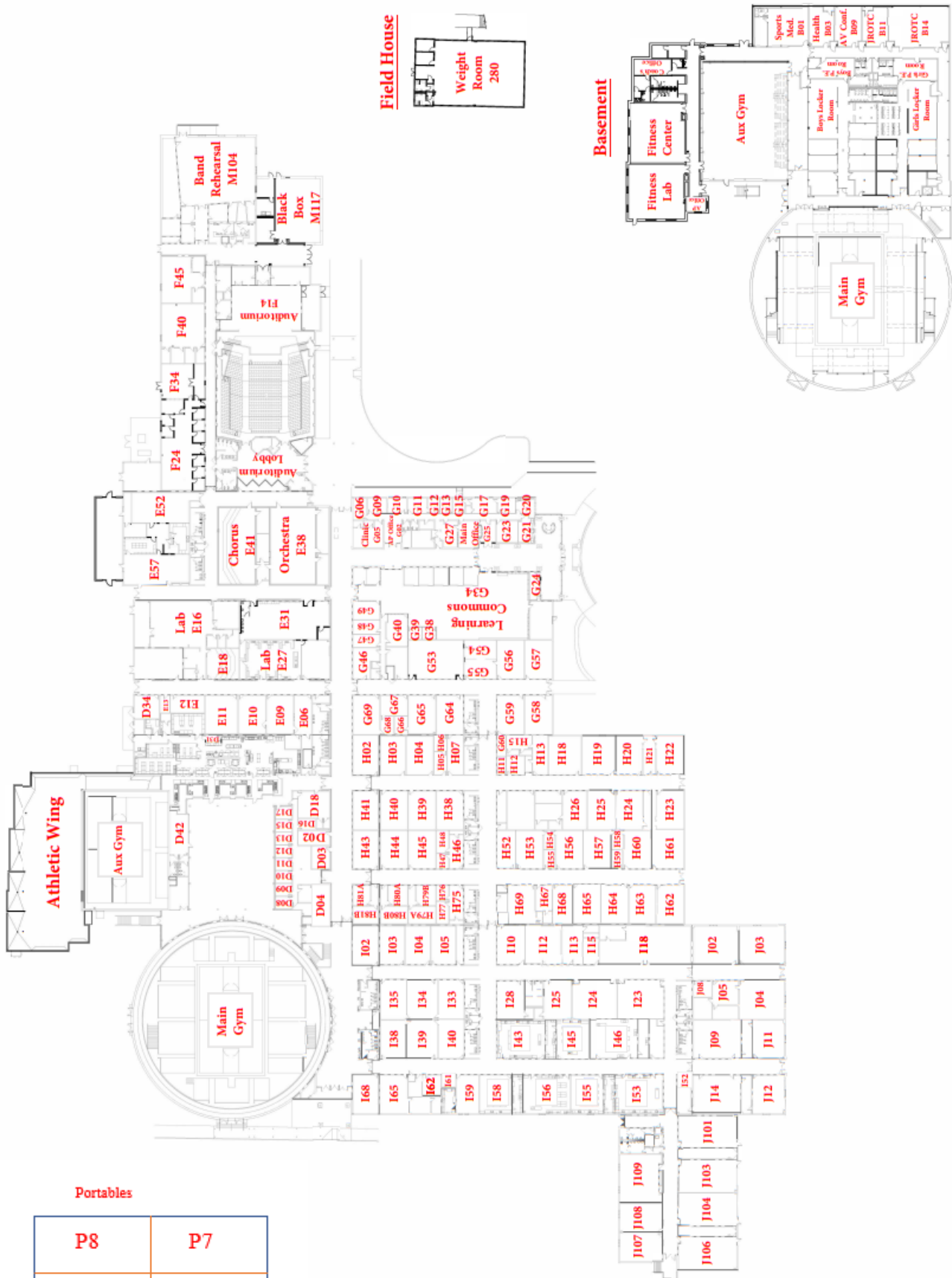
## Vending Machines

Centennial contracts with various companies to provide vending machine services to students. As these vending machines are not operated by the school, the school does not provide refunds. Contact information for all vending companies is located on the machines. Students may not visit vending machines during class instructional time.

## Visitors

Due to safety rules, students are not allowed to have other students or parents visit them during the school day. Permission for these types of visits must go through the appropriate assigned administrator.

Students should not visit other Fulton County Schools during the instructional day. It is also Georgia State Law that all visitors to a school campus must report to the front office and be granted permission to visit.



# 2023-2024 School Calendar

(Approved 11/17/2022)

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 Independence Day  
31 Pre-Planning

Instructional Days – 0  
Teacher Contract Days - 1

1 New Year's Day  
2 Teacher Workday  
3 First Day of Second Semester  
15 M.L. King Jr. Holiday  
16 Professional Development

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Instructional Days – 19  
Teacher Contract Days - 21

AUGUST 2023						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-2 Professional Development  
3-4 Pre-Planning  
7 First Day of School

Instructional Days – 19  
Teacher Contract Days - 23

19 Presidents' Day  
20 Professional Development

FEBRUARY 2024						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Instructional Days – 19  
Teacher Contract Days - 20

SEPTEMBER 2023						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day  
5 Teacher Workday  
6 Professional Development

Instructional Days – 18  
Teacher Contract Days - 20

11 Teacher Workday  
12 Professional Development

MARCH 2024						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Days – 19  
Teacher Contract Days - 21

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Columbus Day  
10 Teacher Workday  
11 Professional Development

Instructional Days – 19  
Teacher Contract Days - 21

1-5 Spring Break

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Instructional Days – 17  
Teacher Contract Days - 17

NOVEMBER 2023						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Election/Remote Day  
20 - 24 Thanksgiving Holidays

Instructional Days – 17  
Teacher Contract Days - 17

23 Last Day of School  
24 Post Planning  
27 Memorial Day

MAY 2024						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Instructional Days – 17  
Teacher Contract Days - 18

DECEMBER 2023						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Last Day of First Semester  
18-29 Winter Break

Instructional Days – 11  
Teacher Contract Days - 11

- Preplanning/Post-Planning/Teacher Workday (no students)
- Holiday (schools closed)
- Professional Development Day (students off)
- First/Last Day of Semester
- Remote Work/Learning Day (Election)

The proposed 2023-2024 School Calendar includes a total of 175 instructional days for students: 84 days for First Semester and 91 days for Second Semester.

Please note: All state-wide election days will be remote learning days for students unless otherwise indicated above.