

CLARKE CENTRAL HIGH SCHOOL

GLADS are GRADS

350 South Milledge Avenue

Athens, Georgia 30605



MASCOT

Gladiators

COLORS

red and gold

Main Office	706 357-5200
Counseling Office	Ext. 17260
Attendance Office	Ext. 17210
Registrar's Office	Ext. 17213
Athletic Office	Ext. 17258
Food Court	Ext. 17230

Dear Students:

Welcome to the 2019-2020 school year. I am proud to serve as the Principal of Clarke Central High School (CCHS). Clarke Central is known throughout the state as being one of the top high schools in the nation. In order to maintain this status, I am encouraging each of you to become involved in activities offered here at CCHS. All stakeholders, parents, students and the community must be involved to continue this tradition of excellence.

This handbook has been written to answer questions about your school and its operation. There is information from bell schedules to expectations for your behavior. Please examine the student expectations in this book. Make sure that you understand the rules, procedures, and policies. The more you understand, the more successful you will be.

Always know that you are all **GLADS!**

**G**raduates...**L**eaders...**A**chievers...**D**ecision Makers...**S**triving for Success!

Dr. Swade Huff, Principal

## **ADMINISTRATION**

Dr. Swade Huff, Principal

Dr. Linda Boza, Associate Principal of Instruction

Mr. Reginald Thomas, Associate Principal of Operations

Ms. Summer Smith, Assistant Principal

Ms. Latinda Dean, Assistant Principal

## **Clarke Central High School**

### **Mission Statement:**

Clarke Central High School empowers our students to become responsible, knowledgeable, productive and compassionate members of the global community.

### **Vision Statement:**

Clarke Central High School's vision is to inspire a passion for learning where all students graduate, achieve personal success, and become productive citizens in a global society.

## **Alma Mater**

(Presented by the class of 1994, written by Erin M. Thompson)

Hail to thee our Alma Mater  
We of Clarke Central High  
And we always will be faithful  
While our colors fly  
Praise to thee our Alma Mater  
Our hearts to you are true  
You will lead us on to victory  
As we cheer for you  
Hail to thee O Alma Mater  
The red and gold fly high  
We will always love and cherish  
As the years go by

## **Fight Song**

We're the Glads of Clarke Central High  
Fills our hearts with pride - Fight! Fight!  
We are winners we've got soul  
We're the rough and we are tough  
We know best of all the rest  
So fight for Red & Gold

**SECTION I: GENERAL INFORMATION****CLARKE CENTRAL HIGH SCHOOL SCHEDULE**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Period 1</b> 8:45-9:30	<b>Period 1</b> 8:45-9:55	<b>Period 2</b> 8:45-9:55	<b>Period 1</b> 8:45-9:55	<b>Period 1</b> 8:45-9:30
<b>Period 2</b> 9:35-10:20				<b>Period 2</b> 9:35-10:20
<b>Period 3</b> 10:25-11:10	<b>Period 2</b> 10:00-11:10	<b>Advisement</b> 10:00-11:10	<b>Period 3</b> 10:00-11:10	<b>Period 3</b> 10:25-11:10
<b>Period 4 &amp; Lunch</b> 11:15 -12:55				<b>Period 4 &amp; Lunch</b> 11:15 -12:55
<b>Period 5</b> 1:00-1:45	<b>Period 5</b> 1:00-2:10	<b>Period 3 &amp; Lunch</b> 11:15 -12:55	<b>Period 4 &amp; Lunch</b> 11:15 -12:55	<b>Period 4 &amp; Lunch</b> 11:15 -12:55
<b>Period 6</b> 1:50-2:35				<b>Period 5</b> 1:00-1:45
<b>Period 7</b> 2:40-3:25	<b>Period 6</b> 2:15-3:25	<b>Period 6</b> 1:00-2:10	<b>Period 5</b> 1:00-2:10	<b>Period 6</b> 1:50-2:35
				<b>Period 7</b> 2:15-3:25
		<b>Period 7</b> 2:15-3:25	<b>Period 7</b> 2:15-3:25	<b>Period 7</b> 2:40-3:25

*1st Lunch 11:10-11:34 2nd Lunch 11:39-12:01 3rd Lunch 12:06-12:28 4th Lunch 12:33-12:55*

### CAR/BUS DROP-OFF AREAS

In order to drop off a student in the morning or pick up a student in the afternoon, cars will approach the school from Milledge Ave. Students will be discharged and picked up in front of the main office. **Parents should not use the Baxter parking lot or the Rocksprings Street parking lot to drop off or pick up students.**

Busses will approach the school off Rocksprings Street and discharge students by the food court. The bus driveway will be one-way and will not be accessible to automobiles. Students who need to leave campus early with someone else or ride a different bus must bring a note to the attendance office before 1:00 p.m. This note must include pertinent information and a parent signature with a phone number to call in order to verify the note. If the attendance clerk is unable to contact the parent, the student will not be allowed to either ride a different bus or leave campus.

### CLINIC AND STUDENT MEDICATIONS

The clinic is available for students who become ill during the school day. Faculty and staff members (including the school nurse) are prohibited by law from providing or administering any medications to students except as authorized by the parent or legal guardian in accordance with the following guidelines:

- A School Medication Consent Form must be completed and signed by a parent or legal guardian, and it must be on file in the school clinic.
- Medicine containers must be clearly labeled by the pharmacy or manufacturer. By law, prescription medication must be kept in the original container from the pharmacy.
- School employees are prohibited from dispensing medicine with a telephone authorization from the parent.
- High School students may keep non prescription medication on their person and self-administer as long as written permission has been provided by the student's parent or guardian.
- No student may give medication, whether prescription or nonprescription, to another student.
- No student may possess prescription medication that is prescribed for or in the name of another person.

### **COUNSELING OFFICE**

The Counseling Office is located in the administrative suite and is open from 8:00 a.m. until 4:00 p.m. to help students with career planning, college planning, high school course selection, and school-related and personal problems. Counselors will also help students maintain the right course in high school planning, assist in developing good study habits, and help plan course work for the next school year. Each student is assigned a counselor based on the first letter of his/her last name. Students should go to the counseling office during lunch or before/after school to make an appointment with a counselor.

### **DELIVERIES**

To avoid classroom interruptions, deliveries of gifts, balloons and flowers for students are prohibited. If students forget items from home (i.e. books, athletic equipment, etc), parents should bring those materials to the main office, and office personnel will deliver the materials to the student. **In addition, parents may not deliver lunch or other food items for students.** Students should purchase lunch in the cafeteria or bring a lunch.

### **DRIVER'S LICENSES**

Students are required by the Department of Public Safety to have a Notarized Certificate of Attendance from their school to obtain a learner's permit or a driver's license. The document will further certify that the student is currently enrolled and attending their high school when the certificate is issued. Students should pick up a Certificate of Attendance form from either the Main Office or Attendance Office. After completing part A of the form, the student must take the form to the attendance clerk and then to the main office secretary. As a reminder to the student, the attendance clerk requires a 24-hour turnaround, so be sure to plan ahead.

### **FIRE AND TORNADO DRILLS**

As required by state law, fire drills are conducted monthly at the school. Tornado drills are also conducted biannually. In addition, other emergency evacuation procedures are planned for and conducted. Teachers instruct students regarding appropriate procedures to be followed. These are posted in each classroom.

### **FOOD AND BEVERAGES**

In order to keep our campus clean and to keep an appropriate working environment, food and beverages are not to be consumed in any area of the Clarke Central campus other than the Food Court or other designated areas. Food must not be eaten in the lobby outside Mell Auditorium. Trays or cups should not be removed from the cafeteria. **In addition, parents are**

**not allowed to deliver lunch or other food items for students.** Students should purchase lunch in the cafeteria or bring a lunch with them in the morning. Food deliveries are very disruptive to the environment. **Individual students are not allowed to sell items for personal profit. All sale items will be confiscated and not returned.**

### **FUNDRAISERS**

All fundraising projects connected with school organizations, whether they take place on campus or off, must have sponsor and principal approval and must be approved prior to implementation. All money transactions must go through the school bookkeeper. Individual students are not allowed to sell items for personal profit.

### **ADVISORS**

Every student at Clarke Central is assigned a faculty advisor. The advisement program provides an opportunity for students to establish relationships with teachers and other students in a non-evaluative setting. Advisors will serve as a guide and trusted adult that students may come to with questions and concerns related to academic achievement, personal awareness, and knowledge of school program options.

### **LOST AND FOUND**

A Lost and Found area is maintained in the school office. Please see the main office secretary for assistance when articles of clothing and books are misplaced. All unclaimed items are donated to a charitable organization at the end of each term.

### **MEDIA CENTER**

The Clarke Central Media Center is open from 7:30 AM to 4:00 PM Monday through Friday. The media center is also open to students during their lunch period. A lunch pass is required for lunchtime use and may be obtained from the media center. Two books may be checked out at a time. Books are circulated for three weeks and may be renewed. Overdue notices are emailed directly to student's CCSD email account. Overdue materials or fees not cleared by the end of the year can result in report cards being held. Please feel free to contact the media center at any time for more information.

### **MONEY AND OTHER VALUABLES**

CCHS is not responsible for valuables and/or large sums of money brought to school. Except for what is necessary for school, students should leave money and other valuables at home.



## **PARKING AND PARKING LOT REGULATIONS**

Parking at Clarke Central High School is a privilege that is extended to responsible members of the Clarke Central community. All parking is by permit only. Any student driving a car to school must have a student parking permit. Parking permits cost \$25.00 and are sold at the beginning of the school year. In order to purchase parking permits, the following documents must be presented:

- Official driver's license
- DMV registration card for the vehicle to be driven
- Proof of insurance

If a student is parked on campus without a parking permit, or in an unauthorized parking space, that car will be subject to towing without warning. The towing expense will be the responsibility of the student. The designated area for all students parking is the Baxter Street parking lot. The following parking and parking lot regulations must be followed by all students:

- **PARKING IS BY PERMIT ONLY; CARS WITHOUT PARKING PERMITS WILL BE TOWED WITHOUT WARNING.**
- Parking permits must be attached on the inside of the driver's side of the windshield. It can be placed on the top or the bottom corner.
- Students should drive carefully in the parking lot. Careless drivers may have their parking permits revoked. No reimbursement will be given.
- The speed limit is 10 miles per hour.
- No car may be parked in more than one parking space or in an area that is not considered a parking space.
- Music should be played at a low volume.
- Students should park only in the **STUDENT PARKING LOT** off Baxter Street. Student cars parked in any fire lane, in any space marked "reserved", or in any space reserved for visitors, teachers, seniors, or the handicapped will be towed without warning. Students should not park in front of the school or behind the school building.
- Upon arriving at Clarke Central, student drivers and their passengers must leave their cars immediately and enter the building. Once in the building, they may not return to the parking lot before the end of the school day, except as allowed in the next section.
- No student driver, passenger, or any other student may be in the parking lot between the hours of 8:45 AM and 3:25 PM except under the following conditions:
  - Early release students may go to their cars at their release time. They must leave campus without delay and not return during the school day.

- A student whose parents have contacted the office to arrange for his or her early dismissal and who has signed out may go to the parking lot. The student must be in possession of an early dismissal pass (white note) and must leave campus without delay, and cannot return to campus without a note from the parent.
- Parking privileges will be lost by any student driver who gives a ride off campus before dismissal to any student who does not have permission to leave early or permission to leave with the student driver. This consequence is part of progressive discipline.
- All accidents should be reported immediately to a security officer or to the office.
- Students should lock all valuables in the trunk or place them out of sight in their locked vehicle; the school is not responsible for acts of vandalism or theft in the parking lots. All acts of vandalism or theft should be reported immediately to the office.
- Parking permits are valid only for the school year in which they were purchased.
- A parking permit cannot be transferred to another person or used by anyone other than the student who purchased it.
- Parking permits will be suspended for excessive tardies.

### **PASSES**

Students may not be in the hallways for any reason during class time or lunch time unless in possession of a hall pass signed by a teacher or administrator. The only valid hall passes are passes signed by an adult in the building. All passes must have the date, the time dismissed, teacher's name, and the teacher's signature. **Students are not issued passes during the first ten minutes or the last ten minutes of class.**

### **RECORDS OFFICE/REGISTRAR**

The Records Office is located in the main office. The Records Office contains registration materials such as personal information, immunization records, and records from previous schools, proof of residence, and all the data entered from the 9th grade. It also contains transcripts with personal information, standardized test results, and SAT and ACT results. If a student does not receive a progress report or a report card or if a grade is incorrect, he/she should go to the Registrar's Office between the hours of 8:00 a.m. and 4:00 p.m.

### **SCHOOL DANCES**

School dances will be planned in advance with the approval of the principal. The following rules apply to school dances:

- A student from another school may attend only if approval is pre-authorized by the principal or the principal's designee and as a guest of a student who is enrolled at CCHS. Guests must enter the dance with their CCHS student escorts. CCHS students are responsible for ensuring that their guests abide by CCHS rules. **No guest age 21 or older is permitted to any dance.** Guests should be prepared to show photo ID before entering the dance.
- Upon arrival, all students must report directly to the dance area. When students leave the assigned dance area, they are expected to leave the property immediately and not return.
- Dances may not be held on a night preceding a school day.
- Sales, possession, use and/or under the influence of alcohol, dangerous and/or illegal drugs, or tobacco products, at school functions (including dances) are strictly prohibited as stated in the CCSD Code of Student Conduct.
- Socially unacceptable behavior on or off the dance floor will not be permitted.

### **SOCIAL CLUBS**

Social Clubs are not endorsed nor sponsored by Clarke Central High School. Initiation rituals are considered to be hazing, are in poor taste, and interfere with the learning environment. These activities are not appropriate for a school campus and are not allowed according to CCSD Code of Student Conduct.

### **STUDENT ACCIDENT INSURANCE**

Accident insurance is available to students. The insurance covers students from the time they leave home in the morning until they return in the afternoon. Several options are available to parents for student coverage. Insurance forms are sent home during the first week of school. Parents may purchase this insurance at any time during the school year.

Student athletes are required to have insurance before participating in school athletics. If a student is not covered by a policy purchased by the family, supplemental student insurance is available.

### **TELEPHONES**

All telephones in the building are for authorized use only. Main office personnel will not call students to the telephone to speak with anyone. We encourage before-school planning, so that students and classes are not disrupted.

### **VISITORS TO THE SCHOOL DURING THE SCHOOL DAY**

Parents and community members are welcome to visit the school during the school day for official purposes. In order to protect our students, we require that visitors check in at the office upon arrival at the building, obtain a visitor pass, and sign out when leaving. Parents who wish to observe in their child's class are asked to sign in the main office and will be escorted to the class.

### **WORK PERMITS**

Students under the age of 16 are required to secure a work permit. Directions for completion of this online process can be picked up in the Main Office. The student must go online to the Georgia Department of Labor website under the Child Labor Work Permit tab to complete their information. Once the student has completed their section, the employer must also complete their section online. After both the student and employer have completed their sections, the student must bring the form showing the MSK number back to the Registrar's Office. The student must also bring a copy of their birth certificate. The Registrar will complete the last part and print out a copy for the student to take to their employer. The student will also receive an identification card.

### **ATTENDANCE POLICY AND PROCEDURES**

Daily attendance and active participation in each class are critical parts of the learning process. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. It can be difficult to make up missed class work, especially in a 70-minute class, since there is no substitute for the actual participation in daily classroom instructional activities, discussions, and assignments. Every effort should be made to attend regularly and be on time.

### **EXCUSED ABSENCES**

When it is necessary for a student to be absent from school, written documentation, such as a note from the doctor, parent or guardian, must be brought to the attendance office. The note should include the date/days of the absence, the reason for the absence, a legible parent signature, and a telephone number where the parent can be reached. In addition, the Georgia Board of Education states that students are excused from school for the following reasons:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.

- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Celebrating religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly.
- During a college visit the student must turn in an excuse note given by a college official of the college visited.

Other reasons for absences may have parental approval; however, they are not designated as legal absences by state law. All absences and tardies are entered into our school portal and become a part of the student's permanent record. Absences and tardies are noted on each progress report. Please note that tardies will not be excused.

### **UNEXCUSED ABSENCES**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian within 5 days of the school absence. Reminder that absences and tardies are noted on each progress report.

### **TARDIES**

A tardy is defined as not being present when the class begins without a legitimate reason. If a student misses more than 15 minutes of class time, the student is counted absent. Parents: We need your support in ensuring that your child understands the importance of being punctual to class. We do not want to have to request that you come in for a conference regarding tardies, but this may be necessary if your child is not punctual.

### **MAKE-UP WORK**

Make-up work is allowed for absences. It is the student's responsibility to arrange for any make-up work. All make-up work must be completed within the time frame established by the teacher.

### SKIPPING CLASS / OUT OF ASSIGNED AREA

Skipping is defined as any absence from class that is not authorized by the school. This includes students who do not attend class, who refuse to go to class, or who leave class without permission. Once on campus, students are not permitted to leave without signing out in the Main Office. Students who skip will be assigned to In-School Suspension. Any student out of an assigned area without a legitimate pass is considered to be skipping class. Possible actions for repeated violations include:

- In-school suspension
- Out-of-school suspension
- Home visit by the social worker
- Assignment to Catapult Learning
- Expulsion for remainder of term

### STUDENT CHECK-OUT

Please assist us in maintaining an “interruption-free” environment in every classroom by adhering to the following procedures:

- All arrangements for early check-out or after-school transportation should be made prior to the student leaving home in the morning.
- If a student needs to be checked-out early the student must bring a note from their parent/guardian indicating the date, time, and reason of check-out to the Attendance Office **before 1:00 p.m.** The note should include a **valid telephone number** where the parent can be reached to verify the note. If the attendance clerk is unable to receive verbal permission by the parent/guardian, the student **will NOT receive a dismissal note.**
  - Early Dismissal Check-Out Process:
    - Student should take his/her early dismissal note to the Attendance Office before 1:00 p.m. The attendance clerk will call the parent/guardian and verify the check-out note. If able to verify an early dismissal note will be giving with a date and time of check-out.
    - The student will show the early dismissal note to his/her teacher for him/her to be release at the appropriate time.
    - The student will leave campus immediately (if driving) or walk out of the building.
    - **The attendance clerk will not call the classroom for student to come and pick-up his/her note.**
- If a parent/guardian is picking up a student, the parent/guardian must go to the main office to check-out the student.

- Students are not allowed to wait for their parent/guardian in the main lobby for more than 10 minutes. Any student waiting for their parent/guardian for more than 10 minutes will be sent back to the classroom. The next available time for the student to be checked out by the parent/guardian will be at the end of that class period.
- Academic class time is extremely important. Parents and students should make every effort to work with service providers to arrange out-of-school appointments for students during after-school hours.
- Please do not check students out during assemblies, advisement, pep rallies, testing sessions, etc.
- Students can not be checked-out of school after 2:55 PM.

### **HOSPITAL/HOMEBOUND**

In the event a student is absent because of extended illness of 10 or more days, his/her parent or guardian may request the services of a hospital/homebound teacher. This request should be made through the Counseling Office. If hospital/homebound is approved by the school, the student will be counted for full attendance for the portion of the day or days that the student must be gone from school.

### **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school must be accompanied by the parent/guardian. The following must be completed:

1. Books/PLD returned
2. Fees paid
3. Grades recorded
4. Conference with counselor

Students who quit school will be reported to the Department of Motor Vehicles according to Georgia law 40-5-22 (Teenage and Adult Driver Responsibility Act – TADRA). Students who are 16 years of age or older who have 10 consecutive unexcused absences will be withdrawn by the school.

### ***Parents/Guardians of High School Students --- Important Information on Student Attendance:***

One of the most important ways you can help your child succeed in school is to make sure he or she attends school regularly and is on time every day. Please contact the school and let us know if there are any problems that prevent your child from coming to school regularly. State and local laws require that Clarke County School District make you aware of the requirements for school attendance and the consequences for excessive absences.

***Georgia Law, School Policy, and Athens-Clarke County Ordinances state these requirements:***

- Students between the ages of 6 and 16 must be enrolled in a public or private school or in a home study program.
- Students and their parents/guardians are responsible for ensuring that students attend school regularly and on time.
- Parents/guardians must let the school know within five (5) days (in writing) the reason for the absence.
- Students under 18 years of age cannot be in a public place without supervision by a parent/guardian between 8:45 am and 3:25 pm on school days.

***Risks and penalties associated with excessive school absences:***

Students with excessive absences are at risk in many ways. Students risk falling behind in their schoolwork and missing valuable opportunities to learn social and emotional skills that will help them succeed in life. In addition, students with excessive absences may be referred to the Attendance Committee, the School Social Worker or to the Juvenile Court. Parents/guardians of students who violate the Georgia Compulsory School Attendance risk being fined (\$25 - \$100), jailed for up to 30 days, and/or ordered to perform community service.

***Families and Schools need to work together for school success:***

Since regular school attendance is so important to school success, and since the penalties for absences are so serious, it is vital that families and school work together to promote regular school attendance. Parents/guardians are encouraged to contact a teacher or school administrator regarding any problem that may interfere with a student's school attendance. If you have questions about school attendance, please contact your child's school.

**SECTION II: ACADEMICS****ACADEMIC EXCELLENCE**

High school is designed to prepare students for a lifetime of learning and participation in civic life by providing students with the background necessary for work or further formal education. Clarke Central teachers work very hard to create an academic program and a classroom environment conducive to learning. The success of their efforts, however, depends on the active participation of Clarke Central students in their own education. Clarke Central students are expected to work diligently throughout their four years here.



Learning is its own reward, and students who work diligently will derive a pleasurable sense of satisfaction and accomplishment. In addition, Clarke Central recognizes successful students with a variety of academic awards. Furthermore, students who have performed at a high level are likely to receive generous scholarships and other financial rewards from colleges, technical schools, and community groups.

## ACADEMIC HONESTY

The Clarke County School District promotes academic honesty and personal integrity among students and faculty. Academic honesty is defined broadly and simply - the performance of all academic work without plagiarizing any source of information appropriately authorized or attributed.

### ***Forms of Academic Dishonesty***

*Academic Dishonesty is defined as any action or behavior that results in a student having an unfair advantage over his or her peers in any form of assessment. Academic Honesty may include:*

1. ***Plagiarism:*** *using someone else's work as one's own without proper documentation either intentionally or unintentionally*
2. ***Collusion:*** *copying work or allowing someone else to copy one's work*
3. ***Duplication:*** *turning in the same work for multiple assignments without the express permission of all instructors involved*
4. ***Misconduct:*** *refusing to follow directions in an assessment situation*
5. ***Failure to report*** *an observed instance of academic dishonesty*

### ***A Student Demonstrating Academic Honesty Will:***

- *complete his/her own work*
- *acknowledge help from parents, friends, and other students*
- *know what constitutes cheating and abide by the rules*
- *acknowledge and reference all information sources*
- *follow rules, directions, and policies when taking written exams*
- *report suspicions of academic dishonesty to appropriate school officials*

### ***A Student Demonstrating Academic Honesty Will Not:***

- *copy work from another student and represent it as his or her own*
- *complete work for another student*
- *use notes or reference materials during an assessment unless instructed to do so by the teacher*
- *support the efforts of another student engaging in academic dishonesty*

***Consequences for Failing to Maintain Academic Honesty***

*Students who are determined to have engaged in academic dishonesty will receive no credit for work completed. Where appropriate, cases of academic dishonesty will be subject to the school-wide discipline plan. Depending on the student's history of misconduct, the intent of the infraction, or its severity, other action may be taken including detention, suspension from school, or suspension from extracurricular activities.*

**ACCREDITATION**

Clarke Central High School is fully accredited by the Southern Association of Colleges and Schools, and the Georgia Department of Education.

**CLASS SCHEDULE**

Clarke Central High School uses a seven course offering. Students attend five classes Tuesday through Thursday for 70 minutes per class. On Monday and Friday students attend all seven classes for 45 minutes each.

**EARLY RELEASE FOR SCHOOL PROGRAMS**

Only those students accepted and scheduled for one of the following may be released from school early/arrive later:

- i. A school supervised apprenticeship or internship;
- ii. An approved dual enrollment class;
- iii. A reduced day hardship.

Students participating in any of the above may not be on campus during the scheduled time of the program without the approval of the school-based supervisor. If approved, they must remain in the relevant program area (counseling office, internship supervisor's room). Should there be any change in the student's program, it is the student's responsibility to notify the school supervisor immediately to work out a modified plan with the school.

**EXAMS**

Exams are administered at the end of the term. Only seniors are allowed to exempt their final exams if they have a 90 average in the course, unless an EOC is required by the State of Georgia.

**GRADING SCALE**

90 - 100.....A

80 - 89.....B

70 - 79.....C

69 - Below.....F

Incomplete.....I

*(Grades will be posted 14 days after the completion of the class. Therefore, all work must be completed before.)*

*Cumulative grade point averages are indicated on your final high school transcripts. These averages are used to determine class rankings, which are in turn used by many colleges in consideration for enrollment. Students who are absent for a final exam must request a make-up date for the final exam within 24 hours of the exam or the student will receive a “0”.*

**Georgia Milestone Assessments:** The State of Georgia has developed End-of-Course Assessments for the following: Coordinate Algebra, Analytic Geometry, Biology, Physical Science, Economics, U.S. History, Ninth Grade Literature and Composition and American Literature and Composition. These tests are mandatory, serve as the final exam for the course, and count as 20% of the student’s grade.

**College Admissions Requirements:** College admission requirements differ for each school. Students should discuss their college choices with their school counselors to be sure that specific school admissions criteria are met. (See Program of Study for specific requirements.)

**Participation in Graduation Ceremonies:** Students may not participate in graduation ceremony unless the student has earned the required **24** credits in the required areas.

## **HIGH SCHOOL CREDENTIALS**

The High School Diploma will be the official document certifying completion of attendance and earning of required number of Carnegie units.

## **HOPE SCHOLARSHIP**

HOPE - Helping Outstanding Pupils Educationally - is Georgia’s unique scholarship program that rewards students’ hard work with financial assistance in degree, diploma, or certificate programs at any eligible Georgia public or private college, university, or technical institute. A student can benefit from HOPE in several ways. If a student wishes to enroll in a degree program at a Georgia public college or university, the student may be eligible for financial assistance covering tuition, mandatory fees, and a book allowance. See counselors for additional information.

## **PARENT CONFERENCES**

Teachers at Clarke Central High School are always ready to meet with parents to insure the success of students. Parent conferences are held at fall mid-term and once in spring term for registration. All other parent conferences (9th – 12th grades) are best arranged through an individual teacher or through the Counseling Office for conferences with multiple teachers. Please allow time for arranging conferences. If you need to speak with an individual teacher, please call the main office.

## **PARENT PORTAL**

An internet site exists for parents to see their child's grades, attendance, and discipline. All parents are encouraged to take advantage of the opportunity of keeping a daily check of their child's information. Parent Portal Instructions:

- Please visit <http://bit.ly/Portalinst> in order to create an account.
- If you already have an account and need your password or username reset, please email [campus@clarke.k12.ga.us](mailto:campus@clarke.k12.ga.us) for further instructions.

## **PROGRESS REPORTS**

A progress report will be issued to reflect a student's progress as a means of informing parents of their child's progress. Progress reporting periods end on October 5<sup>th</sup>, December 20<sup>th</sup>, March 8<sup>th</sup>, and May 17<sup>th</sup>. The last day of school will be May 17<sup>th</sup>. Other methods are also used to notify parents, including telephone calls and conferences. A conference may involve other personnel in order to investigate causes for scholastic problems and to seek ways to assist students in improving academic performance. It is the responsibility of the student to share his/her progress report with parents.

## **PROMOTION REQUIREMENTS**

Students' advancement from grade to grade in high school is based upon a minimum number of units earned by the student during each school year. (See Program of Study for specific requirements.)

## **SCHEDULE CHANGES**

Student requests for courses during registration in the spring determine how the master schedule will be built for the following school year. For that reason, it is important for students and parents to give a good amount of consideration to course requests during registration. Schedule changes made after the term begins involve the loss of too much instructional time and content to be educationally sound. Students will be expected to continue with all of their requested courses, but the school recognizes there are situations that may require a schedule

change. Since any change may have a serious effect on class size, teacher assignments, and the overall master schedule, schedule changes will be considered very carefully.

- A **Course Change** is changing from one course to a different course, e.g. from Chemistry to Anatomy. Course changes will only be considered according to these criteria: 1. Credit not received for prerequisite class; 2. Credit already received for a particular class.; 3. You are senior needing the course for graduation.; 4. For other reasons, but you must provide an explanation and availability is very limited. Requests for a Course Change should be made **no later than the 10th day of the term**. The student is expected to make up all work that was missed prior to entering the new class. Attendance records are transferred with the student when a Course Change is made.
- A **Level Change** is changing from one instructional level of a course to another level of the same course, e.g. from Advanced World History to World History. Where instructional level placement has been inappropriate, school personnel will work with students and parents to resolve the issue. Requests for a Level Change will be considered **up until 10 calendar days after the end of the first progress reporting period**. Grade and attendance records are transferred with the student when a Level Change is made.

Parental permission is required for any schedule change requests. The school administration reserves the right to change student schedules in order to resolve issues of class size and teacher loads or other issues which may impact the instructional program.

### ADDITIONAL TESTING

**PSAT Testing:** All first time 10<sup>th</sup> grade students take the PSAT exam in October, free of charge. College-bound juniors are encouraged to take the PSAT during their junior year. The PSAT is an important predictor of college readiness and will help students identify their strengths and weaknesses in verbal reasoning, critical reading, math problem solving, and writing. Taking the PSAT helps students practice for the SAT exam, enter scholarship competitions, and get information from colleges.

**ACCESS Testing:** The ACCESS test for English Language Learners is given each winter to all students in the ELL Program. This test measures progress in Reading and Listening, Writing, and Speaking.

### ZERO/ EIGHTH PERIODS AND SUMMER SCHOOL

Through zero and eighth periods, CCHS offers students the opportunity to “recover credit” for courses which have been failed. The zero period class is offered before first block 7:00am – 8:00am Tuesday and Thursday. Eighth period is offered after school from

3:35pm-5:15pm Monday through Thursday. These classes are delivered through the use of a computer-based program. This program offers core classes and electives similar to the traditional curriculum offered at CCHS. Students eligible for Zero and Eighth Period are those who have failed a class and want to recover credit. Students can earn up to one full unit of credit per course. Priority will be given to seniors on track to graduate. Applications for zero and eighth period can be secured from the counseling office. Students can go to summer school to retake courses that have been failed. Summer school information is released in April.

### **PATHWAYS FOR SUCCESS**

**After School Tutoring:** Opportunities for tutoring are offered in a variety of subjects. These include mathematics, science, social studies, and language arts. Startup date for Pathways is September 2018 and will be held on Monday and Thursday. Times will be announced. Transportation home is free of charge and provided by the school district. Tutors include certified teachers, University of Georgia students and Clarke Central Honor Society volunteers.

## **SECTION III: STUDENT CONDUCT**

### **DAY-TO-DAY RELATIONS**

Clarke Central is a very diverse group of people (students, teachers, administrators, secretaries, counselors, custodians, cafeteria personnel, etc.) who meet daily to learn, teach, guide or provide services within our school. Our school is much like a family, an athletic team, a business or any other group of people in society; our success is built on trust, commitment, and love. We have worked together like a family to establish a safe and nurturing educational environment, and it will be protected. When someone disrupts this, the staff and teachers have been given the responsibility of carrying out disciplinary actions. All students have a right to an effective education and therefore also have responsibilities. Responsibility involves both those things that should be done and those things that should not be done. Proper behavior should be maintained on and off the school grounds, at athletic events as well as at all other school-related activities. Many people have no means of judging Clarke Central High School other than by the behavior of its students; therefore, students are expected to exhibit mannerly behavior in their contacts with all people.

## CLASSROOM EXPECTATIONS

In order to maintain an environment that is safe and conducive to learning, students are expected to meet the following expectations:

- Be punctual, prepared, & productive
- Do your best work and be willing to make mistakes
- Be kind to yourself, others, and your environment
- Use appropriate language
- Put cell phones, headphones, and earbuds away

### DRESS CODE (Board Policy Excerpt)

Students are expected to be clean, neat, and appropriately dressed at all times. Students (and parents) are expected to use good judgment in choice of dress and ensure that the student's attire conforms to the guidelines of this policy. A student's dress and appearance shall always adhere to commonly accepted standards of decency, decorum, and good taste.

**The student's clothing and appearance must not be a distraction, immodest, inflammatory, offensive, or pose a health, safety, or security hazard.** Prohibited clothing and articles of clothing include, but are not limited to, those which contain any word, phrase, message, symbol, photo, reference, or anything else which:

- a. is offensive, lewd, profane or sexually suggestive;
- b. promotes or advertises use of drugs, alcohol, tobacco products, or any illegal substance;
- c. promotes or advertises participation in criminal street gang activity as defined by O.C.G.A.16-15-4;
- d. advocates or indicates discrimination on the basis of race, color, national origin, sex, age, marital status, religion, handicap, disability, or sexual orientation; or,
- e. promotes or advertises illegal conduct or any violation of Board Policy or the Code of Student Conduct.

Any article of clothing or manner of dress or appearance which causes or has the potential to cause a disruption in a school, or which is considered to be a health, safety, or security hazard is prohibited, whether specifically mentioned in this policy or not. The Superintendent, Principals, and Site Administrators have the authority to interpret this dress code and make a case-by-case determination of the appropriateness of dress and appearance in cases which may or may not be covered by the standards contained in this policy. In addition, the Superintendent may make District, school-wide, or site-specific exceptions to these standards

when appropriate for medical reasons and for such events as “spirit days” and “hat days.” However, when such exceptions are made, they shall conform to the general criteria outlined above.

#### **Clarke Central Guidelines for policy:**

1. Shoulders, midriffs, backs, sides, and chest must be covered. Gentlemen: Pants should be worn at the waist and no undergarment(boxers, other shorts, underwear) may show.
2. No apparel depicting alcohol or drugs or with obscene or offensive messages.
3. No bandanas.

If students are out of dress code security/administration will be notified, students will be directed to change clothes or they will be sent to ISS until a change of clothes is delivered.

#### **DRUG DOG SEARCHES**

In accordance with school safety, drug dog searches are conducted at Clarke Central on a random basis. These searches are led by law enforcement personnel. Backpacks, classrooms, lockers, purses, automobiles or any student belongings are subject to searches.

#### **VIDEO SURVEILLANCE**

Clarke Central High School utilizes video cameras, recorders, and screens campus-wide. This assists in the creation and maintenance of a safe environment conducive to intellectual and personal growth. Confidentiality laws (FERPA) prohibit video tapes from being viewed by non-authorized personnel who are working with the student.

#### **FALSE ALARMS**

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled or transmitted or caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action or involvement by a student will result in discipline and/or suspension from school. Bomb threats are considered felonies.

#### **PUBLIC DISPLAY OF AFFECTION (PDA)**

The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing and inappropriate displays of affection are not allowed.



### **WEAPONS NOTICE**

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term “weapon” includes but is not limited to:

(1) any loaded or unloaded firearm, gun, knife of any type or size, box cutter, razor, razor blade, gas repellent, mace, stun gun, chemical spray, pellet or bb gun, any “martial arts” device, blackjack fighting chain, metal/brass or any artificial knuckles, night stick, pipe, pen style laser pointer, or other tools or device used to inflict harm; and

(2) any toy gun or other object that looks like, may be construed to be or is represented to be a weapon.

State law (above) also calls for the mandatory expulsion for 1 year of students who carry, possess, or control any firearm at school.

### **ELECTRONIC DEVICES NOTICE**

All electronic devices will be confiscated and returned to parents after school hours. Any student found in violation of the provisions of the CODE Section shall be subject to In-School Suspension. Code 1981, 20-2-1183, enacted by Ga. L. 1989, p. 1394. Students are allowed to use cell phones before school, after school, during students lunch and during transition from class to class. Any cell phone being used or heard during instructional time will be confiscated and returned to the parent on Thursday from 12:00 – 4:30 pm. Students who refuse to surrender phones upon request will be subject to administrative action. **The school is not responsible for lost or stolen electronic devices or cell phones.**

### **POSSIBLE DISCIPLINARY ACTIONS AT CLARKE CENTRAL HIGH SCHOOL**

Faculty, staff, and administrators use a variety of disciplinary responses to student misconduct. The following options may be used by the Clarke Central staff:

- Administrative Conference
- Peer Mediation
- Warning or reprimand
- Behavior management contract
- Academy, teacher, administrator, or counselor referral/conference
- Parent conference
- Disciplinary probation

- “Time-out” detention during class period
- After-school Detention
- In-school suspension (from 1 to 10 days)
- Activity Suspension
- Out-of-school suspension (from 1 to 10 days)
- Recommendation to the Superintendent of Schools for long-term suspension or expulsion or placement in the Clarke County School District’s Catapult Learning Program.
- Referral to local law enforcement authorities when state or federal civil or criminal laws are violated through illegal acts.

### **DEFINITIONS OF DISCIPLINARY/CORRECTIVE PROCEDURES**

**DETENTION:** Detention will be assigned by the building administrators and/or teachers. The time must be made up prior to the start of school each day or after school each day.

**IN-SCHOOL SUSPENSION:** Students so placed are in effect being given another opportunity to succeed in school. They will work on regular school assignments in a separate, supervised room at school for the term of the suspension. Assigned class work must be completed before students are released from ISS. **Misconduct in ISS may result in immediate suspension from school.** However, all ISS days assigned will be served. Out-of-school suspension will not be substituted for in-school-suspension.

**BARRING FROM EXTRA-CURRICULAR ACTIVITIES:** Students who violate the Clarke County Code of Conduct may be barred from campus after 4:00 pm. This includes all extra-curricular activities. Students who are involved in fighting or causing a major disruption during extra-curricular activities (at any school) will be barred from all extracurricular activities for the remainder of the school year.

**SUSPENSION:** A denial of attendance (other than for the balance of the immediate class or subject) at any single subject or class, or full schedule of classes or subjects, or at any other type of activity conducted by or in behalf of the school district and any combination of the foregoing for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district. Any student who has been suspended must be accompanied by his/her parent when returning to school at the time indicated by the administrator. A contract will be completed, indicating the misbehavior that caused the suspension, what behaviors must not recur, and what consequences

will result if the behavior occurs again. All out-of-school suspensions are unexcused absences, except for days suspended pending due-process hearing when the student is assigned to the Catapult Learning Program.

**PLACEMENT AT CCSD Learning Center:** Following a due process hearing, if found guilty of charges brought against him/her, a student may be assigned to the CCSD Learning Center for a period of time. During this assignment, the student is barred from all CCSD campuses and cannot participate in any activities.

**EXPULSION:** School and district administration have the authority by Board of Education policy for behaviors such as: drug use or possession, gang activity, gang-like activity, possession of a weapon, serious fighting, threats, sexual battery, sexual harassment, vandalism, and chronic disciplinary problems.

## BULLYING

### CLARKE COUNTY BOARD OF EDUCATION BOARD POLICY - BULLYING -- GRADES 6-12

The Clarke County Board of Education has as a priority a prohibition of “bullying” for students in grades six through twelve. School administrations and faculty will inform students and parents at the beginning of each school year of the policies, regulations, and procedures prohibiting “bullying” on school grounds and at school related activities. School handbooks will be updated to include this information.

- **Definition:** “Bullying” is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or, (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
  - Bullying may be physical, verbal, emotional or sexual in nature. For example:
    - Physical bullying includes punching, poking, strangling, hair pulling, beating, biting, and excessive tickling.
    - Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.
    - Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, and ostracizing and peer pressure.

- Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.
- Cyberbullying includes such acts as transmitting any electronic communication that has the effect of bullying, harassing or threatening another student. This includes but is not limited to communications sent via email, instant messaging, text messaging making website postings (e.g, Facebook, Twitter, YouTube and snapchat).

### **Consequences for First and Second Offenses**

Anyone who suspects “bullying” on the part of a student or students shall report the information to the school administrator or designated school representative. Students found to be in violation of this policy for the first or second offense in a school year shall be dealt with by the school administrator or discipline designee. The school official will then call the student(s) in for conference, paying attention to the student’s due process rights. If violation of the policy has occurred, the school official will:

- Notify or attempt to notify the parent/guardian of the student and ask them to come to the school.
- Hold a conference with both the student and the parent/guardian of the student to inform them of penalties for bullying.
- Administer the appropriate discipline based on the circumstances surrounding the offense.

### **Third and Successive Offenses**

Students will be brought to a due process hearing upon suspicion of a third “bullying” offense. If the student(s) are found to be in violation of the policy for a third time in a school year, the student(s) will be assigned to the CCSD Learning Center.

### **Dissemination of Code of Student Conduct and Review of Program**

A copy of the Code of Student Conduct shall be provided to all parents/guardians and students. The program will be reviewed biennially to determine its effectiveness and implement changes to the program if needed, and to ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

## **SECTION IV: STUDENT ACTIVITIES**

### **ATHLETICS**

Clarke Central High School has a long history in athletics and students take a great deal of pride in being a Gladiator. A number of different opportunities for involvement in sports are offered and students are encouraged to find a place to participate. Sports calendars and details can be found at <http://www.clarkecentralathletics.com/>. The following sports are available:

#### **Fall Sports**

- Cheerleading
- Cross Country (Men's)
- Cross Country (Women's)
- Football
- Fast-Pitch Softball
- Volleyball

#### **Winter Sports**

- Basketball (Men's)
- Basketball (Women's)
- Cheerleading
- Swimming and Diving (Men's)
- Swimming and Diving (Women's)
- Wrestling

#### **Spring Sports**

- Baseball
- Golf (Men's)
- Golf (Women's)
- Soccer (Men's)
- Soccer (Women's)
- Tennis (Men's)
- Tennis (Women's)
- Track (Men's)
- Track (Women's)

### **GENERAL ATHLETIC INFORMATION**

Participation in athletics is a privilege and not an inherent right nor a requirement of students. When a student violates CCSD, CCHS, or team rules, this privilege may be revoked by the Head Coach, Athletic Director, or Principal. It is important that students be aware of the Georgia High School Association (GHSA) and CCSD policies and regulations governing participation in athletics. Students who participate in athletics are required to meet all eligibility requirements and follow any rules specified. Student-athletes are expected to conduct themselves

in a safe and sporting manner towards all persons associated with the athletic program.  
Additional Athletic Information: Contact Dr. Jon Ward, Athletic Director, 706-357-5200, 17258; wardjo@clarke.k12.ga.us.

### **ELIGIBILITY REQUIREMENTS**

To be eligible to participate, practice, and/or try out in interscholastic activities, the GHSA requires each student to be academically eligible. A student is required to pass classes that carry at least 2.5 Carnegie Units counting toward graduation the semester immediately preceding participation. Exception: First semester ninth grade students. GHSA requires all sophomores, juniors, and seniors to meet “On Track” Requirements:

- Sophomores or 2nd year students - 5 units
- Juniors or 3rd year students - 11 units
- Seniors or 4th year students - 17 units

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

### **PHYSICALS**

Each participant will be required to have an annual physical examination by a competent physician before participating in conditioning, workouts, practices, or contests. All physicals must be completed on the form provided by the CCHS Athletic Department. The athletic department will provide one opportunity a year for students to receive a free physical. The date will be announced during the spring.

### **INSURANCE**

Students are required to have insurance coverage before participating in any conditioning, tryout, practice or contest. School insurance can be purchased for all athletic activities. Football specific insurance is also available through school insurance.

### **PRACTICE AND PARTICIPATION**

The Principal and/or Athletic Director has the prerogative to weigh the discipline process with the advantages or disadvantages of participation, and thus make a final determination regarding eligibility. Any student who is under disciplinary action may be ruled ineligible for participation by the Principal and/or Athletic Director until such action is removed. Team

members are to present appearances indicating good grooming habits in accordance with school policies as established by the Administration. Team dress rules may be set by the Head Coach provided they are applied consistently without discrimination. Game day dress/Travel dress should represent CCHS in a positive manner. This includes properly worn game jerseys/warm-ups, shirt and tie, travel shirt, etc. Participants should attend all regularly scheduled practice sessions.

An athlete should always consult his/her coach before missing practice. Missing practice or a game without a valid reason will be dealt with severely. Sudden illness or some other emergency would be valid reasons for missing practice or a game. Participation on non-school sponsored teams is not considered a valid reason for missing a practice or game. Participants are to be responsible for all school equipment/uniforms issued. Lost equipment/uniforms will be his/her expense. Participants should understand that the Head Coach will have the final authority in determining players' positions, starters, playing time, and any other team requirements that may become necessary. Participants are encouraged to participate in as many activities as the student and parents desire. Coaches will not prohibit or discourage participation in another school sponsored activity. Participants will not be required to participate in one sport in order to be eligible to participate in another sport. GHSA establishes the practice season for each sport. Any workout or training outside the GHSA time frame is strictly voluntary for the student-athlete. Mandatory Sunday practices are prohibited.

A participant can compete in two sports in one season only if: 1) there is a mutual agreement between the two coaches concerning practice and game times; 2) the participant and his/her parent/guardian and the two head coaches meet with the athletic director to discuss the details of the arrangement. A participant will not be permitted to practice or compete in a sport for an upcoming season when he/she is still involved in a sport during the present season. Voluntary fundamental workouts are permissible. A participant that quits a sport or is removed from a team cannot: 1) participate in another sport during the same season; 2) begin tryouts, conditioning, practice in a sport in the following season until the sport that was quit (at the appropriate level) has concluded its regular season. Senior participants are not permitted to play in any Junior Varsity contest.

### **Practice Policy for Heat and Humidity**

Clarke Central High School will follow the statewide policy for conducting practices and voluntary conditioning workouts in all sports during times of extremely high heat and/or humidity. The policy will be signed by each head coach at the beginning of each season and distributed to all players and their parents or guardians. The policy shall follow modified guidelines of the American College of Sports Medicine in regard to:

1. The scheduling of practices at various heat/humidity levels.

2. The ratio of workout time to time allotted for rest and hydration at various heat/humidity levels.
3. The heat/humidity level that will result in practice being terminated.

### **WBGT READING**

(A scientifically approved instrument that measures Wet Bulb Globe Temperature (GT) reading must be utilized at each practice to ensure that the written policy is being followed properly).

### **ACTIVITY GUIDELINES AND REST BREAK GUIDELINES**

UNDER 82.0	Normal activities --Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout
82.0 -86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each.
87.0 – 89.9	Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each
90.0--92.0	Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20 minutes of rest breaks provided during the hour of practice.
OVER 92	No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs

### **GUIDELINES FOR HYDRATION AND REST BREAKS**

1. Rest time should involve both unlimited hydration intake (water or electrolyte drinks) and rest without any activity involved



2. For football, helmets should be removed during rest time
3. The site of the rest time should be a “cooling zone” and not in direct sunlight.
4. When the WBGT reading is over 86:
  - a. Ice towels and spray bottles filled with ice water should be available at the “cooling zone” to aid the cooling process.
  - b. Cold immersion tubs must be available for practices for the benefit of any player showing early signs of heat illness.

## **DEFINITIONS**

1. **PRACTICE:** the period of time that a participant engages in a coach-supervised, school-approved sport or conditioning-related activity. Practices are timed from the time the players report to the field until they leave.
2. **WALK THROUGH:** This period of time shall last no more than one hour, is not considered to be a part of the practice time regulation, and may not involve conditioning or weight-room activities. Players may not wear protective equipment.

## **STUDENT/PARENT CONCUSSION AWARENESS**

### **DANGERS OF CONCUSSION**

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death. Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

### **COMMON SIGNS AND SYMPTOMS OF CONCUSSION**

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds

- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

**BY-LAW 2.68: GHSA CONCUSSION POLICY:** In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management. a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out. b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance. c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at [www.nfhslearn.com](http://www.nfhslearn.com) at least every two years – beginning with the 2013-2014 school year. d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

## **ATHLETIC AWARDS**

### **Lettering**

- Each coach will place on file with the Athletic Director their respective sports lettering requirements in regards to participation and team obligations. Only varsity athletes are eligible to receive letter awards (managers, statisticians, etc. may be considered for varsity awards).
- Student-athletes who have met the lettering requirements will be allowed to purchase their letter jacket at the end of their season.

### **General Lettering Standards**

- A participant must complete the season in good standing with the coach in order to earn a letter.
- A participant must conduct himself/herself in a manner that reflects credit on his/her school and the athletic program

- A participant must return all equipment and uniforms issued to him by the school.
- A participant must not have any school-related or sport-related outstanding financial obligations.
- A participant must remain on the squad for the season. Injuries may be the exception;
- Any participant who is a starter or primary substitute and was thereafter injured may be awarded a letter.
- A participant may receive a letter for state tournament play if he/she has not met the lettering [requirements during regular season play. General rule if the athlete plays in 75% of the quarters, innings, matches, etc in state tournament competition then he/she should be awarded a letter.
- A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.

### **Athletic Lettering Standards by Sport**

- Baseball: To receive a varsity letter in baseball, a player must:
  - Play in as many innings as there are games played; e.g., if there are 20 games played, a player must play in 20 innings.
  - All players on a region championship team will letter.
- Basketball (Women and Men):
  - Starter at the varsity level
  - First rotation/game finisher in 50% of quarters in varsity games.
- Cheerleading:
  - Complete two seasons at the varsity level.
  - Football is considered one season; Basketball is considered one season.
- Cross Country (Women and Men):
  - Finish in the top ten in at least three varsity races in the season.
- Football:
  - Play in 50% of quarters in varsity games
  - Sub-varsity player that moves up to the varsity must play in 75% quarters in applicable varsity games.
  - Meet attendance criteria at practice, meetings and team functions.
- Golf (Women and Men):
  - Score is counted in at least one varsity golf match.
- Soccer (Women and Men): Play in 50% of total halves.
- Softball:
  - Make the varsity team and complete season.
- Swimming (Women and Men):
  - Attend at least 70% of practices

- Participate in at least 70% of the meets
  - Earn points for the team in at least one meet.
- Tennis (Women and Men):
  - Compete in at least two varsity tennis matches.
- Track (Women and Men):
  - 36 Individual Points
  - First-place finish at City Championship
  - Eighth place or better at Region Meet
- Volleyball:
  - Play in 50% of total scheduled games.
- Wrestling:
  - Compete in 50% of the varsity wrestling matches
  - Or place (1-4) in area.

**Other Awards:**

- All participants who complete the season in good standing will receive a CCHS Athletic Department Participation and/or Letter Certificate.
- Individuals or teams that win region championship or advance to state playoffs will receive appropriate patches. These will be provided by the athletic department.
- Other awards presented at the end of the season banquet (i.e., trophies, plaques, blankets) will be solely decided upon by the coaching staff and provided for by the sport's booster organization.

### **TRANSPORTATION FOR ATHLETIC EVENTS**

Students must ride the assigned CCSD bus to and from off-campus games, practices, and/or workouts unless other transportation is approved by the Principal or Athletic Director.

### **ATTENDANCE OF ATHLETIC EVENTS**

The attendance of athletic events (i.e., games, practices, etc.) is a privilege and not an inherent right or requirement of students. When a student violates CCSD and/or CCHS rules and policies this privilege may be revoked by the Principal, Athletic Director, or Security.

### **CO-CURRICULAR ACTIVITIES**

Extracurricular activities such as athletics, flag line, marching band, service organizations, subject area clubs, cheerleading, and academic organizations occur after the regular school day. Students are encouraged to find an extracurricular area in which to participate. A wide range of interest/service clubs adds variety to student life. Although

membership is open, individual clubs have separate rules governing their organization. For a complete list of clubs at Clarke Central, visit <http://bit.ly/CentralClubs>. CCHS clubs include:

- **Academic Team:** If you like trivia, the Academic Team is for you. We compete against other schools in our region with questions on math, language arts, science, and social studies. The academic team meets to practice on Monday mornings to prepare for competitions, which are on Monday afternoons. The sponsor is Drew Wheeler.
- **Art Club:** Art Club is offered Tuesdays and Thursdays from 3:25 to 5:30 in room 164. Students can come to receive help on assignments from various art classes or come to receive help on personal work. In art club students also have the opportunity to engage in various art-based activities with specialty materials that we don't have the time or space to cover in class. The sponsor is Jessica Shelden.
- **Asociacion de Padres Latinos:** This organization was formed with training from MALDEF (Mexican-American Legal Defense and Education Fund) to encourage more parent involvement from the Latino community. Meetings are conducted completely in Spanish. We focus on rights, responsibilities, and opportunities for these CCHS parents. The sponsor is Kathy Erickson.
- **Bands:** Clarke Central High School has several bands that comprise our program. A brief description and the prerequisites needed for inclusion are provided:
  - **Jazz Band:** This band is comprised of musicians that possess the displayed ability to play numerous styles of Jazz to include Swing, Samba, Rock, Contemporary, etc. Auditions are held as openings occur. The instrumentation includes Alto, Tenor and Baritone Saxophone; Tenor and Bass Trombone, Trumpets, Piano, Trap Set Percussion, Keyboard Piano and Keyboard Percussion, Bass and Rhythm Guitar. This band rehearses after school. Performances include concerts and special events.
  - **Percussion Ensemble:** This ensemble is comprised of musicians who desire to promote the art of percussion. Auditions are held each fall semester. All students who audition must display competency in reading music.
  - **Marching Band:** The Marching Band is comprised of students that are currently enrolled in the band class and/or those that have displayed musical competency through the completion of our middle school band programs. This band begins with a camp that is usually held two weeks prior to the opening of school. Performances include all football games, some competitive events, pep rallies and fall parades. This band primarily rehearses after school.
  - **Concert Bands:** The Concert Band is the essence of the band programs at CCHS. All basic music fundamentals are enhanced through technical and musical exercises that are governed by the Georgia Music Performance Standards. These bands will be assessed each spring with their performance at the Georgia Music

Educator Association's Large Group Performance Evaluation. Rehearsal of these ensembles is primarily accomplished during the school day. Additional performances include a Fall Concert, Spring Concert and other venues as determined appropriate by the Director of Bands.

- **Bass Fishing:** The CCHS Bass Fishing Team competes in bass tournaments organized by Georgia High School Fishing and the Student Angler Federation. Individual teams of two students and one adult boat captain compete in all-day tournaments against 100+ two-student teams from various high schools across north Georgia. Seven tournaments are held during the school year, each on a Sunday from 5:00 am to 3:30 pm at either Lake Hartwell or Lake Lanier. The sponsor is Christian Barner
- **Black Culture Club:** The Black Culture Club's goals are to encourage, promote, and teach black culture, prepare students for SAT and SAT tests, and conduct community outreach, and service projects. Meetings are held every Tuesday from 3:45 - 4:45 in room 219. The sponsor is William Miller.
- **Chess Club:** The chess club is open to all students, both novices and pros. If you know how to play, we will teach you how to be better. If you are interested in learning, we will teach you how to play and more. The sponsor is John Walker.
- **Choruses:** The CCHS Choruses include the Mixed Chorus (which is for beginners and intermediates) and the Advanced Choral Ensemble during the regular day. Also, in the fall, the After-School chorus meets in the afternoon 2 days per week. The Black History Choir begins in January and performs during the 2nd term. The sponsor is Dr. Anthony Rucker.
- **Drama Club:** The Drama Club is a great way to get involved in theatre at Clarke Central. The Drama Club meets on Tuesdays immediately after school in the Small Auditorium. Everyone is welcome, whether you've been involved in Theatre all your life or if you just want to find out more. Come join us. We've got a part for you! The sponsor is Harriet Anderson.
- **Ecology Club:** Community service focused club dealing with our local ecology. Meetings are held Mondays at 8:00 am in room 186. The sponsor is Claude Gonzalez.
- **FCA (Fellowship of Christian Athletes):** The Fellowship of Christian Athletes is a national organization whose 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" (FCA Playbook). This group meets on Friday mornings from 8:00 AM – 8:40 AM in Coach Cavin's room. The sponsors are Aaron Cavin, Alex Holmes, and Scott Swain.
- **FFA:** The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. At Clarke Central we want to "feed" the interest of students in the area of agriculture. Members will be engaged in activities which

allow them to interact with agriculture relating to livestock as well as cultivation of crops and other plants. The sponsor is Jillian Gordon.

- **French Club:** Bonjour! The French Club is an organization open to all students who are interested in participating in French cultural activities. You do not have to be a student of French to be in the French club. Some of our activities include crepe parties, watching French movies, going to French restaurants, and sometimes going to Paris! Meetings are on the first and third Tuesdays every month at 8:10 AM. The sponsors are Emily Hulse and Erica Cascio.
- **Gladiator Book Club (Helen Ruffin Reading Bowl)** is a fantastic opportunity for students at Clarke Central High School to participate in a unique group of students who love to read. Students who join the book club make a year-long commitment to reading books from the Georgia Peach Award Nominees' list, as well as participate in book club discussions, questions, fundraisers, outreach projects, field trips, various assignments and outside engagements. Students understand that full participation is expected and that only committed students need apply. If at any time a student's grades drop below passing, they will be displaced from book club GLAD time until the grade has been brought back up to passing. Book Club will meet some mornings and some afternoons. Sponsor is Maryann Sullivan.
- **History Club:** The Clarke Central History Club will promote greater appreciation and understanding of U.S. and World History by providing a forum for students to engage in productive historical discourse and research. The Clarke Central History Club will also become the moving force behind creating a greater appreciation of local, state, and national history within the community. The sponsor is Johnny Anderson.
- **Honors Chamber Strings:** Advanced Orchestra students may audition for this chamber ensemble. Our mission is to serve our school and local community through performance of varied, diverse repertoire at the highest standard possible. Rehearses Mondays 4:00-5:00 pm. The sponsor is Eunice Kang.
- **Humane Society Club:** This is a community service based organization for all animal lovers! During the year we host several fundraisers for local animal welfare groups and work as volunteers with these groups and with the animals. The sponsor is Lee Ann Robins.
- **International Club:** Anyone can join the club. The objective of this club is appreciation of cultural diversity. Meetings are held once per month in room 291. The sponsor is Courtney Jones.
- **International Thespian Society Club:** The honor society for High School Theatre students meets at 3:45 PM on Tuesdays in the Small Auditorium. Grades 9 – 12 are eligible. The sponsor is Ms. Harriet Anderson.
- **JROTC:** The United States Army's Junior Officers' Training Corps, or JROTC is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline. Its focus is reflected in its mission statement, "To motivate

young people to be better citizens.” It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation. Extracurricular club opportunities include the JROTC Color Guard, JROTC Drill Team and the JROTC Raider Challenge Team. Sponsors are David McMickle, Raymond Bentley, and Donald Hollman.

- **Math Team:** The purpose of the math team is to foster the love of mathematics through competition. Meetings are the third and fourth Tuesday of each month at 7:45 AM in room 119. The sponsor is Eric McCullough.
- **Mock Trial:** The Clarke Central Mock Trial Program has a strong winning tradition including one national title, three state championships, and a string of region championships going back to the early 1990’s. We usually have an organizational/informational meeting at the end of the first term and begin practices in the second term. Practices have traditionally been Tuesdays and Thursdays at CCHS from 7:00 PM – 9:00 PM and on Sundays at the UGA Law School. Students 9-12 are welcome! The sponsor is Kalli James-Wyrick.
- **Mu Alpha Theta** is a National Mathematics Honor Society whose purpose is to stimulate keen interest in mathematics, develop strong scholarship in the subject, and to promote various mathematical activities. Full membership, available to high school students in grades 9 through 12, is based on the completion of two Carnegie Units of college preparatory mathematics with a 3.0 mathematics average, as well as, the enrollment or completion of a more advanced course. Meetings will be held monthly. The sponsor is Eric McCullough.
- **NHS (National Honor Society):** The purpose of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Clarke Central High School. Students who are 11th or 12th graders with a minimum cumulative scholastic average of 90.0 will be invited to apply. Candidates must complete an application that will showcase their leadership and involvement in extra-curricular and community activities and organizations. A letter of recommendation will also be required. Meetings are at 8:10 a.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month in room 395. The sponsors are Emily Hulse and Kim Carmack.
- **National Art Honor Society:** The purpose of NAHS is to inspire and recognize students who have shown an outstanding ability and interest in art. Interested students must have an 80 cumulative average in their classes, have completed or be enrolled in at least one semester of art or graphic design, and maintain a minimum of an 85 average in their visual arts and/or graphic design classes. Meetings are held Mondays from 3:30 to 5:00 in room 306. The sponsor is Amanda Price.
- **Orchestra:** The Honors String Chamber Ensemble rehearses every Monday, 4:00-5:00 pm in the orchestra room. The group performs advanced chamber music repertoire for various



community events.. Any advanced string players are encouraged to audition for placement. The sponsor is Dr. Eunice Kang.

- **Philosophy Club:** The club's purpose is to allow and encourage students to explore some fundamental questions in philosophy in an open forum in which constructive, structured debate is encouraged and differing points of view are examined and critiqued. The club meets regularly after school. The sponsor is Ian Altman.
- **Racewalking Club:** The Racewalking Club meets before school on Thursdays in room 119. The sponsor is Eric McCullough.
- **Robotics Team:** Students will: Design, build, and program robots; apply real-world math and science concepts; develop problem-solving; organizational, and team-building skills; compete and cooperate in alliances and tournaments; earn a place in the World Championship; and qualify for over \$10.4 million in college scholarships. The sponsors are Scott Swain and Gabriel Wilfong.
- **SAGA:** The Sexuality and Gender Alliance's focus is to give LGBT+ students and allies a place to discuss issues and history. SAGA also works to educate CCHS students and staff about LGBT+ issues to create a more tolerant and accepting learning environment. Meetings are held Thursdays from 3:30 pm to 4:15 pm in room 332 (starting September 7th). The sponsors are Ryan Johnson and Lindsey Coleman-Taylor.
- **Savvy Signers Club:** Have you always wanted to learn how sign language? Join the Savvy Signers, CCHS's Sign Language club. Meetings will be held from 8:00-8:30 AM on January 15th and 29th, February 5th and 19th, March 5th and 19th, April 9th and 23rd, and May 7th in room 315. The sponsor is Rebecca Begnaud.
- **SkillsUSA** is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA is a national nonprofit organization serving teachers and high school and college students to help prepare them for entering the workforce. Activities include Field Trips, Competitions, Community Service, and Guest speakers. The sponsor is Dea Pool.
- **Spanish Club:** Qué tal! The Spanish Club is an organization open to all students who are interested in participating in cultural activities related to the Spanish speaking world. You do not have to be a student of Spanish to be in the Spanish club. Some of our activities include sampling dishes commonly eaten in Hispanic/Latino homes, watching Spanish movies, going to Hispanic/Latino restaurants, and sometimes traveling to a Spanish speaking country! Meetings are held the first Monday every month at 8:00 AM in room 391.
- **Step Team:** Step team is an athletic organization founded for the purposes of bolstering school spirit and school pride. Tryouts are held in the spring of every year for the upcoming year. Students must meet academic eligibility requirements to participate. The step team performs at home basketball games and competes in state competitions. The sponsor is Paul Rambeau.

- **Student Government Association:** The Clarke Central Student Government Association works to build the Clarke Central community through activities and giving students a voice. Our main functions during the school year are Pep Rallies and organizing the Homecoming Dance. Meetings are held Thursday afternoons from 3:45 to 4:30 in room 136.
- **Tri-M (Modern Music Masters)** is the MENC (Music Educators National Conference) official music honor society. Tri-M is dedicated to serving the school and local community through music. Any student who is enrolled in at least one semester of Band, Chorus, Piano, or Orchestra are encouraged to apply for membership. Service activities include free music lessons for beginning music students at BHL and CMS as well as performances throughout the year. The sponsor is Dr. Eunice Kang.
- **Visual Ensemble** - The visual ensemble is comprised of students who desire to perform with the CCHS marching band as a unit that enhances the on-field visual effectiveness of the marching presentation. They will enter into competition with the marching band and will be adjudicated accordingly. Training Sessions and Auditions are in the spring of each school year. The sponsor is Christopher Simpson.
- **Women in STEM** is a service club that aims to expose CCHS students to the various facets of STEM fields through events and outreach opportunities. Open to anyone! First Tuesday of each month in Mrs. Julian's room. The sponsors are Heather Julian and Nicole George.
- **Women's Studies:** Women's Studies Club is a network of support and an opportunity for activism. We encourage ALL to examine the diverse nature of women's experiences, including the investigation of gender identities, family, work, beauty images, social movements, the media, and popular culture. Meetings are held the 3rd Monday of each month in room 321. The sponsor is Meghan McNeeley.
- **Yoga Club:** Power up, stretch, and relax. The Yoga Club meets every Friday morning at 8:00 in room 389. The sponsor is Ella Salt.
- **Young Democrats:** The Young Democrats seek to show all young people the importance of civic duties and voting, promote awareness to issues that young people face every day, teach the basic fundamentals of the Democratic Party and the importance of civic duty, to facilitate opportunities for young people to volunteer on local campaigns, and to involve young people in their communities. Meetings are held after school on days decided on by the members of the club. The sponsor is Amanda Price.

If parents object to their student(s) participating in a club or organization, the parent should sign and return to school the “opt out” form found in the CCSD Code of Conduct.

## STUDENT PUBLICATIONS

- **School Yearbook** - The Gladius is issued to students each May. It is a photographic record of the events in which students have participated during the year. Application for membership may be made in the spring. Advisor: Nestor Domingo
- **School Newspaper** – The Odyssey Newsmagazine is printed several times a year. It is produced by students in our journalism classes. Advisor: David Ragsdale
- **School Literary Magazine** – The *ILLIAD* magazine is printed and sold to students in May. This magazine creates a stage on which students can express their opinions, feelings and deepest convictions through writing and artwork. Advisor: David Ragsdale

### **Internet Use Guidelines and Signed Agreement**

#### **CCSD Guidelines for Acceptable Internet Use**

Restrictions on student use of electronic information resources shall include, but shall not be limited to, the following:

- All use and access must be in accordance with school district policies and law, including copyright laws.
- All use and access must be in accordance with assigned instruction. Random browsing of the Internet or use of direct electronic communication of personal or recreational purpose is specifically disallowed.
- All use and access must be under the personal supervision of a teacher, staff member or school official.
- All student accounts must be administered by or authorized by the school district.
- Students shall not solicit business, advertise, or engage in commercial activities.
- Students shall not engage in political lobbying.
- Students shall not compromise or use for themselves another person's account or password.
- Students shall not install any software programs, including screen savers, on school district computers. Students shall not download files or other electronic material including movies and games. Storing music on the school district server whether from personal CD's or from downloaded files is an illegal violation of copyright.
- Students shall not access or transmit material that is obscene, indecent, or pornographic.

- Students, regardless of age, shall not access or transmit material that is regarded by the district to be harmful to minors.
- Students shall not access or transmit material that is harassing, discriminatory, or antisocial.
- Students shall not engage in “hacking” or any other attempt to compromise the security of any computer system.
- Students shall not engage in any activity that damages or disrupts the operation of any computer system.
- Students shall not intentionally waste electronic resources such as hard drive or cloud storage, bandwidth, printing paper, and toner.