

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 2023-2024 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!**

Graduates...Leaders...Achievers...Decision Makers...Striving for Success!

Dr. Swade Huff, Principal

ADMINISTRATION

Dr. Swade Huff, Principal

Dr. Summer Smith, Associate Principal

Dr. Cindi Lowe, Associate Principal

Ms. Tamika Henson, Assistant Principal

Mr. Barten Nealy, 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**BELL SCHEDULE**

	
Clarke Central High School	
Bell Schedule	
<u>Monday, Tuesday, Thursday, & Friday</u>	
1st Block	8:45 - 10:15
2nd Block	10:20 - 12:00
3rd Block	12:05 - 2:00
1st Lunch	12:00 - 12:22
2nd Lunch	12:32 - 12:55
3rd Lunch	1:05 - 1:27
4th Lunch	1:37 - 2:00
4th Block	2:05 - 3:35
<u>Wednesday</u>	
1st Block	8:45 - 10:00
Advisement	10:05 - 11:07
2nd Block	11:12 - 12:55
1st Lunch	11:12 - 11:34
2nd Lunch	11:39 - 12:01
3rd Lunch	12:06 - 12:28
4th Lunch	12:33 - 12:55
3rd Block	1:00 - 2:15
4th Block	2:20 - 3:35

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.**

Buses will approach the school from 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 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 per 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 and prescription emergency medication (ie: asthma meds, diabetic meds and/or epi-pen) 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. It 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, develop good study habits, and help plan coursework 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, food, 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 Certificate of Enrollment 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 request a Certificate of Enrollment by completing [this Google form](#). Requests must be made within 30 days of your appointment at the Dept. of Driver Services or form WILL NOT be valid.

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 executed. 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 locations. Students may not eat food in the lobby outside Mell Auditorium. Trays or cups should not be removed from the cafeteria. Food delivery services (eg. UberEats, DoorDash, etc) are not permitted to deliver food to students on campus. **In addition, parents are not allowed to deliver lunch or other food items for students.** Food deliveries are very disruptive to the environment. Students should acquire lunch in the cafeteria or bring lunch with them in the morning. **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 occur on campus or off, must have a sponsor and principal approval before 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 allows students to establish relationships with teachers and other students in a non-evaluative setting. Advisors will serve as a guide and trusted adult who students might 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's main 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 7:45 AM to 3:45 PM Monday through Friday.

- Students may work in the media center, visit for book checkout or to use the printer throughout the school day with a pass from their teacher. The library is not open to students during their lunch period (they are expected to remain in the cafeteria at that time).
- Students are allowed to check out the number of books that they feel comfortable being responsible for.
- Overdue notices are emailed directly to the student's CCSD email account. Students will be asked to pay for lost materials by the end of the school year.

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. Forms are available from security officers and in the front office.

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. All students must follow the following parking and parking lot regulations:

- **PARKING IS BY PERMIT ONLY; CARS WITHOUT PARKING PERMITS WILL BE TOWED WITHOUT WARNING.**
- Parking permits must be attached to the inside of the driver's side of the windshield. Permits 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 their early dismissal and who has signed out may go to the parking lot. Students must have 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 they have a pass registered in the E-Hall Pass platform and are in possession of a physical hall pass. **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 at 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](#).

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 make arrangements with school administration and the teachers whose classes they will observe. Community members, prospective students and families, or outside organizations wishing to tour the campus, meet with students, or present information must make arrangements with school administration as well as have proper clearance documentation on file.

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 90-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

In order to excuse a student's absence, a parent/guardian must submit an excuse note either in writing or through [this form](#). The note must state the student's first and last name, dates of absences, reason for absences, and include any official documentation. Pictures of official documentation (eg. a doctor's note) can be uploaded through the form. Emails will not be accepted as excuse notes. Excuse notes must be received no later than 10 days after the absence for the absence to be excused. Any notes received later than 10 days will not be accepted or entered.

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 is unexcused if a student is absent from class for a reason not approved by the school or if an excuse note has not been submitted within 10 days of the absence. Unexcused absences are listed on students' progress reports and final report cards. Students who skip class will be given an unexcused absence and may be subject to disciplinary consequences.

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.

CONSEQUENCES FOR TARDIES AND ABTs

10 Tardies/ABTs - phone call home

20 Tardies/ABTs - lunch detention

32 Tardies/ABTs - One day ISS

40 Tardies/ABTs - Two days ISS

48 Tardies/ABTs - One day OSS

Tardy: entering a classroom after the designated start time

ABT: absent by tardy equals more than 15 minutes late and will result in an unexcused absence

See the [CCHS Attendance website](#) for more information.

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

Early Dismissal Notes

An early dismissal note is given to a student when a time has been scheduled for them to leave school early. If a student needs to be checked out early, a parent/guardian must complete [this form](#) or the student must bring a note from their parent/guardian indicating the date, time, and reason for check out to the Attendance Office **before 10:00 am**. Notes and completed forms must include a valid telephone number where the parent can be reached to verify the early check out. If CCHS staff is unable to receive verbal permission from the parent/guardian, the student will NOT receive a dismissal note. Once permission is confirmed, the student will be called to class to pick up their dismissal note which will allow them to leave class and go to the front office for check out. Students are not allowed to wait for their parents/guardian 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. Students can not be checked out after 2:55 pm.

Early Pick Up

Parents/guardians and individuals identified in Campus may pick up students by coming to the school's main office. They must show ID and wait in the main office until the student is called and leaves class. Students can not be checked out after 2:55 pm.

See the [CCHS Attendance website](#) for more information.

HOSPITAL/HOMEBOUND

In the event a student is absent because of an 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 | 3. Grades recorded |
| 2. Fees paid | 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 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.

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, Biology, U.S. History, 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 ceremonies unless they have 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 the 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 ensure 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 & STUDENT PORTALS

Infinite Campus Parent and Student Portals allow users to see students' current grades and attendance. All parents are encouraged to take advantage of the opportunity of keeping a daily check of their child's information. Please visit <https://bit.ly/CCHSparentportal> 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 for further instructions. Students are encouraged to check the Student Portal daily in order to monitor their academic performance. A student's user name is the portion of their school email that precedes @, and their password is their school lunch number + @ccsd. Example: johnsmith / 123456@ccsd.

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. All students receive a progress report every 4 ½ weeks. It is the responsibility of the student to share his/her progress report with parents. Students and families should be aware that progress report grades reflect the grades earned up to that point in time, but the formative and summative (with the exception of final exam/EOCT) assignment grades reflect only 80% of the final grade to be earned. In addition, progress reports will be used to determine eligibility for sports and may be used to determine eligibility for extracurricular activities.

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.

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 a 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 5 days into the school year**. 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 5 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 10th 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/ FIFTH PERIODS AND SUMMER SCHOOL

Through zero and fifth periods, CCHS offers students the opportunity to “recover credit” for courses which have been failed. The zero period class is offered before first block on designated days, and fifth period is offered after school on designated days. 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 Fifth 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 fifth 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. Dates and times will be announced at the beginning of each school year. 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

Detailed information regarding student conduct can be found in the [CCSD Code of Conduct](#) as well as within [the Board of Education’s policies](#).

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 ([District Policy Excerpt](#))

Gladiators dress for success! Clarke Central's dress code prohibitions include non-invasive and non-suggestive as well as invasive and suggestive clothing and accessories. Be aware of these categories and dress appropriately. Additional information can be found in the [CCSD Code of Student Conduct](#) and in [the BOE Policies](#).

Non-invasive and non-suggestive items include but are not limited to bare feet; pants or shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands, and bandannas or other headwear worn inside the school building

Invasive and suggestive items include but are not limited to the depiction of profanity, vulgarity, obscenity, or violence; promoting the use or abuse of tobacco, alcohol, or drugs; creating a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; the clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments

Consequences for dress code violations include verbal student conference, parent conference, administrative time-out, loss of privileges, in-school suspension, out-of-school suspension, and referral to a disciplinary hearing.

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, nightstick, 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

Students are not allowed to utilize cell phones or earbuds during instructional time for any reason. Cell phones and earbuds should be turned off and out of sight prior to entering the classroom. Students WILL NOT be allowed to enter the classroom if this expectation is not met. Students are not allowed to take their cell phones to the restroom, front office, counseling department, nursing station, etc. Violators of these expectations will result in a disciplinary referral and students will be processed according to the Code of Conduct (insubordination), including warning, parent conference, in-school suspension, out-of-school suspension, etc.

The goal of this initiative is to maximize the learning experience of all students and cultivate an environment where teachers can deliver instruction free of barriers and interruptions.

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

The Clarke County Board of Education prohibits bullying of a student by another student and requires that such prohibition be posted at each school and included in student and parent handbooks. The Clarke County School District has an obligation to provide a learning environment for all students, staff and volunteers that is free of fear or intimidation intended to cause physical, emotional or psychological harm. Mutual respect, tolerance and acceptance among the entire school community is expected at all times. The District follows a best practices model of bullying prevention and intervention, whereby schools provide education and prevention programming, as well as universal intervention, reporting and support.

Definition of Bullying

As used in this Policy, the term bullying means:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - Causes another person substantial physical or visible bodily harm;
 - Causes another person substantial emotional or psychological harm;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.
- Any verbal or written language or symbols directed at an individual or group that is motivated by any actual or perceived characteristic, including race, ethnicity, religion, gender,

gender identity, sexual orientation, national origin, physical attributes, socioeconomic status, or physical or mental ability or disability.

Cyber-bullying

A student shall not transmit any electronic communication that has the effect of bullying, harassing, threatening, or exposing another to humiliation or ridicule, including but not limited to sending e-mail or text messages or making website or social media postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to electronic communication, whether or not such electronic communication originated on school property or with school equipment, that:

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.
4. For purposes hereof, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Consequences

Students found to have engaged in an incident of bullying may be subject to disciplinary action under the Code of Student Conduct in combination with a variety of prevention and intervention strategies, including, without limitation: reassignment to another class, reassignment to another school, exclusion from participation in extracurricular activities, and mandatory participation in a school-based training\counseling. The District is not required to provide transportation for a student who is reassigned to another school as a result of an incident of bullying. Upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials that a student in grades six through twelve has committed the offense of bullying for the third time in a school year, such student shall be expelled with the option of attending an alternative education program.

Notification of Students/Parents/Guardians

Building administrators shall ensure that students and parents of students are notified of the prohibition against bullying and the penalties for violating the prohibition, by posting such information at each school and by including such information in student and parent handbooks. Upon a finding by a school administrator that a student has committed an offense of bullying or is a victim of bullying the school administrator must notify the parent/guardian of the student by telephone or through written notice, which may be sent electronically.

Reporting of Incidents

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal or designee. Suspected incidents may be reported anonymously by calling the Clarke County School District's Tip Line at 706-229-7243 or submitting a tip online from the District's website, or by calling the Georgia Department of Education's School Safety Hotline 1-877 SAY-STOP (1-877-729-7867).

Investigation

Any report of bullying will be appropriately investigated by school-level administrators to determine whether bullying has occurred. The specific timeframe for conducting an investigation and the nature of the investigation will depend on the complexity of the facts and circumstances and the severity and extent of the bullying. The investigation will also focus on whether bullying also constitutes discriminatory harassment on the basis of race, color, national origin, religion, sex, sexual orientation or disability status. Bullying which also constitutes discriminatory harassment will be addressed in accordance with Policy JAA - Equal Educational Opportunity.

Retaliation

Retaliation following a report of bullying is strictly prohibited. Anyone who participates in the investigation of an incident of bullying shall be protected from retaliation. An incident of retaliation may be reported in the same manner as an incident of bullying.

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

Football

Fastpitch Softball

Volleyball

Flag Football

Winter Sports:

Basketball

Cheerleading

Swimming & Diving

Wrestling

Spring Sports:

Baseball

Tennis

Soccer

Track & Field

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 19th 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.

WBGD READING

(A scientifically approved instrument that measures Wet Bulb Globe temperature (WBGD) reading must be taken 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 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 championships 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.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities occur outside of the regular school day. Students are encouraged to find an extracurricular area in which to participate. A wide range of interest/service clubs add 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>.

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.
- **School Newspaper** – The Odyssey Newsmagazine is printed several times a year. It is produced by students in our journalism classes.

- **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.

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 screensavers, 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.

