

# 2019-2020 CENTURY HIGH SCHOOL STUDENT HANDBOOK

## Mission Statement

Every individual at CHS is committed to creating a safe, challenging, yet supportive, learning community. Unique partnerships, a technologically integrated learning environment, and high quality programs will link learning to future careers. Students will emerge as dynamic, self-directed learners, responsible citizens, and active participants in a rapidly changing world.

This handbook is prepared for the students and parents of Century High School. It is intended to both enrich school life and give students and parents a better understanding of their school. Included in this book is information about the day-to-day operation of the school, maps of the building, and rules and regulations. It is the responsibility of all students to read and become familiar with the information contained in this handbook. Parents are encouraged to also read and discuss contents with their students. More information and details about school policies and regulations are found in the CCPS Student Handbook, which is issued separately to each student.

## School Office Hours and Phone Numbers

The office staff at Century High School welcomes everyone to the 2019-2020 school year. Our office hours are 7:00 a.m. to 3:30 p.m. during the days in which school is in session. All high schools will maintain summer and non-school-day office hours from 8:00 a.m. to 3:30 p.m. During these hours, our office staff will be available to answer phones and greet guests at the school. **Our main office telephone number is 410-386-4400. Our fax number is 410-386-4413.** Please feel free to contact any of our office staff members listed below with any questions or concerns you might have.

**Cindy Lewis, Office Manager;** [crlewis@carrollk12.org](mailto:crlewis@carrollk12.org)

**Mary Laulis, Administrative Secretary;** [mklauli@carrollk12.org](mailto:mklauli@carrollk12.org)

**Wendy Ross, Attendance Secretary;** [wross@carrollk12.org](mailto:wross@carrollk12.org)

**Alicia Caltrider, Data Clerk;** [ajcaltr@carrollk12.org](mailto:ajcaltr@carrollk12.org)

## School Counseling Services

School Counselors are committed to helping students successfully navigate through their four years of high school successfully. They assist students with issues related to personal, academic, and social concerns in a variety of ways including: individual and group counseling, guidance workshops, scheduling, and classroom guidance. In addition, school counselors work with students in developing individual educational career plans, exploring career interests, and researching post-secondary educational opportunities. Students should see their counselors for information related to colleges, business/trade schools, employment, or the military such as: transcripts, grade point averages, scholarship opportunities, PSAT/SAT/ACT and ASVAB testing, and more. Students are encouraged to sign up in the counseling office for an appointment to see their counselor at any time.

**Direct Line to Guidance — 410-386-4408**

**Shaunti Taylor, Counselor, Students A-D;** [SMTAYLO@carrollk12.org](mailto:SMTAYLO@carrollk12.org)

**Bev Jordan, Counselor, Students E-Ko;** [BKJORDA@carrollk12.org](mailto:BKJORDA@carrollk12.org)

**George Wunder, Counselor, Department Chair, Students Kp-Ri;** [GWUNDE@carrollk12.org](mailto:GWUNDE@carrollk12.org)

**Sherry Brown, Counselor, Students Rj-Z,** [SOBROWN@carrollk12.org](mailto:SOBROWN@carrollk12.org)

**Lyndsay Fraser, Student Support Facilitator;** [LGFRASE@carrollk12.org](mailto:LGFRASE@carrollk12.org)

**Melinda Ditzen, Career Connections;** [MADITZE@carrollk12.org](mailto:MADITZE@carrollk12.org)

**Hope McKeiver, Registrar;** [HMMcKEI@carrollk12.org](mailto:HMMcKEI@carrollk12.org)

**Jean Proudlock, Counseling Center Secretary;**[JMPROUD@carrollk12.org](mailto:JMPROUD@carrollk12.org)

**Tess Carroll, Counseling Center Secretary;**[TJCARRO@carrollk12.org](mailto:TJCARRO@carrollk12.org)

# Century High School Faculty & Staff 2018-2019

## ADMINISTRATION

Troy Barnes - Principal  
Kim Stem- Assistant Principal  
Jane Clark- Assistant Principal  
Alice Smith-Hughes - Academic Facilitator  
Randy Pentz – Athletic Director

## SCHOOL COUNSELING

Sherry Brown- Counselor (Rj-Z)  
Bev Jordan - Counselor (E-Ko)  
Shaunti Taylor, (A-D)  
George Wunder – Dept. Chair,  
Counselor (Kp-Ri)  
Lyndsay Fraser – Student Support Facilitator  
Melinda Ditzen- Career Connections

## STUDENT SERVICES

Mary Matthews– Speech/Language  
Mary Naugle - Pupil Personnel  
Rachel Smith-Social Worker  
Karen Shimek – ESOL  
Dr. Karen Bell - School Psychologist

## HEALTH

Lynn Runk - School Nurse

## MEDIA

Penny Foster – Media Specialist  
Lori Scott - Media Clerk

## SPECIAL EDUCATION

Stephanie Haines -Dept. Chair  
Peter Hudak  
Britany Skolaski  
Lisa Taltavull

## CAREER, TECH & BUSINESS

Chris Bohle – Technology Education  
Jeanine Holzer - FACS  
Leslie Knutsen - Business  
Jim Langrall – Business  
Tim Morrison– Technology Education  
Kim Moyer – Agriscience  
Kathy Stuck – FACS  
George Taggart – Tech. Education  
Meghan Waller - Business

## ENGLISH

Sarah Bartling  
Becky Comegna – AHC Academy Leader  
Noelle DeMars  
Dawne Dill- HHSS Academy Leader  
Ashley Fritch  
Jen Matthews  
Thom McHugh – Content Liaison  
Mrs. Naper – Reading Specialist  
Matt Willoughby

## FINE ARTS

Melissa Adelmann – Chorus/Soc. Studies  
Nicole Diem - Art  
Lucas Hewitt– Drama/Math  
Stan Jones – Instrumental Music  
Frank Reaver– Art

## MATH

Jackie Dragon  
Melissa Frey – Content Liaison  
Kara Goff  
Nicole Henry  
Lucas Hewitt – Drama/Math  
Justin Metzger  
Kacie Nemeth  
Kirsten Palatella  
Elizabeth Thompson

## SCIENCE

Grace Benson  
Amy Cohn – BIM Academy Leader  
Lance Cunningham  
Buck Ferrin  
Laura Fondi  
Andrew Gibson  
Cindy Perouty – Content Liaison  
Candice Voland

## SOCIAL STUDIES

Melissa Adelmann – Chorus/Social Studies  
Henry Butler-Content Liaison  
Anne Dorwart  
Robert Manogue  
Kelsey McDonald  
Adam Patterson  
Jay Seaborg  
Samantha Taylor

## PE/HEALTH

Becky Groves  
Sal Picataggi - Health  
Scott Smith  
Stephen Weatherholt – P.E./Health

## ROTC

Lt. Col. Lee Mitchell  
1<sup>st</sup> Sergeant Walter Sitarek

## WORLD LANGUAGES

Rachel Fullen – STEM Academy Leader  
Julie Trite  
Sarah Ward  
Michelle Wolff Locke

## CLERICAL

Cindy Lewis - Office Manager  
Alicia Caltrider - Data Clerk  
Tess Carroll –Counseling Secretary  
Mary Laulis - Administrative Secretary  
Hope McKeiver - Registrar  
Jean Proudlock –Counseling Secretary  
Wendy Ross - Attendance Secretary

## STUDENT SUPPORT

Vickie Cavey - IA  
Natalie Del Regno – IA – Knight Support  
Lara Graves - IA - Discipline Room  
Katrina Hartzog - Permanent Site Sub  
LuAnn Hash - IA  
Nancy Heasley – IA – Knight Support  
Brian Hollingsworth - IA - Hall Monitor  
Laura Langhage - IA  
Mark Mulzoff– IA

## CAFETERIA

- Manager  
Benjamin Cook  
Laura Kain  
Laura Logue

## CUSTODIAL

Gail Linz- Building Supervisor  
Greg Wantz – Maintenance  
Wayne McGee-2<sup>nd</sup> Shift Foreman  
Alex Bantner  
Heidi Fowler  
Ulises Hidalgo  
Amber Kick  
Itavis Little  
Stacy Six  
Russell Smith  
Jeffrey Steras  
Donna Yingling

## HONOR POLICY

### HONOR STATEMENT

*“I pledge on my honor that I have not given or received any unauthorized assistance in this assignment/examination.”*

*This statement is displayed in every instructional and testing room. Teachers discuss and explain this before assignments and reinforce throughout the year. Teachers may print or have students write and/or sign the policy on major assignments. Students have the right to refuse to write and/or sign the code; this does not, however, exempt them from the Honor Policy.*

**Academic Honesty:** Academic honesty is an essential part of any school community. Carroll County Public Schools seeks to promote the importance of honesty as a basis of respect and cooperation among all of its members. All parties – students, teachers, administrators, and staff have the obligation to act in a consistently honorable manner with one another. Academic dishonesty/cheating, in any form on a graded assignment will not be tolerated. Examples include, but are not limited to: turning in work as your own when someone else has done all or part of the assignment, knowingly giving or receiving information about answers to homework, quizzes, or tests, and plagiarism. Schools develop honor codes to encourage students to value personal integrity and to emphasize the responsibility that individuals have for their own honesty. All students need to be fully aware of definitions and expectations related to their specific school’s honor code. Questions should be directed to school administrators.

### Policy:

**Major items:** [tests, projects, papers]

1st offense – 0 on the assignment; parent and administrator contact

2nd offense – potential failure for quarter; parent-teacher-administrator conference

**Minor items:** [homework, classwork]

Teacher discretion – 0 on the assignment, reassignment, and disciplinary actions in line with accepted discipline policy

### CHEATING ON STANDARDIZED TESTS

A student who knowingly causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed below shall have the test results invalidated and shall be ineligible to retake the test until the next official testing opportunity. A student who knowingly engages in any activities during testing which results in invalidation of scores shall be ineligible to retake the test until the next official testing opportunity.

- The Maryland State Assessments
- The High School Assessments.
- The High School Equivalency Program Test (GED), and other test instruments required by the State Board of Education.

# GRADING POLICY

See Carroll County Public School Handbook

## Marking Period Ending Dates\*

1<sup>st</sup> Marking Period – November 8, 2019  
2<sup>nd</sup> Marking Period – January 28, 2020  
3<sup>rd</sup> Marking Period – April 6, 2020  
4<sup>th</sup> Marking Period – June 12, 2020

## Report Card Distribution Dates\*

1<sup>st</sup> Marking Period – November 15, 2019  
2<sup>nd</sup> Marking Period – February 4, 2020  
3<sup>rd</sup> Marking Period – April 15, 2020  
4<sup>th</sup> Marking Period – June 19, 2020

*\*These dates are subject to change.*

**ELIGIBILITY:** See CCPS Student Handbook for the following:

- Academic Eligibility
- Conduct Eligibility
- Attendance Eligibility

## INELIGIBLE LIST

At the end of each quarter, those students who earn one or more F's (failures), WF (withdrawn failing), or I's (incompletes), and have less than a 2.0 weighted GPA on their report cards for the marking period will be declared academically ineligible to participate in extracurricular activities. A list of those students will be made available to coaches and extracurricular activity advisors. Students who earn an "F" in quarter four and have less than a 2.0 GPA are ineligible to participate during the first quarter of the next school year. A student can **REGAIN ELIGIBILITY** if all grades are a "C" or higher on the following interim report card. A student needs to meet with Mr. Barnes to regain eligibility.

In addition, students are required to be on time to school and attend all classes for a full day on the day of the extracurricular activity. A student must be enrolled in two or more classes for credit per quarter to be eligible for extracurricular activities.

## PROMOTION POLICY

A student must have earned 6 credits to be promoted to grade ten and a total of 12 credits to be promoted to grade eleven. In order to be promoted to grade twelve, a student must have earned 18 credits. The number of credits earned will be determined after summer school. Students who have been retained a year but who have been in attendance three full years and have earned 18 total credits can ask their guidance counselor for a review to determine if they are eligible for senior status. Students **must** complete **55** service-learning hours by the end of grade 11 to be promoted to senior status. For more information please refer to Board Policy IKE.

## WITHDRAWAL FROM COURSES

Students needing to withdraw from a course must first schedule an appointment with their guidance counselor to discuss their options. The formal request to drop a course must be in writing and must include the date submitted and the reason for the request along with a parent signature. The request must be approved by the principal, or his designee, before the student can drop the course. Students withdrawing from a class after 12 days will receive a WP (withdrawn passing) or WF (withdrawn failing) grade. Credit is not awarded unless a course is completed. A WF grade makes the student ineligible for extracurricular activities.

### **Criteria for Approval or Denial – for withdrawal from courses:**

1. Parent's and student's reasons for the change.
2. Effect on the student's total program, including graduation and academy requirements.
3. Availability of space, including Career and Technology programs, in the newly scheduled class.
4. Level of the class and the level of student's academic performance.
5. Recommendation of teacher or counselor.
6. Date of request (to determine grade liability).

## ACADEMIC RECOGNITION

### Academic Letter

Is achieved when a student is on the Honor Roll four consecutive quarters or on the honor roll a total of ten times non-consecutively.

### Bumper Stickers

Are earned when on the Honor Roll two times in one year.

### Graduate of Distinction

Is awarded when a student is on the Honor Roll twelve of fifteen times over four years or eleven times over three years. The final marking period of a graduate is not considered.

### Honor Roll

To achieve honor roll status, a student must be enrolled in a minimum of three class periods for credit. The honor roll will be calculated at the quarter using either weighted or unweighted Grade Point Averages. An honor roll student may earn no grade below a "C." The honor roll will be published after each of the four marking periods and will contain the following three separate classifications:

<b>Straight A's</b>	A's for all courses for the marking period
<b>Distinguished</b>	3.75 to 5.0
<b>Honor</b>	3.0 to 3.7499

### Maryland Scholars Program:

The Maryland Scholars Program is designed to increase the percentage of students who complete rigorous coursework and are well prepared to succeed in college and the workplace. A major component of the Maryland Scholars Program is focusing eighth and ninth grade students on the importance of their course selections for high school and the pivotal role higher-level math and science courses play in future career opportunities. The program relies on business volunteers to deliver the message to students in their classrooms about the connection between achievement in school and success in life.

Students must successfully complete the following course of study:

- 4 credits of English
- 4 credits of Math – 2 credits of Algebra, 1 credit of Geometry; all students shall enroll in a mathematics course each year of high school.
- 3 credits of Lab Science (Biology, Chemistry, Conceptual Physics/Physics)
- 3 credits of Social Studies (Government, U.S. History, World History)
- 2 credits of the same World Language

There are 2 levels of achievement in the Maryland Scholars Program. Recognition will be given to eligible students with a minimum 2.5 non-weighted GPA. Special recognition will be given to eligible students with a minimum 3.5 non-weighted GPA.

### PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)

Each fall sophomores and juniors have the opportunity to take the Preliminary Scholastic Aptitude Test (PSAT). This year it will be administered in each county high school on Wednesday, October 16, 2019 during regular school hours.

Students often ask, "Why should I take the PSAT?" For **juniors**, the best reason for taking the PSAT is that the participant automatically becomes eligible for the National Merit Scholarship Program that can yield monetary reward. Students may only qualify for the National Merit Scholarship Program in their junior year.

For **sophomores**, the major advantages of taking the PSAT is to become acquainted with a test that is similar in length and structure to the Scholastic Aptitude Test (SAT). Also, by testing against a national group, sophomores can more accurately assess their educational strengths and weaknesses, resulting in an increased awareness of academic areas in need of attention.

Developers of the SAT have indicated that one of the best ways to improve scores is to take the SAT or tests like the PSAT again and again, providing practice and an opportunity to reduce test anxiety.

This year, through the use of Race to the Top Funds from the state, the cost of taking the PSAT will be paid for all sophomores in a Carroll County high school. Prior to the test, students will be presented a special advisory lesson to assist in their understanding of the structure and scope of the PSAT. When scores are received, each school will offer an interpretation session for parents and their students. These sessions should assist them in understanding how to use these scores to increase academic performance in the future.

Each school will also receive a report called "AP Potential". It identifies students that, based on their PSAT performance, have the potential to take and do well in Advanced Placement (AP) courses. This information will also be shared with parents and students.

Sophomores may opt out of the PSAT if a written request is made by a parent. Please be aware that the county will not pay for juniors to take the test, even if they did not take it in their sophomore year.

All sophomores and juniors who are considering any form of post-secondary education, such as a four-year college, community college, trade or technical school, or the military are encouraged to take the PSAT. Please contact your guidance counselor if you have any questions.

### **The National Merit Scholarship Program:**

An academic competition for recognition and scholarships, students enter the National Merit Program by taking the PSAT in their *junior year*. Test results on the PSAT serve as an initial screening for this competition. Each state determines a minimum combined score that serves as the selection index for its student. Students who score above the selection index progress in the competition to become Semi-finalists, finalists or winners. Winners, selected from the pool of finalists, become eligible for one of several types of awards or scholarships. Financial need is NOT considered.

### **College Board Advanced Placement (AP) Scholars**

Each year the College Board recognizes the many high school students who have distinguished themselves academically by announcing AP award recipients. These awards are based on AP exams taken prior to the student's senior year. Students are recognized in 4 categories:

- **Advanced Placement (AP) Scholar**  
Students received grades of 3 or higher on three or more AP Exams that were taken.
- **Advanced Placement (AP) Scholar with Honor**  
An AP Scholar with Honor must have an average grade of 3.25 on all AP exams taken and a score of 3 or higher on four or more of these exams.
- **Advanced Placement (AP) Scholar with Distinction**  
Students that have an average grade of 3.5 on all AP exams taken and scored a 3 or higher on five or more of these exams.
- **National AP Scholar**  
Granted to students who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams.

## **SENIOR AWARDS**

### **Senior Content Awards**

Are given to those students who have excelled in content area classes. Students are nominated by the faculty based on several factors, including class achievement and engagement with the content. Students may be asked to complete an application by their content area upon nomination.

Awards are bestowed at the Senior Farewell Assembly in June.

### **The Academy Award of Distinction**

Is given to two (2) seniors from each academy at graduation. Students receiving this award exemplify the spirit of what it means to be an academy student. They are nominated by the academy faculty for their performance in academy courses, for service to the academy, and for their work outside the classroom that demonstrates a connection between their academy and the real world. Students may be asked to complete an application by their academy upon nomination for this award. This is the highest award the school may bestow upon a student and is presented at graduation.

### **Valiant Knight Award**

Is presented monthly to two students, based on nominations from the faculty and staff, who have exemplified specific character traits that are aligned with the CCPS Character Education Initiative.

## **ATTENDANCE**

### **ABSENCES FROM SCHOOL**

CHS requires verification of every student absence. We will accept from the parent or legal guardian:

- A **telephone call** to 410-386-4400 **before 9:00 a.m.** on the day of absence (no follow-up note required),
- An **email** to [CHSAbsence@carrollk12.org](mailto:CHSAbsence@carrollk12.org) (no follow-up note required),
- **Fax** to 410-386-4413 (no follow-up note required), or ...
- A **written note** upon return of the student.

**We will attempt to contact parents via telephone if we have not received any communication by the specified time. Parents are required to notify the school within two days following any absence, via phone, fax, email, or note (must be submitted to the attendance secretary). Otherwise, the absence will be coded as unlawful and unexcused. Students are not permitted to report their own absence.**

## **Leaving School Early for Appointments:**

Students leaving school for reasons other than a medical or other pre-approved appointment are considered ***“attendance ineligible”*** for the day and may not participate in extracurricular activities. If a student must leave school before the end of the school day, ***a written request from the parent or guardian must be submitted to the attendance secretary in the cafeteria prior to 7:25 a.m. of the day for which the request is made.*** Students must report to the office and follow the sign-in/sign-out procedures before leaving and/or after returning to school.

## **College Visits:**

Juniors and Seniors will be allowed two days for college visits with no absence charged provided that written notification from a parent has been submitted prior to the visit.

## **Vacations:**

It is strongly recommended that parents plan vacation for times when school is not in regular session. It is recognized, however, that occasionally students are absent for necessary or important family activities. When this occurs, ***prior written notification from a parent is to be approved by an administrator.*** After approval, the student then takes a **Vacation Notification Form** around to each of their teacher’s to be signed and then returned to the Main Office prior to the vacation. Even though the absence may be excused, students are required to make up work missed during that time. Some school work missed, such as class participation or laboratory experiments, does not lend itself to make up. Missing such assignments may also affect a student’s grades. All absences will apply to the school’s attendance policy and may result in the denial of course credit.

## **ABSENCES FOR SCHOOL-SPONSORED ACTIVITIES**

A student shall be considered in attendance at school when participating in school-sponsored activities during the school day, and there will be no penalty such as denial of opportunity to make up work or lowering of grade for missing this time. Students participating in any school activity which requires them to be out of the building for part of the day are expected to attend school the remainder of the school day as well as the school day following the activity. Students tardy on the day they are to participate in extracurricular activities **may not** participate in practice or any activity that day except by special approval from an administrator or the athletic director. A **doctors’ note or funeral notice is required.** Students must be in school for two complete mods to be eligible to participate in after school activities.

**Absence for College Visits** – Students are allowed two college visit absences per school year. This must be pre-approved by the administration or the visit will count as an excused absence. If the visit is pre-approved the visit will not count as an absence.

## **ATTENDANCE, ABSENCES AND TARDINESS**

See CCPS Student Handbook for additional information.

## **FINAL EXAMS**

Students will not be allowed to take finals early due to family vacation. Parents must request in writing (to the principal) for a student to take exams at times other than assigned.

## **LEARNERS’S PERMIT ATTENDANCE FORM**

As of October 1, 2007, the Maryland Motor Vehicle Administration (MVA) requires all applicants **under the age of 16** to demonstrate an acceptable level of school attendance. Please refer to the MVA Web site [www.marylandmva.com](http://www.marylandmva.com) or the Maryland State Department of Education’s Web site at <http://www.marylandpublicschools.org/msde> for more information and to **download the Maryland MVA Learner’s Permit School Attendance Certification form (DL-300)**. Students may also pick up a form from the main office. This change applies to all public, private, and home-schooled students.

Prior to obtaining a permit, the school must verify the student’s attendance. Please complete the form prior to submitting it to the school for verification. Due to the complexity of the expectations on the school’s part, the attendance cannot be verified on a drop -in basis. We ask parents to **allow the school 24 hours** to compile the attendance information and complete the form.

**IMPORTANT NOTE: An absence from school to obtain a learner’s permit will be marked UNEXCUSED.**

## **TARDINESS TO CLASS**

Students are required to report to class or assigned areas on time. If a student does not present a note explaining the lateness, the teacher will warn that student twice, then assign detention for the third lateness. Additional lateness will cause additional hours of detention. Late students are not to be sent to the office.

## **TARDINESS TO SCHOOL**

Students who come to school late must report to the main office or cafeteria to sign in. If the note from home that a student brings does not meet the State's guidelines for excused reasons, the lateness will be unexcused. Three unexcused tardies will result in a one hour after school detention on an assigned day. Excessive lateness or a pattern of unexcused lateness's will result in further disciplinary action.

## **TRUANCY/LEAVING SCHOOL WITHOUT PERMISSION**

Truancy is missing school for all or part of the school day without school and parental permission. Once at school, regardless of parental consent, students may not leave school without office approval.

## **HOMEWORK FOR EXTENDED ABSENCES**

Students who are absent for two days or less should get their work from fellow students via the "buddy system" or upon their return to school. Upon parental request, teachers will provide assignments for students absent for three days or more.

Parents wishing to obtain homework for students who are absent due to an extended illness of at least three days may call the guidance office to request the assignments from teachers. Assignments will be collected and available for parent pick up usually by the end of the next school day.

## **MAKE-UP WORK**

Work missed because of excused absences may be made up at a time mutually convenient to the teachers and students involved. Students are expected to take the initiative in planning such a time and students should do so no later than the second day following their absences from class.

Students are reminded that long-term assignments or projects are due on the date announced regardless of the absences which may occur in between the time the announcement is made and the time the assignment or project is due. In the case of verified illness, or an emergency, which extends over a period of time, arrangements may be made with the teacher to consider a revised date.

Students are allowed to make up work missed during suspensions and excused absences for credit but cannot earn make-up credit for unexcused absences, truancy, or class cuts. Work missed by a student due to any absence is to be made up and handed in as soon as possible to receive credit. In the case of a verified long term illness or emergency, arrangements should be made with the teacher to consider a revised due date. Failure to follow the directions above could result in the loss of credit for the missed assignment. Repeated unexcused absences could result in the loss of credit for the course.

# Student Activities and Clubs

AHC Exe Board  
It's Academic  
Art Club  
BIM Exe Board  
Century Scroll Newspaper  
Chemistry Team  
Class of 2020  
Class of 2021  
Class of 2022  
Class of 2023  
Clothing Club  
Diversity Club GSA  
Drama Club  
Educators Rising  
Events Crew  
Excalibur Yearbook  
Fellowship of Christian Athletes  
Friends for Life  
Future Farmers of America

Future Business Leaders of America  
Gamers Club HHSS Exe Board  
International Club  
International Thespian Society  
Leo Club  
Model UN  
Mu Alpha Theta  
National Art Honor Society  
National English Honor Society  
National Honor Society  
Quill Literary Magazine  
Rho Kappa Social Studies National Honor Society  
Robotics Team  
Ski Club/Snowboarding  
STEM Exe Board  
Student Government Association  
Tech Crew Club  
Tri M—Music Honor Society

## Student Involvement

### Student Government Officers

President – Kyra Norris  
Vice President – ChiChi Ahulamibe  
Secretary – Bayler Stewart  
Treasurer – Isabella Sanchez  
Historian – Riley Hanson  
Parliamentarian – Kyra Norris  
Program Director – Maddie Eckert  
Staff Advisor – Mr. Adam Patterson

### Senior Class Officers

President – Emma Reilly  
Vice President – Andrew Fleming  
Secretary – ChiChi Ahulambie  
Treasurer – Rachel Hornock  
Staff Advisors – Ms. Grace Benson & Ms. Kirsten Palatella

### Junior Class Officers

President – Carson Fitzgerald  
Vice President – Jack DeHart  
Secretary – Ashley Vajo  
Treasurer – Olivia Harrison  
Staff Advisors – Ms. Melinda Ditzen & Ms.

Jeanine Holzer

### Sophomore Class Officers

President – Marcus Taylor  
Vice President – Eva Brandt  
Secretary – Gabbi Bond  
Treasurer – Ella Aguis  
Historian – McKenzie Houldson  
Staff Advisor – Mr. Peter Hudak

### Freshman Class Officers

(To be elected)  
Staff Advisors – Ms. Dawne Dill & Ms. Sarah Ward

## **ADVISORY PROGRAM**

All students and teachers are involved in Century High School's Student Advisory Program. Teachers assist students in exploring their career interests and developing their individual program of studies. Regular meetings are held and topics critical for student success in high school are explored. Communicating with parents and building a student/teacher/parent partnership are key aspects of this program.

## **BUSINESS ADVISORY PROGRAM**

Century High School's Business Advisory provides guidance to Century's educators as they relate the content of the classroom to the world of work. The Business Advisory is made up of representatives from Century and the business community. Each academy has a business mentor that will work with the academy to establish links between Century and our business community.

## **DEFINITION OF ACADEMIES**

An academy is a small learning community of students and teachers within a larger high school that fosters a sense of belonging and provides opportunities for career exploration. Students are engaged in a rigorous curriculum with a career theme enabling them to see relationships among academic subjects and their application to careers. Academy graduates will be prepared for post-high school education in addition to acquiring work-related knowledge and skill. Partnerships with employers, the community, and local colleges will bring resources from outside the high school to improve student motivation and achievement.

## **CAREER ACADEMIES**

After career exploration opportunities through Century Seminar and the Advisory Program, ninth grade students will select one of four career academies. Career academies provide students the opportunity to undertake coursework that is related to career interests. Students will select six or more credits in a career strand that will allow further exploration of a career. Students that earn six credits within their academy will receive an academy certificate.

Listed below are Century's Career Academies:

**Arts, Humanities, and Communication, Becky Comegna, Academy Leader; [ricomeg@carrollk12.org](mailto:ricomeg@carrollk12.org)**

**Business and Information Management, Amy Cohn, Academy Leader; [ajcohn@carrollk12.org](mailto:ajcohn@carrollk12.org)**

**Health, Human, and Social Sciences, Dawne Dill, Academy Leader, [dsdill@carrollk12.org](mailto:dsdill@carrollk12.org)**

**Science, Technology, Engineering and Mathematics, Rachel Fullen, Academy Leader, [rffulle@carrollk12.org](mailto:rffulle@carrollk12.org)**

## **CENTURY SEMINAR**

Century Seminar is a course taken by ninth grade students at Century High School. The curriculum has been developed to provide students with the skills and resources needed to be successful during their high school career. Students will become familiar with Century High's programs and resources; will expand their study, organizational, technological, and decision-making skills; and will explore opportunities provided in Century High's Academy Program.

# ATHLETICS

## ATHLETIC ADMISSION POLICY

1. Individual Game Admission Prices will be: Adults \$5.00, Students (grades 1-12) and Senior Citizens \$2.00
2. All children below school age who are accompanied by an adult will be admitted free.
3. Family membership is \$125.00/4 passes (\$10.00 for each additional pass), Adult membership is \$45.00 and Student membership is \$30.00.
4. The gate will be opened one hour before all home varsity football games and one half hour before all other home events.
5. The school will be closed one half hour after the completion of all home events. Parents are requested to pick up their children before this time.

## ATHLETIC FEES:

- Interscholastic athletic activity fee is \$105.00 per activity. \$150.00 is for multiple children in activities.
- Corollary athletic fee is \$50.00.
- All fees must be paid prior to the first athletic event.

## Academic Eligibility Standards for Extracurricular Activities

All high school students wishing to participate in extracurricular activities (sports, clubs, leadership positions, etc.) must meet minimum eligibility standards in three areas: *Academics, Attendance, and Conduct*. Carroll County's academic standard for participation in extracurricular activities is a **WEIGHTED GRADE POINT AVERAGE OF 2.0, WITH NO GRADE OF "F"**.

## Restricted Eligibility Policy

CCPS has adopted a new "Restricted Eligibility" policy for students who have been declared academically ineligible for an upcoming season. The policy allows a student to exercise this status just once during his/her entire 4 year career with CCPS.

Students declared academically ineligible may request, in writing, from the principal to be declared on restricted eligibility. The student and their parent will be required to meet with the principal, hold a conference to review the requirements of the policy and determine if they will be approved for restricted status.

If approved, the student may participate in meetings and practices with the team or group, may travel with the team or group and be present on the sideline. They may wear a team jersey or warmup but should not be in full uniform or be wearing protective gear for sports that require them.

They may NOT participate in a game/competition or public performance and may not hold a leadership role while on restricted eligibility.

Students will have until the next interim grade period to achieve full eligibility status (2.0 weighted GPA and no F's). If they fail to do so by that time, they will lose restricted eligibility and become fully ineligible, forfeiting their right to practice, travel and be part of the team /group in any way.

Being granted restricted eligibility does NOT automatically entitle the student to any team membership, athletic position on a team, performance role or leadership position at its conclusion. Auditions or try outs are still required.

## **STUDENT BEHAVIOR**

### **APPROPRIATE LANGUAGE**

Abusive or profane language is not acceptable at Century High School. Cursing, slang used to describe body parts or functions, or language that hurts others is inappropriate. Appropriate disciplinary action will be taken, up to and including suspension.

### **ASSEMBLY BEHAVIOR**

Whenever large groups gather, it is important that everyone demonstrate appropriate behavior. It is essential that whenever someone goes to the podium, everyone should be quiet and pay attention. Students are to be respectful, and those who are not will be removed from the assembly for disciplinary action.

### **AUTHORITY OF SCHOOL PERSONNEL**

**Administrators and all staff have authority over all students at all times when students are on school property or are participating in any type of school activity.** Teachers have been given specific professional responsibility to correct unacceptable behavior of any student in the halls, cafeteria, or any other area on the school grounds. Students are urged and expected to respond to teachers and staff in a positive manner by stopping or avoiding those actions which are not acceptable. Students must provide their name to any staff member when asked. The teacher will determine appropriate classroom conduct.

**BULLYING, HARASSMENT, AND HAZING-** See CCPS Student Handbook

### **Carroll County Public Schools Portable Electronic Device Policy**

1. Devices must be silenced and stored (out of sight) while in classrooms, the media center, the gymnasium, restrooms, and locker rooms for the entire school day.
2. Students may use their devices before school, after school, and during lunch in a non-disruptive manner, unless otherwise directed by a school administrator.
3. The audible notification sounds and volume of portable electronic devices shall be silenced or directed through headphones at school and on school busses.
4. Classroom teachers have the authority to make exceptions to allow students to use their devices for instructional purposes within the confines of the classroom.
5. No portable electronic device shall be used to record, store, or transmit any type of image, sound, or video except for approved projects with the express permission of school staff.
6. Disciplinary action, as outlined in the Carroll County Public Schools Student Services Manual, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the acceptable use procedures and guidelines or other school policy.

CCPS assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Laser pointers are prohibited on school property and will be confiscated if brought onto school premises.

### **CHANGE OF CLASSES**

Classes are not automatically dismissed when the bell rings. Dismissal of the class is the prerogative of the teacher. At no time, without the permission from the office, should a teacher dismiss class before the signal sounds, nor should the teacher allow students to stand in the doorways or halls waiting for the signal to change classes.

## **DANCES**

Dances and other social affairs are held on nights that do not precede a school day. Dances will be open to all students of Century High School unless advertised otherwise. A Century student may bring one guest who is a non-CHS student if the guest is of at least high school age and if prior to bringing a guest, the student completes a guest pass available in the office.

### **Regulations:**

1. Student I.D.'s may be required for admission.
2. All school rules and regulations will be in effect during dances for students and their guests.
3. Students and their guests may be admitted only once during the evening. School policy prohibits a second admission (unless approved by an administrator.)
4. Students will leave their parked cars and enter the dance immediately or they will be asked to leave the premises and not return during the evening. (No sitting in cars.)
5. A chaperone, administrator, or security person for reasonable cause may deny admittance at the door.
6. Students must be in school the day before a dance in order to be eligible to attend.

## **DETENTION**

Violation of school policies may result in detaining students before and/or after school hours. A teacher or an administrator may detain students. Parents must be notified by letter, discipline referral, or telephone call prior to a detention so arrangements for transportation can be made and also to let the parents know that disciplinary action has been necessary. There may be times that an administrator believes that service to the school during detention is the most appropriate discipline technique. Detention days are Tuesdays and Thursdays from 2:30 p.m. – 3:30 p.m.

**DISCIPLINE-** See CCPS Student Handbook for the following:

- Discipline Philosophy
- Intervention and Consequences
- Discipline Record

## **DISCIPLINE ROOM**

The Discipline Room is established for those students who cannot or will not conform to school policies and procedures or who need a period of time to “cool off.” Only the administrators may assign students to the Discipline Room. Compliance with the following rules is expected:

1. Be on time and report as assigned.
2. Sit in the assigned seat and remain in the room even during class changes.
3. Bring work to do. This work is to be obtained by the student. Students will not be allowed to leave the Discipline Room to get work. Others will not obtain work for a student.
4. Administrators may assign written work to be completed by the student while in the Discipline Room.
5. No talking to other students and no sleeping.
6. Failure to successfully meet the Discipline Room expectations may result in the student being suspended or reassigned to the Discipline Room.

## **DRESS CODE**

Students of Carroll County Public Schools are required to groom themselves in a manner that is not disruptive to the educational process and is reflective of a learning environment. Students are expected to abide by this dress code from their arrival to the school building to the defined ending of the school day as well as at any school-sponsored or school-sanctioned event. The requirements include, but are not limited to:

### **Head Coverings:**

- Be removed upon entering the school building, unless approved for religious or medical reasons.

- Certain headbands, scrunchies, and folded bandanas, which are used to hold hair in place and do not cover the entire head, are permitted.
- One's face must be visible at all times.

**Shirts:**

- Shall reasonably cover the back, the cleavage area, and the entire midriff area.
- See-through or mesh shirts are not permitted, unless worn in conjunction with an appropriate top.

**Dresses/Shorts/Skirts/Skorts/Pants:**

- Shall cover the entire buttocks and private areas while the student is sitting, standing, and bending over.
- Pants shall cover undergarments at all times; that is, the waistline of the pants shall be on the upper hips.

**Other:**

- Appropriate shoes shall be worn.
- No bedroom slippers or pajamas shall be worn.
- Clothing that may endanger health or safety, that may be used as a weapon, or that may cause damage to property shall not be worn.
- Undergarments shall not be worn as outerwear or be visible through outer garments.
- Clothing shall not be worn that would lead school officials to reasonably believe that such attire will materially disrupt, interfere with, disturb, or distract from school activities, the safe operation of the school, or the rights of other students to access and participate in a safe and welcoming educational environment.
- Clothing shall not convey advertisements for or promote the use of condoms or other birth control devices, tobacco, alcohol, drugs, or the unlawful use of weapons, stated or implied.
- Clothing shall not convey profanity or symbols/messages depicting, implying, or which are reasonably perceived as promoting intolerance, hatred, and/or a hostile educational environment or harassment/bullying on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. This prohibition includes, but is not limited to, Confederate Battle Flags and swastikas. Clothing and accessories shall not depict symbols/messages of groups which are generally recognized as promoting intolerance, hatred, and harassment/bullying, such as the Ku Klux Klan or Aryan nation.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a "double meaning" involving sexual innuendo, gang symbols, or sexual activity.
- Body art, whether permanent or temporary, which would otherwise violate this policy if depicted on attire, must be completely covered during the school day or at any school-sponsored or school-sanctioned event.

**Violations:** All student dress code violations shall be addressed in a respectful manner. When possible, a student's dress code concerns shall be addressed by a staff member of the student's gender identity. A student found wearing inappropriate clothing will be asked to change or remove the item, and will be given an opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the school. Student failure to cooperate will be referred to an administrator. Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate disciplinary action. The Superintendent/designee may enforce additional restrictions in order to maintain a safe and orderly environment.

**Request for Exceptions:** Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations will occur at the discretion of the school administration.

**DRUG AND ALCOHOL PROGRAMS, POLICIES AND PROCEDURES**

See CCPS Student Handbook

**FOOD AND BEVERAGE**

Food is to be eaten only in the cafeteria. This includes food purchased from student organizations before or after school. Students shall purchase food from the cafeteria only on their assigned lunch periods. **Students are not permitted to order food for delivery during school hours.** Vending machines are restricted from use during the school day from 7:15 A.M. until 2:20 P.M.

## **MOMENT OF SILENCE**

In compliance with Board of Education policy, all students will observe approximately one minute of silence following the pledge of allegiance to the flag. Each person may meditate, pray, or engage in any other silent activity, which does not interfere with, distract, or impede others in their observance. It is inappropriate to talk or make any audible sounds, gesture, use sign language, or write notes during this time.

## **PROHIBITED ACTIVITIES/ITEMS**

The following activities/items are prohibited during the school day unless otherwise specifically stated for educational purposes: water guns, laser pens, skateboards, lighters, matches, Frisbees, glass containers, fire crackers, gambling, arm wrestling, snowball throwing and other activities that are unsafe or disorderly. Skateboards and skates may not be brought into the building or used on school grounds. Snowmobiles and ATV's may not be used on school property. In addition, Century High enforces the county policies on drugs, alcohol, and tobacco possession, use, and distribution.

**Delivery of food, flowers, or balloons to students from outside vendors is prohibited. Items received for non-educational purposes will be held in the Main Office for students until the end of the day.**

## **RESPECT FOR OTHERS**

Teaching respect for others is an important part of the mission of Century High School. Each individual, whether student, staff, or parent, has the right to pursue life without harassment. Each individual has the obligation to allow other people to have the same right. Therefore, racial, gender, religious, ethnic intolerance, or any other type of discrimination will not be tolerated at Century High School. Verbal slurs attacking a person's race, gender, religion, or ethnicity will be dealt with firmly.

## **RESPECT FOR THE FLAG**

Teaching respect for our country is also an important function of any high school. Respect for our country's flag is a fundamental aspect of respect for our country. Students are not required to say the pledge, but are not to be talking, doing homework, or behaving in any manner that is disrespectful or distracting.

## **SATURDAY SCHOOL**

In lieu of suspension for disciplinary reasons, students may be assigned to one of four Saturday School programs held at the Carroll County Career and Technology Center in Westminster. A contract to serve Saturday School will be signed by the student and a parent. Failure to serve satisfactorily on the assigned date will result in a suspension from school.

Students with attendance-related problems such as truancy, class cutting, chronic tardiness, or leaving school without authorization may be assigned to the Saturday School for Attendance Program. The Saturday for Success Program may be assigned for uncooperative behavior. The Saturday for Conflict Management Program may be assigned to help students with conflict resolution. Students found smoking or in possession of tobacco products will be assigned to the Tobacco Education program.

**SERIOUS THREATS OF VIOLENCE-** See CCPS Student Handbook

**SEXUAL HARASSMENT OF STUDENTS-** See CCPS Student Handbook

## **STUDENT ACTIVITIES- GUIDELINES**

Maryland State Bylaw 730.3-- All student organizations desiring to conduct activities in public buildings or on public school grounds shall be permitted to conduct these activities **only** if authorized to do so and shall thereafter be subject to the regulations and to the approval and supervision of the administration and faculty of such school.

## **STUDENT DRIVING AND PARKING PERMITS**

Driving to school and parking on school grounds is a privilege for juniors and seniors only. Students who drive to Century High must maintain academic eligibility to receive and keep a parking permit. All obligations must be paid before a parking permit will be issued. Students who drive to school must have a current Century High parking permit. Parking permits are available for \$20.00. Once students are on school grounds, all school rules apply. Students should park their vehicles on the west parking lot and enter the building without loitering on the parking lot. Students who park without a permit will be subject to a \$5 fine per day, other parking fines range from

\$10 fine per incident. Students may visit their vehicle during the school day **only** with written permission from an administrator. **Car trouble is not an automatic excused reason for lateness to school.** Occasionally, drivers may obtain a single day parking pass at no cost prior to driving to school.

**STUDENTS WHO COMMIT REPORTABLE OFFENSES-** See CCPS Student Handbook

### **SUPERVISION OF STUDENTS**

**Students are to be supervised at all times when on school property. Students are not to be on school property prior to 7:00 a.m. or after 2:45 p.m. unless supervised by a staff member.**

### **SUSPENSIONS -- See also CCPS Student Handbook**

1. Students may be suspended for up to ten consecutive school days by the school principal or his/her designee. During those ten days, a satisfactory student/ parent conference is to be held.
2. A suspension is a legal absence from school, and students are expected to make up work according to the Century High make-up policy.
3. Suspended students **may not participate in or attend** any school activity while on suspension.
4. A suspended student may not come onto any Carroll County Public School property without the permission of an administrator.
5. Under no circumstances is a suspended student allowed to visit another school for any reason without the specific permission of that school's principal.

**SUSPENSION, EXTENDED SUSPENSION, EXPULSION-** See CCPS Student Handbook

**TOBACCO-** See CCPS Student Handbook

**VIOLENT ACTS-** See CCPS Student Handbook

**WEAPONS ON SCHOOL PROPERTY-** See CCPS Student Handbook

## **STUDENT SAFETY**

**DETECTION DOGS:** See CCPS Student Handbook

### **FIRE DRILLS**

During a fire drill, students will leave the building according to the fire drill map and under the direction of the teacher. Students are not to assist in fire-fighting or handling extinguishers. Students are to remain with their group under the supervision of their teacher. Teachers will take roll outside and report missing students to the office.

### **INSURANCE**

All students are encouraged to purchase the low-cost accident insurance available to them. Students participating in interscholastic athletics are required to purchase the insurance, or to have their parents sign a waiver indicating adequate insurance coverage at home. Student accident insurance will be in effect immediately upon payment of the premium.

### **LIGHTNING POLICY**

When lightning is in the area, all outdoor activities, practices, and games shall be terminated and everyone cleared from the practice area or stadium. Activities can resume when the area has been clear of lightning for 20 minutes. Definition of lightning in the area: When the streaks of lightning can be seen anywhere inside the horizon, in any direction.

### **OPERATING EQUIPMENT**

Students are not permitted to operate equipment or handle chemicals unless under the direct supervision of a teacher. Operation of power tools and equipment is not allowed even under the supervision of a substitute teacher.

### **SAFETY GLASSES**

State law mandates the use of goggles or similar devices for certain types of school activities. Every student and teacher participating in chemical or combined chemical-physical laboratories or any other activity which necessitates protection of the eyes must wear safety goggles or safety glasses.

**SEARCHES AND SEIZURE:** See CCPS Student Handbook

## STUDENT SERVICES

**DEPARTMENT OF STUDENT SERVICES** – 410-386-3434.

**BUS TRANSPORTATION-** See also CCPS Student Handbook

Bus transportation is provided for students who live more than a mile from school or where walking conditions are hazardous or unusual. Students are to be at their bus stop 5-10 minutes before the bus is scheduled to arrive. It is the responsibility of the parents to provide supervision for their student while waiting at the bus stop or while walking to or from the designated stop or school. Students are allowed to have only one A.M. and one P.M. bus stop location unless specifically authorized via a bus pass through an administrator for extenuating circumstances. Students may be denied the privilege of riding a bus when their behavior is inappropriate or they are uncooperative with the bus driver. Student behavior may be monitored by a video camera.

Bus routes for the 2019-2020 school year will soon be posted on the Carroll County Public Schools web site, [www.carrollk12.org](http://www.carrollk12.org). They will be updated on a weekly basis until the school year begins. Bus routes will also be published in the Carroll County Times on Tuesday, August 8. Questions should be directed to the Transportation Services Department at 410-751-3229.

## CAFETERIA

**Breakfast Program – Breakfast is served every day from 7:00 A.M. – 7:25 A.M.** Breakfast is not served on days when school opens two hours late. The breakfast menu is posted in the cafeteria, and the price for breakfast is \$1.50. The Federal subsidized reduced breakfast is \$.30 and lunch is \$.40. Students approved for free or reduced meals also receive free or reduced breakfast.

**Lunch Time** - Students have the normal five minutes to arrive at the cafeteria, plus an additional five minutes to visit their locker or lavatory. All other locations are unauthorized during a student's lunch period unless specific permission has been granted. Food may be brought from home or purchased, but food deliveries are prohibited. Cafeteria prices are as follows: \$3.00 for lunch; for snacks \$.60 to \$1.50. Free and reduced lunch program information is available in guidance. Full year meal plans are available through Food Services and can be purchased by check, money order, or credit card. All food, candy, and beverages are to be consumed in the cafeteria only (not in halls or classrooms), and students are expected to clean up their lunch area before dismissal from the cafeteria.

**HEALTH SUITE PROCEDURES-** See also CCPS Student Handbook

- **Students may not carry any medication, prescription or otherwise, while in school. All meds need to be kept in the health room and must be transported by a parent. Also, no medications can be administered without orders. The medication order form is attached to this newsletter.** Ibuprofen and Acetaminophen can be administered with just a parent signature; all other medications require a physician's signature.
- If your student feels poorly during the day and wants to go home, please encourage him or her **not to text you or call home** directly. **They must come to the health room** to be assessed by the nurse first.
- Students may carry their own cough drops.

## MEDICATION DURING SCHOOL HOURS

Nurses can administer medications (prescription and over-the-counter) ONLY when ordered by a licensed practitioner (physician, nurse practitioner, etc.). The medical director of the Carroll County Health Department has agreed to give a standing order to the school nurses to administer Ibuprofen (Advil) and Acetaminophen (Tylenol) in over-the-counter doses to students in Carroll County Schools with parental consent. This means that no additional doctor's order is needed for these two medications. All other medications must have a doctor's order and written permission from the parents if the medication is to be administered in school. A medication consent form signed by the appropriate individuals must accompany all medication.

Only Parent(s)/Guardian(s) may bring medication to school. Medications should be in their original containers. A copy of the medication consent form can be found in this newsletter. Additional forms are available from Ms. Runk, School Nurse.

The following items are not considered to be medications and, therefore, students may carry them without being in violation of our drug and alcohol policy:

- Chapstick/lip balm
- Hand creams and lotions
- Non-medicated** cough drops (example, Ludens', Hall's)
- Sunscreen
- Saline eye drops or Saline nose spray
- Individually wrapped antibacterial hand wipes

**Enclosed in this newsletter is a medication consent form which is needed if your son/daughter is required to take medicines during school times. This includes all over-the-counter medications, as well as prescription drugs. A doctor's signature is required for prescription drugs. PLEASE FILL OUT MEDICAL CONSENT FORMS COMPLETELY. Students are not allowed to carry medicine in school except for approved inhalers. The school cannot administer prescription drugs without a written doctor's order. PLEASE REVIEW THE COUNTY HANDBOOK FOR REGULATIONS ON ALL HEALTH-RELATED TOPICS. If you have any questions, please contact Ms. Runk at 410-386-4400.**

## **MEDIA CENTER**

The media center is open to all students and staff to serve the school's learning community through reading, research, and information.

- Loan periods
  - Print materials – three weeks
  - Reference materials – overnight
  - Extensions may be made with your media specialist
- Databases – each high school subscribes to a number of electronic databases with both school and home access. See your media specialist for usernames and passwords.
- Fines
  - Books and magazines \$.10 per day
  - Reference materials \$.25 per day
  - Maximum fine \$10.00
- Copies – a copy machine is available for \$.10 per copy
- Computer files – files brought from home or other outside source must be scanned for viruses prior to use on media computers.

The media center will open from 7:15am to 3:15pm. Students wishing to complete assignments during flex time need a pass from a teacher. The use of media center computers is subject to the same restrictions as classroom computers. No games are allowed.

## **TECHNOLOGY**

# CENTURY HIGH SCHOOL STUDENT NETWORK LOGIN ACCOUNTS SCHOOL YEAR 2019-2020

## ACCEPTABLE USE (ADAPTED FROM THE ACCEPTABLE USE POLICY OF CARROLL COUNTY PUBLIC SCHOOLS)

1. Information about your login and password must be kept in a secure location. Do not share it with friends! You are responsible for all uses of your login name and data stored while it is logged into the network.
2. Student passwords are randomly generated numbers and cannot be changed.
3. Your login and use of the computer is for **schoolwork only**.
4. E-mail must be used for curriculum-based projects only.
5. External devices may be used, but must have staff permission and the item **MUST** be scanned for viruses before being used in any school computer.
6. All data stored on your **U:/drive** will be deleted at the end of the school year. Any data you need/wish to keep for the future must be removed by the last day of the school year.
7. Use of Chat rooms and instant messaging is not permitted on school computers.
8. **NO** game playing (unless related to the curriculum of a class) at any time on school computers. This also means after school.
9. **DO NOT** download anything on school computers unless directed by or given permission by a staff member.
10. Leave the computers as you found them! Do not change any settings (wallpaper, screen savers, etc.). Failure to report any pre-existing problem/issue means that you found the computer in proper working/configuration order, and any problem found subsequent to your usage is a direct result of your abuse of your computer privilege.
11. Assume **no** expectation of privacy for any files stored on the network server or computers. Teachers and/or administrators may view files at any time.
12. Unacceptable use is determined by the school principal or his designee and may result in suspension from school and/or the cancellation of computer and network privileges.

## TESTING SCHEDULE

**PSAT:** Given on Wednesday, October 16, 2019 to all those who register and pay testing fee. This is a practice for the SAT, ACT, and National Merit Scholarship Qualifying test.

**ACT or SAT:** given throughout the year; needed for college entrance; see School Counselor for a schedule of dates.

**ASVAB:** career planning; given in the fall of the junior or senior year by the Armed Forces.

**High School Assessments (HSA)** in the areas of: Algebra, Biology, and English will be given twice a year at the end of each semester. October testing is offered for students who will need to retest in any/all content areas.

**Advanced Placement Testing (AP)** opportunities are available for highly motivated students to participate in the Advanced Placement Program administered by the College Board. Advanced Placement examinations are offered annually to give high-school students opportunities to demonstrate college-level achievements. As with other College Placement examinations, students pay a fee for each Advanced Placement examination they take. Advanced Placement examinations are administered annually in May. Individual students should see guidance counselors for specific information relative to the Advanced Placement Program.

## GENERAL INFORMATION

**CARROLL COUNTY CAREER AND TECHNOLOGY CENTER**

Students enrolled in classes at the Carroll County Career and Technology Center must ride the shuttle bus that is provided to transport them there. Exceptions will only be made for valid reasons and where proper application initiated by the Career and Technology Center have been made and approved. If a student misses the shuttle bus, a parent will be notified to arrange alternate transportation. If that is not possible, the student may be assigned to the Time Out Room by an administrator and the Career and Technology Center will be notified of the unexcused absence.

## **CHANGE OF ADDRESS**

Students are requested to inform the guidance office of a change of address/telephone number in order to help in addressing mailings or in the case of an emergency. One of the following that shows the name and new address will be needed to verify a new residence: copy of deed to the house or lease agreement, or utility bill such as electric or telephone.

## **DELIVERIES FOR STUDENTS**

*The administration strongly discourages the delivery of balloons, flowers, etc., to students during the instructional day. For obvious reasons, we will not interrupt classroom instruction to make deliveries to students. All deliveries will be held in the main office until the end of the school day. At that time, students will be called to the office to pick up their item(s). If a student rides a bus, the item(s) must be easily transportable on the bus or the student will need to call a parent or guardian to provide transportation.*

**DISCRIMINATION REGULATIONS-** See CCPS Student Handbook

## **DROPPING STUDENTS OFF IN THE MORNING**

Parents are to use the student parking lot when dropping students off in the morning. The faculty entrance will be locked to students. Parents may also drop students off in the front bus loop of the school; using caution to avoid bus travel lanes. This will be monitored to ensure continued safety of students and drivers.

**GRIEVANCE AND APPEAL PROCEDURES-** See CCPS Student Handbook

## **LOCKS AND LOCKERS**

Hall lockers are provided for all students as assigned by Advisory teachers. The security of a student's locker depends upon keeping the combination confidential. Separate locks and lockers are available to students taking physical education classes. Lockers are the property of the School Board and must be kept clean at all times. School administrators may search lockers at any time. Students are responsible for damage to their lockers.

**Students should not share lockers.**

## **OBLIGATIONS**

Students are responsible for school-owned materials that are issued to them. If the materials are lost or damaged, the student will be required to reimburse the school for the materials. Unpaid parking tickets are considered an obligation. Textbooks, other materials of instruction, and uniforms may not be issued to students until obligations have been satisfactorily resolved. Activity fees will not be accepted until obligations have been cleared.

## **PERMISSION TO PHOTOGRAPH, VIDEOTAPE, OR AUDIOTAPE**

Throughout the school year, Carroll County Public Schools frequently cover school activities and may use the student's photograph, video image, or voice for educational and informational purposes, with or without identification by name.

Parents who do not wish to have their student appear in a video tape or photograph or have his/her voice reproduced on tape should notify the school principal in writing. It is assumed that parents and guardians consent to their children being photographed, videotaped, or audio taped unless otherwise indicated. There are also occasions at which the media cover public school events. If parents do not wish to have their children's name or likeness published by the media, concerns need to be addressed directly to the media involved.

## **POSTING OF SIGNS**

Students may not post signs without permission of an administrator or activity advisor. All signs posted should be in good taste and reflect high standards. Signs are not to be taped to any walls that are made of wallboard. Bulletin boards are available. Signs should be removed within a week after the event.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, radios, cameras, CD players, iPods, tape recorders, hand held video games, or palm pilots to school. Watches, glasses, jewelry, and other valuable items tend to disappear if they are not closely secured. Students, not the school, must assume responsibility for their own personal property. It is advised that students not share lockers or locker combinations. Students are reminded to secure properly all items in locker rooms. Valuables and clothing are to be locked in lockers.

**TELECOMMUNICATIONS-** See CCPS Student Handbook

## **TEXTBOOKS**

Textbooks are provided to all students, as well as book covers that should be used to cover books for protection. Each book a student receives is numbered and must be the same book the student returns to the teacher at the end of the course or when requested by the teacher. Normal wear and tear is expected, but excessive damage will be fined at a rate in proportion to the damage.

For lost books, charges will be made depending upon the age of the book, on a scale established by county policy ranging at the rate of one-fifth off the new book price for each year of service. A minimum of \$5.00 for a hardback and \$2.00 for a paperback book will be charged.

## **VISITORS TO SCHOOL**

Parents are always encouraged to visit the school, but all visitations should be limited to persons on legitimate business. **All visitors and parents must report to the main office immediately upon arrival and secure a visitor's pass.** Students from other schools will not be permitted to visit when school is in session. Students should not bring small children to school anytime when school is in session. Unauthorized visitors will be dealt with according to the Maryland Trespass Law. Non-students are not allowed to pick up Century High students at any time without written consent. Students are not allowed to have visitors for lunch. Visitors should not use the front parking lot between 2:00 and 2:30 because of bus dismissal.

## **WEATHER RELATED SCHOOL CLOSINGS**

**School Messenger** is used as one of our notification systems when we experience inclement weather and there is a change to the normal school day. **Parents will receive an email message and a phone call. Look for announcements** on the home page of our web site at [www.carrollk12.org](http://www.carrollk12.org), CETV Channel 21 on Comcast Cable, and local and regional radio and television stations — WTTR (1470 AM Radio), WCBM (680 AM Radio), WBAL (1090 AM Radio), WMAR-TV (Channel 2 TV).

## **CANCELLATION OF EXTRACURRICULAR ACTIVITIES DUE TO INCLEMENT WEATHER**

**ALL** practices, games, and extracurricular activities are CANCELLED when schools dismiss early due to a weather-related emergency. **Please do NOT call the school. We need to keep our lines open for emergency communications.**

**If you do not want your student driving home if school closes early due to bad weather**, please tell him or her **ahead of time** to ride the bus home or expect someone to pick them up. Having an emergency plan in place with your students prior to an unexpected closing will help to limit incoming and outgoing phone calls. We appreciate your cooperation!

## **WORK PERMITS FOR STUDENTS**

As of July 29, 2014, schools are no longer responsible for issuing work permits. Students log on to the Maryland Department of Labor at <https://www.dlhr.state.md.us/ChildWorkPermit/web/content/Home.aspx>. Follow their instructions.

## **ADA COMPLIANCE STATEMENT**

The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at (410) 751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed. Information concerning the Americans with Disabilities Act is available from the Director of Facilities (410-751-3177) or the Supervisor of Community and Media Relations (410-751-3020).

### **Board Policy**

**Title: IKE Placement, Promotion, Intervention, Retention, and Acceleration**

<https://www.carrollk12.org/boe/Board%20Policies/I%20-%20Instruction/IKE.Placement%20Promotion%20Intervention%20Retention%20Acceleration.%20Policy.pdf>

### **Administrative Regulations**

Title: IKE Placement, Promotion, Intervention, Retention, and Acceleration

<https://www.carrollk12.org/boe/Administrative%20Regulations/I%20-%20Instruction/IKE.Placement%20Promotion%20Intervention%20Retention%20Acceleration.%20Regs.pdf>