

**Centennial High School
Parent & Student Handbook
2024-2025**



Centennial Tigers have GRIT!

GGROWTH

RESPONSIBILITY

INTEGRITY

TEACHABILITY

Welcome to Centennial High School

To prepare our students for real life so they can have a positive impact on the community, we will model and teach the values of integrity, work ethic, communication, and critical thinking by authentically engaging in the learning and growth process.

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Daily Bell Schedule

MONDAY			TUESDAY – FRIDAY	
Period 1	8:05 – 8:57		Period 1	8:05 – 8:57
Nutrition Break	8:57 – 9:07		Nutrition Break	8:57 – 9:07
Period 2: Student Advisory	9:07 – 9:22		Period 2: Student Advisory	9:10 – 9:35
Period 3	9:25 – 10:09		Period 3	9:38 – 10:25
Period 4	10:12 – 10:56		Period 4	10:28 – 11:15
Lunch	10:56 – 11:26		Lunch	11:15 – 11:48
Period 5	11:29 – 12:13		Period 5	11:51 – 12:38
Period 6	12:16 – 1:00		Period 6	12:41 – 1:28
Bus Pickup	1:05		After-School Enrichment	1:35 – 2:50
			Bus Pickup	2:55

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VISITORS

The following visitor policy has been put in place to help ensure the safety of Centennial and ISP students and staff, and to avoid any unnecessary disruptions to school activities. Any visitor to the Centennial High School campus between the hours of 7:30am and 3:30pm must check in at the main office. Visitor passes will only be granted with the approval of an administrator. Past graduates will not be given a pass to hang out and visit with friends.

PERMIT TO LEAVE SCHOOL GROUNDS

Students are not excused to leave campus any time during the school day unless they are excused through the main office. The school must know if a student is leaving campus. A parent may call the main office and provide necessary information or they can come to campus to provide the information. A student or parent must sign out on the "sign-out" list at the time of departure. If a student returns to school, he/she must check back in at the office and sign in.

- Permission to leave school grounds during the school day may be granted for medical, dental, and other reasons beyond your control with parental permission. Students must sign out in the main office before leaving.
- Centennial High School operates on a policy of a "closed campus" during the school day; this includes lunch time. No student is allowed in the parking lot during lunchtime without permission, nor are they allowed in front of the school during lunch time.
- Students are not allowed to pick up lunches in front of the school or in the parking lot. If a parent or guardian chooses, they may deliver a lunch for you in the main office. Students must pick it up in the office. Door Dash will only be allowed during lunch; any orders that are delivered prior to lunch will be held until the lunch time. Door Dash orders delivered after lunch will be held until the end of the day.
- Failure to sign out in the office before leaving campus will be treated as a cut.

ATTENDANCE, ABSENCES AND TARDIES

Regular attendance in classes is extremely important for success in high school. We encourage students to do all they can to establish healthy habits of regularity and promptness in regard to school attendance as this sets students

up for success in the work force after high school. California state law requires everyone between the ages of 6 and 18 to attend school every day unless they are ill or have another legitimate reason to miss school. State law also gives schools the authority and responsibility to verify reasons for absences.

Absences

Absences for the following reasons are considered excused:

- Illness of the student
- Medical appointments for the student only
- Death in the immediate family
- Attendance at immediate family member's funeral
- Family emergency
- Student is required to appear in court
- Observance of a religious holiday or ceremony.

Absences that are due to reasons that are not designated as excused by CA State Education Code will be marked as unexcused. Students who accumulate too many unexcused absences will be deemed truant and will be subject to the SARB process.

In the event of a student's absence from school, parents are asked to call the school on the day of the absence or send a note on the day that the student returns to school. Failure to do so will result in the absence being marked unexcused. Parents/guardians are responsible for clearing absences within 3 days with either a note or phone call. Long term and/or excessive absences due to illness require a doctor's note to be excused.

Tardies

Students who arrive to class after the bell has rung for class to begin will be marked tardy for that period by the teacher. Any late arrival of 30 minutes or more to a class period will be counted as a full period absence.

Cuts

You must carry a pass when you are out of your original room during class time. If you do not have a pass, you will be presumed to be "cutting class." Cutting class, whether a single period or a full day, is against the law. A student's refusal to attend a scheduled class for any reason will be considered a cut. Each cut will result in disciplinary action.

Truancy

Students who have multiple unexcused absences will be handled as truant. Once a student has accumulated 3 unexcused full day absences, they will be reported as truant and the parent/guardian will be notified by mail. When a student reaches 6 unexcused absences they will again be reported as truant and a second notification will be sent to the parent/guardian. Once a student has been reported as truant twice, if he/she is again absent from school for one or more days without a valid excuse, he/she will be declared a "habitual truant." At this point, the student and parent/guardian will be cited to appear in front of the Tehama County Student Attendance Review Board.

CLASS TARDY POLICY

Students arriving late to class disturb the teacher and cause a delay in beginning the class. Therefore, tardiness prevents other students from learning and completing work. In most cases, tardiness can be prevented by the student.

- Students that have more than one tardy in a week may be added to a "Tardy Watch List" maintained by the administration. If a student is placed on this list, he/she will be notified. From that point forward, any tardy will result in the student being assigned after-school detention.
- Students that continue to be excessively tardy after multiple detentions may be referred to the Discipline Step Process.
- Additionally, each teacher may have their own consequences for excessive tardies and will explain to students how to avoid being marked tardy in their class.

TRANSPORTATION

Buses / Vans

Bus rules and regulations are necessary if we are to be consistent and fair with everyone riding to and from school on buses. Your cooperation in observing the following is appreciated.

1. The district will provide transportation for students who live over two miles from school on or near an established route.
2. Buses will stop and pick up only at designated stops as established by the district. Buses will arrive at school in the morning by 7:55am and leave at the time posted for the daily schedule. Regular riders on the buses are expected to ride to and from school each day.

3. **All passengers on the school bus are under the authority of the bus driver.** Obeying the driver's requests makes the bus ride safe and enjoyable. It is the policy of administration to not interfere with any reasonable regulations of bus drivers. **The bus driver has full authority and responsibility to deny transportation to any student guilty of misconduct on the bus.** A student who is to be denied transportation will be transported home. After that the student will not be permitted to ride the bus again until such time the privilege is granted by the Director of Transportation.
4. **Any student who leaves campus without permission prior to the bus pickup will not be allowed to board a district vehicle.** We are a closed campus and leaving campus without permission is not allowed. Those who choose to leave campus will be denied transportation at that time. This is for the safety of our students and staff.

Automobiles and Parking

1. If you drive an automobile to school, you are reminded that **the legal speed limit while driving through a school zone is 25 miles per hour. This includes driving in front of the daycare located on Fig Lane.** While in the parking area, the speed limit is 5 miles per hour.
2. Do not park in the faculty or visitors parking area.
3. If you request permission to operate your vehicle during the day, you are not to carry other students as passengers unless you and your passengers have received permission. All permits for special uses of motor vehicles are good only for a given day and a given purpose.
4. Students are not to be in the parking lots during the school day. If an emergency arises, get permission from the office or a teacher to go to the parking lot.

SCHOOL MEALS

Corning Union High School District has an excellent cafeteria staff that prepares nutritious meals each day. Currently, there is no cost for students for the meals. These meals are prepared on the CUHS campus and delivered each day for Centennial students.

- The lunch menu options are posted on the school website each month. Students must use the Google Form on the Centennial

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school website to order their breakfast and lunch each day.

- Orders must be placed via the Google Form by 8:15am each morning.
- Food can be picked up in the school cafeteria at the beginning of the nutrition break and lunch period.
- It is the student's responsibility to order their breakfast and lunch. Students will have time during their first period class to do this. Those who arrive late to school can still order their meals prior to 8:15am by going to the school website.
- There will not be food for students who do not order.

SCHOOL TEXTBOOKS AND CHROMEBOOKS

Each classroom is supplied with textbooks and chromebooks for student use. Each student is responsible for using these materials appropriately. Teachers will monitor student use of these materials for any misuse or damage beyond reasonable repair. Students who are found to be responsible for damage shall pay for the cost of the book or chromebook's replacement. A signed copy of the of the CUHSD Internet Acceptable Use Agreement is collected upon school enrollment. A digital copy for review is available on the district website.

SCHOOL FINES

Classroom chromebooks, textbooks, buildings, grounds, furniture, hot spots, and equipment are provided to students for their use at no cost. Fines will be assessed for lost items at replacement cost. Fines for other damages that was result of improper care may also be levied. Students who transfer from CUHS once school has started must return their district issued chromebook, as well as all textbooks, and library books to the CUHS library. All student fines must be paid at the ASB office at CUHS before participation in the graduation ceremony.

GRADING

1. As a student completes assignments, each assignment's grade and credit(s) earned will be entered into the student's Credit Spreadsheet on Google. This is a live document that each student can access via their school Google account at any time. Parents are encouraged to have their

student show them their Credit Spreadsheet for the most up to date grade and credit information.

2. As a student finishes courses, grades and credits will be added to their official transcript.
3. Official grade reports for a student's currently enrolled classes will be issued 4 times a year at the end of each quarter.
4. Students are expected to earn at least .25 credit in each class each week. When determining letter grades for report cards, students who do not meet the minimum requirement expected during their time enrolled in the course will see a grade letter reduction in the average grade earned to reflect their effort.

GRADUATION REQUIREMENTS

1. 230 credits are required to graduate from Centennial.
2. Students must earn at least a C- (70%) on each assignment to earn credits in class.
3. Courses required for graduation:
 - a. Geography, World History, U.S. History, Government/Economics (40 credits)
 - b. English 9, 10, 11, 12 (40 credits)
 - c. Pre-Algebra, Algebra, and Consumer Math (30 credits)
 - d. Life Science, Physical Science, and General Science (30 credits)
 - e. Two years of Physical Education (20 credits)
 - f. Fine Arts or Foreign Language (10 credits)
 - g. Technical Art (10 credits)
 - h. Electives (50 credits)

STUDENT BACKPACK & BAGS POLICY

To help ensure the safety, bags of any size are not allowed to be carried by students on campus. This includes backpacks, purses, string bags, totes, duffel bags, fanny packs, belt bags, and/or any other personal bags.

- Upon entry onto the school campus, students who wish to bring a personal bag to campus will be required to leave the bag in the main office.
- The student can access their bag for school related or personal hygiene items during passing periods, breaks, lunch, and during class if they have a hall pass.

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- The student can pick up their bag when they leave campus.
- Only the student who the bag belongs to may access it or take it upon leaving.
- Additionally, all bags are subject to search.

ELECTRONIC DEVICE POLICY

Student use of electronic devices at school can be extremely distracting for students and prevents many from focusing on classwork. They can also be used as tools to promote bullying and harassment. With this in mind, Centennial High School has adopted the same electronic device policy as CUHS.

- Cell phones, ear buds, ear phones, student-owned radios, iPods, MP3 players, CD players, tablet computers, laptop computers, e-readers (Kindle, Nook, etc), and other student owned electronic devices shall be turned off and out of sight during the school day (between 8:05am and 2:50pm). The one exception to this is when a teacher or administrator gives explicit permission to a student or group of students to use electronic devices during a specific time for educational purposes while under teacher supervision.
- "Wearables," such as smart watches and step trackers are permitted as long as they do not disrupt school activities or learning. A student does not have permission to use a wearable to communicate in place of a cell phone. If a staff member believes a student's "wearable" is disruptive, it will be confiscated and treated the same as other electronic device violations.
- Any use for non-educational purposes will be considered a violation of this policy. This includes not following teacher directives for discontinuing use of electronic devices during or after explicit permission has been granted.

Any student who violates the Electronic Device Policy will be subject to the following consequences:

- 1st Offense: Warning
- 2nd Offense: Confiscation of device; returned to student after school
- 3rd Offense: Confiscation of device; returned to parent/guardian; after school detention

- Further Offenses: Confiscation of device; returned to parent/guardian; 1 day suspension or disciplinary classroom alternative and/or advance in step process

DRESS CODE

Centennial High School has established a student dress code to assure a safe, productive, and appropriate learning environment for students. In addition to these goals, the dress code is intended to establish a minimum acceptable dress. Students and parents are encouraged to consider carefully what type of dress is appropriate for a school environment. Thinking this through can be a valuable learning process for young people as they prepare to enter a variety of work environments.

1. No student shall wear any clothing that is offensive or likely to be offensive to other students, teachers, or parent.
2. Shorts may be worn, but must be an appropriate length for an educational or professional setting.
3. Tops that expose the abdomen or cleavage are prohibited. Shirts should not be strapless and tank tops should have wide straps that cover bra straps. Shirts should not have cut off sleeves.
4. All clothing accessories or tattoos that have pictures or writing that is vulgar, obscene, violent, depicts alcohol/drug/tobacco, or gang related is not allowed.
5. Any apparel or accessories affiliated with gangs will not be allowed. This includes, but is not limited to bandanas, hats, and rosaries. Any student materials with writing or insignia that are gang-related will be confiscated and turned over to the gang unit.
6. Hats and beanies shall be worn with the bill facing forward. Altered hats and beanies are not allowed. Hoods are to be removed when in a classroom or office.
7. Pajamas are not allowed to be worn to school. This includes slippers.
8. Pants must fit at the waist and/or be secured in a way that prevents sagging. Underwear cannot be visible at any time and be covered by pants or shorts, not a long shirt.

Violation of Dress Code

- 1st Offense: Student will be warned about inappropriateness and required to remove item, turn clothing inside out, or change.
- 2nd Offense: Student will be required to remove item, turn clothing item inside out, or change, and reminded that the next violation will result in a suspension. Parent/guardian will also be notified.
- 3rd and Further Offenses: Student will be required to change and be suspended and/or placed on the appropriate step of the process.

Students who violate the dress code and do not have an appropriate piece of clothing to change into will be loaned a shirt or pants for the day.

BULLYING AND HARASSMENT

Bullying is exposing a person to abusive actions repeatedly over time. Bullying is a form of violence that involves real or perceived imbalance of power between students. Bullying may be physical, verbal, or emotional. Bullying is also acts by a student or groups of students that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats or intimidation that is disruptive, causes disorder, or invades the rights of others by creating a hostile educational environment. This includes, but is not limited to, bullying and harassment that occurs online, through electronic communication, and/or via social media.

PUBLIC DISPLAYS OF AFFECTION

Excessive displays of affection will not be tolerated. Holding hands, putting one's arm around the shoulder, or a single short kiss is not considered excessive. If you walk a student to class, you must still be on time to your own class. Being tardy to class in order to accompany a friend to their class is not an excused tardy. Students are encouraged to use discretion and make smart choices in regards to relationships on campus.

STUDENT CODE OF BEHAVIOR

Centennial High School students are expected to follow rules for student behavior as outline in CA Education Code section 48900. Generally speaking, any behavior that disrupts or potentially disrupts school activities, threatens the safety of students or staff, or damages or potentially damages property will be addressed through school discipline. Additionally, students who participate in

illegal activities at school may be report to law enforcement for appropriate follow-up.

DISCIPLINE STEP PROCESS

Centennial High School uses a discipline step process to help communicate with parents, guardians, staff and students about a student's disciplinary standing at our school. When a student is referred for discipline, he/she will be placed on one of the following steps depending on the severity of the offense. Incidents such as class disruption typically result in a student advancing one step in the disciplinary process. Certain activities that threaten the safety of students or damage property will necessitate immediate drastic action. A few examples include: possession, selling, or furnishing any firearm, knife or illegal object; possession, furnishing, or being under the influence of illegal drugs or alcohol; causing bodily harm to students or staff; and vandalism, property theft, or robbery. The above list is a guideline; it is impossible to list every possible infraction and we have not attempted to do so. Special circumstances often affect the degree of severity of the infraction. If the situation warrants special consideration, the consequences of breaking a rule might be more or less severe than listed above.

- Step 1: Teacher warning and parent contact
- Step 2: 1 day of ALC or suspension and parent contact
- Step 3: 2 days of ALC or suspension and parent contact
- Step 4: 3 days of ALC or suspension and parent contact
- Step 5: 4+ days of ALC or suspension and parent contact

DETENTION

The purpose of detention is to provide an alternative consequence to suspension for students that break school rules. Detention is not intended to replace the Centennial Discipline Step Process or completely replace disciplinary suspensions or expulsions. Detention may be assigned for a variety of rule violations, including but not limited to: tardiness, disrupting school activities, or defiance. When a student is assigned detention, they will receive a detention slip notifying them of the date and amount of time they are required to attend. Detention will run during the enrichment time after school on specified days. Students must sign in when they attend detention and required to stay for up to 60 minutes. Failure to attend detention will

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result in the assignment of Saturday School, or other disciplinary measures.

ALTERNATIVE LEARNING CLASSROOM

When a student's behavior necessitates that he/she receive a disciplinary consequence, it is the goal of Centennial to minimize the negative affect this might have on the student's academic achievement. To that end, Centennial has created an Alternative Learning Classroom (ALC) to be used in lieu of suspension from school. If a student is required to spend time in the ALC, staff will make reasonable effort to provide classwork.

DUE PROCESS IN SCHOOL DISCIPLINE

Students in public education have an obligation to conform their behavior to acceptable standards. Centennial High School's code of behavior clearly states these standards. Failure to comply with this code of behavior can result in suspension from school. When a student reaches this stage, the school must afford the student certain due process rights, including notice of the charges and the opportunity to be heard. Students also have the right to present evidence and witnesses.

In order to ensure that the students of Centennial are given due process we do the following things when any consideration is given to suspension of a student:

- We provide the opportunity for all students and parents to know the rules and regulations.
- We inform the student what charges have been brought against him/her.
- We allow students to see all the records that are made and provide him/her a copy if one is desired.
- The student is provided an opportunity to confer with an administrator and tell his/her version of what happened.
- The student is informed of the next steps of the discipline process and the consequences of further violations.
- The parent/guardian is notified each time that a suspension takes place.

STUDENT ACTIVITIES

Involvement in school sponsored activities is a privilege. We do our best to offer fun, engaging activities and opportunities for students to participate in throughout the school year. This

includes, but is not limited to, student leadership, PAL Mentoring, guest speakers and presentations, and field trips.

- Students must not have more than 8 unexcused full day absences or 48 unexcused class period absences each quarter in order to participate in school sponsored activities, such as student leadership, field trips, and PA mentoring.
- Centennial students are not permitted to participate in CUHS extra-curricular or co-curricular activities. Those who wish to attend CUHS dances must have a guest pass signed by the Centennial administrator. The student's attendance and behavior will be considered before signing a guest pass.

STUDENT WORK PERMITS

All students who are under the age of 18 must obtain a work permit from the school they attend. In order for a Work Permit to be granted, the student must be in good academic standing in their classes and maintain satisfactory attendance. The school's administrator may grant exceptions to these requirements. Students who wish to obtain and keep a work permit cannot have more than 6 unexcused full day absences or 36 unexcused class period absences each quarter.

- Permit applications must be completed and signed by the student, the parent/guardian, and the employer before the work permit can be issued.
- Students must continue to meet the academic and attendance requirements to keep their work permit. The school administrator reserves the right to revoke the work permit if the student fails to meet the requirements.
- Work permits are only good for the specific job and expire at the end of the school year. If a student changes jobs, he/she is required to obtain a new work permit.
- Students who wish to work during the summer must complete a new application and obtain a new work permit. Summer work permits expire at the start of the next school year.

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EVACUATIONS, SOFT LOCKDOWNS, AND ACTIVE THREATS

Students are asked to follow the directions of the teacher and those posted in the classroom in the event of an evacuation or lockdown. Drills regarding evacuations and lockdowns will be conducted throughout the school year.

- If required to evacuate due to fire, students are asked to do so in an orderly manner and congregate at the meeting location as specified by the teacher in charge.
- A soft lockdown may be announced through the school's intercom system or by school staff once the lockdown has been enacted. During a soft lockdown, all students should remain inside a building with locked doors but may continue with business as usual.
- An active threat is announced through the school's intercom system. During an active threat, staff and students should implement the run, hide, fight protocol, and either evacuate, lockdown, or counter.

CIVIL RIGHTS INFORMATION

In compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age of Discrimination Act of 1975, Centennial High School does not discriminate on the basis of race, color, national origin, sex, handicap, or age in employment or in any of its educational programs, or in the provision of benefits and services to its students.

For further information regarding CUHSD's nondiscrimination policy, contact:

Title IX Coordinator
Corning Union High School District
643 Blackburn Ave
Corning, CA 96021
(530) 824-8000

For further information regarding Section 504 of the Rehabilitation Act, contact:

CUHSD Superintendent
Corning Union High School District