

2007-2008

POLICIES AND PROCEDURES

GENERAL INFORMATION

Celina ISD District Board Policy:
www.tasb.org/policy/pol/private/043903/

Celina ISD District:
www.celina.k12.tx.us

ACADEMIC LETTERS

Academic letters will be awarded to students that have maintained a 90 average for all academic classes for the current school year through the 5th six-weeks. Students must be full-time students in good standing to receive this award.

ALTERNATIVE EDUCATION PROGRAMS

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete a course needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the course work through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. A student may be excused for a temporary absence:

1. For the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parent submits a written request for the excused absence.
2. For treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment. (Student must bring a note with the date of the appointment from the doctor or medical professional's office as documentation.)
3. A District approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
4. A family emergency, or unforeseen or unavoidable instance requiring immediate attention.

5. There will now be a 1-day limit on approved college visits for juniors and seniors. The student must also be passing all of their classes and be in compliance with our 90% attendance rule. Please contact Mrs. Hemby if there are any extenuating circumstances.
6. Any cause acceptable to the teacher, principal, or superintendent.

It is also the law in Texas:

When returning to school after an absence, a student **must** bring a note to the office describing the reason for the absence. It must be signed by the parent/guardian. (A note signed by the student, even with the permission of the parent, will be considered a forgery and the student will be disciplined.) **If a student is absent for 5 or more consecutive days due to illness, a medical excuse from a doctor or other medical professional will be required.**

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, from required special programs or from required tutorials, will be considered in violation of the law and subject to disciplinary action. Nonattendance may also result in assessment of penalty by a court of law against the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
 - Is absent on three or more days or parts of days within a four-week period.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary depending on whether the class is for a semester or a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances.

If work is made up or completed as required by the attendance committee, the District will accept the following as extenuating circumstances for the purpose of granting credit for a class:

1. Board-approved extracurricular activity or public performance, subject to established limitations
2. Required screening, diagnosis, and treatment for Medicaid-eligible students

3. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment
4. Juvenile court proceeding documented by a probation officer
5. Absence required by state or local welfare authorities
6. Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, illness or death in the immediate family

If the attendance committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the District's Board of Trustees by completing a written request to the Superintendent.

The District provides the following alternatives for a student to make up work or regain credit lost because of absences:

- | | |
|---|--|
| 1. Extended Classroom Opportunity | 3. Before/after school detention |
| 2. Credit Recovery/Credit by Exam committee | 4. As approved by attendance committee |

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher (the number of days absent plus one-day) will receive a grade of zero for the assignment.

A student not in the classroom when the bell rings is tardy and may be assigned to a detention. Repeated instances of tardiness will result in more severe disciplinary action. A student arriving late to school **must** sign-in with the front office before going to class. This gives the District a better opportunity to determine attendance for the early periods of the day. A student that does not comply with this policy is subject to disciplinary action.

A student's absence from school or from any class without permission, including required tutorials, will be considered an attendance-related offense and subject to disciplinary action.

A student who must leave school during the day must bring a note from his or her parent that morning stating the reason for student leaving. Students without notes must call their parents from the office and allow school personnel to verify permission to leave. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Any student who leaves the school without signing out properly in the office will be considered for an attendance-related offense, a violation of the Student Code of Conduct.

In accordance with the Celina ISD Local Student Activities Extracurricular Activity Absences: for competitions and performances associated with UIL activities, the District shall allow a student a maximum of ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information on this program can be obtained from the office or by contacting Mrs. Carolyn Rivera at the administration office. Student breakfasts are \$1.00 and lunches are \$2.50.

CELL PHONES

A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Telecommunication devices should not be visible or turned on during school hours. A student is not to use their phone to call or text a parent, they must come to the front office.

Penalties

Violations include cell phone being visible, and/or on, ringing, or vibrating during school hours. Students who violate this policy shall be subject to established disciplinary measures. District employees shall confiscate any paging devices seen or heard during school hours.

- 1st violation will result in 1 school detention, a \$15.00 fine plus parent retrieval of phone.
 - 2nd violation will result in 1 ECO, a \$15.00 fine plus parent retrieval of phone.
 - 3rd violation will result in 2 ECOs, a \$15.00 fine plus parent retrieval of phone.
 - 4th violation – the cell phone will be taken and returned the last day of the semester.

CHEATING / PLAGIARISM / ACADEMIC DISHONESTY

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers

who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

CLASS RANKING

Class rank is the descending order of student grade point averages, by grade level, from highest GPA to lowest GPA. Ranking is done at the end of each semester beginning with the ninth grade year. In case of a tie for either valedictory or salutatory honors as a senior, actual grades earned in all academic courses shall be averaged together to determine the honor. If the tie remains, five tenths (.5) of a point per semester will be added to the final average for each Advanced Placement/Pre-AP course satisfactorily completed to compute the final numerical average.

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application.

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the band, choir, drill team and athletic teams may establish codes of conduct-and consequences for misbehavior-that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

COMMUNICABLE DISEASES/ CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse can provide information from the Texas Department of State Health Services regarding these diseases. Parents of a student with a communicable disease should phone the school nurse so that other students who might have been exposed to the disease can be alerted. These diseases include: AIDS, Chickenpox, Common Cold, Conjunctivitis (pink eye), Cytomegalovirus, Diphtheria, Fever, Fifth Disease, Gastroenteritis, Giardiasis, Head Lice, Hepatitis A, Hepatitis B, Herpes Simplex (cold sores), Impetigo, Influenza, Rubeola, Meningitis (bacterial), Meningitis (viral), Mumps, Pertussis, Pinworms, Poliomyelitis, Ringworm of the Body, Ringworm of the Scalp, Rubella, Salmonellosis, Scabies, Shigellosis, Streptococcal Sore Throat and Scarlet Fever, Tuberculosis.

The Texas Education Agency requires that all school districts provide information on bacterial meningitis to all parents of school aged children. This is information ONLY. If you have further

questions, you are advised to contact your family physician or the local county health department.

What is meningitis? Meningitis is an inflammation of the covering on the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common. Most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of an antibiotic. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, and pharmaceutical management. There are two common types of bacteria that cause meningitis: *Streptococcus pneumoniae* causes pneumococcal meningitis (there are over 80 subtypes that cause illness), and *Neisseria meningitidis* or meningococcal meningitis (there are 5 subtypes that cause serious illness).

What are symptoms? Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Some symptoms are severe headache, high temperature, vomiting, sensitivity to bright light, neck stiffness or joint pain, drowsiness or confusion. There may be a rash of tiny, red-purple spots caused by bleeding under the skin.

How serious? If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability such as deafness, blindness, amputations, or brain damage even with prompt treatment.

How is it spread? Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drink containers or utensils). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. Being a carrier helps to stimulate your body's natural defense system.

COMPLAINTS BY STUDENTS/PARENTS

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise.

Complaints about instructional materials, loss of credit on the basis of attendance, prior review of non-school materials intended for distribution to students, removal to alternative education programs, or expulsion are handled through procedures specific to those particular areas. To review relevant policies or obtain further information regarding a complaint process, see the assistant principal or principal.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact Rob O'Connor, Superintendent. (See Sexual Harassment information in this Section.)

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education, or a complaint about the District's programs and services available to the student, should be brought to Mr. Don O'Dell.

For all other matters, a student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, the complainant may request, within ten calendar days of learning about the event or problem, a conference with the assistant principal or principal. If the campus administrator's decision is not satisfactory, the complainant may request, within ten calendar days, a conference with the Superintendent or designee. If the Superintendent or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees, in accordance with Board policy FNG (LOCAL).

CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. (See Complaints) A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time. Students and parents may expect teachers to request a conference:

1. If the student is not maintaining passing grades or achieving the expected level of performance [See REPORT CARDS]
2. If the student presents any other problem to the teacher
3. In any other case the teacher considers necessary.

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be limited to spanking or paddling the student and governed by the following conditions. A record will be maintained for each instance of corporal punishment.

1. The student will be told the reason for the corporal punishment.
2. Corporal punishment may be administered only by the principal, assistant principal, or a teacher.
3. The instrument to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other District professional employee and out of view of other students.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and graduation procedures. Each spring, students in grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help you make the most of academic and vocational opportunities. To plan for your future, including attendance at college, university, or training school or pursuing some other type of advanced education, you should work closely with the counselor so that you take the high school courses that best prepare you. The counselor can also provide information about entrance examinations and deadlines for applications, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal

Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. If you wish to meet with one of the counselors, you should contact Beth Hemby or _____ at 463-742-9102.

Please note: The school will not conduct a psychological examination, test or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

CREDIT BY EXAMINATION/ EXAMINATIONS FOR ACCELERATION

No Prior Formal Instruction

A student in any grade (6-12) may use examinations in lieu of coursework for acceleration to advance one grade level or to earn credit in an academic subject. A student must make 90 or above on the test to obtain credit for the course. Questions regarding these examinations and procedures for acceleration may be discussed with the campus principal or counselor. The Credit by Exam option may only be considered after all other alternatives have been exhausted, including summer school.

Prior

Formal

Instruction

A student who has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60 may be permitted by the district to earn credit by passing an examination on essential knowledge and skills defined for the course subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however.

Credit by Examination Schedule

The dates on which examinations are scheduled during the 2006-07 school year include:

<u>Date</u>	<u>Time</u>	<u>Grade Level or Course</u>
May 27	2:00 – 4:00 pm	English 1, 2, 3, 4, Math Models, Algebra 1, Algebra 2, Geometry, Pre-Cal, Calculus
May 28	2:00 – 4:00 pm	Government, Economics, World Geography World History, US History
May 29	2:00 – 4:00 pm	Art 1, Health, Biology, Accounting, Spanish
Aug 14	9:00 – 11:30 am	English 1, 2, 3, 4, Math Models, Algebra 1, Algebra 2, Geometry, Pre-Calc, Calculus
Aug 15	9:00 – 11:30 am	Government, Economics, World Geography World History, US History
Aug 16	9:00 – 11:30 am	Art 1, Health, Biology, Accounting, Spanish

A student planning to take a Exam for Acceleration/Credit by Exam (or the student's parent) must register with the counselor no later than 30 days prior to the scheduled testing date. First testing date registration deadline will be April 10, 2007, and the second testing date registration deadline will be June 15, 2007. The District will not honor a request by a parent to administer a test (on a different date) purchased by the parent from a State Board-approved university. A student may take a credit by exam only once during the dates provided each year without having prior instruction.

DISCIPLINE

- 3 Detentions = ECO
 - 3 Help Centers = ECO
 - 3 ECO's = Saturday School

Help Center is our room where students go when removed from class.

ECO is our Extended Classroom Opportunity that is held after school on Tuesday and Thursday from 3:15 until 6:00.

Although our intent is to follow the procedures outlined, final discretion lies with the administration.

DISTRIBUTION OF MATERIAL

School Materials

All school publications are under the supervision of the teacher, sponsor, and principal.

Non-school Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and must be in accordance with campus regulations.

Approval Required

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint.

DRESS AND GROOMING

The District's dress code is established to reinforce good grooming and hygiene practice, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Proper etiquette, social customs and good grooming are a definite part of the educational process. Accordingly, students should wear clothing that is neat, clean, and appropriate for the school environment. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt the normal operations of the school will not be permitted. Each student is expected to follow these rules:

1. Boy's hair should be cut above the eyebrows, above the earlobes and above the collar of their shirt.

Girls should wear their hair in a clean, neat, and well-groomed fashion. Hairstyles shall not, in the opinion of the administration, cause a safety hazard or cause a distraction to the educational process. Hair color should be of a natural color, i.e.: red, yellow, purple, green, will not be allowed).

2. Students must wear clothing, accessories, and undergarments in keeping with their gender. **Boys** may **NOT** wear earrings of any kind (no band aid covering). Students may **NOT** wear earrings in eyebrows, nostrils, tongues, or other parts of the body. **Girls'** earrings should be worn in lower earlobe only.
3. All clothing must be clean and in good repair. Cutoffs that are not hemmed should not be worn.
4. Students are not permitted to possess such items as pagers, radios, CD players, MP3 players, tape recorders, camcorders, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parents will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.
5. Students may not wear any apparel that contains advertising for alcohol, tobacco, or drugs.
6. No obscene or suggestive slogans may be worn on clothing or accessories; this includes pictures of skulls or violent acts.
7. Girls tops will show no form of cleavage. No **halter, tank, tube, muscle, spaghetti straps, or strapless** tops may be worn. The 3-finger rule will no longer be implemented, tank tops will no longer be allowed. Shirts and blouses must be long enough that no skin or under garments will be visible if both arms are

extended above the head, or while sitting. An excessively long shirttail that could conceal a weapon or pager may be required to be tucked in.

8. Hats, caps, and sunglasses are not to be worn in the building. Bandannas may not be worn at school or school functions.
9. Students may wear appropriate shorts. Female students may wear appropriate dresses. To be considered appropriate they should be in good taste and be worn at a length of the fingertips when the student's arms are extended down his/her side (without tugging them down).
10. No "saggy" pants may be worn. Pants must be worn so that they fit securely at the waistline and that no under garments may be visible if the shirt is raised. Students may be asked to tuck shirttails in if it is apparent that pants are not worn in accordance with the guidelines. Both straps on overalls must be worn as they are intended; both shall be fastened.
11. Students are not permitted to wear pajama bottoms or house shoes to school..
12. Coaches and activity sponsors may require additional dress and appearance guidelines..

NOTE: Additional guidelines may be set forth during the school year as deemed appropriate. Final interpretation of the dress code will be determined by the building principal.

DRILLS -- FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

DRIVING AND PARKING REGULATIONS

1. Students' cars are brought to school for transportation purposes only.
2. Students' cars are to be parked immediately in assigned parking spaces.
3. Students are not allowed to park in the faculty and visitor parking area.
4. Students should operate their cars in a safe and responsible manner. Speed limit on school campus is 10 m.p.h.

5. Students without insurance or driver's license are not permitted to drive vehicles on school property. Students who violate this rule will be subject to disciplinary action (removal of parking privileges) and towing fees.
6. Students may not sit in their vehicles after arrival at school or during the lunch hours. Permission must be obtained from the office before returning to the parking lot during the school day.
7. Students should follow all entrance and exit signs.

DRIVER'S LICENSE ATTENDANCE VERIFICATION

To obtain a driver's license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the high school office from Kelly Babb, Melissa Barr, or Rebecca Massey.

DUAL CREDIT COURSES / COLLEGE COURSEWORK

Courses approved by the district can be taken through Collin County Community College as dual credit courses. These are courses that a student can take that will give them both high school and college credit. They must be approved through the counselor's or principal's office to make sure proper applications and paperwork are completed, and that the course a student wishes to take meets our curriculum requirements. Because these courses are taken outside the school day, students/parents are responsible for the cost of the course, the textbooks, and transportation to and from the campus. Students must take the THEA (formerly TASP) test before enrolling in a dual credit course and must meet all other admissions and pre-requisite guidelines required by Collin County Community College or Grayson County College.

EMERGENCY MEDICAL TREATMENT

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents annually. An EMERGENCY INFORMATION PROCEDURES form is distributed at the beginning of each year along with Student Code of Conduct information. It should be filled out and returned to the school office along with the PARENT/STUDENT ACKNOWLEDGEMENT page.

EMERGENCY SCHOOL CLOSING INFORMATION

There may be occasions when the school may have to be closed or have a delayed start time. These occasions may be for inclement weather, road conditions, or natural disasters. Information about any school closing or delayed start will be broadcast on the following television and radio stations as early as a decision is made.

	Channel 8	Channel 11	WBAP—820
AM			

EXTRA-CURRICULAR ACTIVITIES

Research and statistics prove that students who are involved in extracurricular activities are more successful citizens than those who choose not to participate in any activities. We have UIL activities, athletics, and student organizations available, and we encourage you to participate in them. A student will be permitted to participate in extracurricular activities subject to the following restrictions:

1. At the end of any grading period, if a student receives an average grade below 70 in any academic class other than an identified honors or advanced class, or a student with disabilities fails to meet the standards in the Individual Education Plan (IEP) that student may not participate in extracurricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes other than those that are honors or advanced; and (2) completed three weeks of suspension.
2. A student is allowed up to ten absences from a class during the school year for extracurricular activities or public performances. All UIL activities and activities approved by the District are subject to these restrictions.
3. Any disciplinary behavior-related restrictions on participation are set out in the Student Code of Conduct.
4. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

EXEMPTIONS FROM FINAL EXAMS

For a student to be exempt from a final exam he/she must:

1. Be a Junior or Senior
2. Maintain an average of at least an 80 in the class

3. Have 3 or fewer absences.

If a student has a class that lasts one semester he/she may be exempt from the final exam. If a student has a class that lasts two semesters he/she may be exempt from only the final exam taken in May. In both cases the student must meet the above criteria before he/she may be exempt. Exemption from an exam is a privilege **not** a right. Consequently, a teacher has the authority to take away a student's exemption privilege if he/ she deem it necessary.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. Costs for materials for a class project that a student will keep. (Ex. Art classes or Tech classes)
2. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education, athletic equipment, and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance.
7. Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
8. Personal apparel, used in extracurricular activities, that becomes the property of the student.
9. Parking fees and student ID cards.
10. Fees for lost, damaged, or overdue library books. (See LIBRARY FINES)
11. Fees for driver training courses, if offered.
12. Fees for optional courses for credit that require use of facilities not available on District premises (dual credit courses).
13. Summer school courses offered tuition-free during the regular school year.

14. A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit due to absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.
15. Fee for lost student planner, \$5.00.
16. Each grade level has yearly class dues.

FIGHTING

Students are prohibited from assaulting (fighting) anyone on school property or at any school-related event. (EDUCATION CODE 37.006; Penal Code 22.01.) Simple assault is defined as intentionally, knowingly, or recklessly causing bodily injury to another. CISD BOARD POLICY FNCH (LEGAL) An officer of the law may be called to issue a citation.

FINES

All fines must be paid prior to the student's report card being issued. All fines are posted outside the office 2 weeks prior to report cards being issued.

GIFTED AND TALENTED

The high school gifted and talented program is served through math, language arts, science, and social studies pre-Advanced Placement and Advanced Placement courses. In addition, specific honors courses, fine arts electives, computer courses, and business courses provide challenge and enrichment for these students in grades nine through twelve.

GRADE LEVEL CLASSIFICATION

After the ninth grade, students are classified according to the number of units earned toward graduation.

Beginning 2004-05

<u>Earned Credit</u>	<u>Grade Placement</u>
6	10
12	11
18	12

GRADING SYSTEM

Grades are reported numerically on a six-week basis. To earn credit in a course, a student must receive a grade of 70 in that course and be in compliance with attendance laws. Semester grades will be averaged together for a yearly average. If the yearly average is below 70, then the semester with an average below 70 must be repeated to earn credit. Our grading scale is as follows:

A	=	90 – 100	C	=	70 - 79
B	=	80 - 89	F	=	69 and below

Each six-week grade is weighted as follows:

1. Major assignments (include but are not limited to major test, major projects, group projects that involve extensive time, etc). 50%
2. Quiz/Project assignments (include but are not limited to quizzes, labs, and short class or group projects). 30%
3. Daily/homework assignments (include but are not limited to homework, warm-ups, class participation, notebook organization, etc. 20%

Each semester is weighted as follows:

Each six-week:	29% each	Semester Exam:	13%
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Also, see PROMOTION AND RETENTION and REPORT CARDS.

GRADUATION ACTIVITIES

A calendar of events regarding graduation activities will be made available to seniors during the month of April. It will include, but not be limited to, awards programs, senior field trips, baccalaureate, rehearsals for graduation and graduation.

GRADUATION REQUIREMENTS/ACADEMIC PLANS

Currently, students must complete 23 credits if on a Minimum graduation plan; 25 credits if on a recommended plan; and 25 credits plus four advanced measures if on a distinguished plan. Effective with the 2004-05 school year, all ninth graders were required to enroll in either the Recommended or distinguished graduation plans. Permission to complete a Minimum

graduation plan would be granted only if an agreement is reached between the student, the parent, the counselor, and the administrator.

A new core curriculum required by the state, called the 4X4 Plan, will include 4 years of English, 4 years of Math, 4 years of Science, and 4 years Social Studies. Beginning with the incoming 2007-2008 freshman class, students will be required to complete 26 credits if on a Recommended Plan, and 26 credits plus for advanced measures if on a Distinguished Plan. (See graduation plans). Permission to complete a Minimum (23 credits) would be granted only in certain circumstances and only if an agreement is reached.

In addition to successful completion of required credits, students must perform satisfactorily on all sections of the exit-level state-mandated basic skill's test (TAKS) prior to receiving a diploma. The grade 11 exit-level test will cover English language arts, math, science, and social studies, and will require knowledge of Algebra 1, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United State History.

All graduates will be awarded the same type diploma. The academic achievement record (transcript or AAR) will be used to record individual achievements such as program seal, courses completed, rank, and GPA. Depending upon the academic plan and courses completed, students will have one of three seals printed on their transcript: a high school program seal, a recommended high school program seal, or a distinguished achievement program seal.

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal. A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy, see FNG(local) and FNCL.

HOMEWORK

Homework is an essential part of the education process. It is the responsibility of each student to

turn in homework when it is due. Grade reduction may occur for late work. If a student is absent, it is the student's responsibility to obtain and complete assignments in a timely manner.

HONOR GRADUATES

Valedictory honors shall be afforded the student who attains the highest grade point average within a graduating class. Salutatory honors shall be afforded the student who attains the second highest grade point average within the graduating class. In both cases, the student shall have been enrolled in and attending Celina High School full-time for the preceding four semesters (their junior and senior years).

Honor graduates will be limited to those students who rank scholastically by grade point average in the upper 10% of the graduating class. For two school years following graduation, students ranked in the top 10% of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for information on how to apply and the deadline for applications.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, poliomyelitis, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

To claim exclusion from immunization for reasons of conscience, including religious beliefs, the child's parent or legal guardian must present a signed affidavit form to the school. A form to request the affidavit from the Texas Department of State Health Services in Austin can be obtained from the school nurse. The affidavit will be valid for a two-year period.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

1. The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
2. The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
3. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
4. The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody
 State law requires the District to permit a student to be taken into legal custody:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. (See CISD Board Policy GRA.)

Notification of Law Violations
 The District is also required by state law to notify:

1. All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

2. All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

LIBRARY FINES

1. A fine of 10 cents per day per book, audio tape, and magazine will be assessed for overdue library materials. Students who are absent will not be charged a fine for the days of absence if they return the library material (s) on the first day of returning to school. If they fail to do this, the regular fine will be charged.
2. The replacement cost of the library material (plus \$2.00 processing for barcodes, etc.) will be charged to the patron for lost library material.
3. The maximum fine per overdue library material is \$5.00.
4. If, after being paid for, the lost material is found and returned, the amount of the library material minus the fine to that date (up to \$5.00) will be returned to the student.
5. The charge for a damaged library book will be the same as a comparably damaged textbook. A damaged book fine schedule is available at the desk.
6. The librarian/librarian aide will periodically send to the principal and teachers a list of students with overdue library material fines.
7. Students who owe a fine or have lost or overdue library material (s) **will not be allowed to check out library material until all fines/costs are paid.**

LOCKERS

Each student will be assigned a locker and is expected to use that locker only. Students may not provide their own locks. Locks may be purchased or leased from the office. Personal belongings such as radios, tape players, CD players, tapes, CDs, and similar items should not be brought to school. The school district is not responsible for items lost or stolen from lockers.

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination or key is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not a student is present.

LUNCHROOM

In order for you to invite a guest to visit you at lunch, you must provide a note from your parent approving your guest. This notification must be turned into Mrs. Babb in the front office 24 hours prior to this visit. The guest should dress in accordance with the school dress code.

VISITATION

MANDATORY MOMENT OF SILENCE/PLEDGE TO U.S. FLAG AND TEXAS FLAGS

Education Code 25.082 mandates that public school districts:

1. Require students to recite the pledge of allegiance to the United States and Texas flag during each school day at each school in the district; and
2. Provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with the or distract other students

Students that act in "a manner that is likely to interfere with or distract another student" will face disciplinary actions. A student may be excused from the pledge of allegiance (but **not** from observing the moment of silence) if the student's parent or guardian provides a written request to the school district.

MEDICINE AT SCHOOL

All medication that is to be administered during school hours (prescription and/or non-prescription) must be brought to the office upon arriving on campus. A written request from his/her parent or guardian must accompany the medication. It should be in the original container, properly labeled with the student's name. The note should contain dosage, time, and how many days the medication is to be given and whether the medication is to be returned to the student at the end of the day. It is a student's responsibility to come to the nurse's office to take the medication. The school nurse (or a designee of the campus principal) will administer the medication. No medication (prescription or non-prescription) is to remain with the student during school hours. If special circumstances arise, they will be addressed individually with the campus nurse, the parent/guardian, and the student's physician. School district personnel will not provide medication for students under any circumstances.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day. (Board Policy FFAC)

MEETINGS OF NON-CURRICULUM RELATED GROUPS

Students are permitted to meet with non-curriculum--related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNA. A list of these groups is available in the principal's office.

NEW STUDENT TRANSFER GRADES AND G.P.A.

Transcripts will be evaluated for all new students who enroll at Celina High School. All courses approved by the Texas Education Agency and taken in other accredited Texas high schools will transfer along with the credit earned. The course designation received at the previous school (i.e. honors, pre-AP, AP) will remain the same and be so noted on the student transcript. GPA points will be computed using the existing CISD grade point system. Points will be awarded based on the level of curriculum taken that more closely matches that offered at Celina High School. (For example: No advanced or honors grade points will be awarded unless comparable advanced or honors courses exist in the CHS curriculum.)

PARTIES AND SOCIAL EVENTS

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. **Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.** A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

Students who are failing or who have excessive absences or who have violated the Student Code of Conduct may not be allowed to attend these functions. Functions that may be affected are Homecoming Activities (dance, etc.) and Prom. Other activities may also come under these guidelines.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the campus principal.

PHYSICAL EXAMINATIONS

Physical examinations may be required for some activities that are governed by the University Interscholastic League. Questions regarding these examinations should be directed to the activity sponsor or Mr. Butch Ford, Athletic Director.

POSTERS

Signs and posters that a student wishes to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action. This includes locker posters and signs.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement and demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades 9-12, they must satisfy Grade Level Classification requirements to be promoted. (See GRADE LEVEL CLASSIFICATION) Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

PROTECTION OF STUDENT RIGHTS

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the US Department of Education that concerns:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of individuals with whom the student has close family relationship.
6. Relationship privileged under law, such as relationships with lawyers, physicians, and ministers.
7. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

8. Religious practices, affiliations, or beliefs of the student or parents.

As a parent, you also have a right to receive notice and opt your child out of participating in:

1. Any survey concerning the private information listed above.
 2. School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
 3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
 4. To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
 5. To inspect a survey created by a third party before the survey is administered or distributed to your child.
 6. To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
 7. To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless:
 - * You provide a written excuse for your child,
 - * The district determines that your child has a conscientious objection to the recitation,
 - * You are a representative of a foreign government to whom the United States government extends diplomatic immunity.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than regular dismissal hours except with the principal's permission or according to the campus sign-out procedures. No student will be allowed to leave campus without signing out in the office properly. (See Attendance)

REPORT CARDS

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six (6) weeks. At the end of the third (3rd) week of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject. Report cards may be required to be signed by the parent and returned to the school.

Teachers follow grading guidelines approved by the Superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal.

SAFETY / ACCIDENT INSURANCE

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

1. Avoiding conduct that is likely to put the student or other students at risk.
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers.
3. Remaining alert to and promptly reporting safety hazards, such as intruders on campus
4. Knowing emergency evacuation routes and signals.
5. Following immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety

rules. Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the principal's office.

SCHOLARSHIPS AND GRANTS

Each year student's compete for a variety of scholarships and grants. See the counselor for applications and deadlines.

Students who have financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. See the principal or counselor for more information.

Under the Early High School Graduation Scholarship Program, the state provides eligible students financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation and the number of early college credits earned, to public or private Texas higher education institutions. Except for ninth graders entering high school in school year 2003-2004, the program will be limited to students who complete the Recommended or Advanced (Distinguished Achievement) High School Program. The exception will apply only for a student unable to complete the Recommended or Advanced High School Program because necessary courses were unavailable at the appropriate times in the student's high school due to course scheduling or lack of enrollment capacity or another reason outside the student's control. If the exception applies, the District will indicate the fact on the student's transcript. The counselor can provide additional information about meeting the program's eligibility requirements.

SCHOOL BUSES OR OTHER VEHICLES

Laidlaw Transit, Inc., provides transportation services to our district. Laidlaw is located at 418 Metro Park, McKinney, TX. Their telephone number is 972-547-4498. Students are subject to the following standards when they use school transportation. Any student who violates these standards of conduct while using school transportation may be denied transportation services and will be disciplined. The following rules will apply to student conduct on school transportation:

1. Follow the driver's directions at all times.
2. Board and leave the bus in an orderly manner at the designated bus stop nearest home.

3. Keep books, band instrument cases, feet, and other objects out of the aisle.
4. Do not deface the bus and/or its equipment.
5. Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
6. Do not smoke or use any form of tobacco.
7. Upon leaving the bus, wait for the driver's signal before crossing in front of the bus.

When a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined as established in the Student Code of Conduct. Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program. (Also see TRAVEL)

SCHOOL ORGANIZATIONS

Athletics: Athletics is a class that student can take in order to participate in UIL sanctioned sports such as: football, basketball, track, cross country, power lifting, baseball, softball, and volleyball. See a coach for details.

Band: Band is a class that a student can take in order to play musical instruments. Band members will also participate in marching band contests, Solo and Ensemble, ATTSB, and other band activities. See Mr. Rutherford for details.

Beta: The purpose of the Celina Senior Beta Club is to stimulate effort, reward achievement; and to encourage and assist its members to continue their education after high school. This club is a service organization. Each member of the club is expected to perform a minimum of 3 events of community service each year. Two of these events may include: nursing home visits, working the Chamber of Commerce Coca Cola booth during Celina Fun Day, or working for the Beta/Church's scholarship fund on Fridays during lunch. Other community service hours may be approved by the sponsor during the school year. The qualifications for individual membership are worthy character (honorable, good citizenship), commendable attitude (constructive or helpful attitude, good school spirit), creditable achievement, good mentality, and he/she must maintain the necessary class rank. Freshman (seniors '07 forward) must be in the top 25% of their class. Introduction into the Celina Senior Beta Club will be held during the spring semester of each year. See Mr. Carey for more information.

Business Professionals of America (BPA): Business Professionals of America is an organization for any high school student desiring to prepare for a world-class workforce through leadership, citizenship, academics and technological skills.

Students are expected to be involved in activities offered through this organization which are BPA competition or Christmas for Kids Volunteer. See Mrs. Huddleston for details.

Cheerleading: Students may tryout for a position on the Freshman, JV or Varsity squad. Tryouts will be held during the spring. See Mrs. Carey for details.

Chess Club: Chess Club is available to all students. There are no requirements to be in this club. Students practice the game bi-monthly and have an end of the year in-house tournament. See Mrs. Sewall for details.

Class Officers: Each grade will elect class officers during the first weeks of the school year. See Student Offices and Elections in this handbook for more information on procedures. See class sponsors for details.

Drill Team: Drill Team is a dance organization. To be a Drill Team member a student must tryout in the spring for a position as either a line member or officer. Contact Mrs. Babb in the front office for details.

Fellowship of Christian Athletes (FCA): The Fellowship of Christian Athletes also known as FCA is a Christian organization. To enter the club all you need to do is attend the meetings. Everyone is invited. We have meetings on Friday mornings and the moms fix breakfast for us. We usually have a speaker at our meetings. FCA organizes many activities like the Fun Run in September. We sell different items for fundraisers. A FCA member may attend FCA camp in the summer if he/she wishes to do so. FCA is a great organization to fellowship with other Christians. See Coach Elliot for details.

Future Farmers of America (FFA): The FFA is the largest youth organization in the world. By paying annual dues any student that is enrolled in public schools can be a member. However, only those students who are in an agricultural science class can participate in many extracurricular activities associated with the FFA. Students who are not enrolled in an agricultural science class can attend meetings, banquets, conventions, and exhibit livestock. All other active FFA members can hold an FFA office, participate in Leadership Development Events: Chapter Conducting, Skills, Quiz, Creed, and Radio Teams; Career Development Events: Livestock, Horse, Dairy Cattle, and Poultry Judging Teams; Agricultural, Science Contests, Ag Mechanics Contests, and apply for advanced awards and degrees. See Mr. Layman or Mrs. Chamberlin for details.

Prayer Club: Prayer Club is a club open to all students. There are no requirements to be in this club. Students fellowship and share their faith with fellow students on Wednesdays throughout the school year. Prayer Club also participates in See You At The Pole each fall. See Mrs. Carey for details.

Robotics: The Celina High School Robotics Team is a member of the BEST (Boosting Engineering Science and Technology) organization. BEST is a program designed to show youth how engineering can be fun through a sports-like technology contest where local high school students build a remote controlled robot designed to accomplish a given task. The competition is scheduled for the fall and preparation time for the contest is limited to six weeks. The competition involves aspects of designing, building, marketing, advertising, fundraising, web-page design, oral presentations and even team spirit on competition day. Students from all disciplines are encouraged to join. See Mrs. Chamberlin for details.

Spanish Club: The Spanish Club is available to all students currently enrolled in Spanish or students who have already taken Spanish. Dues are \$5.00. See Ms. Acosta for details.

Student Council: Student Council is a body of elected students that work with teachers and the principal to create a better learning environment. Student Council also helps out the community by participating in a canned food drive and a blood drive. See Mrs. Christopher for details.

Texas Association of Future Educators (TAFE): To become a TAFE member a student must pay dues of \$5.00. Members will sell pizza to students during lunch throughout the school year to earn money to give as scholarships, and help teach a class at either the Celina Elementary school or Intermediate school. See Mrs. Carey for details.

Tech Team: The Technology Team is a team of Celina High School students who are employed by Celina ISD and problem-solve different situations that may arise with teachers' and/or students' computers. Members are chosen through an application process during the second semester. There are no requirements to apply for a position on the Technology Team. Most apply solely out of interest in the computer field. See Mrs. Chamberlin for details.

UIL Competition: Students may participate in UIL Academic Competition in several areas. This competition is held during the spring. See Mrs. Morgan for details.

Yearbook: Yearbook is a class in which students design and create the school yearbook. Students will be taking pictures, writing articles, designing pages, working on computers, and selling advertisements to go in the yearbook. See Mrs. Christopher for details.

SEARCHES OF STUDENT DESKS, LOCKERS, AND VEHICLES

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is currently

present. FNF (LEGAL) Celina ISD does participate in a dog-sniffing program. Dogs will be on campus to sniff for contraband on a regular, unannounced basis.

SEXUAL HARASSMENT

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense. See the Student Code of Conduct for information regarding disciplinary sanctions.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the counselor, the principal or designee, or Dr. Randy Reid, Superintendent, who serves as the District Title IX coordinator for students.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within ten days may request a conference with the Superintendent or designee by following the procedure set out in Board policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

SMOKING

Students may not **possess, smoke or use tobacco products on school property or at a school-related or school-sanctioned activity on or off school property.** Students may be subject to fines by law enforcement officers. See the Student Code of Conduct for information regarding disciplinary sanctions.

SPECIAL EDUCATION PROGRAM

The Special Education Program provides a comprehensive program for each student who has been identified as having special needs. Special needs include physical, mental, or emotional handicaps and learning disabilities. Visually handicapped and hearing impaired shall have available appropriate educational opportunities.

The four procedures that best describe how the special education program operates are:

- Determining the needs of each student.
- Preparing an individual educational plan for each student based on needs.
- Teaching the students according to the plan in the most appropriate classroom setting possible.
- Periodically evaluating the student in terms of his/her changing status regarding academic achievement, adjustment, and developmental strengths and limitations.

The program operates under state guidelines for admission, review of program content, and dismissal from the program. Students in special education can earn course credit through regular education, special education, or a combination of both.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District should contact Grayson County Special Education Cooperative. Special Education records are kept at Grayson County Special Education Cooperative office for seven years following the students' graduation. Grayson County Special Education Cooperative is located at 201 E. Lamar in Sherman, Texas.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the school office or the individual program coordinator. The coordinator of each

program can answer questions about eligibility requirements, programs, and services offered in the District or by other organizations.

STATE

ASSESSMENTS

Students at certain grade levels will take state assessment tests (**such as TAKS**) in the following subjects, **as well as routine testing and other measures of achievement:**

- Mathematics, in grades 8–11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grade 9
- English/Language Arts in grades 10 and 11
- Social studies in grades 10 and 11
- Science in grades 10, and 11

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a high school diploma. Each student who does not perform satisfactorily on all sections shall be given opportunities during the twelfth grade year to retake sections of the test that were not passed. Students who have completed all course requirements for graduation and are out of school may return to take the exit-level test each time it is administered. In such cases, a diploma will be awarded when the student passes all sections of the test. Certain students with disabilities or limited English proficiency may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, the counselor, or the special education coordinator.

TAKS test dates for 2006-07:

	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11 (Exit-</u>
	<u>Level)</u>		
Feb 19:	Reading	Eng/Lang Art	Eng/Lang Art and
		SDAA II Writing	Eng/Lang Art Retest
Feb 20			Mathematics Retest
Feb 21			Science Retest
Feb 22			Soc Studies Retest

Apr 22: Retest	Mathematics	Eng/Lang	Art
Apr 23:		Mathematics and Mathematics Retest	
Apr 24:	Mathematics	Science	Science and Science Retest
Apr 25:		Soc Studies	Soc Studies and Soc Studies Retest

Any student that did not meet the minimum requirements for any section of the TAKS tests will be placed in a mandatory TAKS remediation class.

STUDENT OFFICES AND ELECTIONS (Election Guidelines)

Class Officer Elections

During teacher in-service, prior to the beginning of school, each set of class sponsors will choose/elect one sponsor to be the “election official” for their class. In addition, the class sponsors will determine the titles and responsibilities of the offices to be filled.

The name of the class election official, a list of offices and responsibilities, and a copy of the following election rules and deadlines will be posted on the class bulletin board prior to the first school day.

Class Officer Election Rules:

1. The second Thursday of the student’s school calendar will be designated as the deadline for nominations. Students must contact the class election official in writing before 3:00 p.m. on this date to nominate themselves for class officer.
2. A student may nominate him/herself for more than one office.
3. The class election official will fill out a sample ballot, including all officer titles and nominees, and forward it to the Student Council sponsor for ballot production.
4. The third Thursday of the school calendar will be designated as “Election Day”.
5. Students may campaign the week prior to Election Day. Campaigns may include (with prior approval of the election official):

- a. posters
 - b. flyers
 - c. speeches to the class
6. Campaign posters, flyers, and speeches are not required as part of a campaign.
 7. Write-in candidates will not be accepted.
 8. Class elections will be held during English classes on the third Thursday of the school year.
 9. Ballots will be counted by the class election official and verified by an additional class sponsor.
 10. Results will be posted on the class bulletin boards prior to 8:00 a.m. on Friday following Election Day.

STUDENT RECORDS

A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from campus to campus within the district. Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of post-secondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

1. The parents, whether married, separated, or divorced, unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
2. District staff members who have what federal law defines as “legitimate educational interest” in a student’s records. Such persons would include school officials, school staff members, or an agent of the District (such as a medical consultant).
3. Various governmental agencies or in response to a subpoena or court order.

4. A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency such as a prospective employer or for a scholarship application, will occur only with parental or student permission as is appropriate. However, the District must comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone numbers unless the parent has advised the District not to release their child's information without prior written consent.

The law specifies (FERPA laws) that certain general information about students is considered directory information and will be released to anyone who follows procedures for requesting it. This information includes: student's name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, honors and awards received while in school, most recent school previously attended, and e-mail address. The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal. Your preferences for releasing directory information for your child should be indicated on the PARENT/STUDENT ACKNOWLEDGEMENT form distributed at the beginning of each school year along with the Student Code of Conduct.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours by written request. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A parent (or the student if he or she is 18 or older or is attending an institution of post-secondary education) may review and inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. (See **Complaints by Students/Parents**).

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, do not have to be made available to the parents or student.

Copies of student records are available. A fee may be assessed for copies of these records. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes
2. When the student is attending an institution of post-secondary education

3. If the parent fails to follow proper procedures and pay the copying charge
4. When the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

STUDENT'S RIGHT TO PRAY

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

SUMMER SCHOOL

Summer school programs are available for students who need to retake a course. These courses are provided at Celina High School. There is a fee for these classes. Contact the counselor during the spring semester for more information.

TELEPHONES

A telephone is located in the principal's office and is for school personnel use. **Students are called to the office to receive calls only in cases of emergencies! The emergency must be clearly explained before a student is called out of class.** Messages will only be taken from parents and/or guardians. We will not take messages from girlfriends/boyfriends. Messages for students will be placed on the high school student message board (located outside the office door). It is the student's responsibility to periodically check between classes or during lunch for messages. Students may use the office phone before school, during lunch, after school or for emergency reasons. Students will not be allowed out of class to use the phone.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

TRAVEL, SCHOOL-SPONSORED

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

1. The parent personally requests that the student be permitted to ride with the parent.
2. No later than the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of the school facilities. To ensure that school facilities can serve those for whom they are intended – both this year and in the coming years – littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student. Students should not return to their vehicles during the school day without permission from a teacher or the office. See also the Student Code of Conduct.

Students should park in assigned spaces or designated parking area. No students will be allowed to park at or around the agriculture building. Students must display their parking pass in their vehicle at all times. To receive a parking pass students must provide proof of insurance and a valid driver's license. You can purchase a parking pass from Mrs. Babb in the front office for \$20.00.

Violations of rules could result in loss of privilege to park vehicles on campus or school property and possible towing fees.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of an incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

VISITORS

Parents and other visitors are welcome to visit District schools. All visitors must first sign in at the front desk and receive a Visitor's Pass. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Guests of students or students from other schools will not be permitted to attend classes.

WITHDRAWAL FROM SCHOOL

A student may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that the records and documents may be prepared. A withdrawal form may be obtained by the parent from the registrar's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance, to the librarian to assure a clear library record, to the clinic for health records, to the counselor for the last report card and course clearance, and to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent records.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.