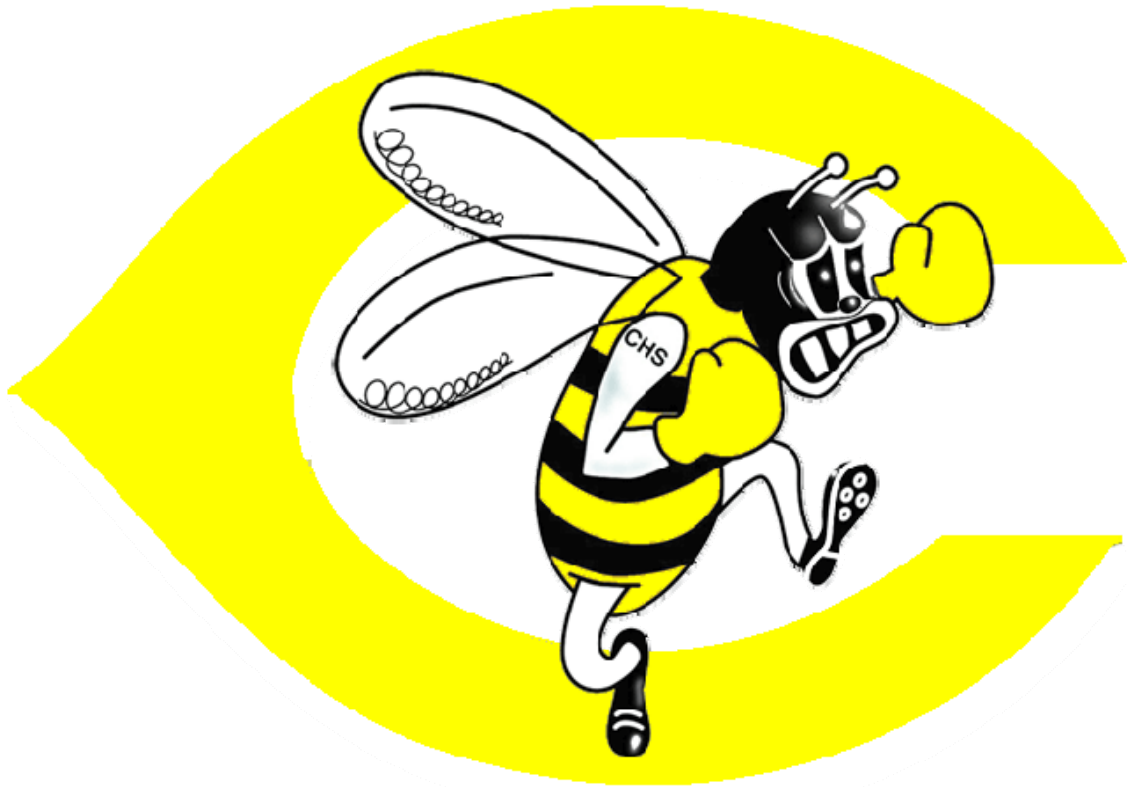


Cleburne Schools



"Academics with an Attitude"

Cleburne High School

2008-2009

Student Handbook

CLEBURNE INDEPENDENT SCHOOL DISTRICT SCHOOL/ PARENT/STUDENT PARTNERSHIP PLEDGE

The staff of Cleburne ISD has formed a partnership with its students and their parents/guardians to facilitate student learning for improved student achievement and the attainment of the State's high academic standards.

The staff of CISD pledge to:

- Provide high quality curriculum tied to the State's student performance standards
- Provide quality faculty and staff to ensure high quality instruction and support
- Strive to identify and address students' unique needs
- Communicate regularly with parents on their students' progress and needs
- Involve parents in decision relating to the education of their children

Parent/ Guardian pledge to:

- Provide a safe and supportive environment for children to grow and develop
- Send students to school on time and prepared to learn
- Encourage student learning by monitoring student's homework
- Visit school often and participate in school activities—including Open House, parent-teacher conferences, parent education programs and other related activities
- Work closely with the classroom teacher(s) to ensure the success of their student
- Take a stand against alcohol and drug abuse

Students pledge to:

- Be active participants in their own learning
- Be responsible learners
- Complete all classroom work and homework
- Follow school rules
- Attend school regularly
- Promote school safety

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**Cleburne Independent School District
High School Student Handbook
and
Academic Handbook
2008 - 2009
Grades 9-12**

Cleburne Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing access to benefits of education services, activities and programs including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The principal at each campus has been designated to coordinate compliance with these legal requirements. Judy Senter coordinates compliance at the district level for Section 504 of the Rehabilitation Act of 1973, as amended and Title II of the Americans with Disabilities Act. Carolyn Cody coordinates compliance at the district level for Title VI of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.

Cleburne High School
1501 Harlin Drive
817-202-1200

Welcome to Cleburne High School. As a staff, we appreciate the opportunity to work with you and your high school student.

This handbook has been prepared in order that you might know and understand the policies and practices of Cleburne High School. We want each of you to feel that you are a welcome part of the school and to feel that this is your school. It has always been the belief of your faculty and administration that the school should function as a democratic organization. In order for this to become a reality, it is necessary for you as a student to have as many privileges as you are capable of accepting. You must also realize that privileges carry certain responsibilities.

This booklet contains instructions and information which will answer most questions concerning practices and policies at Cleburne High School. However, this document is not all-inclusive. My staff and I are charged by the Cleburne ISD Board of Trustees with implementing the provisions of this handbook and maintaining good order necessary for the educational process to proceed. **If written Board of Trustees' policies or directives on the subject do not exist, guidelines, decisions and actions of the administration and staff will prevail.**

In addition to the policies included in this publication, regulations from the Texas Education Agency, the University Interscholastic League and standards from the Southern Association of Colleges and Universities will be followed by the administration of the school district.

True friendliness, loyalty, cooperation and enthusiasm will make your time at Cleburne High School both enjoyable and profitable.

Monte Pritchett
Principal

School Calendar Here

Pledges of Allegiance and a Moment of Silence

The United States flag is raised each morning before school and is lowered each afternoon at the close of school. Texas law requires students to recite the Pledge of Allegiance to the US flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Flag Salutes

*"I pledge allegiance to the flag of the United States of America
and to the republic for which it stands, one nation under God,
indivisible, with liberty and justice for all."*

*"Honor the Texas flag; I pledge allegiance to thee, Texas,
one and indivisible."*

The American Creed

"I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable; established upon those principles of freedom, equality and justice."

"I therefore believe it is my duty to my country, to love it, to support its constitution, obey its laws, to respect its flag and to defend it from all enemies."

Hymn to Cleburne High

O, Cleburne High, our love for you
Outshines the light of day,
As from your halls with gratitude
We glimpse Truth's glorious ray.
The black and gold we shall unfold
In glory to the sky.
We'll sing our song, a happy song,
Our song to Cleburne High.

Fight Song

Side by side with Cleburne High
We're gonna march right through the foe.
We'll shout our battle cry, ready to do or die,
As on and on we go (rah, rah, rah).
We will win the victory
If we fight, fight, fight straight through.
We'll cheer you on with cheers of loyalty;
Come on and fight; we are right with you.

**CLEBURNE HIGH SCHOOL
COLORS: BLACK & GOLD**



MASCOT: YELLOW JACKETS

Student's Creed

Believing the principles for which our Student Council stands, I pledge myself to cooperate with members in their attempts to make Cleburne High School an outstanding one. As a student, I pledge myself to the following ideals of good citizenship:

I will cooperate with the faculty and student body in attempting to establish high standards of conduct and scholarship.

I will uphold fair play.

I will respect the property and rights of others.

I will do all I can by my example and influence to protect the good name and raise the standards of my school.

All these I do solemnly promise.

Cleburne High School Mission Statement

We, the students and staff of Cleburne High School, commit ourselves to the following goals. We truly believe that by attaining these goals, we will all succeed in our total educational endeavor. CHS envisions a safe, productive environment of high expectations that is consistently supportive and challenging. Our expectation is to produce graduates who are life-long learners and responsible, productive citizens.

CHS SUCCEEDS

Careful independent thinking will be stressed.

High educational standards will be upheld.

Strong interpersonal relationships will be formed through communication.

Students will achieve their greatest potential.

Useful values will be developed.

Concern for physical, mental and emotional health will be expressed.

Community and personal resources will be utilized.

Each student will be

Encouraged to accept responsibility.

Dependable students will become successful, caring family members.

Students will prepare to become productive, effective citizens.

CLEBURNE INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT

The Cleburne Independent School District is committed to providing a student-centered, quality educational program where every student can succeed in learning. Every student shall be provided the opportunity to develop appropriate skills to function in our changing world.

We believe it is our purpose to provide a total curriculum that is relevant to student needs and development -- socially, emotionally, technologically and physically. This curriculum will emphasize the development of decision-making skills that will promote responsibility, citizenship and respect for others.

GOALS

- I. All students can learn and will be expected to meet or exceed district educational performance standards.

- II. A well-balanced curriculum will be taught so that all students may realize their learning potential and prepare for productive lives.

- III. Cleburne Independent School District teachers will use effective teaching practices and model professional standards.

- IV. The organization and management of all levels of the school district will be productive, efficient and accountable.

- V. The financing of education in the district will be equitable to all students in the district.

- VI. Parents and other members of the community will be partners in the improvement of the district.

- VII. The instructional program will be continually improved by the development and use of more effective methods.

- VIII. Communication within the district and with the public will be consistent, timely and effective.

**CLEBURNE SCHOOLS
BOARD OF TRUSTEES**

Stuart Madison (Place 2), *President*
Brad Mead (Place 7), *Vice President*
Teddy Martiyniuk(Place 5), *Secretary*
Mary Jane Larrison (Place 1)
Brad Allen (Place 6)
Brent Easdon (Place 4)
Jennifer Dugger (Place 3)

Dr. Ronald Beard , Superintendent

Regular meetings of the Board of Trustees are held the second Monday of each month beginning at 7 pm. Meetings are held in the Board Room of the CISD

Administration Building.
CISD Administration Building
505 N. Ridgeway Dr
817-202-1100

Administrative and Service Personnel

The following persons can be reached at 817-202-1200 unless a different phone number is indicated.

Administration

Monte Pritchett, Principal

Ron Garcia, Assistant Principal--Students A-D
Fran Ramirez, Assistant Principal--Students E-L
Joel Blalock, Assistant Principal--Students M-R
Damon Patterson, Assistant Principal--Students S-Z
Donna Smith, Assistant Principal -- Curriculum / Testing Coordinator

Department Heads

Sherri Bell, Chairman, Language Arts Department
Bernadine Mariott, Chairman, Mathematics Department
Gene Bundock, Chairman, Science Department
Gene Petross, Chairman, Social Studies Department
Pam Elam, Chairman, Fine Arts Department
Robert Ramos, Chairman, Foreign Language Department
Lorna Smith, Chairman, Vocational Department
Ann Walker, Chairman, Physical Education Department
Phil Young, Athletic Director-817-202-1250
Joanie Parham, In School Suspension
Fran Rader, Librarian

Counselors

Phyllis Bauer -Students A-F
Sherry Stilwell - Students G-J
Walter Harris - College Testing, Students K-Q
Ben Morris--Students R-Z

Other Services

Deborah Parker, R.N., School Nurse
Beverly Langner, Registrar/Computer Services
Kay Fenn, Secretary to the Assistant Principals
Paula Allen, Secretary to the Principal
Alicia Garcia, Attendance Clerk
Consuelo Ortiz, Assistant Attendance Clerk
Janice Hinman, Secretary/Receptionist
Cheryl Bailey, Receptionist, Counseling Center
Denise Nelson, Administrative Assistant, Counseling Center
Pat Tuggle, Secretary, Athletic Department

Academic Excellence Program

The people of Cleburne, in order to recognize and honor outstanding achievement in academic work, will award certificates and one Academic Afghan to CHS students who earn them. The following rule has been agreed upon by a committee made up of appropriate representatives who will determine who will receive this honor. The program of awards of academic achievement has been endorsed by the CISD Board of Trustees.

Academic Afghan requirements:

1. A year end grade point average of 4.6

Afghans are earned through self-discipline and hard work and are awarded only to the recipient. Only one academic afghan may be received by a student. Repeat winners each subsequent year will receive a certificate.

Accidents

Classroom - When an accident occurs, report at once to the teacher in charge who will refer the victim to the school nurse if necessary. Medical referrals will be made by the school nurse, if warranted.

Motor vehicle - All accidents occurring on, or adjacent to, the school grounds should be reported immediately to the principal's office for the referral to the Cleburne Police Department for any necessary investigation.

Advertising on School Property

There shall be no advertising on school property at any time, except as approved by the building principal or the superintendent of schools.

Attendance

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. However, 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 from school without permission from any class, or from required special programs, such as accelerated (additional special) instruction assigned by the grade placement committee and basic skills for ninth graders, 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/her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

In order to receive credit in a class, students must be in attendance for at least 90 per cent of the days during a semester. Students who are in attendance for less than 90 per cent of the days in a semester shall not be given credit for the class. The attendance committee will then determine the amount

Attendance, cont'd.

of time that may be made up in order to receive credit. Parents will receive notification by mail when attendance drops below 90 percent, which must be signed and returned.

Students will be given the opportunity to make up time missed by attending Saturday School. Each Saturday School is equivalent to 7 periods missed. There will only be 9 Saturday Schools available per semester, and only 63 periods may be made up.

If the student is 18 or older, the District may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent five consecutive days.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

The District, in accordance with state Policy, will count as present for ADA purposes students who are absent for any of the following circumstances:

1. participation in a Board-approved and appropriately supervised extracurricular activity or performance;
2. participation in an approved mentorship fulfilling the student's Distinguished Achievement Program;
3. screening, diagnosis or treatment of a Medicaid-eligible student (if the student is absent no more than one day at a time for this purpose);
4. religious holy days (including one day of travel to and one from an observance site); and
5. an appointment with a health care professional (if the student misses only a portion of the school day).

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. If absence is due to medical, a note from Dr. and parent is required. Notes signed by the student, even with parent's permission, will be considered a forgery and the student will be disciplined.

A student may be excused for temporary absence:

1. Resulting from any cause acceptable to the teacher, principal or superintendent, with prior approval.
2. For the purpose of observing religious holy days, including traveling for that purpose, if before the absence the parents submits a written request for the excused absence.
3. For treatment by health care professionals if the student begins classes or returns to school on the same day of the appointment or treatment.

A student whose absence is excused shall be permitted a reasonable time within which to make up work missed.

The District recognizes the following as extenuating circumstances for the purpose of gaining credit for a class:

- A migrant student's late enrollment or early withdrawal.
- Days missed as a runaway.
- Completion of a competency-based program for at-risk students.
- Late enrollment or early withdrawal of a student under Texas Youth Commission.
- Participation in a substance abuse rehabilitation program.
- Homelessness, as defined by federal law.
- If a doctor requires them to stay home from school due to illness.

Attendance, cont'd

A. Should the student be absent, his/her parent or guardian **must** call the attendance office. The telephone number is 817-202-1248 or 817-202-1276.. The parent should give student's full name, grade level, and reason for absence.

In addition to the call, the student **must** bring a written note from the parent or legal guardian, explaining the reason for the absence, giving the date and time of the absence, to the attendance office. The student will receive a blue slip to be signed by each of his/her teachers. The blue slip must be obtained within two school days of the absence or it becomes an unexcused absence.

If a student is absent five consecutive days or on five separate occasions within a semester for illness, a note from the doctor may be required.

B. Nonattendance

Cutting one or more classes is considered nonattendance and school employees must investigate and report violations of the state compulsory attendance law. These attendance requirements also apply to any District-required tutorial sessions. A student with more than 3 or more absences in a four-week period or 10 or more days absent within a six-month period will be turned over to the Truant Officer, which may result in having to appear before a judge in a court of law. A student with 5 consecutive unexcused absences may be turned over to the truant officer.

C. Early Departure from School

No student, except those in regular instructional programs which require that they leave the school grounds, will be excused to leave the school grounds without a principal's approval. Except in an emergency, this may not be done without the written permission of the parent or guardian. All students leaving the campus early must sign out in the attendance office. Upon return to school, if on the same day, student must check in with the Attendance Office. Leaving school without permission will be considered truancy.

Students leaving early and returning or not returning for reasons of a doctor or dentist appointment must bring a note to the Attendance Office from the doctor/dentist with the name of the student, the time and date of the appointment and the doctor/ dentist's signature.

D. Tardiness

As reasons for tardiness are difficult to evaluate, all tardies to school shall be considered unexcused unless the student has been to the doctor or dentist that morning. Upon arriving at school, tardy students who have been to the doctor or dentist must present a note from the doctor or dentist verifying the appointment to the Attendance Office.

E. Late Arrival to School

All students must check in at the Attendance Office and receive a pass to class when arriving late. A student will be considered absent to class if they arrive more than 10 minutes after the tardy bell.

Absences for Extracurricular Events or Other Activities (19 TAC Section 97.113)

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. During the first six-week period of the school year, students must have accumulated the required number of credits toward graduation.

- A. beginning of the ninth grade year--have been promoted from the eighth grade to the ninth;
- B. beginning of the tenth grade year--at least five credits toward graduation;
- C. beginning of the eleventh grade year--at least ten credits toward graduation;
- D. beginning of the twelfth grade year--at least sixteen credits toward graduation.

2. During subsequent six-week periods, students who receive a six-week grade below 70 in any course or subject or handicapped students who fail to meet the standards in their Individual Education Plan (IEP) may not participate in extracurricular activities during the following three-week period. A student regains eligibility seven calendar days after the three week school evaluation period if the student is passing all courses on the last day of the three week school period. If a student has at least a minimum grade of 70 on a scale of 70-100 for work done at the end of the previous grading period, the student may regain eligibility seven calendar days later at the time the regular school day ends.

3. A student is allowed up to 15 activity-related absences from class during a full-year course.

All UIL activities come under this provision, as do all approved extracurricular activities. Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused.

4. Students must be in attendance 50 percent of the school day and attend at least one class after third period to be allowed to participate in school-related activities on that day or evening.

5. Students will keep the same classification they start with for the current school year. Those students who start the year as a junior but accumulate enough credits to graduate will be re-classified as a senior the second semester.

ATTENDANCE ADMISSION SLIP PROCEDURES

1. NON-ABSENCE SLIP (Pink)--DOES NOT AFFECT EXEMPTION STATUS

If a student returns to a class after an absence with a pink slip, the student's absence will be removed from the grade book. Students with pink slips should be allowed to make up any work missed without grade deduction. Student may receive a pink slip as required by the State of Texas and as follows:

- a. Required screening, diagnosis and treatment for Medicaid-eligible students
- b. Documented health appointment, if student attends a portion of the school day.
Example: Dr. Appointments, dentist, chiropractic, psychological appointments, etc.
- c. Juvenile court proceeding documented by probation officer and court summons such as Truancy, Traffic, and Criminal appointment with legal documentation by a court of law.
- d. Absence required by state or local welfare authorities such as WIC, CPS, and Texas department of Human Resources.
- e. Approved college visitation
- f. Board-approved extracurricular activity or public performance such as student representing CHS and in connection with the schools.
- g. Established religious holy days (Including one day to travel to and from destination).
- h. Funeral-immediate family such as Parents, grandparents, sibling, and step-immediate family for actual day of funeral services.

2. ABSENT ADMISSION SLIP (Blue)-- AFFECTS EXEMPTION STATUS

Students who return to class with a blue slip after an absence should be marked absent for the dates listed on the blue slip. However, students have two days to turn in parent notes prior to their absence. It is the student's responsibility to turn in parent notes, Dr. excuses, etc., to the attendance office upon arriving back to school. Students with blue slips should be allowed to make up any work missed without any grade deduction. Blue slips will be given as follows;

- a. Dr. appointment - out all day
- b. Parent note-Note with the correct dates student was absent and the reason for the absence. Note must be signed by parent/legal guardian and dated and phone number for verification of note. .
- c. School Nurse-Child is sent home by school nurse must bring parent note for the remainder of the day missed, and the reason student was sent home by school nurse with correct dates. Note must be signed by parent/legal guardian.
- d. Funeral-Other than immediate family.

3. TRUANT ADMISSION SLIP (White)--DOES AFFECT EXEMPTION STATUS

Students who return to class with a white slip after an absence should be marked absent for the dates listed on the white slip. Students with white slips should be allowed to make up any work missed. **However, twenty-five points should be deducted from all make-up work the student turns in.**

White slip should be given to any student who does not have a note from parent/guardian explaining the absence as follows:

- a. No note by parent or legal guardian.
- b. Tardy and no parent/guardian note.
- c. Student must bring note within two days upon arriving back to school from being absent. If note is not returned within two days it will remain as a white slip. A student may bring note and it will be filed in student folder. Please remember that it is the student's responsibility to turn in parent notes, etc., to the attendance office within two days upon arriving back to school.

BELL SCHEDULE

Cleburne High School generally operates under the Regular Bell Schedule listed below. However, during exam periods and other occasions during the year, the Bell Schedule is modified. Those schedules are also listed within this section.

Regular Bell Schedule

(50 min. classes / 30 min. lunches)

Passing 7:55 – 8:00
Enrichment 8:00 - 8:25 (25)
First Period 8:30 - 9:20 (50)
Pass 9:20 - 9:25
Second Period 9:25 -10:15 (50)
Pass 10:15 - 10:20
Third Period 10:20 - 11:15 (55)
Pass 11:15 - 11:20
Fourth Period 11:20 - 12:45 (85)
Pass 12:45 - 12:50
Fifth Period 12:50 - 1:40 (50)
Pass 1:40 - 1:45
Sixth Period 1:45 - 2:35 (50)
Pass 2:35 - 2:40
Seventh Period 2:40 - 3:30 (50)

Lunch (4th period)

A Lunch 11:15 - 11:45 (30)
Tardy Bell @ 11:50
Class 11:50 - 12:45 (55)
Class 11:20 - 11:45 (25)
B Lunch 11:45 - 12:15 (30)
Tardy Bell @ 12:20
Class 12:20 - 12:45 (25)
Class 11:20 - 12:15 (55)
C Lunch 12:15 - 12:45 (30)

LATE
ARRIVAL BELL SCHEDULE
(BAD WEATHER/ICE)

PERIOD 1	10:00 - 10:37
PERIOD 2	10:42 - 11:19
PERIOD 3	11:24 - 12:01
PERIOD 4	12:01 - 1:25
PERIOD 5	1:30 - 2:07
PERIOD 6	2:17 - 2:49
PERIOD 7	2:54 - 3:30

LUNCH SCHEDULE / ANNOUNCEMENTS

Lunch 4th period

A Lunch 12:01 – 12:29 (28)

Tardy Bell @ 12:34

Class 12:24 – 1:25

Class 12:06 – 12:29

B Lunch 12:29 – 12:57 (23)

Tardy Bell @ 1:02

Class 1:02 – 1:25 (23)

Class 12:06 – 12:57 (51)

C Lunch 12:57- 1:25 (28)

ASSEMBLY BELL SCHEDULE

Passing – 7:55 – 8:00
Enrichment 8:00 - 8:25
First Period 8:30 - 9:13 (43)
Second Period 9:18 - 10:01 (43)
Assembly 10:01- 10:41 (40)
Third Period 10:46 - 11:35 (49)
Fourth Period 11:40 - 1:05 (85)
Fifth Period 1:10 - 1:53 (43)
Sixth Period 1:58 - 2:42 (43)
Seventh Period 2:47 - 3:30

LUNCH SCHEDULE / ANNOUNCEMENTS

Lunch 4th Period

A Lunch 11:35 - 12:05 (30)

Tardy Bell @ 12:10

Class 12:10 - 1:05 (55)

Class 11:40 - 12:05 (25)

Lunch 12:05 - 12:35 (30)

Tardy Bell @ 12:40

Class 12:40 - 1:05 (25)

Class 11:40 - 12:35 (55)

C Lunch 12:35 - 1:05 (30)

TAKS TEST BELL SCHEDULE

TAKS Testing 8:10 – 12:00

Fourth Period 12:00 - 1:24

First Period 1:29 - 1:45

Second Period 1:50 - 2:06

Third Period 2:11 - 2:27

Fifth Period 2:32 - 2:48

Sixth Period 2:53 - 3:09

Seventh Period 3:14 - 3:30

LUNCH SCHEDULE / ANNOUNCEMENTS

Lunch 4th Period

A Lunch 12:00 - 12:28

Class 12:33 - 1:24(51)

Class 12:00 - 12:28

B Lunch 12:28 - 12:56

Class 1:01 – 1:24

Class 12:00 12:56

C Lunch 12:56 – 1:24

SEMESTER FINALS BELL SCHEDULE

FIRST DAY EXAM: PERIOD 1

Regular bell schedule with 1st period exam from 8:00 - 9:20; regular classes the remainder of the day.

SECOND DAY EXAMS: PERIODS 2, 3, 4

Second Period 8:30 - 9:45
(15 minute additional study time)
Pass 9:45 - 9:50
Third Period 9:50 - 11:05
(15 minute additional study time)
Pass 11:05 - 11:10
Fourth Period 11:10 - 12:25
(15 minute additional study time)
Announcements 12:25 - 12:30
Lunch 12:30 - 1:00

THIRD DAY EXAMS: PERIODS 5, 6, 7

Fifth Period 8:30 - 9:45
(15 minute additional study time)
Pass 9:45 - 9:50
Sixth Period 9:50 - 11:05
(15 minute additional study time)
Pass 11:05 - 11:10
Seventh Period 11:10 - 12:25
(15 minute additional study time)
Announcements 12:25 - 12:30
Lunch 12:30 - 1:00

NOTE: 1. Buses will run on regular schedule both days.
2. Students may leave prior to lunch if they have transportation--lunch will be available for those who must wait for a ride or the buses.

School Bus Rules

Free transportation is provided to CISD students living more than two miles from school by the nearest "practical route" as defined by State statute. The nearest practical route is the nearest traveled public road which may or may not be the road used by the school bus.

Students being transported in school buses or vehicles shall comply with all District safety rules and the CISD Student Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. For safety purposes, video-audio equipment will be used to monitor student behavior on buses. Students will not be told when the equipment is in use.

Only eligible students are allowed on school buses. Bus students are picked up and dropped off only at their authorized stop. Address eligibility is continually audited year round. When an address is found to be ineligible, notification will be made as soon as possible with a grace period allowed for parents to locate alternate means of transportation. All eligible students for transportation must have on file with the driver a properly completed bus card.

A list of bus routes may be obtained by calling the CISD Transportation Department, 817-556-5609.

Information concerning student misconduct on buses should be requested from the student's principal.

General Safety Rules

1. Obey the instructions of the bus driver.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported.
4. DO NOT ask to ride home on another bus with a friend.
5. Ride only the bus to which you are assigned.
6. Please do not ask the driver to change pick-up or drop-off times or locations. Questions or concerns should be directed to the CISD Transportation Department, 817-202-5609. Requests will be evaluated and changes made on the basis of guidelines established by the State.

Continued next page

7. If your child will need to ride a bus other than the one to which he/she has been assigned to take part in a special activity, provide the child with a note addressed to the principal. The Principal will initial the note and give it back to your child who should then give it to the bus driver. Following this procedure helps school staff members to know where your child is in case of emergency.
8. Take time periodically to go over the bus conduct rules. These rules are similar to what you would expect of your child when he or she rides in a family vehicle.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the door will open the door and hold it open.
 - b. Leave the bus single file as quietly as possible.
 - c. Evacuation will start with the seat closest to the door.
 - d. Follow the driver's instructions completely.

Procedures While Waiting for the Bus

1. Be at your bus stop five (5) minutes before scheduled pick-up. Driver will not wait or honk. Wait 10 minutes after scheduled pick-up time before reporting a late bus.
2. Stay off the roadway while waiting for the bus. Maintain proper behavior at the stop--no pushing, fighting, shoving or inappropriate language.
3. Show respect for private property and public property at the bus stop.
4. When the bus approaches, form a line and be prepared to load immediately.
5. Stand clear of the bus until it comes to a complete stop and the door opens.
6. Make sure the driver can see you at all times.
7. If an article drops or rolls near, or under the bus, do not go after it. Go to the door and ask the driver for help.
8. If you miss the bus, go home immediately.
9. Parents should instruct their children on what procedures to follow if the bus is missed.
10. PARENTS ARE RESPONSIBLE FOR PROVIDING TRANSPORTATION TO SCHOOL IF A CHILD MISSES THE BUS.

Loading the Bus--

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.
4. THE BUS DRIVER HAS THE AUTHORITY TO ASSIGN SEATS.

Getting Off the Bus--

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. If any article drops or rolls near, or under, the bus do not go after it. Notify the driver and ask for help.
5. Do not chase or hang on to the bus.
6. NEVER CROSS THE ROAD BEHIND THE BUS. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
7. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

Student Responsibilities on the Bus

1. Follow the instruction from the driver.
2. A bus driver may assign seats. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
3. **Remain seated.** Students must remain seated at all times. For safety reasons, students are not considered seated when they are not facing forward or if they are sitting on anything, including their leg(s), book(s), etc.
4. Enter and leave the bus only through the front door except in case of emergency and at the direction of the driver. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
5. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
6. Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
7. Follow rules for courteous and correct classroom behavior.
8. Do not open windows without permission of the driver. Do not extend any part of the body out of the window.

9. Refrain from using profane, vulgar or abusive language. Do not shout at passing persons or vehicles.
10. Spitting on, in or out of a school bus is prohibited.
11. Littering or throwing anything in or out of the bus is prohibited.
12. Eating, drinking, smoking or use of any illegal substance is prohibited on the bus.
13. Obscene literature is prohibited on the bus.
14. Students must keep books, packages, coats and all other objects out of the aisles.
15. Sales or solicitation of any kind is prohibited on the bus.
16. Animals of any kind are prohibited.
17. Weapons and unsafe items are prohibited on the bus as is use of any item as a weapon.
18. Do not damage the bus. Report any damage you observe to the driver.
19. Students must pay for or clean any damage they caused to the bus.
20. Fighting, pushing and shoving are prohibited on the bus.

Responsibilities of Parents/Guardians

1. Review and discuss the above student responsibilities with your child.
2. **Teach your child that the driver is the person of authority on the bus and is to be respected.**
3. Make sure that your child arrives at the bus stop five minutes before the designated time. Make sure that your child is not at the bus stop too early.
4. Provide supervision for your child going to and from the bus stop and at the stop, if necessary.
5. Make sure your child is dressed appropriately for the weather conditions.
6. Determine if the weather is too severe for your child to wait for the bus.
7. Appear in person with your child, if a conference is requested.
8. **Provide transportation for your child if the privilege of riding the bus is withdrawn.**
9. Make reasonable effort to understand and cooperate with those responsible for student transportation.
10. Accept responsibility for the proper conduct of your child.
11. Ensure that payment is made for damage caused by your child.
12. If you contact the CISD Transportation Department by phone, please request the name of the person with whom you speak. This will help to expedite follow-up contacts, if necessary.

Discipline Procedures

Inappropriate behavior will be documented by the driver and forwarded to the student's campus.

Minimum discipline procedures relating to the filing of a Bus Incident Report:

1. **Minor offenses** such as talking too loud or moving about more than driver considers safe = **verbal warning by driver.**
2. **Repeated or chronic misbehavior or more serious offenses = Written Discipline Notices from driver to student, parent and principal.** On the first report, the principal decides on the discipline to be used and communicates with the parents.
3. **Second Written Discipline Report by driver = The principal will suspend the bus riding privilege for no less than five school days.**
4. **Third Written Discipline Report by driver =** The principal will suspend bus riding privilege for no less than fifteen (15) school days and may suspend for the remainder of the semester. If fewer than fifteen (15) school days remain in a semester, the suspension may extend to the next semester or school year.
5. Any child that receives a **Fourth Discipline Report from a driver** will be suspended

from bus privileges for the remainder of the school year. If fewer than fifteen (15) school days remain in the school year, the suspension will stay in effect until the end of the first six-weeks of the following school year.

The school administrator has the authority to skip levels of discipline and has the authority to remove at any time a rider from the bus. Students are reminded that ridership is a privilege and not a right.

The school administrator is the final authority on discipline decisions concerning his/her assigned pupils.

Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's IEP.

Bicycles

Students may ride bicycles to school. Bicycles will be parked in the area designated. School officials will exercise reasonable care to protect vehicles. However, the school will not assume responsibility for damage, theft or vandalism.

Care of School Property

Citizens are legally required to pay taxes that build and maintain the public school system. Students are responsible for damage done to school buildings, books, equipment and buses and should help protect the school by discouraging or reporting such activity by others.

Change of Address

Any change of address and telephone number, after registration, should be reported to the attendance office and to the head of computer services.

Cheating/Plagiarism/Academic Dishonesty

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will 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 a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. The use of academic penalties is not governed by the policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy.

Check Acceptance Policy

In the event that a personal check written to any CISD campus, club, or organization is returned unpaid, CISD or its agent, CheckSmart, will redeposit the check electronically. Additionally, the District or its agent will electronically collect a returned check fee of \$30 plus acceptable sales tax. The use of a check as payment will serve as an ACKNOWLEDGEMENT AND ACCEPTANCE of this policy and its terms.

Clubs and Organizations

Extracurricular activities are an important and integral part of Cleburne High School student life and growth. Through club and other organization work, students learn to plan, to organize and to carry out projects and events which contribute to the enjoyment and wholesome development of the entire student body.

The following clubs and organizations have been established at Cleburne High School:

Art	Computer	Student Council
Beta Club	Teens United in Faith	Exchangettes
Drama	Business Professional of America	French
FCA	DECA Spanish	
FCCLA-Family, Career, & Community		FFA

Meeting On Call:

Beta Club, Cheerleaders-Varsity, J.V. and Freshmen, Senior Class, Junior Class, Sophomore Class, Freshmen Class and National Honor Society.

The good school citizen not only participates in an organization or activity of choice, but also supports the efforts of all organizations and groups in their desire to keep Cleburne High School a top state.

The academic, service and vocational clubs and chapters of CHS, competing at local, district and state levels, have traditionally excelled in their group's activities.

These clubs and organizations serve to build leadership and cooperation among the members and other organizations. Students receive information on clubs and organizations when they enroll in the high school.

Some clubs and organizations require stricter standards of behavior as a condition of participation. In such cases, sponsors or coaches will have copies of behavior expectations for both students and parents to sign.

National Beta Club

The Cleburne Beta Club is open to all students who have earned a 4.6 semester GPA or above at CHS. Membership requirements include paying the annual dues, performing 30 service hours for club- endorsed projects, attending a minimum of 4 club meetings and the mandatory May meeting, and maintaining a 4.6 or higher academic grade-point average each semester.

National Honor Society

Students who have achieved in an outstanding academic manner are recognized through invitation for membership in the National Honor Society. Selection is made by the Cleburne High School faculty and is based on scholarship, service, leadership and character. First semester juniors with a cumulative 4.7 GPA are eligible for membership. In addition to scholarship, students must demonstrate their ability to lead and serve within and outside the school environment. Commendable character traits are also a determining factor before membership is offered.

Students are expected to participate in the spring induction service which occurs in March or April. In addition, students are expected to perform 20 service hours by May 1 of the following year.

The purpose of Cleburne's Ruth Hopper chapter of the National Honor Society is to create enthusiasm for superior scholarship; to stimulate a desire to serve one's school, community and country; to promote outstanding leadership; and to encourage the development of character in all students at Cleburne High School.

Campaign Rules for Class Officer

An officer candidate must have the signature of approval from his or her current assistant-principal and class sponsor.

A student may not run for officer during a school year in which he or she has been suspended (except first-time dress code), expelled, in DAEP or ISS (or the equivalent).

During the campaign and campaign speeches, no reference may be made to any other candidates, no allusions may be made to alcohol or drugs, "partying" as a fun standard for office, or bodily functions, no obscenities or profanity can be used and nothing can be thrown into the audience. A violation of these guidelines will result in disqualification.

Any elected officer will be removed from office if (1) he or she fails to fulfill his or her obligations as spelled out in the class officer contract to be determined by the class assistant-principal and class sponsor (2).

College Visitation

Senior students may be allowed two days a year for college visitation. Pupils who choose to use this day will bring a note from their parents/guardian stating where and when they will be going. Upon receipt of this note, the senior counselor will prepare an absence from class form which the student will have each teacher sign. The completed form **must** be returned to the counselor at least **one week prior to the day of absence. This college day is an excused absence, and does not count against exam exemptions.**

The school asks that students be responsible in the use of their college day. Please do not ask to go when major grades are being taken (six weeks tests, final exams, etc.). This day of college visitation should be viewed as an educational opportunity and we hope that it proves to be helpful to graduating seniors and their families. **Any questions regarding College days are left to the discretion of the Principal.**

Complaints By Students/Parents

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

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the assistant principal. A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the district's programs and services available to the student should be brought to the assistant principal.

On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the assistant principal can be requested within 10 calendar days of the event or events causing the complaint. If the outcome of the conference with the assistant principal is not satisfactory, a conference with the principal can be requested within 10 calendar days following the conference with the assistant principal. Again, if the outcome is not satisfactory, the student or parent may contact the Superintendent or his designee within 10 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of

Trustees, in accordance with policy.

Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources are restricted to students working under a teacher's supervision and to approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communication systems:

On-line Conduct

1. System users may not use another person's system account. A student may not share his or her password with another student.
2. The individual in whose name a system account is issued will be responsible at all times for its proper use and will be held accountable for all activity on the account.
3. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
4. System users must purge electronic mail in accordance with established retention guide lines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy and administrative regulations.
6. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
7. Use of chatrooms is prohibited under any circumstances.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of the District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined here, will result in the cancellation of system use privileges and will require restitution costs associated with system restoration, hardware or software costs.

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Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

Disclaimer

Individual users are responsible for their behavior and communications over the network. It is presumed that they will comply with standards and will honor the agreements they have signed. The District is not responsible for inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistake or negligence, expense or loss of electronic information incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Cleburne High School Internet Policy and Agreement

Cleburne High School is pleased to offer access to the Internet through our districts computer network. This access will enable students to explore thousands of libraries, databases, and Internet sites throughout the world. While our intent is to make available to further educational goals, students may find ways to access inappropriate or objectionable materials as well. We believe that the benefits of Internet access exceed the disadvantages, but ultimately parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Cleburne High School supports and respects each family's right to decide whether or not to apply for access. With this educational opportunity also comes responsibility. Please read the following information carefully, realizing that inapposite use will result in the loss of Internet privileges.

- The primary purpose of the network is for educational purposes.
- Access to the districts network is a privilege, not a right. Students who do not follow these regulations will lose this privilege and may incur disciplinary or legal action as well.
- Electronic communications are not private and may be monitored at any time by district staff to ensure appropriate use. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure the system is used responsibly. Students should not expect that files stored on the district server will always be private.
- Students retain all rights to the work they create using network.
- Plagiarism (taking thoughts, writings, or inventions of others and using it as one's own) and copyright infringement are not permitted.
- The network may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Transmitting, viewing, creating, printing, or storing obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers is prohibited.
- Damaging computers, computer systems, or computer networks is prohibited.
- Trespassing in another's folder, work, or files is prohibited.
- Intentionally wasting limited resources is prohibited.
- The network may not be used for commercial purposes.
- Students are responsible for any activity that occurs on their account. Students may not use another's account. They may not share passwords. Students must log out of the computer after use to prevent others accessing the network on their account.
- Students may not pretend to be someone else when using the computer network.
- Students may not use email without permission from a teacher.
- To access the internet in the library without a teacher present, students must bring a pass from the teacher assigning the work, stating the internet access is permissible.

Credit Recovery

Credit recovery lab has established the following consequences for failure to follow classroom rules. Failure to follow rules will hinder the student's success of completing courses for credit

1st offense – 3 point deduction, written warning, note to parents

2nd offense – 3 point deduction, written warning, note to parents

3rd offense - 3 point deduction, written warning, note to parents, office referral with possible removal from the Credit Recovery lab

Counseling - Academic

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements and differences between graduation pro-grams. All students in grades 7-12 and their parents will be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university or training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid.

Counseling – Personal

The school counselor is available to assist students with a wide range of personal problems. The counselor is not there to make decisions for you but can provide information which will help you arrive at your own decisions.

Students in need of assistance should make an appointment with their assigned counselor at the Counseling Center.

To better meet the needs of students, an assistant principal and counselor have been assigned by student groupings. The assignments are as follows:

Students A-D – Ron Garcia, Assistant Principal

Students E-L -- Fran Ramirez, Assistant Principal

Students M-R – Joel Blalock Assistant Principal

Students S-Z – Damon Patterson, Assistant Principal

Donna Smith, Assistant Principal -- Curriculum/Testing Coordinator

Students A-F – Phyllis Bauer, Counselor

Students G-J -- Sherry Stilwell, Lead Counselor

Students K-Q – Walter Harris, Counselor

Students R-Z -- Ben Morris, Counselor

DISCIPLINE/CONSEQUENCES

A student must be placed in an District Alternative Education Placement if the student commits any of the following offenses on school property or within 300 feet of school property, or while attending a school sponsored or school related activity on or off school property:

1. Conduct that contains elements of simple assault or terroristic threat.
2. Selling, giving, delivering to another or possessing, using or being under the influence of:
 - a. Marijuana or controlled substance in amount not constituting felony.
 - b. Dangerous drug in amount not constituting felony.
3. Selling, giving, delivering to another or possessing, using or being under the influence of alcohol.
4. Conduct containing elements of offense related to abuseable glue or aerosol paint or relating to volatile chemicals.
5. Conduct containing elements of public lewdness or indecent exposure.
6. Conduct that is a felony that occurs on or off school property.
7. Retaliation against a school employee, either on or off school property and when not combined with another offense.
8. Engaging in any conduct punishable as a felony.
9. A finding by the Superintendent or designee that he or she has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5 of the Penal Code.

In addition to these offenses, there are other reasons which require DAEP placement even though the student's conduct occurred off campus, and away from school sponsored events. These offenses are:

1. Engaging in conduct containing the elements of the offense of retaliation under Penal Code 36.06 against any school employee, unless the act of retaliation is itself an expellable offense.
2. Receiving deferred prosecution under Family Code 35.03 for conduct defined as a felony in Title 5 of the Penal Code.
3. A court or jury finding of delinquent conduct under Family Code 54.03 for conduct defined as a felony in Title 5 of the Penal Code.

There are other situations in which a student may be placed in DAEP. These are:

1. If the Superintendent or designee has a reasonable belief that the student has engaged in conduct away from school which is defined as a felony other than those set out in title 5 of the Penal Code, and the Superintendent determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
2. If the student has violated the Code of Conduct and the Code calls for DAEP placement as a consequence.
3. Pledging, joining, or soliciting others to join a public school fraternity, sorority, secret society, or gang. Under 37.121, educators are required to recommend placing such students in DAEP.

Offenses that require expulsion are:

1. Using, exhibiting or possessing a firearm as defined by federal law, prohibited knife, club or prohibited weapon.
2. Conduct containing elements of aggravated assault; sexual assault; aggravated sexual assault; arson; murder; capital murder; or criminal attempt to commit murder or capital murder; indecency with a child; aggravated kidnapping; conduct related to alcohol or drugs that is punishable as a felony.
3. The District will expel a student for retaliation against an employee involving any of the offenses listed above.

The District may expel for:

1. Continued serious or persistent misbehavior following placement in an Alternative Education Program for disciplinary purposes.
2. Criminal mischief, if punishable as a felony.
3. Selling, giving, delivering to another person, using, possessing, or is under the influence of any amount of marijuana, a controlled substance, a dangerous drug or alcohol at school or a school sponsored event.
4. Conduct containing the elements of an offense relating to abusable glue or aerosol paint or volatile chemicals at school or a school sponsored event.

In addition, the principal may expel a student immediately on an emergency basis if the principal reasonably believes the action is necessary for the protection of persons or property.

Halls/Classrooms

Students shall move quickly and orderly between classes. However, there should be no running or loitering in halls. Students should plan passing time wisely. It may not be possible to go to lockers between all classes.

Group loitering will not be tolerated.

Obey the teacher promptly and without argument.

If a student requests, the teacher will explain or discuss a matter at his/her conference period. Under no circumstances will physical or verbal abuse to teachers or school personnel be tolerated in the classroom, on the campus or at school-sponsored activities.

CLEBURNE HIGH SCHOOL DUE PROCESS, ACTS OF MISCONDUCT AND DISCIPLINE CONSEQUENCES

The principal or other appropriate administrator will be authorized to consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

PURPOSE: Promote consistency and uniformity in the enforcement of consequences or infractions of school rules and policies.

PROCEDURE: Every teacher and administrator will be required to post and follow the infractions and consequences list. Teachers will be responsible for maintaining their own documentation and must present the documentation if a Level I Infraction becomes a Level II Infraction.

LEVEL I Infractions

Excessive talking Off-task behavior Littering (left tray)
Gum chewing No books/materials Spitting
Possessing electronic devices Sleeping in class Cheating/plagiarizing
Horseplay Disturbing class Eating/drinking in class
Excessive absences Violation of class rules

LEVEL I Penalties

Level I infractions will be handled by the classroom teacher. Level I infractions will not be upgraded to Level II infractions until the teacher has notified the parent or conducted a parent conference.

LEVEL II Infractions

- any Level I offense that continues even after parent notification
- public display of affection
- possessing matches, lighters, gambling paraphernalia
- posting or distribution of unauthorized written material
- being in an unauthorized area
- misuse of computer privileges
- excessive failure to attend teacher assigned detentions

LEVEL II Penalties

GIP/ASD

LEVEL III Infractions

- any Level II Infraction on 2nd offense (**continued on next page**)
- gambling
- profane, obscene, or racially or ethnically offensive language and/or physical gestures to other students or school personnel
- creating, possessing, or displaying vulgar, profane, or racially or ethnically offensive material
- smoking or possession of tobacco products
- showing defiance and disrespect
- damaging property (writing on tables, library reference materials, tearing and writing on books, etc.)
- bringing items which disrupt the educational process (eggs, shaving cream, stink bombs, etc.)
- disruptive behavior

-possession of laser point devices

LEVEL III Penalties

ASD (After School Detention

ISS (Inn School Detention

OOS (Out of School Detention

LEVEL IV Offenses

-stealing

-creating serious disturbances

-fighting

LEVEL IV Penalties

1st offense – Will result in 3 days *suspension, possible Phoenix School placement, & Criminal charges will be handled by the Cleburne Police Department if warranted.

LEVEL V Offenses

-committing assault or terroristic threat

-possessing or using alcohol

-organizing for the purpose of inflicting or threatening to inflict injury

-possessing, concealing and/or using any instrument that can inflict bodily injury or death setting a fire

-sounding a false fire alarm

-possessing, selling or using fireworks or explosives

-making bomb threats

-possessing, using or selling narcotics, inhalants or other dangerous drugs

-committing sex violations

-inflicting property damage (malicious destruction, mutilation or defacement of school or personal property)

-falsifying or changing permanent records or documents

-threatening blackmail or extortion

-is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang

LEVEL V Penalties

A Discipline Hearing will be held to determine if the student shall be placed in the District Alternative Education Placement Center or if expulsion is warranted and all criminal charges will be handled by the Cleburne Police Department.

After School Detention

After School Detention (ASD) will be held at 3:45 in a classroom setting, where students will be required to work on assignments given by the ASD teacher. ASD will be from 3:45 to 4:45 and it will be the students responsibility to get transportation home.

Corporal Punishment Guide for 2007-2008

With parent approval, corporal punishment may be used rather than other discipline consequences as follows:

Lunch Detentions

- replaced with 1 swat

Tardies

3rd tardy = 1 swat in place of 1 day of GIP

4th tardy = 1 swat in place of 1 day of GIP

5th tardy = 3 swats in place of 3 days of ISS

Truancy:

- 1 swat per period (maximum 3 swats) to replace GIP assignments

ISS:

- 3 swats in place of 3 day ISS stay

Suspension (Dress Code Violations only):

3 swats in place of one day suspension for 4th dress code violation

Phoenix School Placement

Students assigned to Phoenix Alternative Education Placement (PAEP) will remain for a minimum of 30 successful days, take all subjects and will be in **Phoenix** school for a period of 7 hours a day. During their stay in Phoenix school, students will not be allowed on any other CISD campus, nor will they be allowed to attend any CISD event, whether it is held on or off CISD property. Violation of this rule will be considered Criminal Trespassing, and the police will be contacted. Any student assigned to Phoenix School must contact 817.202-2090, before reporting to 425 N. Granbury, where the Phoenix School area is located.

Ground Improvement Program (GIP)

1. Students with 3 or more tardies will be assigned to one hour of G.I.P. for every excessive tardy they have incurred.
2. Students who are truant will be assigned one hour of G.I.P. for each period missed.

What is G.I.P.?

The Grounds Improvement Program is a disciplinary program in which students will be assigned a punishment that is active and constructive in improving the aesthetics of Cleburne High School, and will, hopefully deter, if not eliminate, future tardies and truancy of students.

Active Work

Outside: Picking up trash, cleaning out flower beds, sweeping, etc.

Inside: Scraping gum, cleaning desks, helping teachers, cleaning marker boards and cabinets, etc.

At no time will students work with dangerous tools or harsh chemicals.

G.I.P. HOURS

The Grounds Improvement Program will meet at 3:45 p.m. outside the main office (in front of the trophy cases) and will conclude at 4:45 p.m. It will be the student's responsibility to find transportation home from GIP.

Rules

1. Be on time! No one arriving after 3:45 p.m. will be allowed to count the day.
2. Student must sign in and MUST have their ID card to have the day count.
3. No food, drinks, radios, headsets, etc. are allowed.
4. Students are expected to do their work without talking.
5. Student must stay in dress code.
6. Student must follow all directives.

Consequences

1. Refusal to follow the rules will result in dismissal from GIP and the day will not count.
2. For each day of GIP missed, one day will be added. Students who fail to come to GIP for a third time will be subject to ISS.
3. Thereafter, any additional GIP assignments missed will follow the CHS discipline plan.

Cleburne High School In-School Suspension

8:00AM – ISS Opens

8:30AM – Class starts

3:30PM Dismissal

The ISS Director Schedules work from Teacher. Students are to complete and turn in all ISS assignments each day to the ISS work Tray.

GENERAL RULES FOR IN-SCHOOL SUSPENSION

1. On arrival students are to go to ISS Class by 8:30
2. Students Assigned to ISS will not visit main campus during ISS time without permission.
3. All existing school rules apply in ISS.
4. Second Tardy will result in an additional day ISS.
5. Student will bring their textbooks, study materials and supplies to ISS.
6. Students may bring their own sack lunch to ISS or order sack lunch from CHS cafeteria. No outside lunches will be allowed, no sharing of a lunch.
7. No early release from ISS, except for Hill College students.
8. If student leaves ISS during the day they will be required to make it up unless their Principal excuses it.
9. Students will remain in their seats facing the study carrel and not leaning back in their chair. Students will stay awake at all times, keeping head up off the desk top, sides and shelf areas. Sleeping will result in a write up the first time, and sent to principals 2nd time.
10. Students will not communicate with other students in ISS, verbal or written. Students will not pass object of any kind without permission from the ISS Director.
11. Students must raise their hand to communicate with the ISS Director.
12. Students will complete all assignments and label papers with name, class, teacher and date. When finished they will return work to the assignment tray.
13. All cell phones, I-pods, etc, will be given to ISS teacher each day and returned at end of each day. No Exceptions!

14. No Blankets, Pillows, in ISS if you have any out them will be taken up and sent to your principal with a write up.
15. No Backpacks, coats, purses etc. on desk area, your school work and books only are allowed. On desk work area.
16. Students desk are checked daily for new marks, scratches, keep you desk area clean. If marks are made on desk you will be written up, you must throw all trash away at 3:30
17. Dress Code is the same in ISS and Main Campus.

Violation of any rules will result in a referral

Tardies, Nonattendance, ID's, and PE

Tardies

Each semester tardies 1 & 2 will be handled by the teacher. Teachers will notify parents before the 3rd tardy.

Students will be sent to the office for the 3rd tardy and subsequent tardies.

-Action to be taken:

3rd tardy- GIP

4th tardy- GIP

5th tardy -3 hrs Asd

6th tardy- ISS- 3days

7th tardy -5 days ISS-

8th tardy - Suspension

Truancy

Students not in class unless they have properly checked out through the Nurse's office or Attendance office or have permission to be out of school are considered truant. The consequence for truancy is one hour of GIP for each truant period.

ID's

CHS photo ID's must be in the student's possession at all times. Students are issued a complimentary ID when they register. Subsequent ID cards must be purchased in the main office before school or during lunch. The cost is \$5.00.

ID Consequences:

Left to the discretion of Principal

DRESS FOR SUCCESS

CHS STUDENT DRESS CODE

Purpose: The campus dress code should address grooming, instill discipline, prevent disruption, avoid safety hazards and instill respect for authority.

Guidelines: Students shall be dressed in a manner that is clean and neat. Any clothing /hairstyle that, in the principal's judgment, may cause disruption of normal school operations is prohibited.

1. Shirt tails may be worn untucked as long as the hemmed length is at the wrist. Sweatshirts and sweaters that are tightly banded and are at waist level may be worn untucked. All shirts, sweatshirts and sweaters must cover the midriff area at all times. No lewd, offensive, vulgar or obscene language will be allowed on any garment. In addition, no alcoholic beverage or tobacco advertising will be allowed. Sleeveless apparel with a finished edge may be worn if the garment comes to the shoulder edge and has a standard sized arm hole.

Muscle shirts, tank tops, halter tops, strapless garments, backless garments, and bare midriff garments shall not be worn. Any garment frayed at neckline, hem or armhole area will not be permitted.

2. All pants will be worn at the waist level . Pants/jeans/short must be hemmed, **free of holes, splits and fraying**. No spandex or tear-away pants will be allowed. *Shorts or split skirts may be worn provided that the length is not shorter than four inches above the top of the knee cap. Dress and/or skirt length (including the slit) should also be no shorter than four inches above the top of the knee cap.*

3. Caps, hats, bandanas, or other headgear shall not be worn inside the school building.

4. Shoes, boots or sandals must be worn. **Houeshoes** will not be permitted.

5. Boys are prohibited from wearing earrings. Females are only allowed to wear earrings in their ear lobes. Jewelry for any other form of body piercing is not allowed. Distracting jewelry or decorations will not be allowed. Chains may not be worn as part of outer clothing.

6. Trench coats and dusters will not be allowed.

7. Hair must be natural color. No fluorescent or unnatural hair colors. Hair style or color that creates a distraction and/or a disturbance will not be permitted.

MILITARY UNIFORMS 1. Per 10 U.S.C. 771, Unauthorized wearing prohibited Except as otherwise provided by law, no person except a member of the Army, Navy, Air Force, or Marine Corps, as the case may be, may wear— (1) the uniform, or a distinctive part of the uniform, of the Army, Navy, Air Force, or Marine Corps; or (2) a uniform any part of which is similar to a distinctive part of the uniform of the Army, Navy, Air Force, or Marine Corps.

2. According to 18 U.S.C. 702, whoever wears the Marine Corps, Air Force, Army, or Navy uniform without authority, in any place within the jurisdiction of the United States will be fined not more than \$250 or imprisoned not more than six months, or both. (Specifically, 10 USC, Subtitle A, Part II, Chapter 45, Sections 771 and 772.)

DISCIPLINE-DRESS CODE VIOLATIONS

- First time offenders will be given a written warning. Students will make arrangements from the Assistant Principals' Office for clothing and parents will be notified. Dress code infractions will start over at the beginning of each semester.
- Second time offenders will receive 2 days GIP or 2 swats..
- Third time offenders will receive 3 hrs Asd or 3 swats.
- Fourth time offenders will receive a one-day suspension.
- Fifth time offenders will receive a one-day suspension.
- Six time offenders will receive a two-day suspension.
- Seven time offenders will receive a two-day suspension.
- Eight time offenders will receive a three-day suspension.
- Nine time offenders will receive a three-day suspension.
- Tenth time offenders will go to Phoenix School

All decisions concerning Dress Code violations will be left to the Principal or his designee.

Driver's Licenses

State law requires 15, 16 and 17-year-olds to show proof that they have obtained a high school diploma or its equivalent, or have been in attendance in school for at least 90 per cent of the days in the semester preceding the date of application in order to obtain or renew their driver's license. The school must verify the student's enrollment and attendance.

Disaster Drills/Storm Precautions

Preparations for disasters, fire and storm, in the form of drills, may save you and your classmates from serious injury and even death. Therefore, CHS conducts periodic drills to prepare students and staff for possible disasters.

A. General

1. Remain calm. Panic breeds panic. In many disasters, injuries and deaths are inflicted by panic stricken people.
2. Do not talk so that you may hear instructions.
3. Remain in your group with your teacher. Pay close attention to instructions.

B. Evacuation (Fire)

1. Remain in your group with your teacher before, during and after the evacuation.
2. Follow exit route on map posted in your room. If the mapped exit is blocked, leave the

building by way of the nearest exit as directed by your teacher.

3. The Bell Schedule for Fire Drills is:

3 Bells-Leave building

1 Bell-Stop

2 Bells-Return to building

STORM PRECAUTIONS

2 long bells – Tornado

The following are “ Safe Areas” within the school building. Teachers on duty in rooms indicated at time of warning will follow instructions set forth herein.

All Student are urged follow instructions quietly and calmly stay in a group with your teacher until dismissed. If moving, do so promptly but do not run. Teacher, Please take a roster of students with you for accounting purposes.

Do not use the elevator during actual emergencies. Teachers, please designate aides for handicapped.

If a storm should strike your area, **sit on the floor, place head on or between knees.**

Cover head and face with arms and hands.

Please follow instructions !!!

Band	Move into Music dept. hallway & practice rooms.
Choir	Remain in Choir room
Rm 100,101	Move to Hall out side room
Rm 102	Stay in room
Rm 103	Stay in room
Custodians	Move to custodial closet
Rm 105,106	Move into hall outside room
Rm 107	Remain in room
Attendance	Remain in office
Main Office	Remain in offices away from glass
Nurses office	Remain in office for emergencies
PE boys	Move into dressing rooms
PE girls	Move into dressing rooms
Kitchen	Move into Jacket Nest 1 & 2
Rm 111-123	Move into Hall outside room
Library	Move into sm rooms of library

EVERYONE MOVE TO THE 1ST FLOOR

Rm 200-204	Move to rm 102,103
Rm 205, 206	Drama hallway
Rm 207-210	Move to hall around rm 105,106
Rm 212-215	Hallway around 105, 106
Rm 237A-D	stairwell hall to Drama
Rm 227-228	Hallway around stairs between gyms
Rm 229-232	Hallway around stairs between gyms
Rm 233,234	Main office hall
Rm 216-224	Move Science hall
Rm 225 – 226	Move to Science hall
Rm 235,236	Main office hall
Counselors	Move to main office
CC1	Move into hall
CC2	Move into hall

CC3,4,5,7	Stay in rooms
CC6 a,b,d	Move into CC6 & CC6 Office
CC8 a,b	Move into hall
CC9a,b,c,10,11a,b	Move into hallway outside your room
CC16-18	Move into hallway outside your room

Emergency Closing of Schools

As in past years, under emergency conditions created by floods, severe ice or snowstorms or possible Civil Defense emergencies, it sometimes becomes necessary to close our schools. When this happens, please observe the following:

- A. A decision for closing the schools will be made no later than 6:30 a.m. if at all possible.
- B. Do not call the superintendent or principal. They must have their phone lines open for communication with each other and the news media.
- C. When a decision to close schools has been made, the following media will be notified:
KCLE Radio, 1140 AM
WBAP Radio, 820 AM
KXAS, Channel 5
- D. Announcements concerning reopening of schools will be given to these same stations. Information concerning closings and openings will be given to local newspapers also.

Facilities

All buildings within CISD are monitored for pest control. Except in an emergency, a sign will be posted 48 hours before application. Parents who want to be notified prior to pesticide application should contact their school principal.

A District and Campus Asbestos Management Plan is located at every CISD school building. Please contact your campus principal if you have a question or concern.

Fees

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers and notebooks, and may be required to pay certain other fees or deposits including:

1. Parking Fees/fines
2. Club dues
3. The materials for a class project the student will keep
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Student accident insurance and insurance on school-owned instruments
7. Instrument rental and uniform maintenance
8. Parking fees
9. Fees for damaged library books and school-owned equipment
10. Fees in some elective courses
11. Security deposits
12. Cell phone fines

Food and Drinks

Food and drinks in the snack bar will be available to students before and after school and lunch periods only.

For lunch students have the following choices:

A. Bring a lunch

B. Purchase a hot lunch in the cafeteria

CISD participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained in the main office of CHS.

Food vendors will not be permitted to make deliveries on campus during school hours.

Parents may not bring food from outside vendors during the school day.

All food or drinks must remain in the cafeteria.

Food and drink for special events in a classroom must be approved for each event by the principal.

Refunds from Vending Machines

A student can only be refunded money lost in the vending machines if the money was lost before school, during lunch and after school. Money lost during class time will NOT be refunded. Lost money will be refunded during the lunch periods on Fridays ONLY. A form in the main office needs to be filled out to request the refund.

Fund Raising

Student clubs, classes, organizations and parent groups may be permitted to conduct fund-raising drives. An application for permission must be made to the principal prior to beginning a fund-raising drive.

Grading Policy

Grades are given in each course every six weeks. In all classes at Cleburne High School, six weeks grades are determined by averaging major and minor grades. At least 3 major grades should be given each six weeks. Major grades may include class projects, essays, oral presentations, tests, research projects and/ or other assignments made by the teacher. Minor grades may include homework, pop tests, daily class assignments and/or other assignments made by the teacher. In Honors, Dual Credit and AP classes, major grades count 70% of the six weeks grade, and minor grades count 30%. All standard classes, major grades count 60% of the six weeks grade, and minor grades count 40%.

Exemption Policy

Our number one priority is to prepare students for the future, and we feel the exemption policy is a true incentive for student success. Through a four year study of CHS students, we have found that students who have a high attendance rate are more likely to achieve a higher level of academic success. When students are motivated to attend classes and make the effort to achieve, success will take place.

Attendance Requirements

1. Students may be exempt with a grade of 90 or above and no more than three absences for the semester.
2. Students may qualify with a grade of 80-89 if they have no more than two absences for the semester.
3. Students may qualify with a grade of 75-79 if they have no absences for the semester.
- 4 Attendance is counted period by period.

Discipline:

- 1. Three tardies equal one absence for exemptions (each semester).**
2. No student may qualify for exemptions that has been assigned to ISS, received corporal punishment in lieu of, or has been suspended during the semester. DAEP in the semester counts as a suspension. Dress code suspension and swats do count.

Incentives for exemptions are left to the discretion of the administration.

GPA Exempt Courses Information Questions and Answers

What if a student drops the waived course?

The waiver is a full course commitment for it to be implemented on the students GPA. If the student drops one semester course or a full-year course before completion, NO waiver will be applied. The student receives the earned grade for the course and it will count toward the students's GPA.

If a one-season athlete (such as football or volleyball players) does not have an athletic program to enter in the spring of their Senior year, may they waive only one semester of the course?

Yes. In some cases the courses eligible for exemption are semester courses.

When does the waiver need to be turned in to the counselor?

Waivers, with all signatures affixed, have to be turned in to the counselor by the end of the third (3rd) week of each semester.

Can a student take art courses as GPA exempt courses?

No. Art courses are not offered as GPA exempt due to availability of AP credit.

INFORMATION REGARDING NEW PASS/FAIL COURSES

Cleburne Independent School District wants to encourage students to pursue their areas of special talents and interest to enrich their academic achievement. Academically able and talented students frequently forfeit opportunities to study in their areas of talent and interests. To encourage this group of students to maintain their participation in these classes and to participate in elective programs beyond graduation requirements, the district is offering to juniors and senior the third and fourth years of the following courses on a GPA exemption basis:

Advanced Journalism
Newspaper & Yearbook
Athletics
Band
Cheerleading
Choir
Debate

Drill Team
Career Tech
Agriculture Science
Theatre
Technical Theatre
Theatre Arts
Theatre Production

GPA Exempt Courses (Cont.)

Other classes not required for graduation and outside the Core curriculum domain, with approval of counselor, department head and teacher.

Who is eligible to take a GPA exempt course?

This option is available to Juniors and Seniors who wish to take one or two courses from the above list that are beyond the requirements for graduation. All students must meet the prerequisites of each course and have parent, teacher, and counselor approval and signatures. NOTE: Students may take only two (2) full-year courses (2 semesters per year) on a GPA exempt basis at the rate of one course per year.

How are grades handled in a GPA exempt course?

Students who are eligible and choose to take one of these courses for GPA exempt credit

- Will receive a numerical grade all year on the report card
- Will receive the actual numeric grade with a comment or label indicating "GPA exempt" on the Academic Achievement Record (transcript)
- Will have these courses excluded from the computation of GPA and class rank

What are the performance standards for these courses?

- Students must complete all of the assigned work and course requirements just as if they were enrolled in the course for a numerical grade. In fact, the numerical grade will be reported on the report card.
- Student must take test and final exam for the course unless exempt from finals.
- Students must maintain eligibility to stay in the GPA exempt course by having a passing semester grade average.

How will grades in a GPA exempt course affect eligibility for extracurricular activities?

The numerical grades earned in a GPA exempt course will be used to determine eligibility for participation in all UIL or school-sponsored activities. In addition, numerical grades will also be used to determine honor roll each six weeks; for qualifying criteria used in selection of students for various positions such as drill team officers, class officers, exam exemptions, etc.; for eligibility for academic awards, including admission to organizations such as National Honor Society, etc.

GPA Exempt Courses (Cont.)

How do students enroll in a GPA exempt course?

Student interested in taking one of the GPA exempt courses must discuss this option with the teacher of the course on the first day the class meets. If the student meets all of the criteria, he/she must;

1. Complete the appropriate form
2. Have the form signed by the parent and teacher
3. Return the form to the counselor no later than the end of the third (3rd) week of each semester. At this time, if all criteria are met, it will be approved and a schedule change will be made to reflect enrollment in a GPA exempt course.

If a student waives a course during his/her Junior year but does not enroll in the course during his/her Senior year does he/she lose the waived status for the Junior year?

No. Each year will stand alone.

FOR MORE INFORMATION SEE YOUR TEACHER OR COUNSELOR

Juniors and Seniors who are eligible to take a GPA exempt course must discuss this option with the teacher of the course on the first day of class and fill out a GPA ex-emption form and return it to your counselor no later than the end of the 3rd week of the semester. Also, Seniors who are requesting late arrival or early release from school must fulfill the requirements: Senior student must have passed all TAKS test during the high school years and not have failed any classes during their high school years. All CHS students should remember this if you desire this schedule.

GPA EXEMPTION FORM

I, _____ ID# _____ Grade _____ wish
to use my GPA Exemption for the following course:

**I realize this will be record on my transcript, count for eligibility
purposes and honor roll as well.**

**I do realize this is a privilege and I must give the same kind of effort in
this class as I do the ones that will count toward my GPA.**

Signature _____ **Date** _____

Student

Signature _____ **Date** _____

Parent

GRADE POINTS

The grade point average (GPA) is based on the student's numeric grade in each class. Grade point equivalents to the numeric grade are as follows:

Weighted Classes			
Numeric Value	Grade Point	Numeric Value	Grade Point
100	6.0	84	4.4
99	5.9	83	4.3
98	5.8	82	4.2
97	5.7	81	4.1
96	5.6	80	4.0
95	5.5	79	3.9
94	5.4	78	3.8
93	5.3	77	3.7
92	5.2	76	3.6
91	5.1	75	3.5
90	5.0	74	3.4
89	4.9	73	3.3
88	4.8	72	3.2
87	4.7	71	3.1
86	4.6	70	3.0
85	4.5	below 70	0.0

Standard, Non-Weighted Classes			
Numeric Value	Grade Point	Numeric Value	Grade Point
100	5.0	84	3.4
99	4.9	83	3.3
98	4.8	82	3.2
97	4.7	81	3.1
96	4.6	80	3.0
95	4.5	79	2.9
94	4.4	78	2.8
93	4.3	77	2.7
92	4.2	76	2.6
91	4.1	75	2.5
90	4.0	74	2.4
89	3.9	73	2.3
88	3.8	72	2.2
87	3.7	71	2.1
86	3.6	70	2.0
85	3.5	Below	0.0

CLASS RANKING

Class rank is based on the cumulative grade point average for grades 9 - 12. A student's grade point average is derived by the total number of grade points divided by the number of semester courses attempted. A full year course, a course consisting of two semesters, is assigned the value of one credit toward the graduation requirements. A one semester course receives one-half credit. Students need 24 credits to graduate.

Students are classified by the number of credits they have earned at the beginning of the school year.

9th promotion from 8th grade	
10th	6 credits
11th	12 credits
12 th	18 credits

Graduation/Senior Meetings

This is the preliminary Senior calendar for 2007 – 08 school year . If there are any questions about any of the events listed here, please contact Linda Williams, Sr. Sponsor, long before the day of the event so that she may assist you if you have a problem. Please listen to the **Senior Announcements on Jacket TV** for any changes/additions.

A reminder: The Student must be diligent about His/Her grades and not get in danger of not graduating. Remember the student cannot take credit recovery classes until the student actually fails a class. Credit by exam and correspondence classes are expensive, time consuming, and require discipline on the students part.

Important: Once the students enrolls in TEAM School, and decides to come back to CHS, he/she will have to re-enroll at CHS prior to the beginning of the 2nd semester or he/she will forfeit the right to participate in Graduation 2009. Other factors include: Failure to resolve all debts of any sort (time for Saturday School, books, fines, equipment), misconduct at any CHS senior sponsored event, and failure to attend/remain at all required senior class meetings can and most likely will cause the student to forfeit his/her right to participate in graduation. Participation in Graduation 2009 is a privilege, not a right.

Students should schedule any personal obligations around the senior events. Students should not make appointments of any sort on the days of senior events. In the case of a true emergency, please contact Mr. Blalock or Mrs Williams as soon as the emergency arises. An adult, not another classmate, may come to the meeting and be the student's advocate, but that person has to check in with me.

August/September—Seniors should call David Beans to schedule their **free** sitting for their Senior picture for the yearbook. The Senior may have his/her picture made at any studio you choose, but the **only** picture that will appear in the yearbook is the one taken by David Beans. Call him at **817 641-3841**. This picture must be taken before we go out for the Christmas break.

Sept. 1—Labor Day holiday

October 3—end of 1st six weeks—**Student should check grades?????**

Semester One Early Grads_ Seniors must submit a letter concerning his/her intention to graduate early to Mr. Pritchett by 1st of November.

Oct. 8/9—Jostens will be here in the Commons during all 3 lunches to take orders on senior rings

October 13—Columbus Day holiday

October 24—**1st. Senior Class meeting**—after pep rally in gym. Heath Hall, the Jostens representative will explain all the products Jostens has to offer and their easy payment plan. It is far better to order from Mr. Hall than online. The Senior will also fill out

his/her **diploma information**—this is required in order to receive a diploma in May. The Senior may see Mrs. Williams in Room 233 if he/she have any questions or if they miss this meeting.

October 30—Jostens will be in the Commons during all 3 lunches to take orders for Senior girls. Sr. girls need only make a down payment on large orders—cash, check, money orders. **Call 972-723-8558** after 3 P.M. if you have any questions.

October 31—Jostens will be in the Commons during all 3 lunches to take orders for Senior guys. Sr. guys need only make a down payment on large orders. **Call 972-723-8558** after 3 P.M. if you have any questions.

November 7—Jostens will be in the Commons during all 3 lunches to take orders or for Seniors to make payments on their orders. End of **2nd six weeks**. Student should check their grades?????

December 5—Jostens will be in the Commons during all 3 lunches to take orders or to make a payment on the orders. They will also deliver senior rings on this day.

December 19—end of 3rd six weeks and the first semester. Christmas Break begins today. **Reminder to have your picture made with David Beans Studio? Call 817 641-3841. Semester One Early Graduates, should make sure to see Mrs. Williams before they exit the campus, to give her their contact information. Room 233**

Jan. 6—first day of 2nd semester. The Senior student **must be enrolled at CHS on this day in order to participate in Graduation 2009.**

Jan. 19—School holiday

Jan 23—make-up day for Jostens in Commons during all 3 lunches. **Last day to order products at 2008 prices.**

February 13—Jostens will be here in the Commons during all 3 lunches—last day to make payment with check—cash only after this day. End of 4th Six weeks.

March 6—Jostens in the Commons during all 3 lunches. **The Senior should have ordered a cap and gown for Graduation.**

March 16-20: Spring Break

March 27—8:30 in the PAC—1st required senior meeting. If the Senior misses this meeting they are in danger of not graduating with his/her class. At the very least they will be required to work three hours for the English department

April 3—Jostens will deliver all products except cap and gown during all 3 lunches today. Orders must be paid in full before receipt of the product. Only the student, the parent, or Mrs Williams can pick up the students order.

April 7--Senior panoramic picture in Auxiliary gym at 9:15 A. M. sharp

April 8--Delivery of panoramic pictures in Commons during all 3 lunches

April 9—end of 5th six weeks; **4 pictures from kindergarten through senior year due today**

April 18—**Prom**

May 18—last day of regular senior classes

May 19--1st and 2nd period exams in their regular time slots unless exempt. **Required** Sr. class meeting at 11:00 in the PAC— senior memory program. First semester early grads, are most welcome, but not required. Second semester grads, will attend this required meeting or their privilege of graduation participation is jeopardized. Seniors should clear work, social, and Medical obligations.

May 20—In the PAC at 8:30: **required class meeting for everyone participating in graduation.** 3RD and 4th period exams, unless exempt

May 21—In the PAC at 8:30: Second semester grads are **required to attend senior class meeting:** in house awards assembly. 1st. semester early grads, are most welcome, but not required. 5th, 6th, and 7th period exams in their regular time slots (unless exempt).

May 22—**8:30 in the big gym: required meeting for all participating in graduation.** Cap and gown pictures. Jostens will deliver cap and gown to you today. Students with other arrangements for a cap and gown, then bring them with you to this meeting. Also students should bring \$25 for Six Flags ticket. **Notice: students must have cleared all debts before they can purchase a ticket for Six Flags—this includes the return of permission slips. All seniors grades are due and verified today.**

May 25—holiday

May 26—8:30 in big gym—buses will leave for Six Flags at 8:45 A.M. and return around 7:30 P.M.

May 28—**required senior meeting for all participating in graduation in PAC at 8:30—rain tickets, last minute instructions, practice graduation.** Valedictorian, Salutatorian, Class President, choir members, and all row leaders/enders will take bus to Yellow Jacket stadium to practice at 11 A.M.

May 29—Top 10% breakfast at Civic Center; **Graduation night—Students must be at stadium at 7:00 P.M.**

SENIOR GRADUATION CONTRACT

This contract is between the Senior student,

_____ ,
and Cleburne High School Administration. Cleburne High School wants each of its Senior students to succeed. This success is dependent upon a student's decision to follow and abide by all requirements set before them.

It is hereby **AGREED** and **PROVIDED** that _____

Shall meet the following terms and conditions at attendance of Senior meetings:

1. Student shall attend **ALL** Senior meetings that have been assigned by Senior Sponsor and CHS Administration.
2. Student understands that if (1) meeting is missed the student will be assigned a duty on the day of graduation which includes setting up chairs, preparing the stage, etc. at Yellow Jacket Stadium or PAC for graduation.
3. Student further understands that if they fail to fulfill this duty **OR** miss (2) meetings, they will automatically be **banned from graduation ceremonies.**

It is **AGREED UPON TO FOLLOW THESE TERMS AND CONDITIONS.**

Date: _____ Student _____

Assistant Principal _____

Senior Class Sponsor _____

Parent/ Guardian _____

Guardianship

Students living with relatives or persons other than their parents must be cleared by the superintendent or his designee before being enrolled in school every year.

Hall Passes

Only the following students shall be permitted in the halls during classes:

- A. Properly identified and authorized student aides.
- B. Students with hall passes authorized by a teacher or staff member.
- C. Students with tardy slips authorized by the Attendance Office or an assistant principal.

Health/Medicine

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 or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable disease or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Bacterial Meningitis

State law requires the District to provide the following information:

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the 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.

Children (over 1 year old) and adults with meningitis may have severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

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.

How is Bacterial Meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the 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 kissing; sharing drinking containers, utensils or cigarettes).

The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as

redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What should you do if you think you or a friend might have Bacterial Meningitis?

Seek prompt medical attention.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, etc.

Therefore, parents are asked each year to complete an emergency care consent form.

Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information. If a student transfers to another school during the school year, it is the responsibility of the parents to provide medical emergency information and consent to the new school.

Health Problems

Students with health problems (permanent or semi-permanent) which will interfere with school requirements, or which will require special consideration by school officials, should present to the school nurse a letter from the family physician explaining the circumstances. The school nurse will notify the appropriate staff members. Details of the problem will not be disclosed by the school nurse.

Illness at School

The school nurse is on duty or available to advise students who become ill during the school day. Students will obtain permission from their teachers to go to the nurse's office. If the nurse is not in, the student will report to one of the assistant-principals for instructions. Students **will not be permitted** to go home during school hours or to a doctor without approval from parent or guardian. All students leaving the campus early must sign out in the attendance office.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health- Immunization Division, can be honored by the District. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a US licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk 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.

High school students are required to have had a tetanus-diphtheria booster within the last ten years. At least three doses of oral polio are required, provided at least one dose has been received on or after the fourth birthday. A dose of measles vaccine, mumps vaccine and rubella vaccine (MMR) must have been received on or after the first birthday. A second measles immunization is required on or before the twelfth birthday. Students born on or after September 2, 1988 are also required to have the Hepatitis B immunizations (series of three), and either the varicella immunization or provide validated proof of chicken pox disease.

Health/Medicine, continued

Medical Treatment and Health Requirements

A. Consent to medical treatment--

The school may consent to medical treatment of a minor provided:

1. The person having the power to consent as otherwise provided by law cannot be contacted.
2. Actual notice to the contrary has not been given by that person.
3. Written authorization to consent has been received by that person.

B. Form of Consent--

Consent to medical treatment under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital or other medical facility that administers the treatment. The consent must contain:

1. The name of the student.
2. The name of one or both parents, if known, and the name of the managing conservator or guardian of the student, if either has been appointed.
3. The name of the school official giving consent and his relation to the student.
4. A statement of the nature of the medical treatment to be given.
5. The date on which the treatment is to begin.

C. Administering medication--

The only medication that may be given at school is that which is necessary to enable the student to remain in school. If possible, all medication should be given outside of school hours. Three-dose-per-day medications can be given before school, after school, and at bedtime. If necessary, medication can be given at school under the following conditions:

1. Medications must be in original, properly labeled containers. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
2. Medications will not be given without a specific written request signed by at least one parent or legal guardian and physician. This request should be made on the appropriate form supplied by the school or on a form supplied by your physician.
3. Medications may be given by a staff member designated by the principal and inserviced by the school nurse.
4. All medications must be kept in the nurse's office in a locked cabinet except for students whose doctor requires them to carry an inhaler on their person. Another inhaler may be kept in the nurse's office. If a student allows another person to use the inhaler, the privilege will be revoked.
5. Empty medication containers will be returned to the students at the end of the month or when the container is empty. Parents should send only the amount of medication needed for a one-week to one-month period.
6. Herbal medications, dietary supplements and other nutritional aids not approved as medication by the FDA may not be administered at school.

Health/Medicine, continued

Asthma Medication at School

A student with asthma may be permitted to possess and use prescribed asthma medicine while on school property or at a school related event or activity if:

- (a) the prescription asthma medicine has been prescribed for the student as indicated by the prescription label on the medicine;
- (b) the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider;
- (c) a parent of the student provides the school a written authorization, signed by the parent, for the student to self-administer prescription asthma medicine; and
- (d) a parent of the student provides to the school a written statement from the student's physician or other licensed health care provider, signed by the physician or provider that states:
 1. that the student has asthma and is capable of self-administering the prescription asthma medication;
 2. the name and purpose of the medicine;
 3. the prescribed dosage for the medicine;
 4. the time at which or circumstances under which the medicine may be administered; and
 5. the period for which the medicine is prescribed.

The physician's statement must be kept on file in the office of the school nurse of the campus the student attends. A person standing in parental relation to a student or the student himself, if over the age of 18, may give permission to use an asthma inhaler under these guidelines.

Other Health-Related Matters

For information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, please see the school nurse.

F. Emergency Care Card--

The parent will be required to complete an Emergency Care Card each school year. It is important that it be complete, legible and signed. It shall be the parents' responsibility to see that information is kept current. We encourage that both a local physician as well as at least two local persons, in addition to the parent, be listed to be contacted in case of emergencies.

D. Civil liability immunity--

The District, the board and its employees shall be immune from civil liability, except for acts constituting gross negligence, for damages or injuries resulting from the administration of medication to a student, provided such administration conforms to the requirements of this policy.

Indebtedness to School

Students who have not cleared their records for damage, losses or destruction of school property, tuition charges or disciplinary assessments may not be allowed to transfer to TEAM School or may not be issued textbooks and/or parking permits. All obligations must be resolved before a student may be permitted to participate in graduation ceremonies.

Instructional Television

The CISD provides through a contract with Whittle Communications the opportunity for students in CHS to view a twelve-minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify the principal. An appropriate alternative supervised assignment will be made for the student.

Insurance

Student accident insurance is made available to students on an optional basis; however, all students participating in athletic contests; vocational programs and band and drill team must have, prior to participation, student insurance, insurance of their own or a parent release on file.

Law Enforcement Agencies

Questioning of Students

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

- 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 at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer has raised what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raise what the principal considers to be a valid objection.
- 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:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- 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.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Service, 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.

Students taken into Custody, Con't.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or 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.

Notification of Law Violations

The District is also required by state law to notify:

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

We are proud of our library and the opportunity it offers for research and enjoyment. We have a diverse collection of over 15,000 books, magazines, online databases, and Internet access available for our students and staff.

Library hours are 7:45am to 4:00pm on regular school days. Students may check out books for two weeks at a time with a CHS I.D. card. A ten cent fine is assessed for each day the book is late. Reference books, magazines, and videos are not available for student check out.

To maintain a quiet and studious atmosphere, we require students to:

- conduct themselves in a manner that does not disturb others
- be in dress code and have ID's in the library at all times.
- have ID's to check out books
- use computers when logged in under their own ID# only
- use computers and the Internet for school-related assignments only
- have a note from a teacher granting permission to use the Internet and to sign in at the circulation desk when they come to the library individually
- treat other students and CHS staff respectfully in the library
- not bring gum, food, or drink in the library to avoid damage to books and computers

Consequences:

- Students will not be able to use the library unless accompanied by a teacher
- Students will lose Internet access and or computer access for misconduct.
- Student will be referred to vice-principals.

Library Computer Lab

Our computer lab provides Internet access for class use. Teachers reserve the lab and bring their classes to the lab periodically. Students will not be allowed to use the library computer lab without a CHS staff member present in the lab. Student may only use email with prior approval from a teacher or the librarian.

Lockers and Locks

Each student will be assigned an individual locker at registration. Students will use only assigned 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 it is locked and that the combination 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.

Loitering Policy

Any person loitering on school property after being advised to leave by the person in charge shall be guilty of a misdemeanor and upon conviction shall be subject to a fine, as established by law.

Loitering shall be defined as loafing or lingering upon school property. School property includes the public school grounds and any buildings or grounds used for school-sponsored activities or assemblies.

Makeup Policy

I. The key word around which any makeup policy revolves is responsibility. Both students and teachers share the responsibility of successfully completing makeup work.

It is the student's responsibility to obtain all makeup assignments on the day he/she returns to class. It is also the student's responsibility to successfully complete all makeup assignments within the time frames set up by the teacher and this policy. Students may be required to complete makeup work in tutorials.

It the teacher's responsibility to verify that the student understands the makeup assignments. It is also the teacher's responsibility to clearly set the time frame within which the makeup work is due. The teacher will determine when makeup assignments are given.

II. **Two** school days will be allowed for each school day missed for make-ups of daily work (homework, quizzes and other minor assignments).

A maximum of **five** school days will be allowed for make-ups for major exams missed (unit tests, 3 or 6 weeks tests, trimester exams). Makeup time does not have to be given for major assignments, such as notebooks or projects, when due dates have been clearly set for an extended period. Teachers will use their discretion in this situation. All makeup work must be completed within two weeks after the end of a semester.

A **zero** is to be given if makeup work is not completed by the date it is due.

**** The student must begin to submit completed makeup assignments within 3 days of returning to class. This is to avoid overloading teachers with the grading of makeup assignments if the student was absent (5) five days or more.**

III. Exceptions to this policy for extenuating circumstances will be allowed only with the

consent of the principal or his designee.

IV. Every effort will be made, by both the student and the teacher, to have all grades completed by the end of the six weeks period.

V. Final examinations may not be taken early except in extenuating circumstances agreed upon by teacher, administrator, student/parent.

Mr. and Miss CHS

In April, the Senior class, by secret ballot, will nominate three (3) boys and three (3) girls for Mr. and Miss CHS. Only seniors who are graduating, who have a minimum of a 4.0 GPA, who have not been suspended or expelled at any time in their high school career or assigned to I.S.S. during the senior year are eligible. Any student receiving a failing six weeks grade during the Junior or Senior year is ineligible. The entire student body will vote for Mr. and Miss CHS. The Student Council Advisor and Senior Sponsor will supervise the election.

Motor Vehicles and Parking

Vehicles parked on school property are under 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 will make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs or weapons that are found in his or her car and will be subject to disciplinary action by the District, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student.

For the convenience and protection of the student body, regulations concerning parking and driving on and around the school grounds are necessary.

A. Students with valid driver's licenses will be issued Parking Permits at registration time and during the school year at the main office. The cost is \$25.00 with a \$5 fee for lost permits. There will be no switching of permits.

B. Students with outstanding debt may not be issued a parking pass.

C. Students with Parking Permits will be permitted to park only in their assigned area.

D. Students without permits may not park anywhere on campus or on any street or area immediately adjacent to the campus. A violation of this policy may result in a wheel lock placed on vehicle until violation is resolved

E. If an accident occurs on any of the parking lots or streets adjacent to the school, notify the principal's office immediately. City police will handle accidents here just as they do on public streets.

F. The parking lot shall be used exclusively for parking cars and cycles in the designated areas.

G. Pedestrians have the right-of-way at all times in the parking area.

H. Parking in exits or traffic lanes is strictly prohibited. The marked parking areas must be used.

I. Head-in parking only.

Parking Violations

Consequence

- | | |
|-----------------------------------|--|
| 1. Parking in wrong area | 1. First time-warning |
| 2. Parking without a permit | 2. Second time-\$5 fine |
| 3. Parking in more than one space | 3. Third time-\$15 fine |
| | 4. Fourth time-\$20 fine and/or loss of parking privileges |

Arrivals--

Students and riders arriving in their cars in the morning are to park them and come into the building immediately.

Circling the Parking Lot--

Once a student has entered the parking lot with his or her car, he or she must park it. Those students who continue to drive in and out of the parking lot area will be reported to the principal's office and will not be permitted to use the parking lot area.

Leaving the Parking Lot--

Many co-op and special students will be leaving the campus in cars during the day. This is permissible providing the student gets in his or her car and leaves the parking lot immediately at a proper speed.

Cars are not to leave the parking during lunch hours, and they are not to be used for any purpose during this time. Students in violation of this rule will be considered truant and may lose their privilege to park at CHS.

Motor Bikes--

Motor bikes must be parked in the designated area. Bikes will be parked under the overhang at the southeast corner of the main building.

Speed Limit--

Speed limit on campus will not exceed 10 MPH. Excessive speed will result in loss of parking pass. Penalty for first offense=5 day loss of parking privilege; second offense=15 days; third offense=privilege revoked for remainder of year.

Reckless Driving--Penalties same as speed limit offenses, plus citation may be issued by Cleburne Police Department.

Notification of Parents

School staff members make a special effort to reach parents of students under any of the following situations:

- A. Student leaves campus without proper authority.
- B. Excessive absences from school.
- C. Student becomes ill or injured.
- D. Student becomes involved in a disciplinary matter requiring suspension, expulsion or parental conference.
- E. If the student is failing or in danger of failing.

For these reasons, it is extremely urgent that we have phone numbers where one or both parents may be reached, or the number of a friend or relative who can be depended upon to immediately relay a message.

"Off Limits" Areas

Certain areas in and around the school are designated "off limits" areas unless students are supervised. Included in this area is the entire physical education complex, dressing rooms, gym, bleachers, storerooms, entrance foyer and stairways. **The second floor of the main building is an "off limits" area before 8:00 a.m., after 3:30 p.m. and during the student's lunch period.**

Parking lots are also off limits except with permission of the principal or assistant principal.

This regulation is for the protection of students and their property and the school's property. Students who violate these areas will come under the CHS Disciplinary Procedures.

Parental Conferences

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, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher or parent considers necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another convenient time.

Parental Involvement

Working Together--Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators and the Board of Trustees and are encouraged to:

[] Review the Student Handbook with your child prior to signing and returning the written statements that you understand and consent to the responsibilities outlined within it. Parents with questions are encouraged to contact the school principal, 817.202.1100.

[] Encourage your child to put a high priority on education and to commit themselves to making the most of the educational opportunities CHS provides.

[] Become familiar with the academic program offered in CISD and feel free to ask your child's principal any questions, including concerns about placement or assignment. Monitor your child's academic progress and contact teachers as needed.

[] Attend Board of Trustee meetings to learn more about ongoing operations of CISD. Regularly scheduled Board meetings meet the second Monday of the month at 7:00 p.m. in the CISD Administration Building, 103 S. Walnut.

[] Exercise your right to review teaching materials, textbooks and other aids, and to examine tests that have been administered to your child.

[] If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. The removal cannot be for the purpose of avoiding a test and may

not extend for an entire semester. Further, such removal does not exempt Further, your child must satisfy grade level and graduation requirements such as determined by the school and by the Texas Education Agency.

[] Review your child's school records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns and (11) state assessment instruments administered to your child.

[] Stay informed on school activities and issues. The "Notes on Excellence" newsletter, published quarterly, "Open House" nights and parent/booster club and PTSA meetings provide good opportunities for learning more about CHS. Or refer to the CISD website--www.cleburne.k12.tx.us.

[] Become a school volunteer. For further information, contact Lisa Magers, 817-202-1127.

Obtaining Information and Protecting 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:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, antisocial, self-incriminating or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians and ministers
- Religious practices, affiliations or beliefs of the student or parents
- 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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

"Opting Out" of Surveys and Activities

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

- Any survey concerning the private information listed above
- School activities involving the collection, disclosure or use of personal information collected from your child for the purpose of marketing or selling that information
- 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, scoliosis screenings or any physical exam or screening permitted or required under state law.

Parents also have a right:

- 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.

- To review teaching materials, textbooks and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

- To review student records when needed. These records include:

Attendance records

Test scores

Grades

Disciplinary records

Counseling records

Psychological records

Applications for admission

Health and immunization information

Other medical records

Teacher and counselor evaluations

Reports of behavioral patterns and

State assessment instruments that have been administered to your child.

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

When it is to be used for school safety

When it relates to classroom instruction or a co curricular or an extracurricular activity; or

When it relates to media coverage of the school.

- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the US and Texas flags. 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.

- 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 (1) provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the US government extends diplomatic immunity.

Personal Property--Safeguarding

Students are urged to use lockers and locks to protect their personal property and books issued to them. Do not bring valuable items or more money than you will require for each day. Do not leave any property unattended.

Pledges

From time to time at school functions, it is appropriate to offer a "Pledge to the Flag." Students are not required to participate; however, those who do not pledge are expected to respect the rights of those who do wish to salute the flag.

Prayer

Each student has a right to individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt 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.

Prom King and Queen

To be eligible for this honor, students must not have served in DAEP or ISS to be considered for the king or queen nomination.

Radios, Cassette Tape/CD/MP3 Players, Recording Devices, Cell Phones, Cell Phones w/Cameras, Paging Devices and Laser Pointers

STUDENTS WILL NOT BE PERMITTED TO BRING ANY KIND OF RECORDING DEVICE ON CAMPUS. THE USE OF PERSONAL I-PODS AND SUCH SIMILAR DEVICES WILL BE ALLOWED, BUT ONLY BEFORE OR AFTER SCHOOL. THE USE OF THESE DEVICES IN THE CLASSROOM WILL BE AT THE DISCRETION OF THE TEACHER. UNAUTHORIZED USE IN CLASSROOM MAY RESULT IN THE DEVICE BEING CONFISCATED BY THE TEACHER AND TURNED INTO THE OFFICE AND DISCIPLINARY ACTION MAY RESULT.

1st Offense - Cell phone will be taken up and locked in a secured place. A parent/guardian must pick up cell phone in person before school or after.

2nd Offense – \$15 dollar fine and for each consecutive violation there after

Due to the possible injury or panic that laser pointers can create, **they will not** be allowed at CHS. It is a Level III offense to be in possession of one and the laser will only be released to the parent. Should a student be found in possession a second time, the laser will be picked up and destroyed.

Safety

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

- Avoiding conduct that is likely to put the student or other students at risk.
- Following the Code of Conduct and any additional rules for behavior and safety set by the principals or teachers.
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.
- Following immediately the instructions of teachers, bus drivers and other District employees who are seeing to 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.). Please contact the school office and/or nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

School/Student Records

A student's school records are private and are protected from unauthorized inspection or use. 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 school to school.

By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the superintendent and principals are listed in this handbook. Records may be reviewed during regular school hours upon completion of the written request form. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student's records.

School officials include any employees, agents or Trustees of the District, cooperatives or contractual placement facilities, as well as their attorney and consultants who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, a handicapped student's individual education plan; or an individually designed program for a student with disabilities

under Section 504;

3. Compiling statistical data; or

4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The district forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

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 and records on ex-students, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to 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, parents and the student are not allowed to contest a student's grade in a course through this process. [See FNG (LEGAL) and (LOCAL) for the complaint procedure.] Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$2 per page, payable in advance. 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; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches 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.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing (a form is provided in the front of this handbook) to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended and other similar information.

Special Education Records--

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if

the retention period established by law has not expired, the material will be maintained until the time has expired.

Transcripts--Seniors who plan to attend college should request that a complete official record of the grades made in high school be sent to the college they plan to attend. The first transcript is free; subsequent copies will cost \$2 each.

School Trips

All school sponsored activities and trips are considered an extension of the school programs; therefore, all policies and regulations are in effect.

All students will be required to have on file PARENTAL PERMISSION FORMS prior to all school sponsored trips.

Students found in violation of school policies risk disciplinary action and loss of school activity and travel privilege.

For certain violations of policy, parents will be contacted and the student sent home at his/her expense as quickly as arrangements can be made to do so. Sponsors will not be expected to remain responsible for uncooperative students.

Students on school sponsored trips or activities will refrain from riding in any vehicle other than those specified by their sponsors.

Students on school sponsored trips or activities are to remain at the locations specified by their sponsors.

When a student is traveling with a school sponsored group, he/she will not be released to anyone until the group returns to the school campus. Should parents choose to pick up a student prior to the end of the trip, the request should be made to the sponsor in writing before the trip begins.

Students who have the privilege of taking part in a school activity or trip during the school time are expected to maintain passing grades, good attendance and conduct and to make up work missed on a reasonable schedule to be determined by the teacher.

Search and Seizure Policy

The Cleburne Independent School District has a responsibility to maintain the health and safety of students within a productive learning environment. To that end, rules and regulations regarding student conduct have been adopted. The enforcement of those rules requires that school officials have the authority to conduct reasonable searches of students. The following rules regarding student searches are followed:

1. School officials shall have authority to make reasonable searches whenever there is reason able cause to believe that evidence of a violation of school rules will be discovered.
2. Searches shall be limited to persons and property located on school property or at school functions.
3. Personal searches of students shall be limited to outer garments, pockets, wallets, purses, belts, collars, shoes and socks. No strip searches shall be conducted.

4. Lockers or other storage areas provided by the school for the temporary storage and safeguarding of student's personal possessions remain subject to the right of entry and search by school officials with or without notice to the student and with or without the student being present when the search is made.

5. Automobiles parked on school property shall also be subject to search if there is reasonable cause to believe such automobiles contain evidence of a violation of school rules.

The student concerned will be notified and asked to open the automobile. If the student refuses, school officials may contact the student's parent or take any other action which school officials deem appropriate and lawful under the circumstances. For example, law enforcement authorities may be involved. If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

6. Occasionally, the school district shall use specially trained dogs to sniff out concealed contraband, drugs or alcohol on school property. Nonaggressive dogs shall be used to conduct the searches. Visits to school shall be unannounced.

The dogs shall be used to sniff vacant classrooms and other common areas and around student lockers and automobiles parked on school property.

The dogs shall not be used for random sweep searches of students. The dogs shall be allowed to sniff an individual student only if there is reasonable cause to believe the student possesses prohibited substances.

If the dog alerts to a particular locker, a car or an item in classrooms or other common areas, it may be searched.

7. Hand held metal detectors may also be used.

8. Any evidence, article or substance in violation of school rules which is discovered by school officials in the conduct of a search may be seized and impounded by school officials and used in evidence in any school disciplinary action that may be taken against a student.

9. Confiscated items (drugs, alcohol, weapons, etc.) will be turned over to the police for disposal or returned to parents.

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed.

If the evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards- Rights of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is

DeeAnn Strother- Students A-L
Barbara Schofield - Students M-Z
817-202-1200
(CHS Main Office)

Sexual Harassment

The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, principal or designee or Joe Ripple at 817-202-1100, who serves as the District's 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. The first conference with the student ordinarily will be held by a person who is the same gender as 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 10 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 10 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.

Speech Therapist

A speech therapist is available to help pupils who have any type of speech deviation--articulation, stuttering, voice defects, rate of speaking, repaired cleft palate, cerebral palsy or hearing losses. These students may be referred to the therapist by parents, friends, teachers or students themselves. If needed, the speech therapist then refers these pupils to a doctor, orthodontist or psychologist.

Student Council and Student Body Officers

The Student Council is composed of 24 members--six representatives of three girls and three boys from each of the four classes. Members are elected in the spring by the student body.

A student may also choose to work their way onto the Student Council.

The purposes of the Student Council are as follows:

1. To foster a spirit of cooperation between the faculty and the student body.
2. To coordinate student activities.
3. To encourage better school citizenship, with special emphasis on courtesy, good sportsmanship and the establishment of an honor system.
4. To encourage student responsibility in maintaining high ideals in school.
5. To sponsor and promote certain school projects from time to time.

Officer Qualifications and Campaign Rules

The student body will elect a president, vice-president (executive), secretary and treasurer each spring period. The next highest vote getters from the defeated candidates will become first, second, third and fourth vice-presidents. The officer candidates must satisfy the following standards in addition to the membership qualifications:

- A. All officer candidates must have served on the student council a minimum of one full year. The president must have been elected to the council during his or her junior year, but the other candidates may be work-on members.
- B. An officer candidate must have the signature from his or her current assistant-principal.
- C. A student may not run for officer during a school year in which he or she has been suspended, expelled, in DAEP or in ISS.
- D. During the campaign or campaign speeches or skits, no reference may be made to the use of drugs or alcohol, "partying" as a fun standard for office, or bodily functions, no obscenities or profanities can be used, and nothing can be thrown into the audience. A violation of these guidelines will constitute disqualification.
- E. Any elected officer will be removed from office if (1) he or she fails to fulfill his obligations as spelled out in officer contract to be determined by the vice-principal and sponsor (2) is expelled or suspended (3) fails a class (4) is sent to DAEP or ISS (or any substitutions there in).

The qualifications, procedures and guidelines for all student elections may be obtained in the main office of Cleburne High School.

Student Elections

The qualifications, procedures and guidelines for all student elections may be obtained in the main office of Cleburne High School.

Students Expelled From Other School Districts

Any student expelled from another school district will not be enrolled in the Cleburne ISD until the term of expulsion is satisfied. The expelled student must present a copy of the expulsion order at the same time other records are provided to Cleburne High School.

Student I.D.

All CHS students will receive an I.D. and must have it at all times. The I.D. will also be utilized to check out library books, in the cafeteria and at sporting events. There will be a \$5 remake charge for lost or extremely damaged I.D.'s. (Also see page 62)

TAKS Test Dates

Students in grade 11 must pass the secondary *exit level* TAKS (Texas Assessment of Knowledge and Skills) in order to receive a diploma. Mathematics, reading, English language arts, science and social studies will be tested at various grade levels. The 2007-2008 TAKS testing schedule is listed below:

- October 16 - Exit Level ELA (retest)
- October 17 - Exit Level Mathematics (retest)
- October 18 - Exit Level Science (retest)
- October 19 - Exit Level Social Studies (retest)

- February 19 - Grade 9 Reading
Grade 10 English Language Arts
Exit Level English Language Arts
Exit Level English Language Arts (retest)
- February 20 - Exit Level Math (retest)
- February 21 - Make up session for Grade 10 ELA
Exit Level Science (retest)
- February 22 - Exit Level Social Studies (retest)

- April 21 - LAT grade 10 Mathematics
- April 22 - Grade 10 Math
Exit Level ELA (retest)
- April 23 - LAT grade 10 Science
Exit Level Mathematics
Exit Level Math (retest)
- April 24 - Grade 9 Math
Grade 10 Science
(Exit Level) Science
Exit Level Science (retest)
- April 25 - Grade 10 Social Studies
Exit Level Social Studies
Exit Level Social Studies (retest)

- July 15 - Exit Level Language Arts (retest)
- July 16 - Exit Level Math (retest)

- July 17 - Exit Level Science (retest)
- July 18 - Exit Level Social Studies (retest)

Telephone Calls to Students

Telephone calls to students will:

1. Be taken for emergency only.
2. Messages for rides will only be delivered the last half of 7th (last) period.
3. Messages will be taken from parent or guardian.

TEXTBOOKS

Students at Cleburne High School will be issued a textbook for each class as determined by the teacher. When a textbook is issued it is the students' responsibility to put their name and the name of the teacher on the inside cover of the book. **ANY DAMAGE, LOSS OR THEFT OF THE BOOK IS THE RESDPONSIBILITY OF THE STUDENT.** If a book is lost, stolen or damaged beyond use, a new textbook will not be issued until the first one is paid for or returned. If a student does not bring his/her textbook to class two days in a row, the teacher will consider the book lost and send the student to the assistant principal's office to make arrangements for recovery or payment of the book. If after paying for a lost textbook, the book is found, the student will receive a full refund. Any debt that has not been paid or arrangements made to pay for lost textbooks at the end of the trimester, will be turned over to the police for prosecution. Students with outstanding debts will not be allowed to register for classes at the beginning of the new school year.

Textbooks should be covered at all times. Students who do not keep their books covered will be assigned detention(s) by the classroom teacher. Any type of damage or graffiti on the book is the responsibility of the student. The classroom teacher will assess and collect fines for damage or graffiti. If the graffiti is lewd or gang-related, the student will be fined the **full** cost of the book. Also, if the book is damaged beyond use, the student will be charged the full cost of the textbook. Students at Cleburne High School are issued lockers and the student should keep only his/her books in that locker.

Visitors

Visitors must report to the main office on arrival on the campus to identify themselves and state the nature of their business. Unapproved visits will be considered loitering. Visitors are not permitted to sit and visit on school grounds and may not visit classrooms unless the visit is a part of the instructional program. A parent must schedule a classroom visit 24 hours in advance or at the approval of the Principal. **Trespassers will be prosecuted.**

Withdrawal From Cleburne High School

A student leaving Cleburne High School during the school year must follow the established clearance procedures:

- A. If under 18 years of age, bring to the Registrar's Office a note from a parent or guardian explaining the reason for leaving school.
- B. Carry a clearance form to all his or her teachers, the library, counselor and school nurse.
- C. Return all textbooks, library books and any school material or equipment to proper place.
- D. A parent must sign for a student to be withdrawn from school unless the student is 18

years old and emancipated.

E. If a student leaves because of disciplinary difficulty, the reason for withdrawal will be written on his or her permanent record card and will become a part of any record sent from the school

Who's Who at CHS

Each year twelve seniors will be honored by being named to "Who's Who at CHS". After the fall trimester, a list of all graduating seniors who have a minimum 4.35 G.P.A. and who have not been suspended, expelled or assigned to ISS during their senior year will be submitted to all faculty members. They will vote for six boys and six girls. Faculty members will vote for students who are clearly outstanding in academics, citizenship, extracurricular activities and service. The names of the twelve boys and twelve girls who receive the most nominations will then be submitted again. Faculty members will again vote for the six boys and six girls. Those receiving the most votes will be honored in the "Yapper", "Santa Fe Trail" and at Awards Day.

The Student Council advisor, Senior Sponsor and assistant principal for Seniors will supervise the election.

Yapper Contests

Each senior will nominate graduating seniors for the various categories of the "Yapper" contests. No student who has been expelled, suspended or assigned to ISS during the senior year will be eligible for any contest. The journalism sponsor will supervise the selection process.

A note to Parents....

Included in the back section of the Student Handbook is a portion of the USER GUIDE TO PARENT RIGHTS developed by the TEA. The USER GUIDE contains references as found in the Texas Education Code that focuses on the rights of parents. These rights were enacted as state laws in Senate Bill 1 on May, 1995. The USER GUIDE is intended by TEA to foster communication between parents of school children and representatives of their school districts.

Upon receiving the contents of the User Guide, parents will note that school districts also have certain rights as provided for by state law. These rights are also referenced in this document as a decision that rests with the school board. It is the desire of TEA that his USER GUIDE will be instrumental for parents and school personnel to better under-stand the educational processes in the Texas public schools to make informed decisions regarding the education of school children.

A complete USER GUIDE is available online at:
http://www.tea.state.tx.us/parent_inv/prights.pdf