

Student Handbook Supplement 2015 - 2016



Caney Creek High School

13470 FM 1485 * Conroe, Texas 77306

Trish McClure, Principal

The following is an electronic file of our student handbook supplement that will answer most frequently asked questions related to the functioning of the school regarding student policies and procedures.

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about **Title IX rights or Section 504/ADA rights**, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

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Caney Creek High School Administrative and Support Personnel

Trish McClure	Principal	9-2005
William Kelly	Associate Principal, Curriculum	9-2006
Nancy Kahn	Associate Principal, Operations	9-2013
Ashley Wallace	Assistant Principal A-Cor	9-2014
Donna Papadimitriou	Assistant Principal Cos-Hof	9-2018
Brian Lovetinsky	Assistant Principal Hog-Mil	9-2016
Tracy Soetaert	Assistant Principal Mim-R	9-2167
Brad Milam	Assistant Principal S-Z	9-2015
Janice Lovelace	Lead School Counselor	9-2008
Diane Hernandez	College & Career School Counselor	9-2025
Melanie Middleton	School Counselor A-Cor	9-2024
Ryan Rees	School Counselor Cos-Hof	9-2021
Kathy Schuck	School Counselor Hog-Mil	9-2022
Cindy Orosco	School Counselor Mim-R	9-2157
Rachelle Perry	School Counselor S-Z	9-2020
Cindy Horn	Student Support Programs Coordinator	9-2034
Steve Svendsen	Athletic Coordinator	9-2081
Renee Cohen	School Nurse	9-2009

Caney Creek High School 2015 – 2016 Bell Schedule *

Regular Days

Mondays, Wednesdays & Fridays

Teachers to duty stations.....7:00

Students report to class.....7:15

7:20—8:15 1st Period

8:20—9:10 2nd Period

9:15—10:05 3rd Period

10:10—11:00 4th Period

11:05—12:45 5th Period

A Lunch 11:05—11:35

B Lunch 11:40—12:10

C Lunch 12:15—12:45

12:50—1:40 6th Period

1:45—2:35 7th Period

2:45 Students remaining on campus

must be in designated area

Alternate Bell Schedule (CAT)

Tuesdays & Thursdays

Teachers to duty station.....7:00

Student report to class.....7:15

7:20—8:10 1st Period

8:15—9:00 2nd Period

9:05—9:35 Creek Academic Time (CAT)

9:40—10:25 3rd Period

10:30—11:15 4th Period

11:20—12:55 5th Period

A Lunch 11:15—11:45

B Lunch 11:50—12:20

C Lunch 12:25—12:55

1:00—1:45 6th Period

1:50—2:35 7th Period

2:45 Students remaining on campus must

be in designated area

Lunch Schedule

A Lunch: 3100, 3200, 3300, 4100, 4200, 4300 Hallways

B Lunch: 1100, 1300, 2100, 2300, 2400, 4400 Hallways

C Lunch: 1500, 3400, 5500 Hallways

** Schedule is subject to revisions*

CLASS SCHEDULES / CHANGES

Courses will be selected in the spring for the following school year. Once the semester has begun, schedule changes will only be allowed if it is in the best interest of the student and if there are classroom seats available. Changes are subject to counselor, teacher, and associate principal approval.

LEVEL CHANGES

There must be a conference between the student, parent, teacher, and counselor *to develop a plan for success* prior to any class consideration for a level change. (AP/PAP/Dual Credit/Honors to Level)

CREEK ACADEMIC TIME (CAT)

Creek Academic Time (CAT)—Academic achievement is the heart of the curriculum at CCHS. Emphasizing basic learning skills as well as enrichment and remediation, Caney Creek offers a variety of academic courses. In addition to courses, Creek Academic Time, CAT, is an allotted time set aside **strictly** for academic purposes. CAT will take place every Tuesday and Thursday from 9:05-9:35 am. Every student will have an assigned CAT room.

COLLEGE AND CAREER CENTER

Caney Creek High School is dedicated to expanding post-secondary opportunities for our students. Diane Hernandez or Kelley Bond may be contacted with any questions. (936-709-2025).

GRADING POLICY

Being fair and consistent is part of the commitment CCHS makes towards students; therefore, a campus-wide policy is in place for grading.

Grading Scale

A	90-100
B	80-89
C	75-79
D	70-74
F	Below 70

Grading Categories

Summative

Includes all major grades such as:

- Tests/Exams
- Major projects

Formative

Includes all daily or minor grades such as:

- Homework
- Daily class work
- Participation
- Quizzes

Grading Percentages

Level, Elective, and Pre-AP Classes

- 60% Summative/Major
- 40% Formative/Minor

AP and Dual-Credit Classes

- 75% Summative/Major
- 25% Formative/Minor

- Grades are calculated by percentage. Each assessment being worth 100%.
- Each 3-week grading period must reflect at least 1 Summative (Major) Grade and 6 Formative (Minor) Grades in order to give the student a fair and accurate assessment of their progress. During the first nine-weeks of the school year, the first 3-week Progress Report may only reflect 6 or more Formative (Minor) grades and not a Summative (Major) grade, giving the student and teacher a little more time to adjust to the new school year.
- Grades should be updated weekly.
- Each semester is divided into approximately two nine-week increments. A report card will be issued at the end of each nine-week period. Students should have a minimum of 3 Summative (Major) Grades and 18 Formative (Minor) Grades each nine-week period.
- Student progress reports and report cards will be issued to students and can also be viewed on the Parent Access Center on the CISD website.
- A report card will be mailed home at the end of each semester (January and June).

MAKE-UP WORK POLICY

Students will be given the opportunity to make up work missed due to any absence with the exception of truancy, i.e. skipping school. Truancy is the absence of a student from school without the permission of the student's parent or guardian. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. For any work assigned during a student's absence, the student will be permitted one day for each day of absence to complete that work. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing any tests or assignment prior to the absence. Long-term assignments are due even if the student is absent on that day. Students should make arrangements to have long-term assignments turned in on the date due.

LATE WORK POLICY

Students, who are in class but fail to turn assignments in on time, will be allowed to turn in late work with penalty.

- 1 day late Maximum grade of 89
- 2 - 5 school days late Maximum grade of 70
- 5 + days late Teacher's discretion, if taken
Maximum grade of 69

EXAM EXEMPTION POLICY

- Students must have a semester average of at least 85. At the individual teacher's discretion, passing the 2015 state-required STAAR End-Of-Course (EOC) test (not a practice test) may be substituted for the spring semester grade requirement in the specific subject area tested. For example, passing the 2015 STAAR/EOC test in mathematics would allow a student an exemption only on the math final, if they met all the criteria other than the grade requirement. STAAR/EOC does not replace any of the other exemption criteria. In the event that we do not receive STAAR/EOC scores before the final exams, the students will need to meet the 85 or above average to be eligible. *Note: Exam exemptions contingent on the STAAR/EOC test is subject to be modified or eliminated as updates are received from TEA (Texas Education Agency).*
- Students must have no more than 4 absences in a class. All absences, excused or unexcused, will count toward meeting the exemption criteria. *Note: School-sponsored events do not count as absences.*
- Three tardies will equal 1 absence for exemption purpose(s).
- Seniors, juniors, and sophomores are eligible for exemptions. Ninth-graders (less than 6 credits) are not eligible for exam exemption. If a junior or sophomore student exempts a subject in the fall, a student may not exempt that same subject in the spring. Seniors are eligible for exemption both fall and spring semester.
- A student who has been assigned to ISS, OSS, or DAEP will not be eligible for exemptions.
- Students will be required to submit a completed exam exemption request form by the established due date. No late forms will be accepted. Forms will be turned in to Ms. Miro Jones, the Associate Principal Administrative Assistant.
- Students may not have any kind of school fines to be eligible for exemptions.
- Exam exemption policy is subject to revisions.

GRADUATION SPEAKERS

Student graduation speakers will be the top 10 GPA- (Grade Point Average) ranked students in the graduating class. Each of these students will have the opportunity to select their part. If more than one student wishes to do the same part, selection will be made by a committee chosen by the building principal.

ATTENDANCE

Exceeding nine (9) absences in a class per semester may result in credit being denied. The assistant principal will schedule a conference with the parent/guardian when a student misses more than 10% in any one class. A student who attends at least 75%, but fewer than 90%, of the days the class is offered, may receive credit for the class if he/she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class.

If a student attends less than 75% of the days a class is offered or has not completed the plan approved by the principal, the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences.

Both the student and parent/guardian are expected to be present for the committee hearing. It is recommended that parents submit any medical or legal documentation to the assistant principal's office at least two (2) school days prior to the attendance hearing. The appeals process does not guarantee that credit will be awarded for grades accomplished. The Attendance Appeals Committee will grant or deny credit for grades earned for individual class periods. See *Attendance and Absences* in the CISD student handbook for Compulsory Attendance Laws.

PERFECT ATTENDANCE AWARD

Recognition will be given at the senior awards night for any senior who has had perfect attendance throughout their entire school career. Perfect attendance is noted on each student's cumulative folder once they enter high school. Once in high school, in order to receive this award the student must have NO absences to any class throughout their entire four- (4) year career at Caney Creek. The only absences that will not count against a student is when it is a school sponsored event or when a student has left school and returned from a doctor's appointment with the code HCP assigned.

ARRIVING LATE/LEAVING EARLY

- A) Students who arrive to school during the day need to sign in with the receptionist at the front desk.
- B) STUDENTS WHO LEAVE CAMPUS DURING THE DAY **MUST** DO ONE OF THE FOLLOWING:
 - With a parent, sign out with the receptionist at the front desk.
 - Without a parent, sign out in the appropriate assistant principal's office before signing out with the receptionist at the front desk.
 - With permission from the clinic, sign out with the receptionist at the front desk.

Any student leaving campus without permission and without signing out as stated above is subject to disciplinary action.

STUDENT AIDES

Seniors who request to be a student aide will have their academics, discipline, and attendance reviewed by their respective assistant principal prior to being selected. Seniors who are scheduled to be student office aides must meet the ninety-percent attendance policy during the fall semester of their senior year. Students who do not meet the attendance requirements in the fall will lose their student office aide privilege for the spring semester.

TARDY POLICY

Students are expected to be in class on time. Tardies should not exceed more than six per a nine-week period, and should occur only in unforeseen situations. If a student incurs more than six tardies in a nine-week period, a referral will be written for each additional tardy and he/she will receive disciplinary action from his/her appropriate assistant principal. Students who are more than 15 minutes late to a class will be considered absent.

Note: This tardy policy will be reviewed at the end of the first semester and is subject to change.

WALK & TALK POLICY

During class changes, students are required to maintain the campus "Walk & Talk" Policy. This policy requires students to continue walking as they are talking to friends/classmates and *not* stop and talk, which causes hallway congestion as well as causes students to be tardy.

CATCH & RELEASE POLICY

Public Displays of Affection are not allowed while on campus. Students are required to follow the Catch and Release Policy where students may hold hands and/or exchange a quick hug.

STAY TO THE RIGHT POLICY

All staff members and students will stay to the right side of the halls during class changes. This procedure will allow for an optimal flow in movement and traffic.

LUNCH DETENTION / ASD / SD / ISS

LUNCH DETENTION: Students are assigned to Lunch Detention for tardy referrals. On the day of their Lunch Detention assignment, students will report to Room 1115 no later than 5 minutes after the bell rings for their assigned lunch period. Students are allowed to bring their lunch from home, or they can sign up for a lunch from the cafeteria. Students serving Lunch Detention are released at the end of their assigned lunch period. Persistent tardy referrals could result in ASD, Saturday Detention, or ISS discipline consequences.

ASD (After School Detention): Students assigned to ASD will report to ASD at 2:45 pm. Students will be released at 4:50 pm, and *must* remain outdoors until their ride or bus picks them up. Students are not allowed to be in the building once released from ASD.

SD (Saturday Detention): Students assigned to Saturday Detention will report to the front entrance of the school no later than 7:50 am and will be released at 11:45 am.

ISS (In School Suspension): Students assigned to ISS will report to the ISS room at 7:20 am and will be released at 2:35 pm.

LATE BUSES

Late buses run Monday-Thursday at 5:00 pm (leaving campus no later than 5:10 pm). Each late bus will be designated by a color rather than a number, and will stop at the same designated satellite stop every day. These satellite stops are **not intended to be within a short walk to each student's home**, but more of a central location where **parents may pick up their children without having to drive all the way to campus**. A student **MUST** have a signed late bus pass from their appropriate coach, sponsor, director, or teacher which is generated the day the student is riding the late bus. No late bus passes may be generated prior to the day the student(s) rides the late bus. Students who do not obtain an appropriate signed late bus pass will not be allowed to ride the late bus to their satellite stop.

IDENTIFICATION CARDS (IDs)

All students are expected to have identification cards (IDs) when on campus or at a school activities on or off campus. Replacement ID cards may be obtained from the assistant principal's office (Mr. Lovetinsky) in 1107. ID cards are necessary for:

- Checking out books in the Library
- Attending after school dances and other such events
- Early release for Seniors

ELECTRONIC DEVICE(S) POLICY

Students will be given the privilege of using personal electronic devices in common areas of the school (cafeteria and hallways) before school, during class changes, at lunch, and after school hours. Personal electronic device usage is permitted in the classroom for instructional purposes and at teacher discretion **ONLY** when the "green" indicator is displayed. Students may not use these devices in the classroom when their teacher has the "red" indicator displayed, and when in the hallways during class time. Personal electronic devices must be turned off and appropriately stored when entering the classroom each period. When electronic devices are permitted, the audible transmission of the electronic device must be audible only to the user through the use of headphones or ear bud(s). (It is **required** to use only one earbud while using an electronic device during school hours.) This privilege shall not prevent the student from hearing and/or responding to a staff member. Students are prohibited from charging the battery of their electronic device(s) while on campus.

Students who fail to comply with the campus electronic device policy will receive disciplinary consequences and could lose future privileges. Additionally, students must follow the Conroe ISD Acceptable Use Policy (AUP) regarding the use of electronic devices.

The school and/or District is not responsible for any electronic device brought to school by students. Students bringing such items to school do so at his/her own risk; school personnel are not responsible for any lost, damaged or stolen devices.

Conroe ISD and Caney Creek High School are not responsible for any fees associated with using any personal technology. All fees and charges related to texting or Internet use on any student - owned device is the responsibility of the owner.

MUSICAL INSTRUMENTS

Students are only allowed to bring musical instruments for musical classes or with administrative permission. Upon arrival to school, students should take their instrument to the specific classroom or their assistant principals' office and leave it there until the end of the day.

DRESS AND GROOMING

The administration, in connection with the sponsor, coach, or other person in charge of an extra-curricular activity, may regulate the dress and grooming of students who participate in the activity.

All students are required to be clean and well-groomed, and their dress and appearance must be modest and non-disruptive. The student's dress and grooming:

- Shall not lead school administration reason to believe that such dress or grooming will disrupt, interfere with, disturb, or distract from the learning environment/school activities.
- Shall not create a health or other hazard to the student's safety or to the safety of others.

CLOTHING

- Clothing that could conceal any form of weapon from a visual inspection is prohibited, i.e., trench coats, oversized clothing, baggy pants, wide-legged pants.
- All clothing must be neat, modest, and in proportion to body size.
- All shirts or blouses must be closed in front and long enough to tuck into pants, shorts, or skirts. Halter tops, tank tops (such as basketball type jerseys with large armholes, muscle shirts), tube tops, see-through attire, backless tops, off the shoulder or bare shoulder blouses/dresses, tops with spaghetti straps and half-shirts are prohibited. Cleavage may not be shown.
- The waistband of pants, trousers, or shorts must be worn at or above the waist and fastened appropriately with no more than two (2) fingers extra width at the waist.
- Bermuda style shorts, walking shorts, and skirts may be worn if the length is no shorter than four (4) inches above the top of the knee. Boxer, biking, or spandex shorts are not allowed. Also, this type of apparel is not allowed over other clothing.
- Any garment worn over tights/leggings/yoga pants must be no shorter than fingertip length.
- Clothing with safety pins or holes/tears higher than 4" above the knee is not allowed.
- Students may not wear boxers or other pajama-style clothing.
- Any clothing with shoulder straps must be worn with the shoulder straps fastened over the shoulders. Undergarments may NOT be visible.
- Proper footwear must be worn at all times for health and safety reasons. Students are not allowed to wear house shoes, beach sandals, roller shoes, cleated shoes, etc. to school.
- Head-gear [hats, caps, headbands (worn across the forehead), and bandanas] are not allowed and **should not be brought into the building**. Any headgear worn in the building may be confiscated and given to the appropriate assistant principal. Headgear may not be returned until the end of the semester.
- Body piercing deemed inappropriate by administration is prohibited. **Minimal body piercing (up to 2 facial piercings ONLY, excluding ear piercings) are acceptable.** Spikes, chains, and oversized loops are not allowed. Covering with a band-aid is not permitted. Students will be required to remove any jewelry that is not deemed acceptable by school administration.
- Wallet chains, long key chains, or any other kinds of chains, including dog collars, are not allowed.
- Hair must be neat, clean and worn in such a manner that it will not cause distraction.
- Tattoos/body writing/body art deemed inappropriate by administration must be covered at all times. Coverage/bandage must be applied before arriving on campus.
- Sunglasses are not to be worn in the building.
- Court-ordered monitoring devices must be concealed.

- No student may wear an article of clothing displaying prohibited substances, obscenities, suggestive pictures/comments, or acts of violence. The advertising of the product does not have to mention the name of the substance to be considered prohibitive for wear on campus. If the item in question contains a logo, emblem, mascot, name, or any other symbol or word that is used by the manufacturer to represent their product then it may not be worn or displayed on campus. No student may wear gang related apparel. No student may wear badges, patches, decals, or emblems of any kind or in any place that may be disruptive to the learning environment, offensive to others, advocates the use of prohibited substances, or encourages unacceptable actions.

The administration reserves the right to evaluate any current fashion or fad and determine whether it is appropriate for school wear.

SPECIAL OCCASION DRESS CODE

Appropriate dress for special occasions such as Senior Awards Night, National Honor Society Induction, Sports Awards program, Homecoming, and Prom is defined by the following dress code.

Appropriate dress for Special Occasions will include the following guidelines:

- Spaghetti straps and strapless dresses are okay.
- Two-piece dresses must overlap.
- Mesh or see-through inserts in the midriff will not be allowed.
- Camisole backs (lace-up) are okay. Single-string ties are not allowed.
- Front and back of dress must not be too low-cut or revealing. The back of the dress or the waist of a skirt should not go below the natural waist. Your natural waist is within one (1) inch of your navel.
- Short dresses must follow dress code measurement. This includes slits on long dresses.
- Appropriate undergarments must be worn.
- Boys must wear standard formal wear.
- Proper and formal grooming is expected.

If you are not dressed appropriately, you will not be allowed to enter the special occasion. **Remember, if in doubt, don't wear it!**

DRESS CODE VIOLATIONS

When violations of these guidelines occur, parents/guardians will be notified and requested to bring appropriate apparel to school. The school reserves the right to confiscate inappropriate items. A discipline referral shall be written for violations.

On occasion, parents/guardians may be asked to take the student home for the day. When parents cannot be contacted, the student will not be permitted to return to class and will be assigned to ISS for the remainder of the day. Repeated violations will be handled as defiance of authority. Students with questions regarding the dress code should use the rule of thumb: **If in doubt, don't wear it!**

FINES AND FEES

Students must be cleared of all fines and fees in order to participate in special school events/activities, i.e., homecoming dance or senior prom. Parking privileges may be revoked if students incur fines and fees during the school year.

CAFETERIA REGULATIONS

- Enter the cafeteria in an orderly manner and form orderly service lines; no cutting in line.
- Students must remove trays, paper, cups, glasses, etc. from the table and put them in the proper disposal container after lunch. Violation of this rule may result in disciplinary action.
- Shouting or “horseplay” of any type will not be allowed, and subject to disciplinary action.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the administration safety hazards, such as intruders on campus and threats made by any person toward a student or a staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instruction of teachers, administration, bus drivers, and other district employees who are overseeing the welfare of students.

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. (936)709-2009.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

After dismissal of school in the afternoon (2:35 pm), and unless involved in an activity under the supervision of a teacher, students *must* leave campus immediately. **UNSUPERVISED STUDENTS ON CAMPUS, AFTER SCHOOL, WILL RECEIVE DISCIPLINE CONSEQUENCES.**

Teachers and administrators have full authority over students' conduct at before and after school activities on district premises and at school-sponsored events off district premises, such as play rehearsal, club meetings, athletic practice, special study groups, or tutorials.

Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor. Loitering or standing in the halls is not permitted.

During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass may result in disciplinary action.

STUDENT RESERVED PARKING

Caney Creek High School (CCHS) regulates student parking with guidelines for safety and convenience. Reserved parking for students is a privilege and not a right. Conroe ISD furnishes bus transportation; therefore, CCHS is not obligated to furnish parking for students. Conroe ISD/Caney Creek High School is not responsible for loss or damage to vehicle or property. The following information applies to students requesting a parking permit.

I Parking application information

- A. The Graduated License Law, sec 545.424, which in part states: "a person under 18 years of age, during the 6-month period following issuance of a driver's license, may not operate a motor vehicle with more than one (1) passenger in the vehicle under the age of 21 years of age who is not a family member."
- B. State Senate Bill 55 prohibits juveniles from possessing cigarettes and other tobacco products. Children under the age of 18 who possess or buy cigarettes can be fined up to \$500 and may be subject to having their driver's license suspended.
- C. Parking is limited to qualified applicants. Parking spaces will be assigned. Students classified as freshmen (less than 6 credits) will not be eligible to drive nor receive parking. Students who apply for parking during the school year may not be assigned a parking space due to the limited parking.
- D. Application for parking will not be accepted unless all outstanding fees or fines have been cleared from this school year or previous years.
 - a. Includes: lost textbooks, library books, and fines, ROTC/band/choir/athletic uniforms, etc.
 - b. Fees and fines assessed after the purchase of a sticker will result in suspended parking privileges until fees and dues are cleared.
 - c. Students who apply for parking during the school year and violate the school regulations will lose their parking privileges.
- E. Parking fee is \$60 per school year; \$30 if purchased at any time during the Spring semester.
 - a. **Students who lose parking privileges for disciplinary reasons are not eligible for a refund.**

II When purchasing a parking permit the student must:

- A. Provide proof of driver's license
- B. Provide proof of liability insurance
- C. Provide registration and license plate number
- D. Have a current registration inspection sticker on vehicle
- E. Complete and pass a written driver's test via the campus home page

III Parking Stickers

- A. Students may register more than one (1) vehicle, but only one (1) sticker one (1) parking space will be issued. If a student acquires or uses an additional or different vehicle after registering, it must be registered by 7:00 am on the initial day of use.
- B. Parking stickers and spaces are non-transferable. Students who attempt to trade or transfer parking spaces/sticker will have their parking privileges revoked.
- C. Parking stickers are to be placed on the front windshield. Early release students will receive an early release sticker. Loss of the sticker will result in an additional \$5.00 fee for a new sticker.

IV Parking lot regulations

- A. Conroe ISD Police Department is authorized to issue tickets for campus parking and driving regulations.
- B. Student parking is limited to students who have paid the parking fee.
- C. Parking lot speed is 10 mph.
- D. Conroe ISD Police Department demands that students exit their vehicles and the parking lot immediately upon arrival on campus. Students must have a pass from the assistant principal to enter the parking lot during the day. Students are to exit the parking lot at the end of the day unless involved in extra-curricular activities.
- E. Students who participate in approved work programs or early release programs must have their pass and identification (IDs) available and must leave the parking lot immediately.
- F. Vehicles not authorized to park on campus or not parked in the assigned space may be "booted" or towed at the owner's expense. A \$15 fee will be assessed for "boot" removal and the towing fee is approximately \$100. Parking in unauthorized areas (fire zones; handicap, faculty, cafeteria, maintenance, or visitor parking; Moorhead Junior High School; or Caney Creek Fire Station) and parking on campus without a sticker will result in the following: vehicle booted/towed and/or loss of parking privileges.
- G. Serious or repeated violations of the Student Code of Conduct, and/or good driving conduct, and/or campus speed regulations will result in campus parking privileges being revoked.
- H. Violation of campus parking and driving regulations during school year.
 - a. Offense #1 – warning/ticket/booted/vehicle towed
 - b. Offense #2 – ticket/booted/vehicle towed, loss of parking privileges ten days
 - c. Offense #3 – subject/loss of parking for year
- I. Parking privileges may be suspended by the Assistant Principal for disciplinary reasons or excessive absences and tardies.

LIBRARY

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

Access to the library: 7:00 am until 3:00 pm

- Students need passes at all times, including lunch and after school.
- Upon arriving in the Library, the student is responsible for signing in and out.
- Food and drinks are not allowed in the Library.
- No cutting through the Library.

Checking out materials / checking in materials

- ID's required for check out.
- Students may have a maximum of 2 books checked out.
- Students may not check out a book if they owe a fine or have an overdue book.

- Materials are checked out for two-week periods and generally may be renewed as desired. Please bring the materials for renewal.
- Fines are charged at a rate of 10 cents per day (omitting weekends and holidays) for general items. Overdue slips and fine notices are simply courtesies, which are periodically distributed through teachers. However, students are responsible for timely returns by checking the date due stamped on the materials.
- If the Library is closed, you may return your book to the book drop located outside the Library.

Note: The Librarian reserves the right to send students on passes back to class if the capacity of the Library is at its limit.

TECHNOLOGY USAGE POLICY

With the increase amount of technology available to Caney Creek High School students, it is necessary to insure that all equipment is maintained at peak performance level so that all students may benefit from this technology. In order to help keep all technological equipment in prime operating condition, it is important for students to know what is expected of them when they use school equipment.

The following are some of the expectations that the administration of Caney Creek High School will require of all students:

- Students should not physically damage or abuse any piece of equipment through abuse, misuse, or careless operation.
- No flash-drive or CD disc should be inserted into any computer without the express permission of the teacher.
- No programs, software, or other “enhancers” shall be downloaded onto a computer.

- No piece of equipment is to be disconnected, moved, or relocated.
- Peripherals are not to be disconnected, moved, or added to existing setups.
- Absolutely NO desktop settings or computer configurations are to be altered, erased, or reset.
- Students are not allowed to have any food or drink with them while they are working at a computer station.
- Students are not allowed to perform any repair on machinery.
- Personal business is NOT to be conducted on school equipment (e-mail, chat rooms, web page construction, etc) unless expressly directed by a teacher.

The consequences for violation of any of the above policies will result in immediate disciplinary action, including but not limited to the following:

1st offense: CISD computer privileges revoked for 1 semester

2nd offense: CISD computer privileges revoked for 1 year

Additionally, any violation will be subject to the guidelines stated in the Texas Penal Code §33.02 Breach of Computer Security and will be prosecuted to the maximum extent allowable under law. Time in ISS, ASD, or DAEP may also be assigned for any violation of Caney Creek High School's Technology Usage Policy.

Please review this supplement to the CISD handbook, sign this page, and have your student return this signed page to his/her English teacher.

CANEY CREEK HIGH SCHOOL
PARENT / STUDENT
HANDBOOK ACKNOWLEDGEMENT FORM
2015 – 2016

I HAVE RECEIVED A COPY OF THE CANEY CREEK HIGH SCHOOL PARENT STUDENT HANDBOOK SUPPLEMENT FOR THE 2015 – 2016 SCHOOL YEAR.

MY SIGNATURE ACKNOWLEDGES THAT I HAVE THE RESPONSIBILITY TO READ AND BE AWARE OF THE CONTENTS OF THIS HANDBOOK.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____