

**Parent / Student Handbook  
Supplement  
2018 – 2019**



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**Caney Creek High School**

13470 FM 1485 Conroe, Texas 77306

Dr. Jeff Stichler, Principal

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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.

Conroe independiente School District (distrito) como un empleador y proveedor de igualdad de oportunidades educativos no discrimina por raza, color, origen nacional, sexo, religión, edad o discapacidad en programas educativos o actividades que opera o en el empleo es importante. El distrito es requerido por los título VI y el título VII de la ley de derechos civiles de 1964, según enmendada, Título IX de las enmiendas de Educación de 1972, la ley de discriminación de edad de 1975, según enmendada, la sección 504 de la Rehabilitation Act de 1973, la ley de estadounidenses con discapacidades, así como de la mesa directiva no a discriminar de tal manera.

Para obtener más información sobre Título IX derechos o derechos de sección 504/ADA, póngase en contacto con el Coordinador del Título IX o el Coordinador de sección 504/ADA en el 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

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## Caney Creek High School

### Administrative and Support Personnel

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Dr. Jeff Stichler	Principal	9-2007
William Kelly	Associate Principal, C & I	9-2006
Nancy Kahn	Associate Principal, Operations	9-2013
Kathy Franklin	Ast. Principal A – Cr	9-2014
Wohn Harden	Ast. Principal Cs – Hern	9-2018
Brian Lovetinsky	Ast. Principal Hero – Mol	9-2016
Tracy Soetaert	Ast. Principal Mom– San	9-2167
Brad Milam	Ast. Principal Sam – Z	9-2015
Tiffany Rhodriquez	Lead Counselor	9-2008
Diane Hernandez	College and Career Counselor	9-2025
Melanie Middleton	School Counselor A – Can	9-2024
Danielle Williams	School Counselor Cao – Gai	9-2102
Joel Santa Maria	School Counselor Gaj – Jar	9-2021
Kathy Schuck	School Counselor Jas – Mel	9-2022
Cindy Orosco	School Counselor Mem – Raim	9-2157
Cindy Horn	School Counselor Ramj – Sori	9-2034
Jan Strother-Lindberg	School Counselor Sorj – Z	9-2020
Steven Svendsen	Athletic Coordinator	9-2081
Gretchen Kloes	Girls Athletic Coordinator	9-2084
Helen Gallowitz	School Nurse	9-2009

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# Caney Creek High School

## 2018 – 2019 Bell Schedules

### Regular Day

### Pep Rally

Teachers to duty stations.....6:50

Teachers to duty stations.....6:50

Students report to class.....7:12

Students report to class.....7:12

7:20 – 8:13            1<sup>st</sup> period

7:20 – 8:05            1<sup>st</sup> period

8:18 – 9:16            2<sup>nd</sup> period

8:10 – 9:00            2<sup>nd</sup> period

9:21 – 10:14          3<sup>rd</sup> period

9:05 – 9:50            3<sup>rd</sup> period

10:19 – 11:12        4<sup>th</sup> period

9:55 – 10:40          4<sup>th</sup> period

11:17 – 12:37        5<sup>th</sup> period

10:45 – 12:10        5<sup>th</sup> period

**A Lunch**            11:12 – 11:37

**A Lunch**            10:45 – 11:10

**B Lunch**            11:42 – 12:07

**B Lunch**            11:15 – 11:40

**C Lunch**            12:12 – 12:37

**C Lunch**            11:45 – 12:10

12:42 – 1:36          6<sup>th</sup> period

12:15 – 1:00          6<sup>th</sup> period

1:41 – 2:35            7<sup>th</sup> period

1:05 – intercom 7<sup>th</sup> period

Pep Rally 2:05 – 2:35

2:45 Students remaining on campus must be in a designated area

### Lunch Schedule

**A Lunch:** 2400, 4300, 1200, 1300, 2200, 3300, 3100, 3200, 3400 Hallways

**B Lunch:** 1100, 2100, 4400 Hallways

**C Lunch:** 1500, 4100, 4200, 5500, GYM Hallways

# Caney Creek High School

## 2018 – 2019 Bell Schedules

### Double-block Day #1

Teachers to duty stations.....6:50

Students report to class.....7:12

7:20 – 9:15            1<sup>st</sup> period

9:20 – 11:10        3<sup>rd</sup> period

11:15 – 12:40      5<sup>th</sup> period

**A Lunch**            11:15 – 11:40

**B Lunch**            11:45 – 12:10

**C Lunch**            12:15 – 12:40

12:45 – 2:35            7<sup>th</sup> period

2:45 Students remaining on campus must be in a designated area

### Double-block Day #2

Teachers to duty stations.....6:50

Students report to class.....7:12

7:20 – 9:15            2<sup>nd</sup> period

9:20 – 11:10        4<sup>th</sup> period

11:15 – 12:40      5<sup>th</sup> period

**A Lunch**            11:15 – 11:40

**B Lunch**            11:45 – 12:10

**C Lunch**            12:15 – 12:40

12:45 – 2:35            6<sup>th</sup> period

### Lunch Schedule

**A Lunch:** 2400, 4300, 1200, 1300, 2200, 3300, 3100, 3200, 3400 Hallways

**B Lunch:** 1100, 2100, 4400 Hallways

**C Lunch:** 1500, 4100, 4200, 5500, GYM Hallways

## **CLASS SCHEDULES / CHANGES**

Courses will be selected in the Spring for the following 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).

## **STUDENT SUCCESS CENTER**

In partnership with parents, it is our mission to ensure the success of all our students. It is our belief that sometimes students need additional time and support to master the content in order to be successful. Therefore, we offer after school tutorials Monday through Thursday from 2:45 – 5:00pm for all four core subjects (English, Math, Science, and Social Studies) in the Student Success Center in our school library. Students must sign in and sign out when attending these tutorials. Late bus transportation is available for students using the Student Success Center.

## **COLLEGE AND CAREER CENTER**

Caney Creek High School is dedicated to expanding post-secondary opportunities for our students. Students receive support and guidance with college searches and applications, scholarships, Dual Credit and Accelerated College registration, and career exploration. 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 toward students; therefore, a campus-wide policy is in place for grading.

Grading Scale	Grading Categories	
A 90 - 100	<b>Formative</b>	<b>Summative</b>
B 80 - 89	Homework	Tests / Exams
C 75 - 79	Daily Class Work	Major Projects
D 70 - 74	Participation	
F Below 70	Quizzes	

Grading Percentages		
On Level Classes	Pre-AP Classes	AP/Dual Credit Classes
60% Summative / Major	70% Summative / Major	75% Summative / Major
40% Formative / Minor	30% Formative / Minor	25% Formative / Minor

- Grades are calculated by percentage. Each assessment is worth 100%.
- Each 3-week grading period must reflect at least one Summative (Major) Grade and six 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 six 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 (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 assignments 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+ school 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 2017-18 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 2018 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 student will need to meet the 85 or above average to be eligible. *Note: Exam exemptions contingent on the STAAR/EOC test is subjected to be modified or eliminated as updates are received from TEA (Texas Education Agency).*
- Students must have no more than four 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 one absence for exemption purposes.

## **Exam Exemption Policy (cont.)**

- Seniors, juniors, sophomores, and freshmen are eligible for exemptions. If a junior, sophomore, or freshman student exempts a subject in the Fall, they may not exempt that same subject in the Spring. Seniors are eligible for exemption both Fall and Spring semesters.
- A student who has been assigned to 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 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 GP (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 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 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 the parent/guardian are expected to be present for the committee hearing. If it is recommended that parents submit any medical or legal documentation to the assistant principal's office at least two school days prior to the attendance hearing. The appeals process does not guarantee that credit will be awarded for grades accomplished.

## **Attendance (cont.)**

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.

The District shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to State, and a maximum of two absences for State competition. It is the responsibility of students and parents to monitor absences for students who participate in UIL and extracurricular activities, and to adhere to the maximum number of absences allowed.

## **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, to receive this award, the student must have NO absences in any class throughout their entire four-year career at Caney Creek High School. Additionally, seniors are recognized at Senior Awards Night if they had perfect while attending high school. The only absences that will not count against a student is a school sponsored event or if a student has left school and returned from a doctor's appointment with the absence code HCP assigned.

## **ARRIVING LATE / LEAVING EARLY**

Students who arrive to school during the day need to sign in with the receptionist at the front desk.

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 90% 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. Students are considered tardy if they have not entered the classroom when the tardy bell rings. Tardies should not exceed more than two per week and should occur only in unforeseen circumstances. If a student incurs more than two tardies in a one-week period, a referral will be written for each additional tardy and he/she will receive disciplinary action from his/her assistant principal. Students who are more than 15 minutes late to 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 causing students to be tardy.

## **CATCH & RELEASE POLICY**

Public displays of affection are not allowed while on campus. Students are required to follow the "Catch & Release" Policy which allows students to 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 hallways 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 Lunch Detention for tardy referrals. On the day of their Lunch Detention assignment, students will report to Room 1115 no later than five minutes after the tardy 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, SD, or ISS discipline consequences.

**ASD (After School Detention):** Students assigned to ASD will report to ASD at 2:45pm. Students will be released at 4:50pm 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 7:50am and will be released at 11:45am.

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

## LATE BUSES

Late buses run Monday – Thursday at 5:00pm (leaving campus no later than 5:10pm). 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 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 activity on or off campus. Replacement ID cards may be obtained from the Lead Counselor's secretary for \$5.

## Identification Cards (IDs) (cont.)

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. The volume 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 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. Students who pick up their band or orchestra instrument between 6th and 7th period will be allowed one extra minute before being counted tardy to 7th period.

## 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 blouses/dresses and tops with spaghetti straps are prohibited. Cleavage may not be shown.
- The waistband of pants or shorts must be worn at or above the waist and fastened appropriately with no more than two fingers extra width at the waist.
- Skirts and shorts may be worn provided they are the appropriate size and extend to fingertip length when arms are extended at the side. Shirts may not be longer than the shorts. 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 fingertip length when arms are extended at the sides.
- Clothing with safety pins or holes/tears higher than fingertip length must be covered. No holes that show skin above fingertip length are 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.

### **Clothing (cont.)**

- 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 (2:35pm), 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 third nine week grading period, and \$15 if purchased at any time during the fourth nine week grading period.

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. 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.
- E. 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.
- F. 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.
- G. 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 (10) days
  - c. Offense #3 – subject/loss of parking for year
- H. 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: 6:45 am until 3:00 pm**

- Students need passes at all times, including during lunch period.
- 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**

- IDs required for check out.
- Students may have a maximum of 2 books checked out.
- Students may not check out a book if they have an overdue book.
- Materials are checked out for three-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 or on the first floor near the clinic.

*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.

### **Technology Use (cont.)**

- 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.

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

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CANEY CREEK HIGH SCHOOL  
PARENT / STUDENT HANDBOOK SUPPLEMENT  
ACKNOWLEDGEMENT FORM  
2018 - 2019

I HAVE RECEIVED A COPY OF THE CANEY CREEK HIGH SCHOOL PARENT STUDENT HANDBOOK SUPPLEMENT FOR THE 2018 - 2019 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: \_\_\_\_\_