

PREFACE

Welcome to Celina Elementary School - the home of Bobcat Pride and Tradition! We want your years at CES to be exciting, happy, and filled with learning. The Celina Student Handbook contains information needed by both students and parents during the school year. Students are addressed as “the student - students - the child - or children.” The term “parent” refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

Students and parents also need to be familiar with the Celina Student Code of Conduct, which will also be available on the Celina Elementary website. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

Celina ISD does not discriminate on the basis of race, religion, color, sex, or disability in providing education or 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 Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

ADMINISTRATION

ADMINISTRATION OFFICE

Donny O'Dell	Interim/Assistant Superintendent
Colette Pledger	Director of Elementary Education
Lizzy Kloiber	Director of Secondary Education
Sara McCarter	Business Manager
Lana Brooks	Human Resources
Brenda Nelson	Assistant to Human Resource Director
Marilyn Chamberlin	Director of Technology
Jamie Wakefield	Administration Tech
Bob Manson	Technology
Tom Moore	Supervisor of Support Services
Butch Ford	Athletic Director
Ofelia Almendariz	Food Service Director
Wade Stanford	Director of Human Resource

PRINCIPALS

Starla Martin	Elementary School
Misty Warrick	Assistant Principal
Starlynn Wells	Intermediate School
Lew Kennedy	Assistant Principal
Janet Calvert	Junior High School
Lori Gibbs	Assistant Principal
Rick DeMasters	High School
Karen Walker	Assistant Principal
Bill Hemby	Assistant Principal

BOARD OF TRUSTEES

Choc Christopher	President
Pam Peters	Vice President
Kelly Juergens	Secretary
Tim Looper	
Chuck Hanson	
Jeff Gravley	
Lance Haynes	

Celina ISD is an "Equal Opportunity Employer" and complies with Title IX and Title II. It is the policy of Celina ISD not to discriminate on the basis of sex, handicap, race, or nation origin in its educational and vocational programs, activities, or employment procedures as required by Title IX, Section 504, and Title VI. Celina ISD will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

TABLE OF CONTENTS

	<u>Page</u>
Welcome and Mission Statement	1 – 4
Administrative Staff	2
Academics	21
Assemblies	11
Attendance	6 - 9
Cell Phones and Electronic Devices	19
Check Acceptance Policy	15
Discipline	11
Distribution of Material	14
Dress Code	20
Food Services	15
General Information	6
Health Services	16
Options and Requirements	23
Parent and Community Involvement	19
Registering A Student	10
Special Programs	22
Tips to Help You Manage Your Time	
Transportation	13
Visitors	13

CELINA ELEMENTARY SCHOOL HANDBOOK
Celina Elementary School
550 S. Utah
Celina, Texas 75009
469-742-9103

Committed to Excellence

Welcome to Celina Elementary School! Where parents are always welcome. This is your school and we feel that you, as a parent, should be very much a part of it. In order to ensure safety for all, we do require all parents and/or visitors to sign in at the school office upon arrival.

This handbook is designed to give you some of the information that you may need concerning your child's school. You will probably want to keep it in a safe place so that you can refer to it on occasion.

CELINA I.S.D. MISSION STATEMENT

Celina ISD is dedicated to providing a safe environment that will encourage and support the personal growth of its students in their development of attitude, knowledge, and skills that will make them productive members of society.

School Colors:

Orange and White

Mascot:

Bobcat

Bobcat Code of Honor

We promise to uphold the values of honesty, respect, and accountability and we expect the same from others.

School Song:

CHS, we love you
Alma mater true.
Our hopes, ideas, and dreams
Are all inspired by you?
Proudly today we stand,
'Tis a mighty land.
Our past lives on and on,
The orange and white,
The orange and white;
Hurray!

GENERAL INFORMATION

SCHOOL HOURS

School doors open at 7:35 with classes beginning at 8:05 a.m. and ending at 3:00 p.m. Students should arrive at school **no earlier than 7:35 a.m.** **Adult supervision is not available prior to that time.** Students who arrive between 7:35 a.m. and 7:55 a.m. are to report to the gym where there is adult supervision or to the cafeteria to purchase breakfast. At the 7:55 a.m. bell, they will be dismissed to their classrooms. **Students are tardy after 8:05 a.m.**

DISMISSAL

Students are dismissed at short intervals beginning with Pre-Kindergarten and walking students at 2:50 p.m. Carpool and bus students will be dismissed at staggered intervals beginning at 2:50 p.m. Students should be picked up promptly at dismissal time. Students will be dropped off in the morning and picked up in the afternoon at the front of the building and at the bus circle. Please follow the arrows and maintain one lane of traffic as students are picked up and dropped off. Using extra caution while driving vehicles in school zones will better ensure the safety of our children. All guidelines are in place to protect the children of CES.

TARDIES

It is important that all students arrive at school on time. Missing instructional time lowers student performance. Anyone arriving for school after 8:05 a.m. will be tardy and must stop by the office to receive an admission slip to enter class. Tardies as well as students who are checked out early will be closely monitored. **Time missed in instruction is cumulative.**

ATTENDANCE / ABSENCES

Regular daily attendance is essential for students to receive the greatest benefit from instruction. In support of this critical need, the Texas Education Code states that an enrolled student must be in attendance at least 90% of the days in a school year in order to receive class credit. When the student exceeds the number of absences as stated by law, the result can be an assessment of penalties in a court of law. The attendance law refers to days and / or parts of days.

The Attendance Committee will consider excessive absences when extenuating circumstances occur.

WRITTEN EXCUSES

A written excuse giving the date and reason for the absence or tardy, signed by the parent or guardian, must be brought to the school office upon returning to school.

EXCUSED ABSENCES

Any child may be excused from school for absences resulting from personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous. As well, a child may be excused for observing holy days, including travel for that purpose. Any other unusual causes must be discussed with the principal.

UNEXCUSED ABSENCES

Unexcused absences include, but are not limited to, vacations during schedule school days, babysitting, oversleeping, missing the bus or car trouble. Unexcused non-attendance will result in a grade of zero for all missed work.

RETURNING TO SCHOOL

If a student is absent for 4 or more consecutive days due to illness, a medical excuse from a doctor or other medical professional will be required.

MAKE-UP WORK

A student will be permitted to make up tests and to turn in projects due in any class missed because of an absence. Secondary teachers may assign a late penalty to any project in accordance with timelines approved by the principal and previously communicated to students. For any class missed the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student will be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

A student who does not make up assigned work within the time allotted by the teacher (the number of days absent plus one day) will be sent to the Learning Center to makeup and finish his/her work or may receive a failing grade for the assignment.

PARENTS REQUESTING MAKE-UP WORK

A parent may request make-up work from the school when a student is absent. The request needs to be made between 8:00 a.m. and 9:00 a.m. and picked up between 2:30 and 3:30 p.m. allowing sufficient time for teachers and staff to gather assignments. Request for long range assignments will be considered on an individual basis. Such request may not be honored due to the nature of curriculum or assignment. Request for long range assignments must be made at least 48 hours prior to the students first day of absence.

PHONE CALLS FROM OFFICE

Phone calls will be allowed from the office if there is an emergency in which a student needs to contact his / her parent. No phone calls for personal matters will be allowed. **No student cell phones will be allowed at school.**

EMERGENCY SCHOOL CLOSING INFORMATION

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

www.celinaisd.com

KXAS - Channel 5

WBAP - 820 am

KHYI - 95.3 fm

Rarely, but occasionally, there is a need to close school early. In the past, this has happened due to approaching ice storms and / or loss of electrical power. It is vitally important that you return to us, and keep current, contact numbers where you may be reached at all times. Cell phone numbers are especially important. We develop, and put into action, an emergency call list in order to ensure the safe dismissal of all students if this occurs. Please remember that you will be unable to reach us by phone in the event of loss of power. However, we will begin our emergency call list with cell phones.

Celina, Texas 75009

Date _____

To the parents of: _____

State law requires all students to be in attendance at least 90% of the instructional time that classes meet during the year. Students missing more than 10% of instructional time (18 absences per year in elementary school) will not be promoted to the next grade unless they receive a reprieve from the Attendance Committee.

The Texas Education Code states that the parents of a student are subject to prosecution, Code #25.093, if the student's absences exceed a described number of days or parts of days.

Your child, _____, is in danger of falling below the required attendance days, or parts of days, as mandated by the state of Texas. On the following page, you will find the dates of absences and dates of tardies.

Yours truly,

Starla Martin
Principal
Celina Elementary School

SAMPLE

PLEASE READ CAREFULLY!

REGISTERING A STUDENT

Children entering pre-kindergarten, kindergarten, or first grade for the first time in the Celina ISD must present a birth certificate, immunization record, social security card, and proof of residency. A parent or guardian must present picture identification. Children enrolling from another school must present a written withdrawal form from the sending school as well as an immunization record, social security card, and proof of residency. Any report cards or other placement documents will make the transition to a new school easier.

FEES

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

1. Cost of materials for a class project that a student will keep.
2. Security Deposits.
3. Personal physical education and athletic equipment and apparel.
4. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
5. Voluntary purchase of student accident insurance.
6. Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
7. Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Students are responsible for any damage incurred during the school year. A student who is issued a damaged book should report the damage to the teacher immediately. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. Failure to pay library or textbook fines may result in a hold on a student's report card.

WITHDRAWING A STUDENT

Parents should notify the school at least one day in advance when a child will be moving out of the district. Also, any unpaid charges must be paid and all books returned. Parents must sign a withdrawal form for the withdrawal to be complete.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who engages in inappropriate behavior during an assembly will be subject to disciplinary action.

DISCIPLINE

The major focus of a school is the education of its students. For learning to take place, an orderly climate must exist. Effective discipline is an essential ingredient in such a climate. Discipline is the responsibility of parents, teachers, and students. Please take time to read through and familiarize yourself with these policies. Unruly student will not be allowed to disturb the educational process for the vast majority of our student population. If you have questions or concerns, please contact the principal or assistant principal.

BULLYING

Celina Elementary School will not tolerate bullying in any form. This include physical as well as verbal. Students who choose to engage in bullying behavior will be disciplined according to the guidelines set forth by the district discipline matrix.

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be limited to spanking or paddling the student and governed by the following conditions:

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

IN SCHOOL SUSPENSION (ISS)

In School Suspension (ISS) is an alternative supervised classroom situation that a student may be assigned to if his/her conduct becomes such that it interferes with or disrupts the regular classroom learning activities. A student may be assigned to ISS at the discretion of the principal for any continued policy or rule violation when other forms of discipline have failed to solve the student's problem.

Rules of Conduct and Policies for In School Suspension (ISS).

A student assigned to ISS will report to the office before the 8:05 tardy bell.

ISS is a learning environment, and as such a student will bring all school supplies, materials, and textbooks for the entire school day. Students assigned to ISS will eat lunch in the ISS classroom. Students may bring a sack lunch if they desire or purchase a lunch from the cafeteria.

No student will be allowed movement from his/her desk or conversation with another student or the ISS teacher without raising his/her hand and receiving verbal acknowledgment from the ISS teacher. Disobedience of this rule may result in an extension of the assignment in ISS or other disciplinary action.

All school work assigned in the ISS classroom will be completed at the regular time and must be completed upon return to the regular classroom.

FUND RAISING

Fund raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades. All fund-raising projects shall be subject to the approval of the principal.

Student participation in approved fund raising activities shall not interfere with regular instructional programs. Funds raised shall be received, deposited, and disbursed in accordance with (LOCAL) CFD.

No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings, provided no pressure to contribute is exerted on the students at any time and approval has been granted by Central Administration.

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees.

The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community. FJ (LOCAL)

LOCKERS

Second grade students will be assigned lockers and are expected to use that locker only. Personal belongings such as radios, iPods, MP3 Players, electronic games, and similar items should not be brought to school (see policy regarding cell phones). The school district is not responsible for items lost or stolen from lockers.

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present.

PARTIES

Celina Elementary students may have two parties per school year. One party will be held in the month of December and the other is a Spring Celebration, the week prior to Easter weekend. In February students may exchange valentines, however, this is not considered a party. The only End of Year celebration is limited to fun day which is school wide on a predetermined date.

Absolutely no private party invitations may be distributed at school.

SEXUAL HARASSMENT

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

TRANSPORTATION

The school district provides free bus transportation for all students living more than two (2) miles from the school. At some time, most students will ride a school bus due to field trips, extra-curricular trips, etc. The following rules and regulations are in place and will help to ensure safe and efficient operation of the buses.

1. The bus driver has complete responsibility for the operation of the bus. All students must obey the driver's directions and requests. Discipline problems will be handled according to accepted procedures adopted by the campus principal and can result in the loss of bus privileges.
2. Buses will stop only at regular bus loading and unloading stops.
3. Bus riding is a privilege and a courtesy which requires that students remain seated, quiet, considerate, and safety conscious while on the bus.
4. Safety rules include the following:
 - A. Students must be properly seated at all times when the bus is in operation.
 - B. Students must keep their heads, hands, and feet inside the bus at all time.
 - C. Throwing objects from the bus, or projecting objects is prohibited.
 - D. Yelling, loud talking, and noises divert the driver's attention and are prohibited.
 - E. Neither vulgarity nor profanity will be allowed.
 - F. Damage to bus equipment or seats will not be tolerated. Offenders must pay for damages.
 - G. Possession or use of tobacco products on the bus is prohibited.
 - H. Fighting on the bus may result in the loss of bus privileges for a period of up to the remainder of the school year for the first offense.
 - I. Skateboards are not permitted on the bus.

VISITORS

All visitors (including parents and volunteers) must register in the school office and receive a name badge to be worn as long as they are in the building. Not only is this a safety precaution, but it enables office staff to address calls and inquiries more efficiently.

House Bill 72 requires that classroom interruptions be kept at a minimum. Visits by school age friends and relatives are not permitted. Parental visits must be prearranged. The intercom will be used only for morning announcements and any emergencies which may arise.

DISTRIBUTION OF MATERIAL

SCHOOL MATERIAL

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

NONSCHOOL MATERIAL

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

APPROVAL REQUIRED

All material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval. Absolutely no private party invitations may be distributed at school.

FOOD SERVICES

Breakfast and lunch is provided for students in the cafeteria at a minimal fee. Students may also bring their own lunch and purchase milk if they choose to do so. Breakfast is served each morning from 7:45 a.m. until 8:00 a.m. The cost of breakfast currently is \$1.25 (\$.30 reduced). Adult breakfast is \$1.50. Lunches are \$2.50 (\$.40 reduced). Adult lunch is \$3.00.

Both breakfasts and lunches may be prepaid in the cafeteria or on-line. Students who do not pre-pay will be responsible for taking care of their own lunch money. It will be collected as they near the end of the serving line for both breakfast and lunch. Students who do not bring a lunch or lunch money will be able to use the phone to call a parent. In emergencies, students will be given a comp lunch which includes a fruit or vegetable, bread, and milk. No comp breakfasts will be served.

2011-2012 menu is available in the CES calendar and is also available online. Daily menus are announced each morning one day in advance. Families who qualify may apply for free or reduced priced meals for students. For further information on this program, please contact Mrs. Ofelia Almendarez, Administration Office, 469-742-9100.

All food is to be **eaten in the cafeteria**. No food is to be taken into the classrooms or onto the playground. Parents who choose to have lunch with their child at school may bring lunch to **only** their child. **Please see section on birthdays.**

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks:

- For a check to be an acceptable form of payment, it must include your current, full, and accurate name, address, telephone number, driver's license number, and state with your child's name in the lower left hand corner.
- In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee.
- In the event your check is returned for non-payment, checks will no longer be an acceptable form of payment for the remainder of the school year.
- Alternative forms of payment may be used instead of a check payment, cash, credit card, and online payment.

LUNCH

Parents are welcome to join their child for lunch. A table is set aside on the west side of the cafeteria for parents, the student and ONE friend to enjoy lunch together. However, parents may not bring lunch for a student other than their own.

BIRTHDAYS

Parents who wish to provide cupcakes for a student's birthday must make arrangements with the homeroom teacher. This type of activity will occur in the homeroom classroom only and all students within the homeroom will be included. Cupcakes will be delivered to the room by school personnel and passed out by the teacher shortly before dismissal.

Absolutely, no private party invitations may be distributed during school hours.

HEALTH SERVICES

The school nurse provides many health services for students including:

- Emergency first aid
- Vision/hearing screening
- Height and weight checks for kindergarten, first, and third grades

Head Checks: Head lice are a recurring problem. The nurse checks students on an as-needed basis. A district-wide screening is done twice a year. Students will be sent home from school if they have lice or nits present in their hair. Students must be lice and nit free to return to school.

Medication: All medication must be brought to the nurse's office with a note from the parent giving complete instructions. Medicine should be in its original container and prescribed for the child taking it. *No medications will be given without a note from the parent.* The only antibiotics that will be administered at school are those that are given 4 times a day or more. All other doses must be given at home.

EMERGENCY MEDICAL TREATMENT

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary.

VERY IMPORTANT FOR PARENTS

If anything changes in the information that you supply the school, please notify the school as soon as possible to update emergency information. Please include all information that will help us contact you in case an emergency arises.

Communicable Diseases/Conditions

The school requests that the parents of a student with a communicable or contagious disease, telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. These diseases include:

AIDs, HIV Infection	Campylobacteriosis	Chickenpox
Common Cold w/Fever	Diphtheria	Fever (100.4 or greater)
Gastroenteritis	Giardiasis	*Head Lice
Hepatitis, (Viral)	Hepatitis, Type A	Impetigo
Influenza	Measles (Rubella)	Meningitis (Bacterial)
Meningitis (Viral)	Mumps	Pinkeye (Conjunctivitis)
Poliomyelitis	Ringworm (Scalp)	Rubella (German Measles)
Salmonellosis	Scabies	Shigellosis
Streptococcal Sore Throat	Scarlet Fever	Tuberculosis (Pulmonary)

***NO NIT POLICY** -- In addition to the requirements of the Texas Department of Health (TDH) addressing head lice (pediculosis), the District shall require that all nits have been removed before readmitting a student excluded for this condition.

Bacterial Meningitis

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 a 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 the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing 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 cause 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 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT YOU SHOULD YOU IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

FOR MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <<http://www.tdh.state.tx.us>>.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are:

Diphtheria	Rubella	Mumps	Tetanus	Hepatitis A
Hepatitis B	Chicken Pox	Haemophilus	Influenza Type B	Polio

The school nurse can provide information on age appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

MEDICINE AT SCHOOL

A student who must take prescription (or nonprescription) medicine during the school day **must bring a written request from his or her parent, and the medicine in its properly labeled container, to the office or to Ms. Valerie Kubala, the school nurse.** The nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

It is our policy that the school does not dispense narcotic pain medicine to students during the school day.

COUNSELING SERVICES

All students will receive classroom guidance on a three week rotation. If you feel your child needs additional counseling services or if you have any questions or concerns, feel free to contact our counselor, Sara Arrington at 469-742-9103 or saraarrington@celinaisd.com.

PARENT CONFERENCES

Parents are encouraged to confer with their child's teachers to discuss progress. Appointments may be scheduled with the individual teacher. Teachers may wish to contact parents to discuss the child's progress, as well. In addition, parents can learn much about their child's school and its programs through parent involvement events and other school.

PARENT/COMMUNITY INVOLVEMENT

- PTA - Parents are encouraged to be actively involved with the school through the Parent Teacher Association (PTA). Among the most important goals of this organization is the promotion of better relationships between home and school. Notices from PTA are sent home with the students regularly concerning PTA activities.
- C.A.R.E. - The Celina Association of Renaissance Excellence is a parent, teacher, and community organization, which supports student academic and personal improvement. Among the organization's many outstanding projects is the college scholarship program.
- Volunteers - CIS, through the PTA organization, urges and promotes a program of community and parent volunteers. Areas where you can be of assistance include individual student tutoring/mentoring, teacher aide assistance, library/guest reading assistance, and many other services.

CELL PHONES

Students are not permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, camera, or electronic devices or games at school unless prior permission has been obtained from the principal or principal's designee. This permission may not be granted by the classroom teacher. Without such permission, the item will be collected and turned in to the principal's office. The principal will determine whether or not to return the item at the end of the day. In most instances, the item will be held for a parent to collect on the first offense. Subsequent offenses may result in the item being held until the end of the school year. Disciplinary action will be in accordance with the Student Code of Conduct.

TRAVEL (SCHOOL-SPONSORED)

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

CELINA ELEMENTARY SCHOOL DRESS CODE

All Celina Elementary school parents and students are encouraged to be aware of student dress code requirements. Additional guidelines may be added during the school year if necessary. Also, activity sponsors may require additional dress and appearance guidelines.

The dress code is not only designed to promote good personal hygiene, but it also is part of the safety and discipline plan for students and helps prevent classroom disruptions.

1. All students should wear their hair in a clean, neat and well - groomed fashion. Hairstyles or unnatural hair colors that in the judgement of the school principals cause a disruption to the educational process will not be allowed. Boys hair should be cut above the eyebrow, the ear lobes and about the collar.
2. Students must wear clothing, accessories, and undergarments in keeping with their gender. No undergarments or pajamas should be worn as outerwear. If in the opinion of the administration a students clothing causes a disruption to the educational process, the student will receive a warning and discipline action may follow.
3. Boys MAY NOT wear earrings of any kind (no band-aid coverings).
4. Students MAY NOT wear earrings in eyebrows, nostrils, tongues, or other parts of the body.
5. All clothing must be clean and in good repair. Cut-offs that are not hemmed are not allowed. Articles of clothing that are torn, ragid, frayed or pants / jeans with holes are not permitted.
6. Students must wear shoes or boots. Shoes with built in rollers MAY NOT be worn. Musical shoes MAY NOT be worn. Shoes must be worn at all times. Tennis shoes must be worn in physical education classes.
7. Students MAY NOT wear any apparel that contains advertising for alcohol, tobacco, or drugs.
8. No obscene or suggestive slogans may be worn on clothing or accessories; this includes pictures of skulls or violent acts.
9. No halter, tank, tube, muscle, spaghetti straps or strapless tops may be worn. Shirts and blouses must be long enough so that no skin or undergarments will be visible if both arms are extended above the head. Revealing or low cut clothing is not permitted. Excessively long shirttails that could conceal weapons or pagers may be required to be worn tucked inside.
10. Hats, caps, or sunglasses are not to be worn in the building. Bandanas may be worn at school or school functions.
11. Appropriate shorts may be worn by students. Appropriate dresses may be worn by female students. To be considered appropriate they should be in good taste and be worn to a length that extends between the tips of the fingers and the top of the knee.
12. No "saggy" or baggy pants may be worn. Pants must be worn so that they fit securely at the waistline and that no undergarments may be visible if the shirt is raised. Measures to assure appropriate fitting pants may be taken in certain instances. Students may be asked to tuck shirttails in if it is apparent that the pants are not worn in accordance with these guidelines. Both straps on overalls must be worn as they are intended. Both shall be fastened.

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

ACADEMICS

GRADES / REPORT CARDS

Report cards are usually sent home on Thursday following the end of each six weeks reporting period as indicated on the school calendar. Students receive report cards with numerical grades in first and second grade. Kindergarten receive report cards with S, N and U indicating Satisfactory, Needs Improvement, and Unsatisfactory. First and second grade receive report cards with numerical grades, as well as S, N, and U. Report cards should be signed by a parent or guardian and returned to the school the following day. Pre-kindergarten will receive an appropriate progress report.

Students receive progress reports at the end of the third week of each six weeks. Teachers may, as a courtesy, send a progress report at the time regardless of the student's grade. As well, many teachers send additional progress reports throughout the reporting period.

HOMEWORK

Homework is an essential part of the educational process. It is the responsibility of each student to turn in homework when it is due. Grade reduction may / will occur for late work. Unexcused absences may also be a cause for grade reduction.

PARENT PORTAL

The parent portal is a site that provides web access to school - related information. Parents may use this site to keep current on their child's attendance and academic information. Each student will be given a student portal ID that is unique to them. The student portal ID is distributed by your student's campus.

TAKE HOME FOLDER

Each student will be given 1 take home folder per year. This orange and white folder is very important. It will be sent home every Thursday with important information in it. One side says, Keep at Home. Everything on this side of the folder is for you, as the parent, to keep at home. On the other side of the folder it says, Return to School. This side will include anything that needs to be signed and/or filled out and returned to your child's homeroom teacher. If your child needs to replace his/her take home folder there will be a charge of \$5.00.

SPECIAL PROGRAMS

GIFTED AND TALENTED (G/T)

Kindergarten through second grade students identified for the G/T program are served in whole class enrichment, cluster grouping, and / or pull-out programs. Students may be referred by the teacher, parent, peer, or a community member. Kindergarten students are identified during the second semester.

BILINGUAL AND / OR ENGLISH AS A SECOND LANGUAGE

Children in grades kindergarten through second, whose primary language is not English or who speak any language other than English in their homes, are eligible for individualized instruction. This program provides language enhancement to support the academic program. Those students who qualify are taught in a specially designed program by a certified teacher or a supervised instructional aide.

TITLE I

Title I is a supplemental reading program designed to serve certain identified children. Those students who qualify are taught in a pull-out program for 30-45 minutes, 4-5 days weekly or biweekly, by certified reading specialist or other certified personnel.

DYSLEXIA

Celina ISD provides a positive instructional environment for students with dyslexia by providing a multi-sensory curriculum that utilizes explicit, direct instruction that is systematic, sequential, and cumulative. The Multi-Sensory Teaching Approach (MTA) Reading and Spelling Program is the basis for the CISD dyslexia curriculum.

SPECIAL SERVICES

Celina Independent School District provides special education services for children with identified needs. Additional information can be obtained from the special service teachers or from the principal.

COMPUTER ACCESS -- ACCEPTABLE USE and CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer. A student may also access any local network or outside telecommunications resources such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers--either their own or another person's; or using the network in a way that would disrupt use by others. Violations of these rules may result in the loss of the privilege to use the District computers. Students misusing District computers will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

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

If a child is experiencing learning difficulties, the parents may contact the person listed below to learn about the district's overall general education referral or screening systems for support service. 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 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 receiving 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 notice 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 parents how to obtain a copy of the Notice of Procedural Safeguard – Rights of Parents 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:

Contact Person:	Misty Warrick
Phone Number:	469-742-9103

STUDENT CODE OF CONDUCT

Schools are places of learning. For individual students and school as a whole to succeed, courtesy, respect, and diligence are essential and are required. A student whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment, will be subject to disciplinary action.

School rules and the authority of the district to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school sponsored activities.

The District has disciplinary authority over a student:

- * During regular school day and while the student is going to and from school on district transportation;
- * While the student is participating in any activity during the school day on school grounds;
- * While the student is in attendance at any school-related activity, regardless of time and location;
- * For any school-related misconduct, regardless of time or location;
- * When retaliation against a school employee is involved, either on or off school property,
- * When the student commits a felony, as provided by Texas Education Agency Code 37.006;
- * When criminal mischief is committed on or off school property or at a school related event;
- * Within 300 feet of any school property.

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level of maturity. In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of the teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Students responsibilities for achieving a positive learning environment at school or school related activities include:

- * Attending all classes regularly and on time.
- * Completing homework assignments on time.
- * Being prepared for each class with appropriate materials and assignments.
- * Being appropriately dressed and groomed.
- * Showing courtesy and respect toward other students, teachers, school staff, and campus visitors.
- * Being honest with others.
- * Behaving in a responsible manner.
- * Paying required fees and fines unless these are waived.
- * Avoiding violations of the Code of Student Conduct.
- * Obeying all campus and classroom rules, including safety rules.
- * Showing respect for school property and facilities and the property of others.
- * Other behaviors that the District or Campus may encourage.
- * Seeking change in school policies and regulations in an orderly and responsible manner through appropriate channels.
- * Cooperating with or assisting the school staff in maintaining safety, order, and discipline.
- * Respecting the rights and privileges of other students, teachers, District Staff, and campus visitors.

The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed in the student handbook or posted in classrooms and may or may not constitute a violation of Student Code of Conduct. A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques. For these violations, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify parents. Parents will be notified at the discretion of the principal.

The following discipline management techniques may be used alone or in combination for Student Code of Conduct and non-Student Code of Conduct violations:

- * Counseling by teacher, special services, or administrative personnel.
- * Teacher-to-parent telephone calls, letters, and / or conferences.
- * Cooling-off time or time-out.
- * Behavioral contracts.
- * Assigned school duties other than classroom tasks.
- * Verbal correction.
- * Restriction or removal of bus privileges.
- * Withdrawal of privileges, including participation in extra-curricular activities and eligibility for seeking and holding honorary offices or recognition.
- * Sending the student to the office or other assigned area as a routine referral, discretionary removal, or formal removal.
- * Detention before or after school, or Saturday school.
- * Other disciplinary actions deemed appropriate by the teacher and / or principal or principal designee.

CELINA ELEMENTARY SCHOOL STUDENT HANDBOOK

STUDENT DISCIPLINE MANAGEMENT PLAN

AND

STUDENT CODE OF CONDUCT

Acknowledgment Page

(KEEP THIS PAGE FOR YOUR RECORDS.)

I, _____, parent / guardian of
(printed name of parent / guardian)

_____ who is in grade _____,
(printed name of student)

have received a copy of the Celina Elementary Student Handbook and Code of Conduct.

This information has been drawn up to help your child gain the greatest possible benefit from his or her school experience. It is important that every student understand the Code of Conduct and be encouraged to follow the rules and regulations set forth in this code.

This handbook is yours to keep for easy reference. After you've read this handbook, please sign and return THIS PAGE ONLY to the school. If you have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

PARENT / GUARDIAN SIGNATURE

DATE

(Failure to sign this acknowledgment form does not take away the responsibility of the student to abide by the Student Code of Conduct rules.)

Tips to Help You Manage Your Time

To help manage time at school:

- Write down assignments and things you need to remember.
- Work on assignments due in the future when you have opportunity.
- Ask the teacher for help if you are having trouble with an assignment.
- Avoid missing school or being late if possible. Don't stay at home unless you are really sick. You miss discussions and assignments and have to catch up when you return to school.

To help manage time at home:

- Establish a routine by setting aside a certain time each night to do homework.
- Try to do the harder work first. You will feel good about finishing it, and the rest of the work will be a lot easier.
- Get to work right away. Don't waste time talking on the phone, getting snacks, or playing video games.
- Check off finished assignments.
- Spend more time studying subjects that are difficult for you. Review what you have already studied or read ahead.

Good times to review notes or read:

- Waiting for the bus or a ride
- Waiting in the doctor's or dentist's office
- Five minutes at the end of the class if you have no other assignments

Use a calendar to keep track of:

- Assignment due dates
- Sports practices or games
- Music or dance lessons
- Appointments

**SUGGESTIONS FOR PARENTS OF
PRE-K AND KINDERGARTEN STUDENTS**

AT HOME

- * Teach them how to follow instructions by giving simple, and assigning simple chores that must be done step-by-step.
- * Observe a family “quiet time” when everyone does something academic such as reading. No T.V. during this time.
- * Teach self-discipline by setting personal limits- reward desirable behavior and have reasonable consequences for undesirable behavior. Teach exactly what kinds of behavior are acceptable.
- * Read to your children.
- * Make life predictable- meals at the same time, to bed at the same time, set routines.
- * Introduce children to groups/social world- church gatherings, restaurants, teach “public” behavior, praise good behavior.
- * Eliminate baby talk.
- * Teach manners- self control, (anger control). Help them recognize what gets them into trouble.
- * Teach respect for authority, for property, for truth.
- * Teach them personal hygiene (bathroom) and how to dress themselves (tie shoes, button and zip clothes).
- * Teach them to feel capable by letting them do as much for themselves as possible.

