

A GUIDE TO NEWMAN SMITH

Welcome to Newman Smith—to the first time Trojan as well as to our returning students! We look forward to working with you and your family to set educational goals and help you to make plans for your future. This guide provides information for both parents and students; we encourage you to **read and save it for future reference.**

We will continue with a seven period school day and the bell schedule will be as follows:

First bell	7:23
Pd. 1	7:30-8:20
Pd. 2	8:25-9:20 (Will include announcements at 8:25)
Pd. 3	9:25-10:15
Pd. 4	10:20-11:10
Pd. 5	11:15-12:40
Pd. 6	12:45-1:35
Pd. 7	1:40-2:30

A lunch 11:15-11:40
class 11:45-12:40

B lunch 11:45-12:10
class 11:15-11:40 &
12:15-12:40

C lunch 12:15-12:40
class 11:15-12:10

Students are permitted to use book bags or backpacks. Lockers will be issued to ninth grade students, and that information will be provided to them when they pick up their schedules in August; other students may request lockers if they so desire. Students are encouraged to go to their lockers before school, during 5th period (lunchtime), and after school. This will help minimize the number of trips to lockers, help decrease student traffic in the halls during pass periods, and assist students with being on time to classes.

The Newman Smith dress code will be stringently enforced to better prepare young adults for post-secondary study or work. There are countless safety and developmental reasons for students to dress appropriately for school. Students are asked not to wear oversized trousers (extremely baggy or sagging) to school. A pair of trousers that requires the wearer to provide manual support via handholding the garment in place is not acceptable. Students may also be required to tuck shirts in and wear belts. Young ladies should not wear tops with excessive cleavage or bare midriff. Thin flip-flops, house shoes, or slippers will not be allowed at school. Please refer to the updated CFBISD Dress Code in the *Student Code of Conduct* for additional information regarding student dress.

Mr. Pouncy hosts a Parent Coffee on the first Monday of selected months at 6:45 A.M. in the Community Room. These coffees are informal discussions regarding programs, activities, policies, and events at Newman Smith. Parents are cordially invited to attend. Call 972-968-5200 to obtain dates.

Nine-week grading periods will continue. This means that students will receive progress reports at the end of the third and sixth week of the grading period, with a report card following at the end of nine weeks. **We have printed the approximate dates for issuance of those reports later in this newsletter; be sure to mark your calendar and remember to ask for those reports.**

Our purpose in providing this guide is to acquaint you with the people in the main office areas who may be able to assist you through the year with questions and concerns you may have that are not directly related to specific classroom concerns. **Please keep this guide for future reference throughout the school year.**

The main office houses the principal and his secretary, the associate principal and his secretary, the bookkeeper, and the receptionist.

TITLE	NAME	TELEPHONE #	E-MAIL ADDRESS
Principal	Joe Pouncy	972-968-5220	pouncyj@cfbisd.edu
Principal's Sec.	Rita Good	972-968-5205	goodr@cfbisd.edu
Assoc. Prin.	Kirk Manley	972-968-5219	manleyk@cfbisd.edu
A-P Sec.	Ginny Sahyouni	972-968-5229	sahyounig@cfbisd.edu
Bookkeeper	Mary Taylor	972-968-5209	taylorm@cfbisd.edu
Receptionist	Cissi Sarrett	972-968-5200	sarrettc@cfbisd.edu

Each attendance office houses two assistant principals and their secretaries. Each of the assistant principals handles attendance and disciplinary matters with students in the alphabetical assignment indicated below. Each assistant principal has additional duties that pertain to other aspects of building operation, both instructionally and administratively

TITLE-ALPHA	NAME	T	ELEPHONE#	E-MAIL ADDRESS
Asst. Prin. A-E	Ron Smith		972-968-5221	smithr@cfbisd.edu
Sec.	Linda Flores		972-968-5230	floresl@cfbisd.edu
Asst. Prin. F-L	Lakeiah Cheatham		972-968-5222	cheathaml@cfbisd.edu
Sec.	Patti Lenton		972-968-5232	lentonp@cfbisd.edu
Asst. Prin. M-R	Sherie Skruch		972-968-5223	skruchs@cfbisd.edu
Sec.	Alicia Herrera		972-968-5233	herreraa@cfbisd.edu
Asst. Prin. S-Z	Timothy Isaly		972-968-5224	isalyt@cfbisd.edu
Sec.	Lucy Murray		972-968-5234	murrayl@cfbisd.edu

The attendance secretaries are responsible for maintaining student attendance records. **Please be aware that students are permitted to have nine (9) absences in each class during the first semester and nine (9) absences in each class during the second semester before they risk absence failure.** Students who exceed the allowable number of absences must petition the Attendance Appeal Committee for permission to make up absences over these totals. **Please be sure to call your student's attendance office (at the number listed above) to report any absences or to request dismissals from class for doctor's or dentist's appointments.** Phone calls from parents will serve as verification for absences unless otherwise indicated. When a student leaves school for any kind of doctor's appointment and returns to school on the same day, the student must bring a dismissal slip issued by the doctor's office to his/her attendance office. **Because exemptions from exams, as well as absence failures, are determined by the attendance office, it is critical that parents and students assume responsibility for providing absence information and documentation to the appropriate secretary. Because issuance of a TEA form for obtaining a**

driver's license is based on a student's attendance, you and your child will want to be sure that you keep track of days missed. TEA forms are obtained in the student's attendance office.

The counseling suite houses five counselors, a registrar, two counseling secretaries, a student assistance counselor, and the Records Office. The Counseling Office is located on the left side of the hallway that opens from the main entrance to Newman Smith. Counselor assignments are based on the first letter of the student's last name and are as follows:

ALPHA COUNSELOR		TELEPHONE #	E-MAIL ADDRESS
A-C	Jan Seyler	972-968-5203	seylerm@cfbisd.edu
D-I	Colleen Centera	972-968-5204	centerac@cfbisd.edu
J-M	Judy Panneck (Lead)	972-968-5226	panneckj@cfbisd.edu
N-Sc	Debra Cox	972-968-5227	coxde@cfbisd.edu
Se-Z	Anne Michael	972-968-5228	michaela@cfbisd.edu

Of course, most people think of **schedules** when they think about counselors. Certainly, working with students to obtain a correct and satisfactory schedule is an important task. However, scheduling is only a small part of what the counseling office does.

The counseling staff is available to provide **problem-focused counseling, academic guidance and direction, and assistance with contacting/conferencing** with our teaching staff. Due to the large numbers of students assigned to each counselor, long-term counseling with any one student is usually not possible. Necessarily, much of the focus in the Counseling Office will be to assist students with decision-making in regard to their academic concerns and needs. The counselors are happy to assist in resolving any problem that may be interfering with a student's ability to succeed at Newman Smith. If more than short-term counseling is required, a referral will be made to resources within our community for further assistance. Smith counselors are available for **crisis counseling** (suicide, drug/alcohol abuse, child abuse, etc.) and will make **referrals for long-term intervention/problem-solving**.

The counseling staff is also responsible for **coordinating school-wide testing programs** such as **TAKS** (Texas Assessment of Knowledge and Skills), **PSAT** (Preliminary Scholastic Aptitude Test), **TELPAS**—Tests of English Language Proficiency for ESL students) and **AP** (Advanced Placement) examinations. They can also assist students with registering for the **SAT** (Scholastic Aptitude Test), the **ACT** (American College Test), and the **THEA** (Texas Higher Education Assessment), as well as **aptitude and interest inventories** that may be helpful in career planning. Counselors are also available to support parents and/or students through appropriate **referrals for special education testing and for the gifted and talented program**.

REGISTRAR

Alice Holloway 972-968-5231 hollowaya@cfbisd.edu

Mrs. Holloway enrolls all new students, oversees the development of the master schedule of classes, supervises the Records Office, and coordinates the implementation of various testing programs.

COUNSELING SECRETARIES

Susan Chamberlain 972-968-5235 chamberlains@cfbisd.edu
Brenda Kimball 972-968-5236 kimballb@cfbisd.edu

Mrs. Chamberlain serves as the counselors' receptionist. Typically, she will be your first contact with the counseling office and can answer most questions in regard to the basic functions of the counseling staff. Mrs. Chamberlain can help parents and students determine whether they will need to talk directly with a counselor.

Mrs. Kimball is the counseling office manager. She oversees the College and Career Center, assists with the facilitation of the CAP program, organizes and makes available scholarship information for students, and assists the counseling staff with long-term projects.

STUDENT ASSISTANCE COUNSELOR

Shannon (Pheiffer) Johnson 972-968-5242 johnsons@cfbisd.edu

The CFBISD Student Assistance Program provides prevention and intervention services to students with behavioral, social, or emotional problems that interfere with their ability to function in the school setting and that could lead to future violent behavior and drug use. Mrs. Johnson is available to conduct drug/alcohol/violence assessments, provide treatment referrals, and provide on-campus individual, group and crisis counseling to students.

DIAGNOSTICIANS

A-L Ms. Kristin Reeves 972-968-5217 reevesk@cfbisd.edu
M-Z Ms. Jacqueline Coleman 972-968-5218 colemanj@cfbisd.edu

Once a counselor or parent makes a special education referral, the diagnosticians will be responsible for conducting testing with that student to determine eligibility for services. If it is determined that a student meets eligibility criteria for special education services, the diagnostician will contact the parents to schedule a meeting to discuss test results and determine what services will be provided. For students already receiving special education services, the diagnosticians will schedule annual ARDs and update testing as needed. If parents wish to schedule an ARD, they should contact the appropriate diagnostician. The diagnosticians' offices are in SE116, near the counseling suite.

RECORDS OFFICE

A-F Sandra Chumley 972-968-5213 chumleys@cfbisd.edu
G-O Debbie Gillespie 972-968-5214 gillespied@cfbisd.edu
P-Z Sohing Rayburn 972-968-5216 rayburns@cfbisd.edu

Records Office personnel can assist you with requests for school records. Transcripts can be obtained from the website at **docufide.com**; the cost for a transcript is \$5. Questions about transcripts should be addressed to your child's counselor. Change of address/telephone numbers should be made in Records Office which is located within the counseling suite. Should you need to withdraw your child from Newman Smith during the school year, please contact the Records Office to facilitate that process. Please be aware that the parent who enrolled the student must be the parent to withdraw the student; the withdrawal form requires a parent signature, so a parent will need to go to the Records Office to complete the process.

PROGRESS REPORTS AND REPORT CARDS

The **Trojan Tribune** is mailed to the home of each student approximately once a month. Please read this important newsletter and look for information and periodic updates from both the principal and counseling offices. The following is a list of **important dates** that you will want to mark on your calendar. At Newman Smith, each student will be provided with a **progress report** at the end of the

first three weeks of each six weeks cycle. At the end of each six weeks, a report card will be sent home with each child—report cards are only mailed in June.

Nine weeks grading periods are as follows:

1 st Nine Weeks	August 27-October 31
2 nd Nine Weeks	November 1-January 18
3 rd Nine Weeks	January 23-April 4
4 th Nine Weeks	April 7-June 5

Approximate dates for issuance of progress reports and report cards are as follows:

	Progress Report	Progress Report	Report Card
1 st Nine Weeks	September 20	October 11	November 8
2 nd Nine Weeks	November 30	December 21	January 24
3 rd Nine Weeks	February 14	March 6	April 10
4 th Nine Weeks	May 1	May 22	Mailed after June 5

Both progress reports and report cards will be issued through each student's CAP (Career Advisory Program) class. The CAP class will meet periodically on additional dates in order to provide students with college and career information, registration information, testing information, etc.

To schedule an individual conference with a teacher, you may call the main office at 972-968-5200 and you will be transferred to that teacher's voice mail. Please leave a message for the teacher to contact you in regard to scheduling a conference. You may also reach teachers via email. A teacher's email address is usually as follows: lastnameinitial@cfbisd.edu. Should you need a teacher's email address, you may call the main office for that information or you may obtain that by going to our school's web page through the district's website (cfbisd.edu).

EVENTS SPONSORED BY THE COUNSELING OFFICE

College Night for the CFBISD high schools will be held at R. L. Turner High School on September 13, 2007, from 7-9 P.M. In addition, Newman Smith will host a **Financial Aid Workshop in late November or early December.** Watch the Trojan Tribune for additional information on these and other events.

The counselors will be meeting with all seniors in the first or second week of September, 2007, to discuss credit needs for graduation, as well as to review college information presented during the spring semester. The focus of these conversations will be college admissions testing, making application to colleges, and financial aid opportunities. Parents are encouraged to talk with their senior about how they can assist him/her this year with the college application process. In September, the counselors will provide **current seniors** additional college related information to support the **Newman Smith Guide Book** which was given to them in March, 2007. **Seniors and their parents are encouraged to read and use these resources.** In addition, all students are encouraged to become familiar with the **College and Career Center**, located in the counseling suite. Many resource materials have been placed in the center to assist students with their planning and decision-making. **All seniors who plan to attend a four-year college or university are encouraged to complete their applications for admission no later than November 1, 2007. In some cases, it will be critical that application for housing be**

completed even earlier than that. Additionally, any student who will be seeking financial aid of any kind, including scholarships, must complete and file the **FAFSA** (Free Application for Federal Student Aid). The **FAFSA** may be completed on-line or in a paper version. The paper version is usually available in the counseling office in December and **should be filed as soon as possible after January 1, 2008.** Please remember that students who complete the **Recommended or Distinguished Achievement graduation plans** may be eligible for scholarships through the TEXAS Grant program. Check with the appropriate counselor if you have questions.

In the spring, counselors will meet with junior students to help them prepare for the college application process. **Junior Workshops will be held during March, 2008.** At that time, students will be given basic information that they need to begin their preparation for college application. Students will be provided with the Newman Smith Senior Guide as well as information about selecting a college and information about financial aid opportunities.

The **Honor Graduate Breakfast** is tentatively scheduled at Newman Smith for **May 2, 2008,** and the **Senior Awards Assembly/Senior Walk** is tentatively scheduled for **May 16, 2008.** **Graduation is scheduled for Saturday, June 7, 2008 at 2:00 p.m.** Watch the Trojan Tribune for additional information.

The Great Texas Pick-Up will be held on October 11, 2007 and March 6, 2008 in the Smith Cafeteria. At these two Great Texas Pick-Up events, the first six-week progress report of each semester will be available to parents in the cafeteria from **5-7 P.M.** Teachers will be available for brief conferences—primarily, for the purpose of a quick hello or to check in generally about how a student is doing in a particular class. This is also an opportunity to schedule an additional conference for another date/time about any concerns you may have.

TESTING INFORMATION

TAKS

TAKS will be administered to different grade levels on different dates throughout the year. **TAKS tests given to freshmen and sophomore students will be for the purpose of determining how well our students are progressing in their academic subjects. TAKS tests taken as freshmen or sophomores do not serve as the graduation exit test. Juniors and seniors whose graduation requirement is completion of the exit level TAKS will be taking tests that determine their eligibility for graduation.** Dates for testing are in another location in this packet.

PSAT/CAPS, COPS, and COPES

Each fall our district administers the Preliminary Scholastic Aptitude Test (**PSAT**) to all sophomore and junior students. This test is provided to our students to familiarize them with the test format and content that they will find on the SAT and ACT (college admissions tests usually taken in the spring of the junior year). Additionally, the PSAT can serve as a predictor for performance on the SAT and is also the means by which students may become eligible for National Merit Scholarship opportunities. On the same date, our freshmen will be taking the CAPS, COPS, and COPES tests which will provide them with insight about how their interests, as well as their likes and dislikes, relate to the world of work opportunities. **PSAT and CAPS, COPS, and COPES testing will be on October 17, 2007.** Watch for details in upcoming issues of the Trojan Tribune.

FINAL EXAMS

Final exams will be given in all courses at the close of each semester. Exemptions from exams are available in the spring semester to seniors only. Please note that this is a change in policy from previous years. **Students cannot absence fail any class either semester and be allowed an exemption from any exam** (even if the student has done make-up attendance and regained the opportunity to earn credit, exemption from exams will not be granted). **In addition, students must meet certain grade standards relative to their total number of absences per class in order to earn exemption.**

Fall final exams will be given on January 15, 16, 17, and 18. Spring final exams will be given on June 2, 3, 4, and 5.

A SCHEDULE OF TAKS TESTING DATES

October 17	Exit Level English Lang. Arts (seniors re-testing)
October 18	Exit Level Mathematics (seniors re-testing)
October 19	Exit Level Science (seniors re-testing)
October 20	Exit Level Social Studies (seniors re-testing)
Jan. 22-Feb. 2	TAKS Field Tests Grade 10 English Lang. Arts, Math Exit Level English Lang. Arts. (Grade 11)
February 20	Grade 9 Reading Grade 10 English Lang. Arts Grade 11 English Lang. Arts Exit Level English Lang. Arts (seniors re-testing)
February 21	Exit Level Mathematics (seniors re-testing)
February 22	Exit Level Science (seniors re-testing)
February 23	Exit Level Social Studies (seniors re-testing)
April 17	Grade 10 Mathematics Exit Level English Lang. Arts (seniors re-testing)
April 18	Exit Level Mathematics (seniors re-testing)
April 19	Grade 9 Mathematics Grade 10 Science Exit Level Science (seniors re-testing)
April 20	Grade 10 Social Studies Exit Level Social Studies (seniors re-testing)

AVERAGE PASSING IN YEAR-LONG COURSES

Year long courses may be average passed, regardless of the grades earned either semester. **That means that students may fail any semester of a year-long class but still be awarded full credit as long as the final average for the two semesters is a 70 or better.**

ADVANCED PLACEMENT EXAMINATIONS

Students enrolled in advanced placement courses are encouraged to take the advanced placement examinations provided in the spring by the College Board. Scores of 3 or better on an AP exam may result in the student's earning college credit hours, depending on the policies of the college or university he/she elects to attend. Registration and payment for these exams is done in February. **Advanced Placement Exams will be given the weeks of May 5-16.** Watch for further details in the Trojan Tribune.

SAT and ACT

The SAT and ACT are college admissions tests given on our campus throughout the year. **Students planning to attend college are encouraged to take one or both of these admissions tests no later than the spring of their junior year. Both SAT and ACT offer a writing component as a part of their test battery. For SAT, the writing portion is required; for ACT, it is optional, based on whether a college requires the completion of the writing portion.** Students taking ACT need to check carefully to determine what is required by the colleges they are considering attending. Seniors may also take the SAT or ACT during the fall of their senior year—either for the first time or to try to improve their scores. **Seniors planning to attend a four year college or university (who did not test in the spring of their junior year) must take an SAT or ACT during the fall semester, or they may not have scores in time to meet college deadlines.**

Students may register for the SAT/ACT via mail, telephone, or on-line. Registration materials, as well as practice tests may be obtained in the counseling office. Registration periods usually close about one month in advance of the scheduled test date. **Register early! The Newman Smith test center is always at capacity and closes before the deadline.** Test dates for the 2007-08 school year are:

	Test Date	Postmark Registration Deadline
SAT TEST DATES 2007-2008	October 6	September 10
	November 3	October 2
	December 1	October 30
	January 26	December 5
	March 1	January 29
	May 3	March 12
	June 7	April 16

**ACT TEST
DATES
2007-2008**

September 15
October 27
December 8
February 9
April 12
June 14

August 10
September 21
November 2
January 4
March 7
May 9

Students who participate in the free/reduced lunch program are eligible to take these exams with fee waivers. They should see their counselors for additional information.

THEA

Seniors who plan to attend a Texas public college or university must either take the Texas Higher Education Assessment (THEA) test or must submit scores that will permit the student to be exempt from this requirement. This requirement is sometimes referred to as the Texas Success Initiative. **Students are eligible to take the THEA as soon as they have passed all parts of the exit-level TAKS. Exemptions from THEA may be obtained through TAKS, SAT, or ACT test scores. Students should check with their counselor before testing to determine whether they may meet exemption criteria. Registration bulletins for the THEA test may be obtained in the counseling office. THEA is typically administered once each six weeks and requires completion of registration about one month before testing.**

DUAL CREDIT COURSES

Junior and senior students are eligible to enroll in dual credit courses at Brookhaven College. Any student desiring to do so must see his/her counselor for the appropriate permission forms. Courses taken for dual credit are entered on the student's high school transcript and will not affect calculation of grade point average and subsequent ranking. **Students who have attended BHC this summer for dual credit courses are reminded that they will need to present an official copy of their transcript from BHC to their counselor upon return to school in August. Any changes that need to be made to schedule as a result of completion of dual credit class will not be made without a BHC transcript.** Additionally, any seniors taking dual credit courses during the spring semester must present an official copy of their transcript from BHC to their counselor prior to graduation ceremonies.

CORRESPONDENCE COURSES

Junior and senior students are eligible to enroll in correspondence courses through either Texas Tech University or the University of Texas at Austin. Students cannot earn more than two credits by correspondence to meet their graduation requirements. Any student wishing to enroll in a correspondence course should meet with his/her counselor after school begins in the fall. **All correspondence courses being utilized to meet graduation requirements must be completed by April 1 with final exams completed by April 15; the counselor must receive verification of completion of course work and final grade prior to the last week of school in May for students to participate in graduation ceremonies.**

CREDIT BY EXAM

Students may also earn credit toward graduation through successful completion of a credit by examination. This program is also offered through Texas Tech University and the University of Texas at Austin. Students must see their counselor for the necessary enrollment forms. With prior instruction, a student may receive credit by exam for a course in which he or she posts a final

grade of 70 or better. Any student seeking credit by exam for acceleration (without prior instruction in the course) must post a final grade of 90 or better to earn credit. **Again, students needing credit for graduation through CBE will not be certified for graduation unless the counselor is provided with verification of course work and final grade prior to the last week of school in May. Students who are not eligible for graduation do not participate in graduation ceremonies.**

PLATO LAB

The PLATO lab is a computerized credit recovery and tutorial program. The lab is open each morning before school from 6:45-7:20 and every afternoon except Fridays from 2:30 P.M. to 3:30 P.M. **Students may be referred to the lab for tutorials by current teachers or for credit recovery by their counselors.** To be eligible for credit recovery in PLATO, a student must have previously taken and failed that course. The courses available for credit recovery are: English I and II, Algebra I, Geometry, Algebra II, Math Models, World Geography, World History, US History, Government, Economics, IPC (integrated Physics and Chemistry), and Biology. Please refer any questions regarding the PLATO program to your child's counselor.

CFB VIRTUAL CAMPUS

A limited number of courses may be taken through the CFB virtual campus program—a pilot on-line educational program. Students must meet specific criteria to be eligible for participation in the virtual campus. Additional information can be obtained from your child's counselor.

PARTICIPATION IN GRADUATION CEREMONY

Many of our seniors utilize PLATO credit recovery lab, correspondence courses, dual credit courses, and/or credit by exam to complete their graduation requirements.

ALL COURSES ATTEMPTED IN ANY OF THESE WAYS MUST BE SUCCESSFULLY COMPLETED AND REPORTED OFFICIALLY TO THE COUNSELORS' OFFICE BEFORE A STUDENT MAY PARTICIPATE IN GRADUATION CEREMONIES.

- Correspondence courses should be completed no later than April 1 and students must have ordered their final exams for these courses by the same date.
- All transcripts from dual credit courses, as well as notification of final grades for correspondence courses or credits by exam, must be provided to the student's counselor no later than the last week of school prior to the graduation ceremony.

It is the student's responsibility to provide all documentation of successful completion of any coursework completed outside of Newman Smith to the Counseling Office as soon as it is made available to the student. Any student who has not completed all graduation requirements and provided verification of that to his/her counselor will not be permitted to participate in graduation ceremonies.

Please be aware that this year's senior class must earn 24 credits total with the following specific credits required:

Minimum Plan	(only available by committee decision)
English	4 credits
Math	3 credits (at least Algebra I and geometry)
Science	2 credits (IPC, biology, chemistry, physics)
Social Studies	3 credits (world geography, world history, US history)
Economics	.5 credit
Government	.5 credit
Health	.5 credit
PE or PE equiv.	1.5 credits
Comm. App. (Speech)	.5 credit
Technology	1 credit (BCIS, tech systems, or computer science)

The Recommended Plan is required for all students in CFB and includes the credits listed above plus:

1 additional credit for science	(from list above)
1 credit of fine arts	(band, choir, orchestra, art, dance, theatre)
2 credits of the same foreign language	(Spanish, French, German, Latin, Japanese, or Chinese)

The DAP Plan requires a third year of the same foreign language plus completion of four additional measures: (1) attain National Merit commended scholar status or higher; (2) earn a score of 3 or better on an Advanced Placement exam; (3) earn a grade of 3.0 or higher on college academic courses taken for college or dual credit; (4) complete an original research/project judged by a panel of professionals in the field and conducted under the direction of a faculty supervisor.

Graduation is tentatively set for June ?.

DISTRICT CAREER PLACEMENT CENTER

The school district maintains a Career Placement Center for current and former students. It is staffed with a full-time counselor and secretarial personnel. The Career Placement Center is located at 1805 Walnut Avenue, Carrollton, Tx 75006; the telephone number there is 972-968-6584. The Center not only maintains information about job opportunities, both full-time and part-time, but also has a number of resources available to assist students with the development of resumes, and with researching careers and educational opportunities. While much of this material is available in our Media Center and/or Counseling Center at Smith, the Career Placement Center has extended hours and is open during the summer for students' use.

WEBSITE INFORMATION

The district website is located at www.cfbisd.edu. Newman Smith's website may be reached through the district website by clicking on "schools," and then on Newman Smith's home page. You may also directly access Smith's site by typing www.cfbisd.edu/schools/smi/index/htm.

A variety of information can be found on both the district and school websites. A section of Smith's website is prepared by the Counseling Office and is devoted to a variety of topics of interest to students and parents, including links to other important sites. The **Newman Smith Guide** (a booklet prepared by the Counseling Office for use during planning and preparation for post-secondary education) is available there, as well as other important information. Please be sure to check the website frequently for updates. **The website and the Trojan Tribune are great ways to find out what is happening at Newman Smith.**

SUMMER GRADUATION

A combined graduation ceremony is held in late August for summer graduates of all district high schools. Those Smith students who are eligible for this summer's graduation will be contacted by Mr. Manley and will be given the information they need to be able to participate. **Summer graduation is scheduled for August 20, 2007 at Creekview at 7:00 p.m.** Contact the main office at Newman Smith if you have any questions or need assistance.

SCHEDULE CHANGES

Please be aware that counselors will be available during schedule pick-up dates to make any necessary schedule changes. **Students are encouraged to stay as long as necessary to meet with their counselor if they require a schedule change. No schedule changes will be made after school begins on August 27.**

If a student is not available to pick up his/her schedule on the assigned date, someone else may pick up that student's schedule, provided the absent student's parents have sent written permission for that individual to pick up their child's schedule. The individual picking up a schedule for another student must also present the absent student's corrected enrollment forms.

We look forward to assisting you in any way we can. Again, welcome to Newman Smith!

DISCRIMINATION DISCLAIMER

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