

**CROSBY  
KINDERGARTEN  
CENTER**

*“A Garden for Learning”*

**STUDENT-PARENT HANDBOOK  
2010-2011**

CROSBY INDEPENDENT SCHOOL DISTRICT

Dear Parents and Guardians,

This is a great day in the life of your child. Entering kindergarten is an important milestone and represents an important step toward independence. With this step, he/she enters a bigger and broader world. The school now becomes a partner with you in the education of your child. It should be a happy adventure in living, working, and learning with a group. Kindergarten sets the foundation of skills and attitudes needed for success later in life. We take this responsibility seriously. Through the combined efforts of home and school, we will make kindergarten a time of great educational, personal, and social growth for your child.

Our kindergarten program is an exciting, challenging experience designed to meet the developmental needs of each individual child. Early school experiences should provide each child opportunities to mature intellectually, physically, socially, and emotionally at a rate of growth that matches with his/her unique abilities and developmental progress. Crosby Kindergarten appreciates and practices this philosophy.

Our instructional program is designed to develop the whole child with emphasis on his/her unique strengths and needs. Our curriculum is designed to provide an individualized developmental program for children based on their individual developmental rate of intellectual growth. We provide classrooms where your child will explore concepts and ideas and interact with their peers and teachers in a rich environment to allow the “whole child” to grow. We believe a child’s learning experience should be joyful and successful. Therefore, our top priority is building self-esteem and a joy for learning. We encourage and promote positive self-esteem and confidence by building on each child’s strengths.

Our kindergarten program focuses both on your child as an individual and on your child’s part of both a small and large group. While the kindergarten curriculum provides a strong foundation for future academic progress, it also emphasizes many other kinds of lessons that boys and girls need to learn in order to get along well with others. We see each youngster as a unique being whose individuality should be accepted and valued. The kindergarten program is rich and varied. Much of our teaching is intended to provide for the **3 E’s: Exposure, Enrichment, and Exploration.**

We want students to feel good about themselves as learners. Our goal is that our students will become self-reliant, independent thinkers and problem-solvers, while learning to respect the rights of others. They will learn about conflict management and how to take responsibility for resolving minor conflicts through lessons and role-playing. We believe all children need to feel accepted as they learn. Each child is valued as a separate and unique individual.

In a language rich classroom your child will have the opportunity to engage in learning and progress developmentally at his/her own rate. Our beliefs about how children learn are based on current research and we have positive expectations for all students to succeed. Social skills, as well as academics, are an important part of kindergarten. Your child will learn how to get along with others, how to share and work with others, and accept responsibility in a group.

Crosby Kindergarten strongly believes that the education of children is a partnership between home and school. **Your involvement is crucial** to the academic and social development of your child. You are encouraged to participate in the education process. **You need to read to your children every night to help them learn to read.** Being read to is an important step in building an enriched vocabulary that will enable your child to decode familiar words as they learn to read.

You need to help your children with their homework, emphasizing the importance of establishing good work and study habits. As a parent or guardian, these are areas you can become involved to let your child know you feel education is important: 1) as a volunteer in the classroom or on the campus in general; 2) become a member of our Parent Involvement Committee. The most important thing for you, as a parent or guardian, is to maintain a continuous communication with the school through parent conferences and an ongoing dialogue with your child's teacher.

Crosby Kindergarten wants every child to have a successful educational experience. Commitment to excellence is accomplished when families and schools work together purposely with mutual respect and trust in the pursuit of educational excellence for their children. This goal becomes a reality for a child when parents and school staff work together in an atmosphere of shared concern and cooperation.

As you read farther into this handbook, you will notice a kite with a story concerning children and how their lives resemble trying to fly a kite. Entering your child in school today is one of the first steps toward getting him/her off the ground and into the air. Your children have gotten a little older, but we at Crosby Kindergarten realize that children are not ready to stop playing because they have entered school. In fact, children learn best through play. That is a lesson we as adults can learn, "We do not stop playing because we are old; we grow old because we stop playing".

We at Crosby Kindergarten are looking forward to an awesome 2010-2011 school year.  
**Remember, to be in your child's memory tomorrow, you have to be in their life today.**

Sincerely,  
Ronnie Davenport  
Principal

# INTRODUCTION

## Kindergarten Center Mission Statement

### **K.I.D.S S.H.I.N.E**

Crosby Kindergarten Center believes if they provide a developmentally appropriate program every child will have the opportunity to develop knowledge, independence, respect for diversity, and positive self-esteem. In doing so, the students will have opportunities to become secure, healthy, intuitive, neighborly, and educated human beings.

**K**      knowledge

**I**      ndependence

**D**      iversity

**S**      elf-esteem

**S**      ecure

**H**      ealthly

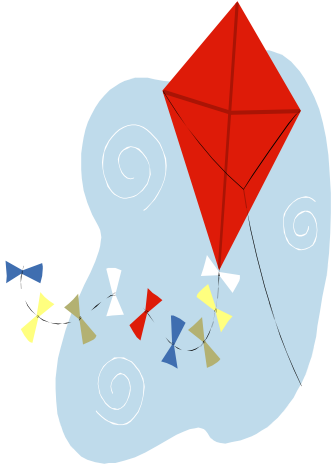
**I**      ntuitive

**N**      ighborly

**E**      ducated

Regulations from the Texas Education Agency will be followed in the administration of the school program. We encourage you to familiarize yourself with the information contained in this handbook.

The handbook is intended as an aid to communication only and cannot be considered as definitive. The school staff is here to help give your child the kind of education that will lead to a happy and productive life. Please call on the teacher or the principal if you have a concern.



Children are like kites.

You spend a lifetime trying  
to get them off the ground. You  
run with them until you're both breathless.

They crash; you add a longer tail, they hit the  
rooftop, you pluck them out of the spout, you patch,  
and comfort, adjust, and teach. You watch them lifted  
by the wind and assure them that someday they'll

fly....Finally they are airborne, but they  
need more string and you keep letting it  
out and with each twist of the ball of  
twine, there is a sadness that goes  
with the joy because the kite becomes  
more distant and somehow you know

that it won't be long before

that beautiful creature

will snap the life

line that bound you

together and soar

as it was meant

to soar

free and alone.

CROSBY INDEPENDENT SCHOOL DISTRICT

281-328-9200, FAX 281-328-9208

P.O. Box 2009, Crosby, Texas 77532-8009

Web address: [www.crosbyisd.org](http://www.crosbyisd.org), email: [crosbyschools@crosbyisd.org](mailto:crosbyschools@crosbyisd.org)

CROSBY I.S.D. BOARD OF EDUCATION

The Crosby I.S.D. Board of Education is comprised of seven elected members who serve staggered three-year terms. School Board meeting, which are open to the public, are held on the third Monday of the month at 7:30 p.m. in the Administration Building, 706 Runneburg Rd. Members of the Board of Education are:

Carla Mills Windfont ..... President	Gerald Blankenship ..... Member
John Lindsey ..... Vice-President	Tanya Eagleton ..... Member
Dan Kasprzak ..... Secretary	Sheryl Shaw ..... Member
JoAnn Crawford ..... Assistant Secretary	

CROSBY I.S.D. ADMINISTRATION

Dr. Keith Moore .....	Superintendent of Schools (Ph# 281-328-9204)
Patricia Kay .....	Assistant Superintendent of Instruction and Curriculum (Ph# 281-328-9210)
Dianne Fleming .....	Assistant Superintendent of Finance (Ph# 281-328-9202)
Charles Murray .....	Director of Maintenance (Ph#281-328-9272)
Donna Davenport .....	Math Coordinator (Ph# 281-328-9211)
Renee' Guillory .....	Reading Coordinator (Ph# 281-328-9211)
Becky Lindsey .....	Secondary Curriculum Coordinator (Ph# 281-328-9206)
David Haapala .....	Director of Information Systems (Ph# 281-328-9390)
Kevin Flanigan .....	Athletic Director (Ph# 281-328-9245)
Dr. Robert Tatman .....	Special Services/Grants/Public Info Director (Ph# 281-328-9258)
Brian Aubain .....	Director of Child Nutrition (Ph# 281-328-9241)
Su Heaslet .....	Testing Coordinator (Ph#281-328-9360)
Nancy Oliver .....	Tax Administrator (Ph# 281-328-9220)
Donna Slot .....	Transportation Coordinator (Ph# 281-328-9248)
Amy Hoehner .....	Director of Special Education (Ph# 281-328-9310)

DIRECTORY OF SCHOOLS

CROSBY KINDERGARTEN CENTER

805 Runneburg Rd.  
281-328-9370, Fax: 281-328-9379  
Principal: Ronnie Davenport  
Grade: Early Childhood, Pre-K, Kindergarten  
School Hours: 8:30-3:05

DREW INTERMEDIATE SCHOOL

223 Red Oak  
281-328-9306, Fax: 281-328-9376  
Principal: Mary Jenkins  
Grades: 5-6  
School Hours: 7:30-2:30

BARRETT PRIMARY SCHOOL

815 FM 1942  
281-328-9317, Fax: 281-328-9374  
Principal: Melinda King  
Grades: 1-2  
School Hours: 8:30-3:30

CROSBY MIDDLE SCHOOL

14705 FM 2100  
3281-328-9265, Fax: 281-328-9356  
Principal: Karen Grey  
Grades: 7-8  
School Hours: 7:30-2:30

NEWPORT ELEMENTARY SCHOOL

430 North Diamondhead Blvd.  
281-328-9330, Fax: 281-328-9378  
Principal: Christy Covan  
Grades: 3-4  
School Hours: 8:30-3:30

CROSBY HIGH SCHOOL

14703 FM 2100  
281-328-9237  
Principal: Dr. Marley Morris  
Grades: 9-12  
School Hours: 7:30-2:30

School closing information – In the event of adverse weather conditions, an announcement will be released form the Office of the Superintendent to the following radio and television stations:

RADIO

KTRH KILT  
KIKK KPRC  
KQUE

TELEVISION

Channel 13 KTRK  
Channel 11 KHOU  
Channel 2 KPRC

Employment – The Crosby Independent School District does not discriminate on the basis of race, color, religion, sex, age national origin, or handicap in admission, access, treatment, or employment.

**Crosby Kindergarten  
School Supply List  
2010-2011**

**KINDERGARTEN Consumable Supplies/Per Student**

Backpack – 1 large backpack (large enough to hold folders)

**NO ROLLING BACKPACKS – NO WHEELS!**

**School does not supply**

Construction Paper – 2 packages 9x12 – 50 sheets (no tablets) – assorted color

Crayola Crayons (thin) – 2 boxes of 8 count

4 boxes of the 24 count

Crayola Washable Markers (thick) – 1 box

Crayola Watercolors with brush – 1

Eraser – 1 large

Kleenex – 2 large boxes

Glue - 4 bottles of the 4 ounce Elmer's Glue

Glue Sticks – 6

Manila Paper – 2 packages 9x12 – 50 sheets (no tablets)

1 package 12x18 – 50 sheets (no tablets)

Pencils #2 – 12 American made

Playdoh Multipack – 1 NO FUNDOUGH

Pocket Folders – 4 (2 with brads – assorted colors)

(2 without brads – 2 red) **DO NOT PUT NAMES ON  
FOLDERS**

School Box – 1 Space maker brand (single clasp opening, plastic box only)

Scissors – 1 pair 5" Fiskars

**PRE-KINDERGARTEN Consumable Supplies/Per Student**

Backpack – 1 large backpack (large enough to hold folders)

**NO ROLLING BACKPACKS – NO WHEELS!**

**School does not supply**

Baby wipes – 1 box

Crayola Crayons, thin - 1 box of 8

Crayola Watercolors with brush – 1

Kleenex (1 large box)

Lysol Wipes

Paper towels (1 roll)

Playdoh Multipack – 1(4 color) **NO FUNDOUGH**

Pocket Folders – 2 (NO BRADS)

1 Red

1 Blue

Tagboard – 1 Ream White (9x12)

**Recommended: Please WRITE child's name on backpack**

**School supplies: Pre-Kindergarten-\$22.00/Kindergarten - \$35.00**

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# PREFACE

To Students and Parents:

Welcome to school year 2010-2011! For the year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Crosby Kindergarten Center Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

**Section I**—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

**Section II**—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about assemblies, awards, homework field trips, and other activities; and

**Section III**—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Crosby Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found in the principal’s office and online at [www.crosbyisd.org](http://www.crosbyisd.org).

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete the parental acknowledgment and corporal punishment forms and return them to your child’s teacher.

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the school office or [www.crosbyisd.org](http://www.crosbyisd.org).

## **SECTION I IMPORTANT INFORMATION FOR PARENTS**

This section of the Crosby Kindergarten Center Student Handbook includes information on topics of particular interest to you as a parent.

### ***QUICK REFERENCE:***

#### **Where to look when you need information about...**

- Parental involvement page 14
- Report cards/progress reports and conferences page 18
- State-mandated assessment testing page 18
- Medicine at school page 18
- Psychotropic drugs page 19
- Student records page 19
- Student or parent complaints and concerns page 21
- Release of students from school page 22

## ***PARENTAL INVOLVEMENT***

### **Working Together**

Both experience and research tell us that a child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 281-328-9370 for an appointment.

- The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 18.]
- Becoming a school volunteer. [For further information, see policy GKG and contact the school counselor at 281-328-9284.]
- You will be asked to become a member of a campus parent committee, such as Fundraising and Luncheon Committee.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the office at 281-328-9370.
- Membership is an important way of saying “I support my child’s school”. With your support, we can keep your child healthy and safe, strengthen parental involvement, promote cultural arts, and recognize excellence to ensure a successful year. Your time and talents can be used and will be deeply appreciated. We disbanded our PTO this year due to extenuating circumstances, but are still in great need of your assistance.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and **School Health Advisory Council** on page 36.]
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]
- We will also conduct Parent Nights/Open House for Reading, Writing, Math, and special programs on holidays such as Christmas.

### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

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

- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

**“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any non emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

**Display of your child’s artwork, projects, and other special work products:**

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community, on the District’s Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing.

**As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
  - Attendance records
  - Test scores
  - Grades
  - Disciplinary records
  - Counseling records
  - Psychological records
  - Health and immunization information
  - Other medical records
  - Teacher and counselor evaluations
  - Reports of behavioral patterns and
  - State assessment instruments that have been administered to your child.

[See **Student Records** on page 19.]
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 55 and policy EC.]

## **GRADING GUIDELINES**

In grades PK – K, grades are based on student performance and teacher observations.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades are issued to parents once every six weeks. They are sent home at the end of each six weeks. Those dates are: September 24, October 29, 2010, December 17, February 18, April 15, and June 2, 2011.

Grades are based on student performance and teacher observation. A student's grade will be determined by scores achieved in two major categories – six weeks skills tests and portfolio of student work over the six weeks. For each six weeks, students are to master a continuum of skills as set forth in the state's essential elements.

## **PARENT-TEACHER COMMUNICATION**

Communication about the student's progress is a shared responsibility of both the teacher and the parents. A weekly progress report will be sent home each Thursday to share the student's progress in the areas of skill attainment and classroom behavior. A parent should sign the progress report and report card and return it to school by the student on the next school day.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 2 days.

## **STATE-MANDATED ASSESSMENT TESTS**

Students at certain grade levels will take state assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills). The Kindergarten students will take the Texas Primary Reading Inventory (TPRI) three times a year.

## **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Authorized employees, in accordance with policy FFAC, may administer:
- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.

- Herbal or dietary supplements provided by the parent if required by the student’s individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the District’s medical advisor and
  - When the parent has previously provided written consent to emergency treatment on the District’s form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

## ***PSYCHOTROPIC DRUGS***

Teachers and other District employees may discuss a student’s academic progress or behavior with the student’s parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

“Psychotropic drug” means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance.

[For further information, see policies at FFAC.]

## ***STUDENT RECORDS***

Both federal and state law, safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Crosby ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s e-mail address.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year. [See the acknowledgment form attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The District must comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 706 Runneburg, Crosby, TX 77532.

The address of the principals' office is: 805 Runneburg, Crosby, TX 77532

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 18 and **Student or Parent Complaints and Concerns** on page 18 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## ***STUDENT OR PARENT COMPLAINTS AND CONCERNS***

Usually parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. We are requesting parents contact the school and conference with the teacher involved. If no resolution is met, you may schedule an appointment by calling 281-328-9370 to meet with your student's counselor or assistant principal. If no resolution is met after meeting with the counselor and/or an assistant principal, the parent will be given a copy of Local Policy FNG. A copy of this policy may be obtained on the District' Web site at [www.crosbyisd.org](http://www.crosbyisd.org). The parent should then discuss the complaint with the campus principal.

If unresolved with the campus principal, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## **General Provisions of Complaint Policy FNG (LOCAL)**

The student may be represented by an adult at any level of the complaint.

For the purposes of this policy, “days” shall mean calendar days.

Announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision.

**Level One.** A parent who has a complaint shall request a conference with the principal within 15 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall hold a conference with the student or parent within ten days of the request. The principal shall have ten days following the conference within which to respond.

**Level Two.** If the outcome of the conference with the principal is not to the parent’s satisfaction or the time for a response has expired, the student or parent may request conference with the Superintendent or designee. The request must be made within ten days following receipt of a response or, if no response is received, within ten days of the response deadline. The Superintendent or designee shall have ten days following the conference within which to respond.

**Level Three.** If the outcome of the conference with the Superintendent or designee is not to the parent’s satisfaction or if the time for a response has expired, the parent may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing and must be filed within ten days of the response or, if no response is received, within ten days of the response deadline.

**Closed Meeting** If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

**NOTE:** School board members will not be able to handle problems except when the above procedure has been followed, and then, only in a board meeting.

## ***RELEASE OF STUDENTS FROM SCHOOL***

Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher’s permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the Principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

**Late Arrival to School**

A child is considered tardy if she/he arrives at school after the “School in Session” time. If a child is tardy, the parent must check him/her in the office and receive a tardy slip. Excessive tardiness, more than three, may necessitate disciplinary action. Children should be ready to begin the school day according to the schedule to alleviate unnecessary repletion of classroom instruction. Practicing punctuality in the early years will result in the formation of positive habits.

We suggest that doctor and dental appointments be made late in the afternoon, if at all possible. This will permit your child to meet most of his/her basic instruction. Notify the school office as to what date and time your child is to be released for such appointments. A parent or guardian must come by the office to pick the child up.

If it is NECESSARY to pick up your child before the end of the school day, please do so **before 2:30 p.m.** Interruptions are disruptive to the teacher trying to close lessons for the day. We discourage picking up students early since all instruction is important. (Also, SEE TRANSPORTION, Car/Van Pick -Up Section).

**School Hours**

**Early Childhood/Pre-Kindergarten (AM) Early Childhood/Pre-Kindergarten (PM)**

7:45 – 8:25	Breakfast	12:00 – 12:30	Option for lunch
8:30 – 8:35	Announcements	12:30 – 3:05	School in session
11: 00	Dismissal	3:05	Dismissal

Cafeteria closes promptly at 8:25 in the morning and promptly at 12:30 in the afternoon!

**Kindergarten**

7:45 – 8:30	Report directly to classroom
7:45 – 8:25	Breakfast
8:30 – 8:35	Morning announcements
8:30 – 3:05	School in session
3:00	Afternoon announcements and dismissal

All students who arrive on campus before the “School in Session” time **should be seated in the designated areas with parents waiting with their child.** If they plan to eat breakfast, they should report to the cafeteria at the designated time.

**NO STUDENT SHOULD BE DROPPED OFF BEFORE 7:30 AM. SUPERVISION WILL NOT BE PROVIDED AND THE SCHOOL WILL NOT BE RESPONSIBLE FOR STUDENTS LEFT AT SCHOOL EARLY OR LATE (THERE WILL BE NO PERSONNEL ON CAMPUS TO SUPERVISE YOUR CHILD AFTER 4:00 PM IN THE AFTERNOON).**

## **Withdrawing from School**

Parents planning to withdraw their child from school should notify the school's attendance clerk at least 24 hours in advance of the effective withdrawal date. The school has achievement, attendance and immunization records to prepare. They must also be certain that library records, lunch charges, and fund-raiser money is cleared. Notification by parents will facilitate speedy handling of these papers. Records will not be forwarded to another school before payment of fees, lost books, etc. is made.

## **SECTION II CURRICULUM-RELATED INFORMATION**

This section includes information on assemblies, awards, field trips, homework and instructional programs at Crosby Kindergarten.

### **QUICK REFERENCE:**

#### **Where to look when you need help with...**

- Assemblies page 24
- Awards and honors page 25
- Computer resources page 25
- Counseling: personal page 25
- Field Trips page 25
- Promotion and retention page 26
- Homework page 26
- Library page 26
- Special Programs page 26
- Textbooks page 30

### **ASSEMBLIES**

Assemblies will be held at least once each six weeks in conjunction with units and themes taught. Students are required to conduct themselves as they do in class. Students who do not abide by campus rules during and assembly shall be subject to disciplinary action.

## **AWARDS**

During the school year, awards will be presented to students who have earned them for:

1. Art Contests
2. Reading Programs
3. Field Day
4. Perfect Attendance

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes.

## **COUNSELING**

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A parent who wishes to meet with the counselor should contact and schedule an appointment with the counselor's office at 281-328-9284.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to policy FFE and FFG (EXHIBIT).]

### **FIELD TRIPS**

Meals are available on request only.

Field trips will be planned during the school year. These trips will provide learning experiences and enhance the school program. Parents will be asked to help chaperone and care for children. Only school children will be allowed on the field trips. No student will be allowed to leave the premises during the field trip.

We discourage bringing personal items on trips, but if personal items are brought on the trip, the student will be responsible for their appropriate use and safekeeping. The principal may designate the items that are appropriate to bring on field trips.

For trips outside the district, a district travel release form will be required before the student can leave the campus. Transportation will be provided on school buses for all school sponsored trips. Parents will be notified of any trips away from campus. **Students will be required to ride the bus to and from the field trip.** We also have deadlines to reserve placing for our students.

## ***PROMOTION AND RETENTION***

State law prohibits retention in pre-kindergarten but allows for retention in kindergarten with parental approval. The parents will be notified if their child is in danger of being considered for retention in an effort to help remediate deficit areas. Parents are encouraged to take an active role in helping school personnel with preventive intervention techniques.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

## ***HOMEWORK***

In order to maintain high academic standards and to provide opportunity and encouragement, homework at this level primarily includes special projects associated with units and themes taught or drill and practice of pre-academic skills. The most important activity that will help your child is to READ TO and/or WITH YOUR CHILD on a DAILY basis.

## ***LIBRARY BOOKS***

Library books will be issued to kindergarten students only. These books become the student's responsibility. If books are damaged or lost, the student will be asked to pay for its replacement. **If you do not want your child to check books out, please let us know in a written, signed and dated note.** Report cards may be held until all fines are cleared.

## ***SPECIAL PROGRAMS***

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the office at 281-328-9370. Your call will be directed to the appropriate coordinator.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation.

Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If 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 the District receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written 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 parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated department to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Special Services at 281-328-9372.

## **INSTRUCTIONAL PROGRAMS AT CROSBY KINDERGARTEN**

### ***Early Childhood***

Parents who suspect that their child might be delayed by a year or more in language, have difficulty being understood by others, or have significant delays in motor development or socialization skills should contact the office to make a referral for their child to be screened (child becomes eligible for the program on their third birthday). Screening may indicate that a child is within normal development or that there is a need for further testing to determine if a child is eligible for the half-day early childhood program. These children must be at least three years old. Appointments for screening will be scheduled by the speech therapist. The program provides remediation for those students with identified needs. The primary focus is on developing speaking and listening language skills to appropriate age or ability level. Additional emphasis is on developing social, behavior, and motor skills necessary for success in kindergarten.

### ***Pre-Kindergarten:***

Any child who is four years old on or before September 1, 2009, may be eligible for pre-kindergarten if the child is:

1. Unable to speak or comprehend the English language
2. Educationally disadvantaged (eligible to participate in the national free or reduced-price lunch program)
3. Homeless
4. Of Active Duty Members of the military.

When registering any child, a parent is required to have a birth certificate, up-to-date shot records, proof of residence (utility bill, etc.) the child's social security number, and photo ID of parent.

Parents of students who may be disadvantaged are asked to bring food stamp card, AFDC card or proof of income that shows the total income of the household.

This half-day program provides many opportunities for students to develop oral language and social emotional skills. Children explore, participate, express themselves and develop trust by seeing the school as a safe place outside the home. Students who qualify are eligible for free and/or reduced priced breakfast or lunch.

### ***Bilingual Pre-Kindergarten and Kindergarten:***

Crosby ISD offers a transitional bilingual education program from pre-kindergarten to the third grade. In our bilingual program, students are instructed first in Spanish and once skills are learned, the skills are then transferred to the English language.

Our English as a Second Language (ESL) program is from fourth grade to twelfth grade. In this program, students receive 100% of their instruction in English. ESL teachers provide modifications and work first with students on their oral and listening skills and then move to reading and writing skills.

### ***Kindergarten***

Full Day Kindergarten students must be five years old on or before September 1, 2010. The program emphasizes activities to help stimulate a child's intellectual growth, self-concept, motor skills and social skills. The TEKS (Texas Essential Knowledge and skills) serve as the curriculum for the program. Students are informally assessed during the first two weeks of school by their teachers to determine skill levels. The teachers will use this information in providing the best education possible for each student.

Other components of the program include classroom computer, multi-purpose lab, motor lab and library. Rest time is scheduled as needed by individual classes. These components are viewed as vital developmentally appropriate enrichments to our educational program.

### ***Kindergarten Gifted and Talented Program***

Crosby Kindergarten students are served as a "Talent Pool." Under this concept, all students are considered to be potentially gifted and/or talented. The regular teacher, trained in gifted strategies, provide acceleration and/or enrichment to all students within a self-contained class. Appropriate lessons are presented regularly to challenge and enhance the potentially gifted student. In the second semester, Kindergarten students are tested for a pull-out G/T class that begins in March. Those students who qualify will be notified by letter.

**Parents may nominate their child for GT testing beginning the first day of school until January 14.** This nomination form can be obtained from the assistant principal.

The only exception to this deadline will be for students enrolling after **January 15**. If your child meets the required minimum criteria listed below in our screening process, then your child will be eligible for GT testing in February. Nominating your child does not guarantee he/she will be tested. Eligibility Requirements for GT Testing are as follows:

- Must pass 8 out of 9 tasks on the mid-year TPRI (Texas Primary Reading Inventory)
- Reading fluently in the second reader (story #25 or higher) or third reader by the end of January
- Teacher/staff recommendation

### ***Support Programs***

The following support services are provided on a pullout basis and are available to any child who qualifies under the program's guidelines:

- Speech and Language Therapy
- Tutoring
- Counseling
- GRIP

## **Crosby I.S.D. Challenge Math Program Overview**

The Challenge Math Program in the Crosby Independent School District is a local program for grades first through sixth that provides curriculum and instruction for students whose academic growth requires greater depth and complexity and possibly, a faster pace in the area of mathematics. Entrance into the program is available to all students who show a high level of academic accomplishment in mathematics when compared to others of the same age, and experience Identified Gifted and Talented (GT) students must also qualify annually for entrance into the Challenge Math Program. Placement in the Challenge Math Program is not guaranteed from one year to the next. All students will be tested every year and must re-qualify for entrance into the program.

The Challenge Math Program curriculum is a fast-paced, accelerated program. During the first semester students are instructed in the entire year's grade level math objectives of the TEKS (Texas Essential Knowledge and Skills). The second semester the students accelerate into the entirety of the next grade level TEKS objectives. There is one exception; sixth grade students begin seventh grade curriculum from the first day of school. The seventh grade book reviews sixth grade skills while introducing new seventh grade objectives.

### **Testing Procedures**

Students are selected for testing by the Mathematics Department based on the student's six-weeks test average in math. Students with a six weeks test average of 85 and higher are chosen in grades 2-6. First graders with a six weeks test average of 95 and higher are tested along with all students who are tested for Gifted and Talented.

Teacher and parent nominations are also accepted. A written letter requesting testing must be sent to the Math Coordinator via the student’s math teacher prior to testing. All students who are currently in the Challenge Math Program will automatically be tested regardless of six weeks test average unless a parent requests that their child **not be** tested.

Testing for third through sixth grade occurs in the latter part of the school year (usually May) after the state TAKS test has been given. First and second grade students will be tested during March or April. All kindergarten students are administered an end- of- the – year math test and the results are used for ranking the students for placement in an accelerated class in first grade. Testing occurs only once a year.

For more written information about the program a Crosby I.S.D. Challenge Math Program Overview can be obtained from the front office of each school or from the Curriculum Department at the Administration Building. For questions, contact the Math Coordinator at 281-328-9211.

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each class. 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.

## **SECTION III GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school’s expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

### **QUICK REFERENCE:**

#### **Where to look when you need information about...**

- Attendance page 31
- Makeup work page 35
- Communicable diseases/conditions page 35
- Registration page 34
- Health-related matters page 40
- Freedom from Discrimination page 43

• Conduct	page 45
• Disruptions	page 47
• Zero Tolerance	page 48
• Distribution of published materials or documents	page 51
• Dress and grooming	page 52
• Student fees	page 53
• Fund-raising	page 53
• Immunization	page 54
• Parties	page 55
• Pledges of allegiance and a minute of silence	page 55
• Prayer	page 55
• Safety	page 55
• Emergency school-closings information	page 56
• School facilities	page 56
• Searches	page 61
• Transportation	page 61
• Videotaping of students	page 66
• Visitors to the school	page 66
• Volunteers	page 66

## ***ATTENDANCE***

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student should make every effort to avoid unnecessary absences. Regular attendance is extremely important for your child’s success in school. Each year special emphasis is placed on attendance. Our campus goal is 96% average daily attendance. Individual students who have perfect attendance receive special incentives at the end of each six weeks such as perfect attendance ribbons, selection of a free prize from the grab box, etc. Students with perfect attendance for the year receive recognition at the graduation program.

**WARNING NOTICE**  
**Texas Education Code § 25.095**

**TO THE STUDENT’S PARENT OR PERSON STANDING IN PARENTAL  
RELATION TO THE STUDENT:**

If a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year, or on 3 or more days or parts of day within a four-week period:

- (1) The student’s parent or standing in parental relations to the student is subject to prosecution for “Parent Contributing to Nonattendance” under Texas Education Code §25.093; and,
- (2) The student is subject to prosecution under Texas Education Code §25.094 for “failure to Attend School.”

The offenses of “Parent Contribution to Nonattendance” and “Failure to Attend School” are Class C misdemeanors punishable by a fine not to exceed \$500.00

It is your duty as a parent or person standing in parental relation to the student to monitor the student’s attendance and require the student to attend school.

You will be notified if the student has been absent from school, without excuse, on 3 days or parts of days within a four-week period and a conference between you and school officials will be requested to discuss the absences.

When a student's attendance drops below 90 percent of the days class is offered, the student, parent, or representative may submit a written petition to the attendance committee requesting award of credit.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit.

## **Compulsory Attendance and the Law**

Compulsory Attendance laws apply to children enrolled in pre-kindergarten and kindergarten. If any parent or person responsible for a child fails to require such child to attend school at least 90% of the days per semester, the attendance officer will warn, in writing, the parent or guardian that attendance must be immediately required. If, after this warning, the parent or guardian willfully fails to comply, the attendance officer shall file a complaint against him/her in the county court, in the justice court of his/her resident precinct, or in the municipal court of the municipality in which he/she resides. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

**CHOICE:** As a parent, you had a choice whether to put your child in school. So, if you made the choice to do so, you are bound by the law to send your child according to the compulsory attendance laws of the state. This means:

- RULES:**
1. Once your child is officially enrolled, he/she cannot be taken out of school unless he/she is placed into another school.
  2. Your child must have a note upon returning to school stating the reason for the absence.
  3. A doctor's excuse is the perfect excuse. (All other excused absences are broken down in the handbook).
  4. A child cannot be absent in excess of 10% of the days class is held.
  5. If the parent fails to send notes, he/she can be filed upon by the judge in our district. If you are filed upon, you will have been warned by a truancy officer or by certified mail. Failure to comply can cause serious problems with the law.
  6. Warning letters will be sent – one for 8 absences, one for 10 absences, one for 14 absences, and one for 18 absences. **SIGN AND RETURN** this letter as soon as possible along with any notes you have. If the child has been medically ill, have the doctor fax one sheet to 281-328-9379 stating all the times seen for the year. Keep your child's file up-to-date; it can save you problems. Fines in court can be as high as \$500, please consider this.

A lot of parents do not realize attendance is compulsory once their child is enrolled. **SO REMEMBER:**

1. Call the school at the time of an absence
2. If the child is tardy, remember to call ahead and let the school know. This phone call can alleviate an accidental marked absence.
3. A new state law was written in 1995. It states that if a student is in attendance any part of the school day and has a written slip from the doctor, dentist, etc., he/she will not be marked absent. Please call the attendance office ahead of time to let us know in order for us to inform the teacher not to mark the child absent. You must provide a note from the doctor. Please remember this is a new law!

The information is given to you to make sure all parents understand the law. It is not designed to upset you, but to make sure everyone has a clear understanding of attendance. A signed and dated note from you, the parent, will then be placed in your child's file. If problems arise, this note will be used in compliance with the law. Always feel free to call the attendance office and she will be glad to go over your child's file.

### ***Perfect Attendance***

Perfect attendance certificates will be awarded to those students who are in attendance each school day from 8:30 a.m. until 3:05 p.m. A student must be in attendance all day, every day to receive a Perfect Attendance Award at the end of the school year. If a student checks out of school prior to the end of the school day, he/she will not be eligible for the award. District Policy requires a student to be present by 10:00 a.m. each day to be counted present (this is for funding purposes). If a student checks into school after the opening bell, he/she will not be eligible for the award. Early dismissal, when documented with a physician's note, will not be treated as an absence or late arrival.

### ***REGISTRATION***

Each year before school starts, pre-registration for students new to our district is announced in local newspapers. Students enrolling in our district for the first time are given the following materials:

1. Student-parent handbook
2. An enrollment card
3. An emergency health card
4. A home language survey
5. A release of records form

The parents must show evidence of compliance with the immunization requirements (SEE General Health Information Section).

A birth certificate will be required of all students entering Crosby ISD for the first time from early childhood through fifth grade. New students entering after September will be given a head check, vision, and hearing screening by the school nurse.

Students who have attended any Crosby ISD program (i.e. Pre-K, EC) the previous year will be given a student-parent handbook, an enrollment card and emergency health care card on the first day of school. Students will not be considered officially enrolled until all registration materials (excluding the handbook) and up-to-date immunizations have been completed and returned to the school.

## ***MAKEUP WORK***

For any day missed, the teacher may assign the student makeup work based on the instructional objectives for the subject and the needs of the individual student in mastering the essential knowledge and skills in meeting subject requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB.]

## ***COMMUNICABLE DISEASES / CONDITIONS***

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

### **Bacterial Meningitis**

State law specifically requires the District to provide the following information:

- **WHAT IS MENINGITIS?**

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

- **WHAT ARE THE SYMPTOMS?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have 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 SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

You should seek prompt medical attention.

- **WHERE CAN YOU GET 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>.

## **Communicable Disease/Conditions Guidelines**

All students who are sent home with contagious diseases must report to the school nurse before re-entering class.

The following regulations, as set forth by the Texas Department of Health 1987, apply to the re-admission of students who have had a contagious disease.

<b>CHICKEN POX</b>	Many return on the seventh day after onset of rash except immunocompromised individuals who should not return until all blisters have crusted over (may be longer than seven days).
<b>STREPTOCOCCAL INFECTIONS</b>	Readmit after 24 hours from date antibiotic treatment begins.
<b>HEPATITIS A</b>	Readmit one week after onset of illness
<b>HEPATITIS B</b>	No exclusion from attendance
<b>IMPETIGO</b>	Readmit when treatment begins
<b>MEASLES</b>	Exclude anytime symptoms develop and for seven days after appearance of rash. Contacts-No restrictions.
<b>GERMAN MEASLES</b>	No restrictions, except that any student who has fever and does not feel well should not be in school. Contacts-No restrictions.
<b>MENINGITIS MENINGOCOCCAL</b>	Exclude until statement from physician that person is NONINFECTIOUS. No restrictions on contacts except family ( <b>epidemic</b> unless they have a physician's statement that they are noninfectious). Notify parents of classroom contacts.
<b>MONONUCLEOSIS</b>	Exclude until recovered. Contact-No restrictions.
<b>RASHES</b>	Students with rashes of unknown origin are excluded from school until the rash clears or until the nurse receives a written statement from the doctor that he/she is not contagious.

<b>RINGWORM OF SCALP</b>	May attend school provided person stays under treatment by a physician and areas are covered. Contact – No restrictions. Evidence of treatment is by a written statement from a physician.
<b>RINGWORM OF THE SKIN</b>	May attend school provided person stays under treatment by a physician and areas are covered. Contact – No restrictions. Evidence of treatment is by a written statement from a physician.
<b>COMMON COLD</b>	Readmit when fever subsides.
<b>INFLUENZA</b>	Readmit when fever subsides.
<b>SCABIES</b>	Readmit when treatment begins.
<b>CONJUNCTIVITIS</b>	Written certificate from a physician or by the local health authority.
<b>DIARRHEA</b>	Exclude from school until diarrhea subsides.
<b>FEVER</b>	Students with a temperature of 100.4 degrees or above must not be sent to school. Students who come to the school nurse during the school day and have 100.4 degrees or above will be sent home. It is advisable to keep your child home for at least 24 hours before he/she returns to school.
<b>FIFTH DISEASE</b>	Readmit when fever subsides.
<b>LICE</b>	Exclude until medicated shampoo or lotion treatment has been given. <b>Students must be nit free returning to school and parent must accompany student to the nurse's office to be checked before readmission to class.</b>

### **Procedures for the Control of Head Lice**

All early childhood, pre-kindergarten and kindergarten students will be checked for head lice in September, January, and March. New students entering after September will be checked by the school nurse. Students who are identified as having head lice are excluded from class and their parents are notified. The school nurse gives the parents (students found with head lice or nits) information on the treatment and prevention of head lice.

## The Most Common Question Concerning Head Lice

There are 8-10 million cases of head lice in our country each year. The following will help you answer some questions you may have about the detection and elimination of lice.

1. What do you do if you discover your child has lice?  
Don't panic or get embarrassed. A lice infestation is not a sign of lack of cleanliness. It is an easily treatable condition.
2. How do I recognize lice?  
Lice are tiny insects that survive on human blood. Head lice are about as big as a sesame seed and may live on the human scalp.
3. How do lice live?  
Lice hatch from eggs called nits. Nits are extremely tiny, yellowish or grayish white and will not wash out or blow away. They must be combed out of hair using a special comb designed for this purpose. Lice hatch in about one week and are fully mature in about seven to ten days.
4. How did my child get lice?  
Head lice cannot fly or jump from person to person - they can only crawl. They are usually passed from child to child through shared combs, hats, and other personal items.
5. What are symptoms?  
One of the most common symptoms is itching. If you notice your child repeatedly scratching, you should check for lice.
6. How do I look?  
Live lice can be difficult to locate because they move quickly and do not like bright light. But their nits are easy to see. Closely examine the scalp in natural light and look for the eggs attached to the hair shaft. Also, inspect under the child's fingernails.
7. Can I prevent lice from returning?  
Yes, lice can survive up to two days off the human scalp, on personal items and household surfaces, clothing or bed linen. Soak all washable items in hot water (about 150 degrees) for 5 to 10 minutes. Wash clothing and linens in hot water (at least 130 degrees) and then place the clothes in a hot dryer for 20 minutes. Place all non-washable items in tightly sealed plastic bag for 2 weeks, then open outdoors and shake vigorously. Vacuuming is the safest best way to control lice on furniture, mattress and rugs.

8. Does lice affect my child's attendance?

The first day the student is sent home is excused, any day after that if the student does not return to school it is an unexcused absence.

## **HEALTH-RELATED MATTERS**

### **Physical Activity for Students in Elementary Grades**

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

### **School Health Advisory Council**

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

### **Nurse**

Access to the school nurse is as follows:

- Student obtains a nurse referral form from his/her teacher.
- Nurse evaluates those referred to him/her and either calls a parent to come for the student or has the student return to class.

### **Emergency Medical Treatment /Emergency Care Cards**

If a student should have a medical emergency at school or at a school –related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergic reactions to medications, etc.) Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information and submit new information in writing

### **It is important that you complete both front and back of the Emergency Care Card.**

Please list relatives or friends in Crosby or surrounding areas who may be called if parents are not available to pick up the student. If you don't have a telephone, it is important to list someone who will be able to pick up your child.

Please list all physical conditions or allergies on the Emergency Care Card, regardless of how small you think they are. It is advisable to let teachers know of any special physical conditions your child may have.

When the nurse calls to let you know your child is sick and needs to be picked up, please make arrangements to pick up the child as soon as possible. It may be necessary for you to take the child to a doctor for medical care. Also, there are no facilities for keeping students isolated for health reasons, so they cannot remain at school.

If it is the judgment of the nurse, principal, or his/her designee that 911 be called, the student will be taken to the nearest hospital.

The district is not responsible for medical expenses associated with a student's injury.

### **Medication During School Hours**

Parents should make EVERY effort to schedule student's medication in a manner that medication brought to school will be kept at a minimum.

**EXAMPLE:**

Medication two (2) times daily: Before school and bedtime

Three times daily: Before school, after school and bedtime

Four times daily: ONE dose at school (Noon)

Parents should make a note as to when his/her child will run out of medication. It is not always possible for the nurse to alert you when your child's medication is running low.

When medications are brought to the clinic, it should be explained to the student and/or parent, that there is a partnership requiring responsibility from both the student and the nurse. It is the nurse's responsibility to call a student down to the clinic at the correct time to receive medication.

School district employees shall not be required to administer any medication that exceeds recommended dosages, or administer any procedure that conflicts with standard medical practice, as described in recognized medical references on these issues.

In the event that the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse shall so notify the principal or his/her designee. Upon receiving such notification from the school nurse, the principal shall notify the parent in writing that no further administering of the medication shall be done by school employees without a written authorization from a person licensed to practice medicine.

### **Guidelines for Administering Medications**

**Employees of the district (Nurse, Principal, or the Principal's designee only) may administer medication to a student, provided the following requirements are met;**

1. **All medications must be delivered to the school nurse (or a person designated by the principal) by the student or parent immediately upon arrival to school.**
2. The district's "*Authorization and Permission for Administration of Medication*" form must be filled out and signed by a parent or legal guardian. This form will be presented to the responsible party when the medication is brought to the nurse. Within two days of receiving this form, it must be on file in the nurse's office in order for your child to continue to receive the medication.
3. The medication must be in the original container as dispensed or the manufacturer's labeled container.
4. The medication label must contain the student's name, name of medication, directions for use and the date.
5. Over-the-counter medications will be administered up to five days. Any medication not picked up will be **DISCARDED**.
6. Any medical problem that has not improved in five days needs to be evaluated by a physician. Any over the counter medications being taken 5 days or more requires physician's signature.
7. Any prescription being taken 10 days or more requires physician's signature.
8. Students are not to have any prescribed or over-the-counter medications in their possession during the school day, or while attending school events.
9. Unused medications will be returned to the student and parent. Medications that are not picked up by the end of the school year will be discarded.

### **Guidelines for Asthma Inhalers at School**

1. The district must have received a written request from a physician in order for a student to carry his/her inhaler. The request must then be approved by the nurse, principal or his/her designee.
2. A request for administering of medication must be completed, along with an additional form on information of the student with asthma, to be filed in the nurse's office.
3. Student should be experienced at using the inhaler properly.
4. Student may not share or play with inhaler during school day.
5. Student must inform the teacher of breathing difficulty and the need to use inhaler. If swelling is not relieved by use of inhaler, teacher will call for assistance.

[For further information, see policies at FFAC]

**CROSBY ISD DOES NOT PROVIDE ANY MEDICATIONS! MEDICATIONS TO BE ADMINISTERED DURING SCHOOL HOURS MUST REMAIN AT SCHOOL LOCKED IN THE NURSE'S CABINET. MEDICATION MUST BE BROUGHT TO SCHOOL AND KEPT IN ITS ORIGINAL CONTAINER. NO EXCEPTIONS!**

**TRANSPORTING OF MEDICINES BY OUR PRE-K OR KINDERGARTEN STUDENTS IS NOT PERMISSIBLE. MEDICATIONS MUST BE BROUGHT TO THE NURSE'S OFFICE BY A PARENT/GUARDIAN.**

### **Tobacco Prohibited**

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. [See the Student Code of Conduct and policy GKA.]

### **Asbestos Management Information**

The District is required to keep in its Administrative Office a copy of the Asbestos Management Plans for each school.

The Management Plan is available, without cost or restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents, as well as by representatives of EPA and the State. For more information contact the Director of Grounds and Maintenance at 281-328-9272.

### **Pest Control Policy**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the Director of Grounds and Maintenance at (281)328-9272.

## ***FREEDOM FROM DISCRIMINATION***

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

A parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

In its efforts to promote nondiscrimination, the District makes the following statements:

Crosby ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Keith Moore, 281-328-9204
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Amy Hoehner, 281-328-9310
- All other concerns: See the Superintendent Dr. Keith Moore, 281-328-9204

## **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Veronica Duggan, 281-328-9284
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Veronica Duggan, 281-328-9284.

## **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see page 26 and the speech department at 281-328-9372.

## ***CONDUCT***

### **Applicability of School Rules**

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District 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 in accordance with the Student Code of Conduct.

### **Corporal Punishment**

Corporal punishment – spanking or paddling the student – may be used as a discipline only with written permission by the parent, management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the District’s policy manual.

## **Bullying or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

## **Discipline Management Plan**

### **Student Conduct**

The intent of the student conduct rules is to help provide your child with a learning environment that will allow him/her to reach maximum learning potential. As you know, good conduct is an important part of a productive year. When there is good conduct in the classroom, there is a happy and positive learning environment.

Your cooperation in helping your child abide by these rules will help to ensure that process. Not following these rules will disrupt the learning process for the misbehaving students and all other students in the class. Parents are expected to cooperate with teachers in training their child to assume responsibility and to follow school rules.

### GENERAL RULES:

1. Students will be on time for school and class and will be prepared daily.
2. Students will obey the campus management plan instructions in all areas (i.e. classroom, restroom, cafeteria, playground, hallway, bus, etc.).
3. Students will be respectful of and show courtesy to other students, teachers, and adults.
4. Students will exhibit behavior that is not disruptive or disturbing to other students.
5. Students will leave toys, electronic games, game watches, etc. at home or these could be taken up.
6. Students will remain at school all day unless checked out of school through the school office.

### SPECIFIC RULES

1. Keep hands, feet, and objects to self.
2. Listen when others speak.
3. Wait your turn.
4. Raise your hand.
5. Follow directions.

### POSITIVE CONSEQUENCES

1. A student learns more information.
2. A student respects other class members.
3. A student becomes responsible for own behavior.
4. A student becomes a good worker.
5. A student becomes a good helper.

## SERIOUS VIOLATIONS

1. Damaging school property or the property of others.
2. Theft.
3. Use of disrespectful or obscene words or gestures.
4. Physical attacks against students or adults.
5. Bringing knives or other weapons onto campus.

## CONSEQUENCES

Since we believe in reinforcing and rewarding good behavior in school, we use a behavior management system that gives a visible record of daily conduct.

1. Each day during the school year, all students begin the day on the color green which indicates good behavior. If a child breaks a significant classroom rule anytime during that day, he/she moves to the color yellow as a warning.
2. If the child continues to break rules, he/she moves to the color blue and must move away from the other students for 5-15 minutes in a thinking area to think about his/her conduct.
3. Continued violations will cause him/her to move to red and a note will be sent to parents to sign and return.
4. The second time a red color is received during the same day the child will be referred to the principal, counselor, or other professional personnel. This may result in:
  - a) Loss of privileges,
  - b) Conference with parents or guardian,
  - c) Issuing a discipline report to parents, or
  - d) The third time a child receives the color red, the parent will be called on the telephone or asked to come in for a parent-teacher conference. At this time we will discuss with you how we can work together to devise a plan to help improve your child's behavior at school.

We encourage you to discuss this system with your child. Praise him/her for good behavior and encourage him/her to do better if improvement is needed.

## **Disruptions**

As identified by law, disruptions include the following:

- Interferes with the movement of people at an exit, an entrance, or a hallway of a District building without authorization from an administrator.

- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

### **Radios, CD Players, Cell Phones, and Other Electronic Devices and Games**

Students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item.

### **CISD ZERO TOLERANCE PLAN**

Crosby I.S.D has a Zero Tolerance Plan for grades 5<sup>th</sup> thru 12<sup>th</sup>. This plan is detailed below however the consequences for Pre-Kindergarten and Kindergarten students will be modified. Parents will be contacted and the use of in-school-suspension and expulsion from school are disciplinary actions that can and will be utilized for repeated offenses.

### ***ZERO TOLERANCE FOR ABUSIVE LANGUAGE***

Abusive language, sexual harassment, and physical violence will not be allowed under any circumstances by students or employees in the Crosby Independent School District.

## INTENT OF PLAN

The intent of the policy is to halt any of the following behaviors:

1. Directing profanity, vulgar language or obscene gestures toward other students or school personnel.
2. Engaging in other verbal abuse, i.e., name calling or derogatory statements addressed publicly to others, that may disrupt the school program or incite violence;
3. Engaging in offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidation sexual conduct, directed toward another student;
4. Fighting or assault of a teacher or another student.

## **RECOMMENDED DISCIPLINARY ACTIONS FOR ABUSIVE LANGUAGE**

### **Casual profanity**

This includes all use of language generally considered profane but not directed toward another person.

First Offense	Parent will be contacted. Two days after school detention.
Second Offense	Parent will be contacted. Three days assignment in-school-suspension (ISS).
Third Offense	Parent will be contacted. Five days in-school-suspension.

### **Directed Toward a Student or Staff Member**

This includes all profanity or abusive language directed toward another student and verbal disrespect toward school personnel and verbal defiance of authority or school personnel.

First Offense	Parent will be contacted. Three days assignment in-school-suspension and/or a citation.
Second Offense	Parent will be contacted. Five days assignment in-school-suspension and/or a citation.
Third Offense	Parent will be contacted. Assignment to Alternative school and/or citation.

### **Threats upon a person, sexual harassment, or profanity toward a staff member**

First Offense	Parent will be contacted. Ten days assignment in-school suspension and/or a citation.
Second Offense	Parent will be contacted. Expulsion from school or assignment to alternative school.

## **ZERO TOLERANCE FOR PHYSICAL VIOLENCE**

### **Aggressive physical behavior**

(This includes minor pushing, horseplay, etc.)

First Offense                      Parent will be contacted. Three days assignment in-school-suspension.

**Fighting**

First Offense                      Parent will be contacted. Ten days in-school-suspension and/or a citation **OR**

Second Offense                  Expulsion from school or assignment to alternative school.

**NOTE: THE MAXIMUM CONSEQUENCE WIL BE ASSIGNED EXCEPT IN UNUSUAL CIRCUMSTANCES.**

**ZERO TOLERANCE FOR RACIAL SLURS**

Racial slurs will not be allowed under any circumstances by students or employees in the Crosby Independent School District.

Zero tolerance shall exist. A racial slur for the purpose of this policy includes all verbal comments made by students or employees containing derogatory language referring to the racial designation of another student or employee.

**INTENT OF PLAN**

The intent of the policy is to halt all negative racial language on the campuses of Crosby ISD. We recognize that comments containing racial references are hurtful not only to the person whom the reference is directed but to the person who uses the references and indeed to society in general.

The word “ALL” is used purposefully to go beyond intent in a statement. Racial slurs used in jest and even words received in jest serve no useful purpose in the life of our school district and will not be tolerated.

This policy recognizes that language changes and the policy will have to be enforced keeping changes in mind. There are generally recognized references to racial groups that are never appropriate under any circumstances. Ethnic specific slurs such as “nigger”, “honkie”, “wetback”, “coon”, “whitey”, or “spec” are vile words all thinking people need to identify as non-tolerable. Other more subtle references will be defined clearly to students at the intermediate, middle, and high school level annually.

**REFERENCES BETWEEN AND AMONG GROUPS**

References of a racial nature may not be made between groups or among groups. Often references inside a group are made by members of one ethnic group to a member of the same group. Zero tolerance includes these comments. They serve no constructive purpose on a school campus.

**RECOMMENDED DISCIPLINARY ACTIONS FOR RACIAL SLURS**

First Offense                      Parent will be contacted. Three days assignment in-school suspension.

Second Offense      Parent will be contacted. Five days assignment in-school-suspension.  
Third Offense      Parent will be contacted. Assignment to alternative school.

Any subsequent offense would result in recommendation of expulsion from school.

### **Sexual Harassment Statement**

The district believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment.

The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or his/her designee, or Superintendent Dr. Keith Moore, who serves as the district's Title IX coordinator for students.

### **Sexual Harassment/Sexual Abuse**

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, including requests for sexual favors.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosures may be necessary to complete a thorough investigation.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal.

Such items may include school posters, brochures, murals, etc. All school publications are under the supervision of the principal.

## ***DRESS AND GROOMING***

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and assert authority. Students shall come to school clean, neat, well-groomed and wearing clothing that will not endanger the health or safety of the student or others. The staff of the school is charged with enforcement of the District's Dress and Grooming Code.

Interpretation of these codes is entirely within their judgment. Final determination of acceptable dress and grooming rests with the principal or his/her designee.

The Dress and Grooming Code includes the following requirements:

1. **The primary goal:** Students must dress neatly and modestly.
2. **Hair:** The hair must be neat, clean, and well groomed. Extreme hairstyles that are distracting and disruptive will **NOT** be permitted. No type of head covering, cap, or hat is to be worn. Hair rollers or combs may not be worn in the hair. Hair cannot be dyed any color other than a natural color (i.e., green, blue, orange, purple, pink, etc.)
3. **Dresses/Skirts:** Skirts must reach below mid-thigh when arms are at full extension down by one's side. Slits in dresses/skirts must conform to the mid-thigh rule. Garments should not fit tightly. Sleeveless dresses, blouses, or tops are not allowed (this includes spaghetti straps and tank tops even if covered by another garment). No pajamas or sleepwear allowed. We encourage the girls to wear shorts under their dresses/skirts because of outside recess and motor lab activities.
4. **Shorts:** Shorts must reach below mid-thigh when hands and arms are at full extension along one's sides. Walking shorts or dress shorts are advisable. Wind shorts, boxer shorts, or biker shorts/tights are not allowed.
5. **Shirts:** Shirts should be buttoned except for the neck button or zipped to the same appropriate height. Length must be so that no torso skin is visible. Tank tops, muscle shirts, shimmer shirts or cut-off shirts, are not permitted even covered by another garment. All blouses, shirts, or tops must have sleeves. Sheer or see through type blouses may not be worn. There should be no holes in shirts and any opening should not reveal private parts of one's body or undergarment. Off the shoulder shirts are not permitted.
6. **Garment/Jewelry:** Students may not wear any clothing or accessory that identifies that student as a gang member or member of an unauthorized group. Garments/jewelry bearing any insignia, writing or emblems representing alcohol, drugs, or tobacco products are not permitted. Any garment/jewelry that causes a class disruption will be deemed inappropriate.

7. **Footwear:** Shoes must be appropriate for school. Beachwear and casual shoes, such as house shoes, slippers, water shoes, shoes with wheel/heelies etc. are not appropriate. Backless shoes can be worn at school provided they are appropriate. Tennis shoes must be worn in the Motor Lab at all times.
8. **Coats/Costumes:** Wearing a costume, cape, mask, gown, etc. is not allowed.
9. **Backpacks:** **NO ROLLING BACKPACKS!** Backpacks may not display profanity or vulgar language, obscene gestures, or symbols signifying gang affiliations.
10. **Sunglasses:** Non-prescription glasses with dark lenses, shades or sunglasses are not to be worn.
11. **Body Rings/Tattoos:** Students with body markings must have them covered. No student shall wear jewelry such as earring, nose rings, tongue rings, eyebrow rings or other items (i.e., chains, spikes, choke collars, dog collars, etc.) deemed inappropriate by the principal or his/her designee.

**IT IS THE RESPONSIBILITY OF THE PARENT TO ENSURE COMPLIANCE WITH DRESS CODE REGULATIONS. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION.**

## ***STUDENT FEES***

A student may be required to pay certain fees:

- Costs for materials for a class project that the student will keep.
- Voluntarily purchased pictures and yearbooks.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books.

## ***FUND-RAISING***

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least 30 days before the event.

[For further information, see policies FJ and GE.]

## ***BOOK FAIR/PAPERBACKS BOUGHT AT SCHOOL***

As a campus fund raiser, one or two book fairs will be held annually. Your support helps to purchase needed items for our school. In addition, your child gets an opportunity to purchase some of the best in children's books. These books also may be used for credit in our reading programs.

Paperback books are made available periodically to students by the teachers at low cost. This is a service provided because many students would not be able to visit the book store very often or to obtain the books at such a low price. The books are distributed by

reputable companies such as Scholastic, Troll, etc. Parents should help their child to make appropriate book selections.

## **SUPPLIES**

Crosby Kindergarten will be selling pre-packaged school supplies for \$22.00 (Pre-Kinder) and \$35.00 (Kindergarten) per child. Parents of Pre-Kindergarten or Kindergarten students are welcomed to purchase supplies from the school or from local stores.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). 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.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Texas Department of Health Web site: [http://www.tdh.state.tx.us/immunize/school\\_info.htm](http://www.tdh.state.tx.us/immunize/school_info.htm).]

The law requires that students be fully immunized against the specified diseases. A student may, however, be admitted provisionally if he or she has begun the required immunizations and if he or she continues to receive necessary immunizations as rapidly as is medically feasible. The school granting provisional enrollment must ensure that the required immunizations are received on schedule. If a student transfers from one school to another, a grace period of no more than 30 days may be allowed at the new school while awaiting the transfer of the immunization record, during which the student may be enrolled provisionally.

The parents must show evidence of compliance with the following immunization requirements for school enrollment:

1. Three (3) doses polio vaccine including on (1) received on or after 4<sup>th</sup> birthday.
2. Four (4) doses DTP/DTAP vaccine including on (1) received on or after the 4<sup>th</sup> birthday.
3. Two (2) doses MMR vaccine.
4. One (1) dose of Hib.

5. Three (3) doses hepatitis B vaccine. (Within 30 days after their 12<sup>th</sup> birthday – born between September 2, 1988 and September 1, 1992.
6. Two (2) doses varicella vaccine or proof of chicken pox illness.
7. One (2) doses hepatitis A vaccine.

## ***PARTIES***

Class parties will be planned for Halloween, Christmas, and Easter. You will be notified by the school regarding these parties. Birthday parties are also permitted. Students may be given nutritional food value items during the school day for up to three different holiday celebrations each school year to be determined by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed.

## ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

## ***PRAYER***

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## ***SAFETY***

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 principal safety hazards, such as intruders on campus which is our “**Lock Down Mode**” and threats made by any person toward a student or staff member. No one is allowed in or out of school during “**Lock Down Mode**”.
- Know emergency evacuation routes and signals.

- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

## **Accident Insurance**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses, in the event of injury to their child.

## **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Fire Signals:**

A loud continuous pulsating horn is a signal to evacuate the building.  
Two short bells are a signal to return to building.

### **Tornado Drill Bells**

One continuous bell then go to assigned area, duck and cover.  
Two short bells are a signal to return to classroom.

## **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, foods, insect bites, 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 that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

During severe inclement weather or other natural disasters, schools may sometimes be close for the safety of our students. If parents think the schools may be closed, they can *listen to Radio Station KTRH 740 on the A.M. dial, or tune to television station Channel 13* for this information. When school is canceled, these stations will be called by the school administration, and the information will generally be broadcast well before school starting time.

## **SCHOOL FACILITIES**

### **Use by Students after School**

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

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and 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 for extracurricular participants established by the sponsor in accordance with Board policy.

## **Child Nutrition Services**

In an effort to foster healthy eating habits and promote improved school nutrition, the United States Department of Agriculture has established regulations for elementary schools regarding foods determined to be of minimal nutritional value. Federal guidelines prohibit elementary schools (Pre-K – 4<sup>th</sup>) from serving or providing access for students to foods of Minimal Nutritional Value (FMNV) at anytime anywhere on school premises until the end of the last scheduled class. Such foods and beverages may not be sold or given away on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parent or parent groups, or any other person, company or organization. Foods of minimal nutritional value include:

- Soda water and carbonated beverages
- Flavored water Ices or “sicles” with the exception of products containing 50% fruit or fruit juice
- Chewing gum
- Processed foods made predominantly from sugar or sweeteners including hard candy, jellies and gums, marshmallow candy, licorice, spun candy, and candy coated popcorn

For a complete list of FMNV’s visit the Texas Department of Agriculture’s web site.

This policy does not apply to school nurses using FMNV or candy during the course of providing health care to individual students. Special Needs students whose Individualized Educational Program (IEP) plan indicates the use of a FMNV or candy for behavior modifications (or other suitable need) may be given FMNV or candy items. In addition, students may be given FMNV or candy items during the school day for up to three different events each school year to be determined by school officials as part of school policy and included on the school calendar. These items may not be given during meal times in the areas where school meals are being served or consumed.

The FMNV policy does not restrict what parents may provide for their OWN child's lunch or snacks. Parents may provide FMNV or candy items for their OWN child's consumption, but may not provide restricted items to other children at school. A school may adopt a more restrictive rule, however, as local policy.

Crosby Independent School District participates in the National School Lunch and Breakfast program. Students may elect to participate in the Lunch/Breakfast Program or to bring their own lunches. Students are required to remain on campus during lunch. Parent's who feel that may qualify economically for free or reduced priced meals are encouraged to complete a Free/Reduced application and submit the application to the Child Nutrition Department CISD Administration Building 706 Runneburg Rd. Crosby, Texas 77532. Applications are available at the schools and at the Child Nutrition Office and must be submitted on a yearly basis or whenever there is a change in income and/or number of household members. The Child Nutrition Program Applications are issued to each student in the first week of school along with a Field Trip/Day form. This form is a one time form that will be used for field trips/days for the school year. For additional information contact Brian Aubin at Child Nutrition Services at 281-328-9241.

### **Payment of Meals**

Students may prepay for meals (breakfast and lunch) on a weekly, biweekly, monthly or on semester basis. It is encouraged that children on a paid status or students who qualify for reduced price meals prepay, although students may also pay on a daily basis in the serving line. Parents of students on paid status or reduced status are encouraged to use the prepayment system LUNCH MONEY NOW to place money in their student accounts and to monitor the student's a la carte habits. Students qualifying for reduced priced meals who pay on a daily basis, however, are waiving their right to confidentiality as to their free/reduced status. Prepayments are taken on Mondays.

Negative Account Balance reports will be sent home when the student account reaches a minimum of three dollars (\$3.00). This allows for some time for parents to place money on their students account before it is zeroed or becomes negative.

Money is not loaned by the Child Nutrition Services Department to buy breakfast or lunch. If your child comes to school with out lunch or with out a credit to his/her account, an attempt will be made to contact the parents as it is the responsibility of the parents to make provisions for their child's meals. Should the parent not cover the cost of the child meal an alternative meal will be provided or a charge for that meal will be allowed.

### **Returned Check Policy (NSF Checks)**

We request that you replace your NSF checks plus a \$10.00 service fee for each returned check with cash or money order. Money for the NSF check plus the \$10.00 service fee will be taken from any existing funds currently in the students account. Any future check will not be accepted until the account balance has been cleared.

- **Charge Policy:**

School districts are not required to serve children who receive Reduced-price or full-price meals but do not have money to pay. The Child Nutrition Department will allow students without money to charge up to one (1) reimbursable breakfast and reimbursable lunch. Once this charge limit has been exceeded, the cafeteria will provide the student with an alternate meal consisting of toast and juice for breakfast and a sandwich, and milk for lunch. The cost of the breakfast meal is \$.40 and the lunch is \$.50 and will need to be reimbursed. Students are not allowed to charge a la carte items nor will they be allowed to purchase a la carte (snacks, etc.) items if they have a negative account balance. When a student's account is low, the cashier sends a negative cash balance report home to parents. The cafeteria manager may also give the account balance reports to the teacher for distribution to the students. In the event the alternate meal is abused and the student has not settled the debt the alternative meal program will not apply to that student and/or the program as a whole.

- **Cash/Coins:**

- No bill larger than a \$20.00 will be accepted.

### **Breakfast Program**

*Breakfast is served in the school cafeteria each morning. Please check with your individual school to determine the appropriate time for your child to arrive at school to participate in the breakfast program.*

### **Lunch Program**

Your child may buy a balanced meal at moderate cost in the cafeteria or bring a lunch. When students bring their lunch to school, utensils and napkins need to be included. Printed menus are provided or available on line.

*Students who bring their lunches may purchase milk/and or one ice cream (snack). Carbonated glass, canned or bottled drinks cannot be brought from home. Students are required to remain on campus during lunch.*

### **Pin Numbers**

Schools use Pin Numbers and or ID cards simultaneously through out the school year to identify students in the cafeteria. These include students who participate in the free/reduced meal program and students who prepay for their meals. The use of another student's PIN number is illegal. Students will be disciplined.

### **Non Discrimination**

Children who receive free or reduced priced meal benefits are treated the same as

children who pay for meals. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color national origin, age, or handicap. If you feel you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

### **Special Diets**

Students who have a disability (food allergies, etc.) and whose disability restricts their diet in such a way that they are unable to consume meals with out some modification they must have a **signed doctor's note/prescription from a licensed medical doctor** indicating so. The physicians' statement must identify: the student's disability and an explanation of why the disability restricts the student's diets; the major life activity affected by the disability; the food or foods to be omitted form the student's diet; and the food or choice of foods that must be substituted. Without this documentation the student will not be able to receive his/her special diet as ordered by the doctor. The certification must be renewed at the beginning of every school year. If a special diet is required a twenty-four hour advance notice should be given to the cafeteria manager.

### **Breakfast**

Breakfast is served daily from 7:45 a.m. – 8:25 a.m.

### **Lunches**

Lunches are served daily from 10:45 a.m. – 12:30 p.m.

### **CAFETERIA RULES**

1. Students will use quiet voices.
2. Students will keep hands and feet and objects to themselves.
3. Students will walk in the cafeteria.
4. Students will eat quietly and use good manners.
5. Students will stay in their seats until dismissed.
6. Students will clean up their own mess at their table.
7. Everyone will treat others with dignity and respect.

In addition to the above 7 rules, the following cafeteria policies need to be reviewed with your child:

- a) Begin eating after entire class is seated.
- b) **No carbonated drinks** are allowed to be brought to school
- c) No sharing food
- d) Eat all of your healthy food
- e) Food is for eating only (**no** playing with the food, no throwing food, no mixing food for the fun of it, etc.)
- f) When it's time for your class to line up, hold trays/lunch boxes directly in front of you. Don't bump the person in front of you.
- g) When in "tray line", wait for cafeteria attendant to call your class to the tray window

- h) After you have turned your tray in/cleaned lunch boxes, then line up in a straight line, arms by your side and no talking. Your teachers will be picking your class up at this time.

If your child misbehaves in the cafeteria, an incident report will be sent home for you the parent/guardian to sign.

## **Library**

The library is a learning area with books, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Library books are checked out for one week and quiet behavior is expected when in the library.

## **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences in accordance with the Student Code of Conduct.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **TRANSPORTATION**

### **School-Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Director of Transportation at 281-328-9247.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in:

# **Crosby Independent School District Bus Rider's Safety Handbook**

## **PARENTS AND BUS RIDERS**

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the material in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such. When dropping off or picking up your children for school please observe and follow any personnel directing traffic. If you have a Pre-K or Kindergarten student please be aware that a parent or adult must be standing out in view to receive the student off the bus.

## **GENERAL SAFETY RULES**

1. Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner or refuse to cooperate with the driver.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported and must ride their assigned bus.
4. When asking to ride another bus, students must have a note signed by the parent and approved by the principal.
5. It is the responsibility of the parent to provide transportation to school if a child is suspended from or missed the bus.

## **PROCEDURES FOR WAITING FOR THE BUS**

1. Students must be at their designated stop ten minutes before scheduled pick-up time. The driver will not wait or honk for you student.
2. Stand on the sidewalk or back from the roadway while waiting for the bus. Make sure that the student is in view of the driver.
3. When the bus approaches, students should form a line and be prepared to load immediately.
4. Stand and wait in an orderly fashion for the bus until it comes to a complete stop.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow if the bus is missed.
7. Immediately after boarding the bus, students are to go directly to their assigned seat.

## **BUS LOADING PROCEDURES**

1. Have your backpack, lunch kits and other personal articles in hand and ready to board the bus.

2. When boarding the bus, do not push and shove. Go directly to your assigned seat.
3. Hold on to the handrail while loading and unloading the bus.
4. The bus will not move until all students are seated properly.

### **CONDUCT ON THE BUS**

1. The driver is in full charge of the bus and the students.
2. School policies and regulations concerning behavior apply to students while riding school buses.
3. Students will demonstrate respect and courtesy for their bus driver. Students will obey reasonable requests by the driver.
4. Outside of ordinary conversation, classroom conduct is to be observed. There will be no yelling, screaming, whistling or any other loud and annoying noises permitted while on the bus.
5. The use of tobacco products on the bus is not permitted.
6. There will be no fighting, wrestling, shoving or horse playing on the bus.
7. Do not throw trash or any other object on the bus or out of the window of the bus.
8. No one will extend any object or part of his/her body out the windows.
9. Student must remain seated at all times while the bus is in motion.
10. Any student damaging the school bus in any form will be subject to disciplinary action and will be liable for all damages incurred.
11. No food, drinks, chewing gum or candy are allowed on the bus.
12. A student must have a note signed by the parent with a phone number where the parent can be reached, and it must be approved by the principal if the student is to change the way he/she normally goes home. If the principal does not receive a note, the child will go home the normal way.
13. Any student impeding the safe operation of the bus will be subject to losing their **privilege** to ride the bus.  
**(Disruption of Transportation is a \$500.00 fine).**

### **GETTING OFF THE BUS**

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
4. You must have an approved pass from the principal to get off at a bus stop than your own. The note must be given to the driver when boarding the bus.
5. After exiting the bus, move to a safe location. Do not chase or hang onto the bus at anytime.
6. If any article drops or rolls near or under the bus, do not go after it. Notify the driver.

### **CROSSING THE STREET OR HIGHWAY**

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections. Obey all traffic signals and signs on your way home.

### **PROHIBITED ITEMS**

1. Tobacco products
2. Animals or insects
3. No animals dead or alive are permitted
4. **Projects with only dead insects sealed with Saran Wrap to and from school will be permitted. If an incident occurs causing a distraction to the driver and in turn causes an accident, the maximum punishment to the student will be enforced.**
5. No live ants
6. Glass containers
7. Alcoholic beverages
8. Weapons, explosive devices, harmful drugs or chemicals
9. Any object (musical instruments, shop project) too large to be carried by the student and stored safely in the students lap
10. Matches or cigarette lighters
11. No medicines, prescription or over the counter medications may be transported on the bus. Parents must take such items directly to the school nurse.
12. Food or drinks (no eating or drinking on the bus is permitted). Plastic bottled water is the exception on extremely hot days.
13. Radios, tape players, handheld video games and headphones
14. Laser light of any kind.

### **ACCIDENTS OR EMERGENCIES**

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

### **EXTRA CURRICULAR TRIPS**

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. The bus must return from a trip cleaned and free of all trash.

### **DISCIPLINE**

The school bus is an extension of the classroom, and the principal will administer discipline with the assistance from the bus driver. All school board policies that apply to student conduct and other student related activities, apply to the school bus.

Steps and consequences for improper conduct on the school bus include, but are not limited to the following:

- Step 1 The driver, in an effort to assist riders in following the rules of the bus, will verbally warn the student when his/her behavior interferes with the safe operation of the bus. A “Documented Verbal Warning” may be issued.
- Step 2 The driver or Director of Transportation will notify parents either with a phone call and/or a written report “Written Warning” when their child is involved in unsafe bus behavior.
- Step 3 If the student chooses to continue his/her misbehavior, the driver will complete a bus conduct report. The discipline of the student will be addressed by the campus principal. Implementation of bus misconduct is as follows:

### **SEVERE CLAUSE**

The following behaviors are examples which would receive an **immediate** “Conduct Report” and subsequent bus suspension. The severe clause is **not** limited to examples below.

1. Fighting on the bus.
2. Any tobacco use on the bus.
3. Having in possession any type or form of weapon.
4. Blatant refusal to follow drivers reasonable request.
5. Physically and/or verbally assaulting a CISD Employee.
6. Any sexual contact with another student of any kind.

Adhere to the previously mentioned rules while riding the school bus will protect the student’s **privilege** of transportation. Every student must obey the rules. **THERE WILL BE NO EXCEPTIONS!** If a student chooses to disobey these rules, the student **will lose the privilege of riding the bus.** A \$500 fine may be given for the Interruption of Transportation.

**“PROTECT YOUR RIDING PRIVELEGE!”  
FOLLOW THESE RULES**

1. Observe same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus. This includes gum chewing. (Bottled water is the exception on hot days).
4. Keep the bus clean.
5. Cooperate with the driver or alternate driver.
6. Do not use tobacco products.
7. Do not be destructive.
8. Stay in your assigned seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

***VIDEOTAPING OF STUDENTS***

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

***VISITORS TO THE SCHOOL***

**General Visitors**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

**VOLUNTEERS**

You are cordially invited to join Volunteers in Crosby Schools (VICS). If you like children, enjoy working with people, want to become involved in a worthwhile effort and believe that Crosby Schools are better when the people in the community become involved, then join VICS.

At Crosby Kindergarten, VICS perform a variety of valuable services. Volunteers help perform the following duties:

1. Help individual students
2. Prepare instructional materials
3. Render general classroom assistance
4. Assist in the library and cafeteria
5. Help with bus duty
6. Speak on special topics
7. Help with field trips and field day

If you have an hour a week to volunteer, call the counselor's office at 281-328-9284. Your valuable time and talents will be appreciated. Come join us!

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services.

The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district-wide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

**NCLBA** is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**State assessment tests** are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

**Alternate assessment tests**, developed by the state, may be given to students in special education and students identified as limited English proficient.

**Student Code of Conduct**, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TPRI** is short for the Texas Primary Reading Inventory, the state's current reading instrument designed to be administered to students in kindergarten, grade 1, and grade 2.

# APPENDIX I

## ACKNOWLEDGMENT FORM / FERPA FORM

My child and I have received a copy of the Crosby Kindergarten Center Student Handbook (and the Student Code of Conduct) for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX II ACKNOWLEDGMENT FORM

My child and I have received a copy of the Crosby Kindergarten Center Student Handbook. I have read this handbook to my child and we have discussed the rules and regulations contained in this handbook.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**P.A.W.S**  
**“Patience Always With Students”**

**What is PAWS?**

The PAWS program is based on an adaptive behavior model without the implementation of a formal level system. The PAWS room provides students diagnosed with serious learning and/or emotional difficulties a cooling off location used to deter or diffuse inappropriate behaviors. Students under real or perceived stress benefit from a designated area where they can go to regain composure, vent and /or cool down without disrupting the educational process of other students while still receiving supervision from trained personnel. Daily progress monitoring of the students assigned to the program are maintained and used to help develop an appropriate and effective behavior program.

**Goal:** To provide students academic and social support coupled with transition services into the regular classroom.

**Action Step:** Maintain the PAWS Program

**Persons Responsible:** Ms. Major – Administrator, available Instructional Aide, Academic teacher of student involved.

**Resources:** Staff

**Time Line:** August 2010-June 2011 (ongoing)

**Expected Outcome:** For students to experience success academically and /or socially in the regular classroom.

## PARENT RESPONSIBILITY FOR SICK CHILD

It is the responsibility of the parent/guardian to pick up their sick child in a **timely manner** after being notified by our nurse or office.

The child's parent or responsible adult will be notified by our CKC nurse or office, at which time we expect the sick student to be picked up within 30 - 45 minutes.

If the child has not been picked up in a timely manner, we will contact the constable for assistance.

**Cut here and return the bottom portion to the office. Thank you.**

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I have read the above notice and understand that if my child is sick and I have been notified to pick him/her up I will do so in a timely manner within a 30 – 45 minute window.

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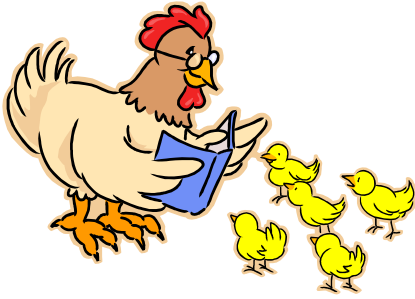
Student's name

Date

---

Parent's Signature

Date



READING IS FUN!

Dear Parents:

Your **kindergarten** child will have the opportunity to check out a library book. This is an exciting time for the children and a very important privilege. Books can be a very useful tool in stimulating learning. I hope you will get involved in this process of exposing your child to many different kinds of books by reading to them and letting them talk about their book.

Crosby Kindergarten Library Rules:

1. Kindergarten students will be allowed to check out library books. Pre-K students will visit the library weekly but are not allowed to check out books.
2. Your child's kindergarten class will come to the library for 30 minutes once a week at which time they can individually check out one book.
3. The next week during their library time they must return their book in order to check out another book.
4. You are responsible for all books checked out by your child. Please help them take care of their book when it is at home. **If the book is damaged or lost you must pay for it. We do not accept checks! CASH ONLY.**

I am looking forward to a great year and I appreciate your help and cooperation. If you have any questions please feel free to call me at **281-462-3130**.

Cindy Hardwick

Crosby Kindergarten Librarian

**Kindergarten parents please check one of the boxes below, sign, date, and return this form to your child's teacher.**

\_\_\_\_\_ **YES** I want my child to check out books. I am aware if the book is damaged or lost I will have to pay for the book.

\_\_\_\_\_ **NO** I do not want my child to check out books from the library.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Date

