

Crosby Independent School District

Barrett Primary School

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Crosby, TX 77532

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BARRETT PRIMARY SCHOOL

MISSION STATEMENT

Barrett Primary School is dedicated to the education of all children in our diverse community. It is our mission to develop a foundation that emphasizes a love for learning, a love for oneself, and a love for others.

THE LEARNER'S CREED

I will act in such a way that I
will be proud of myself and
others will be proud of me too.
I came to school to learn and I
will learn. I will have a good day!

BARRETT PRIMARY PRIDE!

CLASSROOM EXPECTATIONS

- Students will be on time to school and class and will be prepared daily.
- Students will obey the teacher's rules and instructions. Follow directions the first time given.
- Students will be respectful of and show courtesy to other students, teachers, and adults. Work quietly.
- Students will exhibit behavior that is not distracting or disturbing to other students.
- Students will remain at school all day unless checked out of school by parents through the school office.

Although the above procedures are normally followed, the principal may depart from these if the situation requires it in his/her judgment.

CAFETERIA EXPECTATIONS

- Students will walk at all times.
- Students will respect others' personal space.
- Students will remain seated and always use good manners.
- Students will raise their hands for help.
- Students may not take food out of the cafeteria without permission.
- Students will use a soft voice while in the cafeteria.

HALLWAY EXPECTATIONS

- Students will walk at all times.
- Students will use soft voices.
- Students will respect the personal space of others.
- No wandering in the hallways.
- Show School Pride - BARRETT PRIMARY SCHOOL PRIDE

ASSEMBLY EXPECTATIONS

- Students will enter quietly and be seated quickly.
- Students will be silent when the speaker begins to speak.
- Students will not talk or whisper while the program is taking place.
- Students will show school pride during the program and respond appropriately to the speaker.
- Students will exit quietly and in an orderly manner.

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PREFACE

To Students and Parents:

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

The Barrett Primary 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 programs, 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 Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document is available in the principal’s office.

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 or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 8.]

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 online at crosbyisd.org.

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Barrett Primary 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 7
- Grading guidelines page 11
- Report cards/progress reports and conferences page 11
- State-mandated assessment testing page 12
- Medicine at school page 12
- Psychotropic drugs page 13
- Student records page 15
- Student or parent complaints and concerns page 17
- Release of students from school page 17

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.. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 28 and
- 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 281-328-9320 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 11.]

- Becoming a school volunteer. [For further information, see policy GKG and contact the School Counselor at 281-328-9320.]
- Participating in campus parent organizations. Parent organizations include: Parent Teacher Organization.
- 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 Principal.
- 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.]
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

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 has 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,
 - Applications for admission,
 - 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 15.]

- 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 46 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

GRADING GUIDELINES

In grades 1-2, achievement is reported to parents as:

Grading System:

<u>1st Grade</u>		<u>2nd Grade</u>	
95 to 100	E	90 to 100	A
80 to 94	S	80 to 89	B
70 to 79	N	75 to 79	C
Below 70	U	70 to 74	D
		Below 69	F

E – Excellent
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 80, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 7 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

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) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5, 8, and 10 [See note below.]
- Any other subject and grade required by federal law.

Note: The science assessment test in grade 8 will be administered beginning in the 2006–2007 school year. [See policy EKB.]

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.
 - Student’s Name.
 - Name of medication.
 - Name of physician, dentist, podiatrist or optometrist who prescribed the medication.
 - Directions for administering the medication.
 - Medication must be supplied by parent or guardian. Crosby Independent School District does not provide any medications.

Responsible party (not student) must deliver medications to school. Medications transported to school by student will not be administered.

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.

STEROIDS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Under state law, body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

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.]

COMMUNICABLE DISEASE INFORMATION

All students who are sent home with contagious diseases must report to the school nurse before re-entering class. If a doctor's statement is required, please submit statement to the school nurse.

The following regulations shall apply to the readmission of students who have had a contagious disease:

CHICKEN POX	May return on seventh day after onset of rash except immunocompromised individuals who should not return until all blisters have crusted over (may be longer than 7 days).
COMMON COLD	Exclude until fever subsides.
CONJUNCTIVITIS	Written certificate from a physician or by the local health authority.
DIARRHEA	Exclude from school until diarrhea subsides.
FEVER	Exclude from school until fever subsides. Students with a temperature of 100 or above must not be sent to school. Students who come to the clinic during the school day and have a temperature of 100 or above will be sent home.
FIFTH DISEASE	Exclude if fever is present. (Erythema Infectiosum)
GASTROENTERITIS	Exclude until diarrhea subsides. (Viral)
HEAD LICE	CISD has a nit free policy. If lice and/or nits are found in your child's hair, they must be picked up. Your child cannot go back to class and your child cannot ride the bus home. If your child has siblings in the district, the other campuses will be notified. If for some reason we are unable to contact anyone to pick up the child, the proper authorities will be notified. The child may return to school

after treatment and if totally nits free which will be determined by the school nurse.

HEPATITIS Readmit one week after onset of illness. (Viral, Type A)

IMPETIGO Readmit when treatment has begun.

INFLUENZA Readmit when fever subsides.

MENINGITIS Need doctor's statement for readmission.
(Bacterial)

RINGWORM OF THE SCALP Readmit when treatment has begun.

SCABIES Readmit when treatment has begun.

STREPTOCOCCAL SORE THROAT & SCARLET FEVER Readmit after 24 hours from date antibiotic treatment has begun.

STUDENT RECORDS

Both federal and state laws 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/superintendent 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 Street.**

The address (es) of the principals’ offices is:

815 FM 1942

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 11, and **Student or Parent Complaints and Concerns** on page 17 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 student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's office, Superintendent's office or online at www.crosbyisd.org.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, 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.

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.

Tardiness and Attendance

A child is considered tardy if he/she arrives at school after 8:30 a.m. If a child is tardy, he/she must check in at the office and receive a tardy slip. Excessive tardiness, more than three, may necessitate disciplinary action.

Between 2:45p.m. and 3:15 p.m. parents may pick up students only if a scheduled appointment requires the students to leave. All instruction is important at Barrett Primary and our teachers are expected to plan for a full instructional day. Please help us minimize classroom interruptions by waiting to pick up your child after the school day is completed.

Attendance Requirements To Receive Credit

Attendance is taken at 10:00 a.m. daily.

Any student who is absent in excess of eighteen (18) days (excused and unexcused combined) may not be eligible for promotion. However, school board policy provides for an appeal of excused absences. Each campus will have a committee each spring (normally in May) consisting of the school nurse, counselor, teacher, and administrator. This committee will review absences and determine whether the student may be promoted on the basis of attendance.

Parents need to keep documentation of excused absences so that they may present them to the committee. Doctor appointments, illnesses of the student, extreme illness of a member of the student's immediate family, etc., should all be documented by attending physician.

Parents will be notified of the student's absences to aid them in avoiding violating the attendance policy. Parents will also be notified when a student has violated the attendance policy. (See the following pages.)

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 and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, which describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

BARRETT PRIMARY
815 FM 1942
CROSBY, TX 77532

DATE: _____

ATTENDANCE WARNING

To the parents of:

ID:

Dear Parent/Guardian,

Our records indicate that the above named student has accumulated _____ absences (excused and/or unexcused). He/She is at risk of not receiving credit for a grade. If a student receives “no credit” for a grade, he/she will have to repeat that grade.

The Texas Compulsory Attendance Law requires that a student attend a minimum of 90% of the days a class is offered per semester. If a child must be absent because of personal illness or for other legal reasons, you are required to send a written excuse acceptable to the school.

Printed below are the absences reported for each day.

** U - denotes unexcused absences

** E - denotes excused absences

DATE		DATE	
09/11	A	09/27	A
10/17	A	11/08	U

Sincerely,

Principal

BARRETT PRIMARY
815 FM 1942
CROSBY, TX 77532

DATE: _____

LOSS OF CREDIT

To the parents of:

ID:

Dear Parent/Guardian,

Our records indicate that the above named student has accumulated _____ absences (excused and/or unexcused). One more absence will result in receiving no credit for a class or course. If a student receives “no credit”, he/she will have to repeat that grade.

When your child has exceeded the number of absences allowed by the compulsory attendance law, he/she may file the appeal process through an appointed attendance committee.

If you have questions concerning your child’s attendance or the attendance policy, please contact the attendance clerk by calling 281-328-9320.

Printed below are the absences reported for each day.

DATE		DATE	
11/30	A	12/04	E
12/05	A	12/06	A

Sincerely,

Principal

BARRETT PRIMARY SCHOOL

815 FM 1942

CROSBY, TX 77532

DATE: -----

NOTICE OF ATTENDANCE POLICY VIOLATION

Dear Parent/Guardian,

_____’s attendance record shows that he/she has been absent ____ days

(excused and/or unexcused) this year in the ____ grade. The Texas Compulsory Attendance Law requires that a student attend a minimum of 90% of the days a class is offered per semester (eighteen absences allowed for the year).

Since your child has exceeded this number, it will be necessary for you to appeal this policy to the attendance committee at the school he/she attends. Failure to appeal could result in his/her repeating the ____ grade. The appeal process is as follows:

1. Complete the enclosed “Request for Attendance Review” form and turn it in to the school office, no later than _____.
2. The attendance committee will review the request the week of _____. It may be necessary for you to be present to furnish documentation or reasons for the absences. If your presence is needed, the office will contact you to set up an appointment with the committee.

It is extremely important that you complete this form and return it by the above date. The committee will review the reasons for absences and will consider extenuating circumstances as valid reasons for granting the appeal.

To acknowledge receipt of this information, please sign on the line at the bottom of this letter and return it along with the request for attendance review to the school office (required by law).

Sincerely yours,

Principal

BARRETT PRIMARY SCHOOL

815 FM 1942

CROSBY, TX 77532

TRUANCY VIOLATION

To the parents of:

Dear Parent/Guardian,

This is to notify you that the above named student has accumulated three (3) un-excused absences in one or more classes. One more absence and this student will be in violation of the truancy laws. Failure to comply with these laws will result in legal prosecution and will subject you if convicted, to a fine of not less than one dollar (\$1) and not more than five hundred (\$500) for each offense.

Prosecution under the attendance laws occurs when a student fails to attend school 5 days or parts of days in a four-month period or 10 days or parts of days in a six-month period without an excuse.

Printed below are the unexcused absences reported for each day and/or class period.

Sincerely,

Principal

DATE: _____

REQUEST FOR ATTENDANCE REVIEW

NAME OF STUDENT _____ GRADE _____

ADDRESS _____ PHONE _____

NAME OF PARENT/GUARDIAN _____

I/We request the opportunity to appeal to the attendance committee the violations of the Crosby I.S.D. Attendance Policy so that eligibility for promotion to the next grade will be maintained. I/We understand that this form must be completed and returned to the attendance clerk. An appointment will then be established before the attendance committee.

Signature of parent or legal guardian

Withdrawing from School

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

SECTION CURRICULUM-RELATED INFORMATION

II

This section of the handbook contains pertinent requirements for academics and activities.

QUICK REFERENCE:

Where to look when you need help with...

- Awards and honors page 28
- Counseling: personal page 28
- Promotion and retention page 28
- Homework page 29
- Special programs page 30
- Textbooks page 32

AWARDS PROGRAMS

Throughout the school year, students will be nominated to receive the Principal's Pride Award. The students will receive the award for showing improvement in class or doing something to help others. The presentations will be held every other Thursday at approximately 8:45a.m. The award assembly will last for only 25 to 30 minutes. During this assembly the students will work on Character Education as well as assembly expectations. This time is very important to each child. When you receive your invitation, please make arrangements to attend. Every child will want their parent/guardian to see them win this award.

PERFECT ATTENDANCE

Perfect attendance certificate will be awarded to those students who are in attendance **each school day from 8:30 a.m. until 3:30 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 be ineligible for the award. Students must be in attendance at the designated time of attendance recording to be counted present. If a student checks into school after the opening bell, he/she will be ineligible for the award.

Late arrivals or early dismissals for students will not be treated as an absence when the office is provided documentation from a physician's office. **However, the student will be ineligible for the Perfect Attendance Award.**

COUNSELING

Personal Counseling

Students are served by a full-time School Counselor. The counselor is involved with large group counseling, small group counseling, individual counseling, parent and teacher conferences, testing, student affairs, and various aspects of student records. The counselor is available to consult with teachers, parents, and administrators on any topics involving students or the school environment. Parents may expect the counselor to provide the following services:

1. **Individual Counseling** – provides a confidential setting in which students are assisted in self-growth and understanding.
2. **Developmental Group Counseling** – provides an opportunity to discuss common age-related issues and to offer information that will contribute to the child's self-understanding, positive peer relationships and productive school adjustment.
3. **Problem-centered Group Counseling** – provides an opportunity for children to discuss commonly shared concerns in a non-disciplinary and private atmosphere.

A student who wishes to meet with the counselor should complete a request form which is available outside the counseling office.

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).]

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Parents of students in grades 1–8 who do not perform satisfactorily on their exams will be notified that their child may be required to participate in special instructional programs designed to improve performance. If the student fails to show improvement, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be promoted under the provisions of his or her individualized education program (IEP).

HOMEWORK

In order to maintain high academic standards and to provide opportunity and encouragement for elementary students to meet those standards, the Crosby Independent School District administration has adopted the following policy regarding the assignment of homework for primary grade students:

Students in first and second grades may be assigned homework in at least one of the basic subjects (mathematics, social studies, spelling, language, science, or reading) on each school night that does not precede a weekend or holiday. The homework will be over material that has previously been introduced in class.

The purpose of the assignment is to provide meaningful practice to reinforce concepts or skills taught in class. Homework is a part of the grading process. A student’s repeated failure to complete homework will result in a parent-teacher conference

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, and 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 student or parent with questions about these programs should contact Special Services at (281)328-9258.

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 person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the school counselor at (281)328-9320.

Crosby ISD Bilingual Instruction Program

Crosby ISD offers a transitional bilingual education program from pre-kindergarten to the second 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.

With our model, students will gradually progress from an 80% Spanish, 20% English instruction in pre-kindergarten to a 50% Spanish and 50% English model in second grade.

Our English as a Second Language (ESL) program is from third 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. Bilingual classes are self-contained, but ESL classes are pullout.

The goal of the Bilingual Education Program shall be to enable limited English proficient students to become competent in the comprehension, speaking, reading, and composition of the English language through the development of literacy and academic skills in the primary language and English.

Crosby ISD Gifted and Talented Education

Gifted and talented student means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capabilities for leadership, or excels in a specific academic field.

The mission of Crosby Gifted and Talented Education is to provide students will services designed to help them develop academic skills is self-directed learning, thinking, research and communication as evidenced by the development of innovative products and performances that reflect individuality and creativity and are advanced in relation to students of similar age, experience or environment.

Crosby ISD recognizes that children learn in different ways, at various rates, and attain different levels of mastery. A program for academically advanced students is a necessary and integral part of the district's commitment to its students. Crosby ISD is committed to providing developmentally appropriate instruction and activities to students whose academic abilities will take them beyond the required mastery of general knowledge and skills. Instructional strategies are multi-sensory. The program develops higher order thinking skills, creative and productive thinking skills and leadership opportunities.

See the school counselor for more information.

Crosby ISD Challenge Math Program

The Challenge Math Program in the Crosby Independent School District is a local program from grades second 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.

See school counselor for more information.

TEXTBOOKS AND LIBRARY BOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a textbook or library book issued by the school loses the right to free textbooks or library checkout 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 GENERAL INFORMATION AND REQUIREMENTS

III

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...

- Makeup work page 34
- Communicable diseases/Conditions page 34
- Health-related matters page 35
- Freedom from Discrimination page 36
- Conduct page 38
- Disruptions page 39
- Law enforcement agencies page 40
- Distribution of published materials or documents page 42
- Dress and grooming page 42
- Student fees page 43
- Fund-raising page 44
- Immunization page 44
- Pledges of allegiance and a minute of silence page 45
- Prayer page 45
- Safety page 46
- Emergency school-closings information page 47
- School facilities page 47
- Searches page 48
- Transportation page 49
- Videotaping of students page 51
- Visitors to the school page 51

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

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>.

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.

Other Health-Related Matters

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 Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Maintenance office. If you have any questions, please contact Facilities and Maintenance at (281)328-9272.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. 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 Facilities 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 student or 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 Independent School District 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: contact the Superintendent at (281)328-9204.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Contact (281)328-9387.
- All other concerns: See the Superintendent at (281)328-9204.

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 contact the school counselor at (281)328-9320.

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.

The customary procedure for handling school disciplinary cases is as follows:

- The student and teacher discuss the misbehavior.
- The teacher attempts (and documents those attempts) to contact the parent if the misbehavior is reoccurring.
- The teacher refers the student to the office if behavior does not improve or the misbehavior is serious.
- The principal discusses the misbehavior with the student and takes appropriate disciplinary action that may consist of one of the following:
 - Counseling by principal, counselor or other professional personnel.
 - Conference with parents or guardian.
 - Loss of privileges.
 - Assignment to other school duties.
 - Issuing a discipline report to parents or guardian.
 - Assignment to the In-School Suspension (I.S.S.) room.
 - Suspension from school – absence excused.
 - Expulsion from school – absence unexcused.

Procedural requirements for expulsion listed in Board policy will be adhered to.

IN-SCHOOL SUSPENSION (I.S.S.)

- Statement of Need
Chronic and habitual disruption by the student to the point that learning and or the lesson cannot continue. These occurrences are happening so often that there is a need for a program of this nature.
- Targeted Students
Students who do not change behavior through regular disciplinary procedures

- Discipline Management
 - A phone call and written notice will be sent home each time a student attends In-School Suspension.
 - There will be total silence in I.S.S.
 - Students will be seated at desks, several feet apart.
 - The student's teacher must send work to complete for the entire time the student is in I.S.S.
 - The assignment period for I.S.S. will not exceed three days per incident.
 - If a student misbehaves in I.S.S., he/she must call his/her parent. If the misbehavior continues, the parent may be called to come and pick up the student.
- Facilities
 - Room will be designated for In-School Suspension (I.S.S.).
- Implications
 - Chronic severe disruptions
 - Violence
 - Verbal or physical misconduct
 - Non-compliance or defiance
 - Evaluation

There will be a record of evaluation to keep track of students and the frequency of times they attend I.S.S. Patterns of students attending, offenses, time of day, etc. will be recorded.

 - **Our campus does not administer corporal punishment.**

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.

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

During the school year, students will have the opportunity to participate in 2 instructional field trips to a location outside the school district. If personal items, such as cameras, are brought on the trip, the students bringing the items 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 and within the district, a completed travel release form on the District's 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 the campus.

Meals are available upon parent request only.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

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, sponsor, or teacher. Such items may include school posters, brochures, murals, etc.

The school yearbook is available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials ... from students

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be

posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated the front office as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNAA.

The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Non-school Materials ... from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal or designee for specific prior review. The principal or designee will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Student dress must be neat, clean, and appropriate. The district reserves the right to ban from school clothing and accessories that are disruptive to the educational process and orderly operation of the school.

- Clothing should be worn as the manufacturer intended.

- Shorts may be worn. They must be of appropriate length so that not to cause disruption or undue attention. Wind shorts, boxers or bike shorts are not allowed.
- Pants: Slacks and jeans are appropriate. Slits/cuts or fringed openings are not permitted even with other garments underneath. Pants must be worn at the waist with a belt. Oversized pants are not allowed.
- Tank tops, net shirts, undershirts, spaghetti straps or any type of sheer blouse or shirt is prohibited. All shirts, blouses and other tops should be long enough so that no skin is exposed.
- Offensive or suggestive writing or pictures on clothing are prohibited.
- Skirt and dress hemlines are to be of appropriate length as not to cause undue attention. Dresses/skirts may not be more than four inches above the knee.
- The wearing of non-prescription sunglasses in the building is prohibited.
- All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. House shoes, thongs, or any shoes that are a health and safety hazard are prohibited. Shoes with rollers (heelies) are not permitted at school.
- Boys are not permitted to wear earrings at school.
- Hair must be neat, clean and well groomed. No type of head covering (cap or bandanas) is to be worn in the building. Hair cannot be dyed any color other than a natural color.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Voluntarily purchased pictures, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Fees for lost, damaged, or overdue library books.
- Fees for Paperback books.

Paperback books are made available periodically to students at low cost. This is a service provided because many students are not able to visit the bookstore very often or to obtain the books at such low price. The books are distributed by reputable companies, such as Scholastic or Troll, and it is possible that these companies censor their books. The books are not censored by school authorities in any way. It is therefore recommended that parents help their children make appropriate selections.

- A reasonable fee for providing transportation to a student who lives within two miles of the school.

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

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 or designee at least 10 days before the event.

Except as approved by the principal or designee, fund-raising is not permitted on school property.

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.]

IMMUNIZATION CLINICS

1. Harris County Health & Environmental Services: Ph. 281-427-5195
1000 Lee Drive,
Baytown, TX 77521

Open: Monday, 7:00 a.m. Close: 7:00 p.m.
Immunization Hours: 7:15 a.m. until 6:15 p.m.

Open: Tuesday, 8:00 a.m. Close: 5:00 p.m.
Immunization Hours: 8:15 a.m. until 4:00 p.m.

Open: Wednesday, 7:00 a.m. Close: 7:00 p.m.
Immunization Hours: 8:15 a.m. until 4:00 p.m.

Open: Thursday, 8:00 a.m. Close: 5:00 p.m.
Immunization Hours: 8:15 a.m. until 4:00 p.m.

Open: Friday, 8:00 a.m. Close: 12:00 p.m.
Immunization Hours: 8:15 a.m. until 12:00 p.m.

2. Drew Intermediate School: Ph. 281-328-9306
223 Red Oak Ave.
Barrett Station, Texas 77532

Every 2nd Tuesday: 1:00 p.m. – 4:00 p.m.

3. Texas Department of Human Services: Ph. 281-328-6613
6500 N. Main – Suite #300
Crosby, Texas 77532

Every 2nd & 4th Tuesday: 1:00 p.m. – 4:00 p.m.

4. Channelview Mobile Site: Ph. 281-452-7982
Grace Lutheran Church
722 Sheldon
Channelview, Texas 77530

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 school personnel, parents and students is essential to ensure school safety.

- Avoid conduct that is likely to put the student or other students at risk.
- Classroom access to parents will be limited to the first week of school, scheduled parent conferences and school parties.
- Students can only be checked out with a photo i.d.
- 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 and threats made by any person toward a student or staff member.
- 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.

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.

Emergency Care or 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.

Please list all physical conditions or allergies on the Emergency Care Card, regardless of how small you may think they are (e.g. uses bathroom frequently, wets in pants at times, etc.). It is advisable to let teachers know of any special physical conditions your child may have.

It is important that you fill out 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. It is important to list someone who will be available to pick up the student.

If you don't have a telephone, it is important to list someone who will be able to contact you. Please do not list anyone who is not able to pick up your child.

Emergency School-Closing Information

Tune in to your local TV and radio stations.

SCHOOL FACILITIES

Use By Students Before and After School

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

The following areas are open to students before school beginning at 7:50 a.m.

- Cafeteria
- Hall restrooms nearest student's classroom
- Assigned classroom

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.

Use of Hallways during Class Time

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose.

Cafeteria Services

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Director of Child Nutrition at (281)328-9241 to apply.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

The Child Nutrition Program Applications are issued to each student on the first week of school. For faster approval, return the application to your school cafeteria cashier. For immediate response, you may apply at the Administration Office. Even though you may receive an application from each child; please return only **ONE application with ALL children** in this school District listed on the application. Please return blank applications at this time also.

For the first 30 calendar days of school, a student may receive meal benefits if they were receiving these benefits at the end of the prior school year at Crosby I.S.D. If a new application is not received within the 30 days, **students will have no meal benefits.**

Our automated system allows students to prepay at anytime. Parents will be responsible to know when their child's prepayment plan is expired.

In the event that a student forgets or loses his/her lunch money, the student may ask for a lunch charge. The student is expected to pay the charge on the following school day. **No student will be given more than one lunch charge.** It is, therefore, necessary that the student pay the obligation as soon as possible to keep the possibility of charging available. **There are no breakfast charges. There are no lunch charges after May 1st.** If the charge is not paid and a child comes to school without money for lunch, the child will receive a peanut butter/jelly sandwich and milk.

A menu is sent home with the student each month. Meal prices are listed on the menu.

Breakfast serving time at Barrett Primary is 7:50 - 8:15 AM. After 8:15 a.m. only bus riders will be admitted.

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 criminal proceedings as well as 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.

Students' Desks

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks.

Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the occupant.

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

Crosby School District will provide bus transportation for all students who live two miles or more from school. Bus routes are planned on a yearly basis. If students change buses freely from day to day, it will be impossible to plan adequate transportation. Therefore, each student will be assigned to a bus. The student will be expected to ride the same bus in the afternoon that he or she rides in the morning. Bus service is provided between the student's home and school. Students will not be allowed to change buses to go to meetings of clubs or for music or dance lessons, etc. Bus transportation is not provided to day care centers.

If there is an emergency requiring the student to ride a different bus in order to stay with a friend or relative, the parent should write a note to the principal stating the reason for the request. The principal will allow the student to ride a different bus only in an emergency. If for some reason you need to get your child off a bus before it departs, contact the principal or teacher on duty. As a safety factor, **do not go between buses.**

Students have limited telephone privileges at school due to the non-availability of telephone lines, and they will not always be able to call home for instructions. In addition, the means for delivering messages to students are quite limited. Therefore, communications between parents and children at school should be kept to a minimum in order that emergencies can receive the attention they deserve. If a parent plans to provide transportation for a student, it is the parent's responsibility to get the student to school on

time and to wait for school dismissal time in the afternoon. It should not be expected that a student will be dismissed from school five or ten minutes early. The last few minutes of the school day are important. Usually, announcements are made and written communications to parents are distributed at that time. **If you plan to pick up your student who normally rides the bus, a note to the teacher or phone call to the office before 2:15 p.m., is needed. If not received, the student will be placed on the bus.**

All transportation arrangements must be made prior to 2:15 p.m. after this time; the school cannot guarantee that the change will be communicated to the child and the teacher.

If a parent needs to pick up a student during the school day, the parent will need to come to the office to sign the student out. A photo I.D. will be required to check out a student. This procedure is designed as a safeguard for your child. If your child is to ride home with someone other than his/her parent, the office must have a written authorization from the parent or guardian. Further information may be obtained by calling Transportation at (281)328-9248.

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 this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

If a student violates the rules governing conduct on the bus, he/she may be subject to the following disciplinary procedures as determined by the campus administrator.

- First Offense – Disciplinary action taken by the principal will be a warning/counseling, corporal punishment or suspension from the bus for one to three school days. Disciplinary action will be determined by the nature of the misconduct.

- Second Offense – Disciplinary action will be either corporal punishment or suspension from the bus for three to five school days.
- Third Offense – Disciplinary action will be suspension from the bus for five to ten school days.
- Fourth Offense – A bus report will be filed with the principal. Disciplinary action will be suspension from the bus for the remainder of the semester.

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 school's office.

Visits to individual classrooms during instructional time are permitted only with prior 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.

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's school assignment area may contact the Director of Grounds and Maintenance at 281-328-9272.

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.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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.

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to the second of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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.

TAKS is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

UIL refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX

ACKNOWLEDGMENT FORM

I

My child and I have received a copy of the Barrett Primary Student Handbook 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: _____

**We have placed our Barrett Primary Handbook
Online!! To View, please go to:**

**[http://www.crosbyisd.org/schools/BPS/10-11/BPS
StudentParentHandbook2010-2011.pdf](http://www.crosbyisd.org/schools/BPS/10-11/BPSStudentParentHandbook2010-2011.pdf)**

**Check this box if you would like to receive a paper
copy of the handbook from the school.**

ACKNOWLEDGMENT FORM

My child and I have received a copy of the Barrett Primary Student Handbook.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

APPENDIX
School Supply Lists

III

First Grade School Supply List
2010-2011

- 3 Bottles of ELMER'S School Glue
- 1 FISKAR Scissors (Blunt tip)
- 36 TICONDEROGA Pencils
- 2 Pink Pearl Erasers
- 2 CRAYOLA Crayons 16 count
- 2 Boxes of Kleenex Tissue
- 3 Expo Low Odor Dry Erase Markers (Blue)
- 1 Red Pocket folders with brads
- 1 Yellow Pocket Folders with brads
- 1 Purple Pocket Folders with brads
- 1 Blue Pocket Folders with brads
- 1 Green Pocket Folders with brads
- 1 Orange Pocket Folders with brads
- 1 Space maker school box (no zipper pouches)
- 3 Elmer's Glue Sticks
- 1 Box of sandwich size Ziploc bags

Please do not put names on folders.

NO ROLLING BACKPACKS ALLOWED.

All students will need a pair of tennis shoes for P.E. The shoes should have rubber soles with no heels and closed toes.

Second Grade School Supply List

2010-2011

- 2 bottles of Elmer's school glue
- 1 Fiskar's scissors (sharp tip)
- 36 Ticonderoga pencils
- 2 pink erasers
- 2 boxes of Crayola crayons (24 count)
- 2 boxes of Kleenex tissue
- 2 Green plastic folders with pockets and brads
- 2 Blue plastic folders with pockets and brads
- 2 Spiral notebooks 70 count (Wide Rule)
- 1 Spacemaker school box (no zipper pouches)
- 1 Washable Crayola Thick Classic Markers
- 1 Elmer's glue stick
- 2 Expo - Lo Odor Dry Erase Markers
- 1 Box of Sandwich Size - Ziploc Bags

Please do not put names on folders.

NO ROLLING BACKPACKS ALLOWED.

All students will need a pair of tennis shoes for PE. The tennis shoes should have rubber soles with no heels and closed toes.