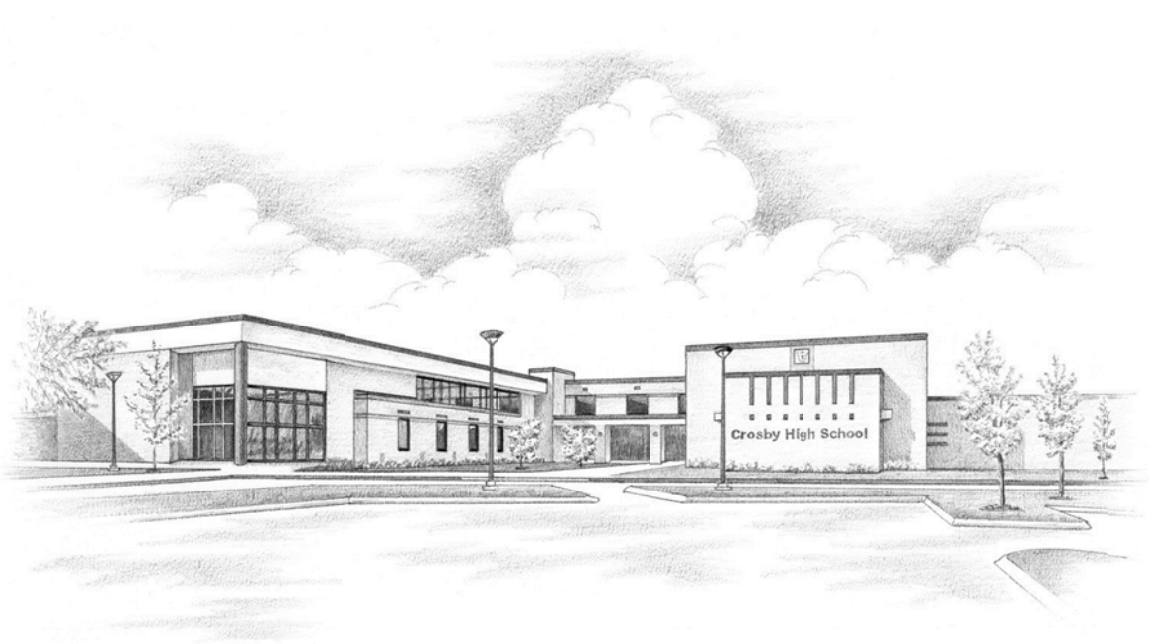


Crosby High School



2011 – 2012 Student-Parent Handbook

Version 8.4.2011

CROSBY HIGH SCHOOL ADMINISTRATION

Dr. Marley Morris, Principal
Kristy Cox, Assistant Principal
Mary Jenkins, Assistant Principal
Dayne Robins, Assistant Principal
Dr. Cap Roder, Assistant Principal, Ninth Grade Initiative (NGI)

GUIDANCE OFFICE COUNSELORS

Suzan Bosard, Counseling Chair
Jared Stice, Counselor
RoxAnne Chennault, Counselor
Amy Leos, Counselor, NGI
Marla Meriano, Testing Coordinator

Contact Information

Main # (281) 328-9200

CHS Receptionist's Desk – ext. 1802
Assistant Principal's Office – ext. 1809
Ninth Grade Initiative Office – ext. 1807
Guidance Office – ext. 1816
Attendance Office – ext. 1822



Mission Statement

At Crosby High School, our mission is to provide a safe, positive environment for challenging academic, vocational, and technical learning that motivates students to reach their full potential in a culturally diverse and ever-changing world.

Alma Mater

Hail to Thee, our Crosby High School
Guide and guardian thou shalt be;
Through the years our memories linger
Ever trusting, true to thee.

Love and guide us and protect us
With thy endless loyalty;
Hail to Crosby's Alma Mater,
Ever true we'll be to thee.

School Mascot

Cougar

School Colors

Red & White

Fight Song

Onward to victory, never give in;
Fight to the finish, that's how to win.
Only the best, boys, with all your might;
For Crosby and Alma Mater
Fight, fight, fight, fight!

Onward and upward
Let's all begin
With such a motto
We'll always win.
We'll never falter
We'll always fight
For Crosby's Red and White!



Crosby Independent School District

2011-2012 Academic Calendar

www.crosbyisd.org



July

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Begins: August 22, 2011
School Ends: May 31, 2012

1st Semester **Days**
 Aug. 22 - Sept. 30 29 days
 Oct. 3-Nov. 4 25 days
 Nov. 6 - Dec. 16 25 days
Total 79 days

2nd Semester **Days**
 Jan. 4 - Feb. 17 32 days
 Feb. 21- Apr. 13 33 days
 Apr. 16 - Jun. 1 33 days
Total 98 days

Total Days 178 days

Holidays

Sep. 5 Labor Day
 Nov. 21-25 Thanksgiving Break
 Dec. 19-30 Christmas Break
 Jan. 16 ML King Jr. Day
 Mar. 12-16 Spring Break
 Apr. 6 Good Friday
 May 28 Memorial Day

Staff Development /Prep Days (no school for students)

Aug. 12-Workday
 Aug. 15-18 In-service
 Aug. 19 (am) In-service (pm) Workday
 Jan. 2 - Workday
 Jan. 3 - In-service
 Feb. 20- In-service
 Jun. 1 -Workday

Bad Weather / Make-Up Days

Nov. 21
Feb. 20

Early Release Days

Dec. 16
May 31

Testing Calendar

www.tea.state.tx.us

School Hours

Crosby Kindergarten Center 8:30-3:05
 Barrett Primary School 8:30-3:30
 Crosby Elementary School 8:00-3:00
 Newport Elementary School 8:30-3:30
 Drew Intermediate School 8:30-3:00
 Crosby Middle School 7:30-2:30
 Crosby High School 7:30-2:30

January

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Proposed School Board Mtg. Dates:

July 18 January 23
 August 15 February 20
 September 19 March 19
 October 17 April 16
 November 14 May 21
 December 12 June 18

Key: Holiday
 Early Release
 Six Weeks Begins/Ends
 Staff Development
 Workday

Monday, Tuesday, & Friday		
	Regular Schedule	Activity Schedule
6:30am		Zero Hour Begins
7:05am		Hallways open for students
7:23am		First bell for students to report to class & end of Zero Hour
1 st Period	7:30 - 8:20	7:30 – 8:15
2 nd Period	8:25 - 9:15	8:20 – 9:05
3 rd Period	9:20 - 10:15	9:10 – 9:55
4 th Period	10:20 - 11:10	10:00 – 10:45
5 th Period	11:15 - 12:46	10:50 – 12:21
	A Lunch	11:15 - 11:43
	B Lunch	11:46 - 12:14
	C Lunch	12:18 - 12:46
6 th Period	12:51 - 1:39	12:26 – 1:11
7 th Period	1:44 - 2:32	1:16 – 2:00
Tutorials (Tuesday & Thursday)		2:35-3:30

Wednesday – Even Block Classes	
PLC Time	7:00 - 9:00
Hallways Open	8:55am
2 nd Period	9:10 - 10:40
4 th Period	10:45 – 12:50
	A Lunch
	10:45 – 11:15 tardy bell @ 11:20
	B Lunch
	11:20 – 11:50 tardy bell @ 11:55
	C Lunch
	12:20-12:50
6 th Period	12:55 – 2:32
Afterschool Activity Period	2:35 – 3:30

Thursday – Odd Block Classes	
6:30am	Zero Hour Begins
Hallways Open	7:05am
First Bell	7:23am
1 st Period	7:30 – 9:05
3 rd Period	9:10 – 10:40
5 th Period	10:45-12:50
	A Lunch
	10:45 – 11:15 tardy bell @ 11:20
	B Lunch
	11:20 – 11:50 tardy bell @ 11:55
	C Lunch
	12:20-12:50
7 th Period	12:55-2:32
Tutorials	2:35-3:30

Non PLC Days: Oct. 12, Dec. 14, March ,7, March 28, April 25, May 9

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Crosby Independent School District is committed to providing an exemplary education for all students. The district's vision is to provide each student an academically excellent and individually responsive learning community. A strong partnership between school and home is essential to achieving this goal and the district is committed to working with students and their parents to forge that partnership. Whenever this handbook references a "parent", the term includes a student's biological, adoptive, or foster parent as well as a legal guardian or any other person who has legal control over a child. Collaboration among these groups fosters effective education and academic success.

Listed below are the expectations for each group in this educational partnership:

Students *are expected to:*

- Devote their best efforts to mastering the instructional material taught in class and included in supplemental materials.
- Be prepared for each class with appropriate materials and assignments.
- Attend all classes regularly and on time.
- Obey all school rules.
- Cooperate with school staff and administrators.
- Notify teachers or school officials of any conflicts with other students.
- Report threats of any kind to teachers and/or school officials.
- Refrain from bringing items to school that are prohibited by the Student Code of Conduct.
- Become involved in school activities according to individual interests.
- Show respect to others.
- Model responsible behavior.
- Dress properly each day according to school policy.
- Be responsible for textbooks issued and return them in good condition.

Teachers *support the educational partnership by:*

- Serving as appropriate role models for students.
- Teaching the Texas Essential Knowledge and Skills (TEKS).
- Complying with district and school policies, rules, regulations, and directives.
- Preparing appropriate assignments and resource materials.
- Establishing rapport and effective working relationships with parents, students, and other staff.
- Promoting good student behavior management.
- Maintaining an orderly classroom atmosphere that is conducive to learning.
- Practicing appropriate preventive methods of discipline.
- Enforcing rules in a fair and consistent manner.
- Fostering good work habits to support each student's achievement of personal goals and academic excellence.

Parents *can support the educational partnership by:*

- Encouraging students to put a high priority on education and work with students daily to make the most of the educational opportunities at school.
- Monitoring student dress to ensure it adheres to the school's dress code.
- Encouraging students to eat a good breakfast before school.
- Encouraging and helping students develop good study habits.
- Sharing with your student the importance of observing and obeying school rules.
- Ensuring students' prompt and regular attendance, providing proper documentation for absences and/or tardiness to school.
- Being available for parent-teacher conferences.
- Discussing school assignments, progress reports and report cards with students.
- Keeping informed of school policies and academic requirements for school-related activities.
- Participating in school-related organizations and activities where possible.
- Informing the school of any learning concerns or conditions that may relate to the student's education.
- Providing the school with current home, work, and emergency telephone numbers and other pertinent information.
- Cooperating with teachers and school administration.
- Ensuring student attendance when tutoring is required or recommended.

Administrators *will:*

- Assume responsibility for instructional leadership.
- Serve as appropriate role models for staff and students.
- Encourage parent communication with the school.
- Respond to student educational and behavioral concerns expressed by teachers and/or parents.
- Provide leadership in preventive discipline techniques.
- Evaluate disciplinary issues effectively using the Student Code of Conduct.
- Make reasonable efforts to contact parents regarding Student Code of Conduct violations.
- Monitor disciplinary trends and respond to them appropriately.
- Ensure that safety and security protocols are in place and functioning properly.

Advanced Placement and Pre-Advanced Courses

The purpose of AP courses is to allow students to attempt college credit at the conclusion of the course. For a student to qualify for the AP exams they must be enrolled in the appropriate AP course that they are requesting to take and students must maintain at least a 75 average for the first two six weeks before being allowed to test, exceptions may be considered with administration's approval. Students enrolled in any pre-advanced or advanced placement classes must remain in the class until the end of the semester unless the teacher recommends the change. If the student is failing at that time, he/she must meet with the appropriate counselor in order to begin the approval process necessary approval to move to another class.

Students must maintain certain standards detailed in the course contract in order to remain in a Pre-Advanced or Advancement Placement class. Students and parents will be advised of the course requirements. Guidelines may vary among departments, therefore, students and parents are advised to review the guidelines carefully.

Announcements, Posters and Signs

All advertisements, campaigns, and similar purpose signs and posters must be approved by the appropriate sponsors and also be authorized by the administration before being posted on campus. Sponsors are to have such items removed when they have served their purpose.

Announcements of general interest are made each morning over the intercom at the beginning of third period. Items to be announced must come from the teacher, sponsor, or staff member, IN WRITING, on an "announcement" form the day before it is to be given. Announcements are to be given to the principal's office staff for administrative approval. Exception: Announcements concerning events occurring the previous day may be submitted by 7:30 a.m. the next day.

Assemblies

Students are expected to sit in assigned sections and to observe good manners in assemblies. Those who cause a disturbance or disruption are subject to appropriate disciplinary action. The following examples of good conduct should be observed by all:

1. Enter quickly and quietly and take seats in assigned sections in an orderly manner.
2. Give courteous attention to the program.
3. Express courtesy and/or approval by polite applause when appropriate.
4. Refrain from talking during the entire assembly.

Athletic Code

The aim of all athletes at Crosby High School is to play the game in the spirit of fairness and clean sportsmanship and to observe all rules and regulations of the game. We must accept decisions of officials without protest and treat our opponents as our guests, putting clean play and sportsmanship above victory. We must realize the ability to win without boasting and to lose without complaining. The important elements in sports are the striving to excel and the good feelings fostered among participants who have no excuse when they lose.

Attendance - College Release Absences

Seniors may be allowed to take one College Day during their senior year. Specific guidelines must be followed before a student may take this day:

- Only one day a year may be used for either a college day or a military processing day. This will count as an excused absence.
- Students must obtain the necessary paperwork from the Guidance Office secretary at least 3 school days before their desired absence.
- The student must have all teachers sign their form, complete it, and turn in all work that would be missed during their absence before taking their College Day.
- The form requires that a college professional sign the form indicating their name, position, and phone number at the college and verify that the CHS student did meet with them.
- Upon return the following day, the signed form must be turned in to the attendance office.
- No college days will be allowed during final exam week in December, the day before Spring Break, the day before the Thanksgiving or the winter holidays, or the day before or after senior prom.

Attendance – Perfect

A student must attend all seven-class periods each 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.

Attendance - Procedures Following an Absence

Following an absence from school, a student must bring a note, signed by the parent that describes the reason for the absence to the attendance office. A note or documentation for the absence/absences must be submitted for the student's absence(s) to be considered for an excused absence. The student's name, date of absence, reason for absence, home telephone, parent's work telephone, and parent's/guardian's signature are requested. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. **The note or medical documentation must be brought within three days.** The note, along with any documentation, will be placed in the student's file. Students are allowed a maximum of three (total) parent notes per semester. **Students must take care of turning in attendance notes before the tardy bell for first period. Any student who receives a pass after the bell to attend class will receive a tardy and the appropriate disciplinary action will be assigned.**

Attendance - School Activity Absences

Students who will miss school because of a school activity should get all assignments from their teachers **prior** to the absence. School activity absences are excused absences.

Signing In

Students must come through the attendance office and sign in when coming to school after 7:30 a.m., regardless of the time of day. Students will be considered tardy upon arriving after the beginning of the school day. There are no excused tardies to first period classes for those students who assume responsibility for

transportation by driving to school or riding with others instead of riding the bus. After the first fifteen minutes of the school day or after the first fifteen minutes of any class period, the student will be counted absent for that period. The student will be considered truant for any class he/she missed. [Compulsory Attendance, Attendance for Credit, and Tardy policy]

Signing Out

To receive an early dismissal during the school day, a student is required to present a written excuse that includes the student’s name, reason for leaving, home telephone, parent’s work telephone, and parent’s signature to the attendance clerk. The parent must also telephone the attendance clerk as far in advance as possible.

Parental permission must be received before a student may leave campus. Whenever possible the parent should come to the office and personally sign out the student.

On alternate bell schedule days, parents must come to the office and personally sign out the student before the student is to be dismissed during the activity period.

Students are not allowed to sign out during fifth period or seventh period for any reason except a doctor’s appointment that can be verified in writing upon the student’s return.

Students who are assigned in-school suspension and check out during the school day will not have that day count as a day of in-school suspension. Students who must sign out early to attend a doctor’s appointment will have to serve the time missed due to signing out early.

Career and Technology Programs

Many Crosby students find their secondary school programs enriched by Career and Technology programs. Crosby ISD offers excellent instruction in a range of Career and Technology programs that include digital graphics, multimedia, metal trades, and marketing education. Through partnerships with local community colleges, students are offered courses in air conditioning, refrigeration, and heating, automotive collision repair, cosmetology, criminal justice, culinary arts, diesel technology, electrical technology, emergency medical technician, engineering design graphics, licensed vocational nurse, pharmacy technician. In addition, Crosby ISD provides an agricultural science program second to none. Our FFA competition teams are recognized at the state level. In technology instruction, our Microsoft-certified instructor is able to provide a challenging level of instruction and Microsoft certification preparation for students. Students may also choose to pursue computer maintenance technology or CISCO network training. Some vocational areas offer work-release programs to students who would benefit from a shortened school day while receiving on-the-job training and work experience.

Admission to these programs is based on grade level and student performance including attendance, discipline, and grades. Crosby ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and career and technology programs.

Breaking Ties for Top Honors

In the event of a tie, the valedictorian and salutatorian shall be determined by averaging the grades from courses taken in common by all students involved in the tie.

Early Graduation

A student’s class ranking shall be determined within the graduation class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. Students wishing to graduate in fewer than four years shall notify the counselors’ office by the end of their sophomore year or no later than the first ten days of their junior year in order to receive adequate academic counseling. Written parental approval shall be submitted with the application. Three-year graduates shall be eligible for all honors positions except valedictorian and salutatorian.

Class Rank Calculation

The following criteria apply to all students in calculating GPAs used in determining class rankings:

1. Students shall receive weighted grade points corresponding to the level of the courses taken.
2. A GPA is determined mathematically using all grades earned for which a student receives credit. GPA will exclude summer school, night school, credit-by-exam, correspondence courses, and courses taken for acceleration, home school courses, dual credit (not taught at CHS), and foreign study.
3. The GPA is based on high school courses taken in grades 9-11 and the first five six-weeks grading periods of the senior year.
4. Weighted grades points earned through another accredited institution will be accepted and awarded only for courses designated as Pre-AP/AP in Crosby ISD. A Grade point scale can be obtained from the CHS Academic Planning Guide.

6 grade point scale	5 grade point scale	4 grade point scale
AP English III, IV	PAP English I, II	All other classes
AP Biology	PAP Biology	
AP Chemistry	PAP Chemistry	
AP Physics	PAP Geometry	
AP Calculus	PAP Algebra II	
AP US History	PAP World Geo	
AP US Govt	PAP W. History	
AP Economics	PAP Spanish	
AP Spanish	PAP French	
	PAP Physics	
*Any course identified by the College Board that offers an AP test	PAP Pre-Calculus	
	DC English IV	
	DC U. S. History	
	DC BCIS	
	DC Environmental Science	
	DC Health	
	DC Theater	
	Anatomy & Physiology	

[For further information, see policies at EIC.]

Correspondence Courses

A student may take a maximum of four semesters of correspondence courses provided the two credits are taken from Texas Tech University and prior approval is obtained from the appropriate counselor and administrator. [For further information, see policy EEJC.]

Counseling - Personal

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the Counseling Department secretary.

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).]

Credit by Exam—If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. In all instances, the district will determine whether any opportunity for credit by exam will be offered. [For further information, see the counselor and policy EEJA.]

Eligibility

To be able to earn credit by examination, the student must have had prior instruction in the subject or course, as determined by a review of the student's academic record. Students are eligible for this option in order to gain credit for a course or subject they have taken previously.

Restrictions

Credit by examination shall not be used to gain credit for a course in which they are presently enrolled.

Test

The instrument used for credit by examination at Crosby I.S.D. is provided by Texas Tech University. This is a State Board-approved criterion-referenced test for use as a CBE exam. These tests are by subject and each test only covers a semester or half credit. For example, a student failing the first semester of Algebra I would take the test for Algebra IA. A student who failed both semesters of Algebra I must take two tests for credit (Algebra IA and Algebra IB).

Fees

Parents or students must pay for an examination for a course in which a student has received prior instruction. At present,

Crosby I.S.D. orders these tests from Texas Tech. The forms and fee information can be obtained in the guidance office.

Procedures

All CBE's will be ordered on the 15th of each month. All exams ordered will be administered twice during the month. No tests will be ordered after March 15th each year. The dates will be posted after each order is received. Students will be notified of their test date. If a student is unable to attend either test date during the month, his/her test will be returned to the testing agency. Students should make every effort to test on posted dates to avoid loss of test fees paid. Additional information may be obtained through the guidance office.

Credit by Exam—If a Student Has Not Taken the Course

The District will give a student credit for an academic subject in which the student has received no prior instruction if the student scores 90 percent or above on a criterion-referenced examination (Texas Tech) for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript.

The tests are for each subject by semester. For example, a student wanting to skip English I must take the tests for English 1A and English 1B, and make 90 percent or better on each test. Students must also meet the laboratory or additional (research/term paper, etc.) requirements if it is a major or required component of the subject in order to receive credit.

Annual Administration

The examinations for acceleration will be given the second week in June and the last week in July. Testing will be scheduled for three days during these weeks, usually Tuesday, Wednesday, and Thursday. The District will not honor a request by a parent to administer a test on a date other than the published dates. Students and parents may pick up registration forms at the campus guidance office or at the Crosby Instructional Annex at 5910 Pecan (Special Services Department). The deadline for registering for the June administration is May 1. The deadline for the July administration is June 15.

Fees

No fee shall be charged for an examination for acceleration provided by the District. If a parent or student requests an alternate examination, the District may administer a test purchased by the parent or student from a State Board-approved university (The University of Texas and Texas Tech are State Board-approved.)

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. [For further information, see EEJB.]

Deliveries to Campus

Food, flowers and/or gifts for students are not to be delivered to the school by any company or individual.

Dual Credit Courses

A student in a dual credit course will be removed from the course and placed in an on-level course if he/she accumulates

ten days of ISS or is referred to the DAEP. Any monies spent for the dual credit course will not be reimbursed.

Extracurricular Activities, Clubs, and Organizations

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege, not a right.

Students shall be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the initial six-week period of the school year, students are eligible to participate in contests provided the following standards have been met:
 - Students beginning in grades nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
 - Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
 - Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the twelve months preceding the first day of the current school year.
 - Students beginning their fourth year of high school either must have earned a total of fifteen credits which count toward state high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the twelve months preceding the first day of the current school year. See UIL website at www.UIL.texas.edu for exceptions for migrant students or high school students transferring from out-of-state.
2. A student who receives a grade below 70 at the end of a grading period in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.
3. A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
4. An ineligible student may continue to practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance. The student is not permitted to travel with the organization, team, etc. to the event while suspending from participating due to grades.
5. Students who have not completed required work prior to the end of the grading period due to an excused absence will receive an "incomplete". Students with an "incomplete" grade are ineligible until the "I" is replaced with a passing grade. Students with an incomplete in a course may regain their eligibility when the "I" is replaced with a passing grade provided:
 - The "I" is due to an excused absence.
 - The work is made up within one week of the student's return to school.
6. A student is allowed up to ten absences in a school year for school-related or school-sanctioned activities on or off campus, not related to post-district competition. A maximum

of five absences is allowed for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

7. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
8. Students must be in attendance at least 4 class periods on the day of the activity to participate in any extracurricular activity unless prior approval is given by the principal.
9. Students who are placed in ISS may not participate in extracurricular activities during the time of their assignment.
10. If a student who participates in extracurricular activities is referred to ISS the second time during a year for any major ISS offenses, they forfeit the right to participate in any extracurricular activity during the semester when the second placement in ISS occurs, starting the day they are referred.
11. A student, who is placed in the DAEP or expelled for any length of time, loses the right to participate in any extracurricular activity for the duration of the alternative school placement. Students in the DAEP may not come on campus or attend any school-related event for any reason without prior approval from the principal or his/her designee. Any DAEP student on campus or at any school-related activity will be considered trespassing.
12. Students participating in extracurricular activities who are apprehended by a law enforcement officer, and for whom a reasonable belief exists that the student was in possession of or using illegal substances or alcohol, shall be prohibited from participating in the activity(s) for the duration of the school year.

There shall be no new material assigned in any subject during the final week of each semester when exams are given to allow all subjects at least one day of review and study prior to examinations. Consolidation of material covered during the semester should be the sole emphasis during this time. There should be no extra-curricular activities required during the week of semester examinations.

Final Exam Exemption Policy

CHS Students will be granted the option of exempting final exams, seniors both semesters and all other students for Spring semester only. Foreign exchange students are not eligible to exempt final exams. However, strict policies will be followed regarding qualifications, they are listed below:

**9th, 10th and 11th Grade SPRING Exemption Policy:
May earn TWO (2) exemptions for Math, Science, Social Studies, or English if the following guidelines are met:**

- 75% semester average and no more than 3 absences during the spring semester. Absences are determined from the day school begins each semester;
- Passed the appropriate TAKS tests, if tested in that subject;
- Clear library record, textbook record and no other fines;
- Discipline record for the entire school year that does not include more than 2 Saturday detentions, any ISS or

suspension from school or DAEP;

- Transfer students must provide attendance and disciplinary information from the previous school to be considered for exemptions.

In addition, a student may earn ONE Commended Performance Exemption if a student receives a commended performance on any one of the TAKS tests as long as the above criteria are also met.

12th grade FALL and SPRING Exemption Policy:

For the **Fall** semester, seniors who have at least a **90** semester average and no more than **3 absences** will be able to exempt.

Absences are determined from the day school begins each semester. In addition, for the **Fall** semester, seniors who have at least an **85** semester average and no more than **2 absences** will be able to exempt. Absences are determined from the day school begins each semester.

For the Fall semester, seniors who meet the requirements will be able to exempt three (3) finals; For the Spring semester, graduating seniors who have at least a 75% semester average and no more than 3 absences may exempt all their final exams second semester.

- For both semesters, seniors must have a discipline record that does not include more than 2 Saturday detentions, any ISS or suspension from school or DAEP.
- Seniors must attend school the Monday after Prom in order to be eligible to exempt any final exams;
- Seniors must have a clear library and textbook record and no other fines;
-
- Students in AP classes will not be able to exempt their AP exams in the fall semester. In order for a student to exempt a final, he/she must attend the first testing period of each day for ADA purposes; otherwise, the exemption will be voided.
- Extracurricular or school-related absences do not count against exemptions.

Beginning 2010-2011 students taking AP exams will not automatically be exempted from their corresponding final(s). Exemption for AP courses are subject to individual course expectations, therefore, they do not follow the exemption policy above.

Graduation - Early

Students who are applying for early graduation should apply by the end of their sophomore year or no later than the first 10 days of their junior year. Early graduates will be ranked with the graduation class of the school year in which the student completes all requirements for a diploma. Early graduates must earn all required credits (including all core credits) and pass ALL SECTIONS OF TAKS in order to be eligible to walk at the June graduation.

All summer school courses, correspondence courses, and night school courses that are used for advancement must be pre-approved in writing by the Crosby High School principal.

Graduation Exercises

Students who have successfully met the state requirements and have completed 23 units by the graduation date are eligible to

participate in graduation exercises held only at the end of the second semester.

Seniors who are eligible for graduation exercises will be ranked after the fifth six-weeks grading period of their senior year. The top ten percent of the graduating class will be classified as Honor Students with the first ten students having the highest grade point average being designated as High Honor Students. Class ranks will be given to the students at the end of their junior year and at midterm of their senior year for college admission only. (Please refer to Board Policy FMH (LOCAL), EI (LOCAL) and EIF (LOCAL).

Graduation Ceremony

- The location for graduation is announced at the beginning of each academic school year. All students wishing to participate in graduation ceremonies are required to attend graduation practice.
- Practice dates and times will be posted during the spring semester.
- There will be one graduation ceremony normally scheduled in June.
- **A regular, graduating student will be allowed to walk who meets the criteria established by the State Texas Education Association (TEA) and the graduation criteria. (Please refer to Board Policy EIF (LOCAL) and FMH (LOCAL).**
- A graduating student who fails to meet the credit and/or TAKS testing requirements as established by CISD Board of Trustees must show proof of enrollment in a GED program in order to participate in the graduation ceremony.

Graduation Expenses

Individual conferences for senior students and their parents with a school counselor are scheduled after the first two weeks of school during the student's senior year. Based on the information obtained in these conferences, it is then a personal and family decision to preorder and/or purchase graduation invitations and supplies

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

Homecoming Queen/Mr. Crosby & Prom King/Queen

Requirements:

- A CHS student for at least one year;
- No discipline beyond a Saturday Detention;
- Homecoming Queen/Mr. Crosby – discipline based on first semester;

- Prom King/Queen – discipline based on second semester
- Academic Average – 2.0

Nominations:

- Nominated only by seniors
- Four highest will be considered the nominees

Presentation of Winners:

- Homecoming Queen/Mr. Crosby – Homecoming Game
- Prom King/Queen - Prom

Homework Policies

Practice homework is used to practice and reinforce skills already learned in class.

Preparation

Preparation of homework helps to prepare students for an upcoming lesson or unit. Homework of this type helps provide students with opportunities to gain background information in order to increase learning potential for an upcoming lesson. Preparation of assignments should be oriented to a specific purpose.

Extension

Extension homework assignments require students to produce self-initiated projects which allow students to apply and analyze information presented in class.

Examples: Design a brochure, research paper, or Power Point presentation that explains the effects of pollution and possible solutions to this problem. Prepare an ad showing the savings of an item you are selling compared to a similar item being sold by a competitor.

Creative

Creative homework offers students the opportunity to think critically and engage in problem-solving activities. Creative assignments encourage students to integrate a variety of skills and concepts presented in class and to construct their personal model of understanding.

Examples:

1. Pretend you are running for a particular public office, i.e., develop a campaign slogan, speech, and platform.
2. Create a play or television program using humor as the central focus.

Evaluation of Homework

Standards for homework evaluation should be clear and precise. Evaluation guidelines will be consistent within departments and shall be explained to all students and parents at the beginning of the school year including guidelines for group or team assignments. Evaluation standards shall include guidelines for teachers to evaluate, provide feedback, and return homework systematically to their students, thus reinforcing learning.

Time Allocation Recommendations

In high school the recommended amount of time varies according to the type and number of subjects a student is taking. A general guideline is an average of 90 minutes total per day. **Students enrolled in advanced courses generally will require more time to complete homework.**

Late Work

Teachers shall inform students and parents of grading guidelines for assignments/homework that are not turned in at the time designated by the teacher. Specified timelines and point reductions should be communicated at the beginning of each semester. Point reductions for late work should be reasonable; and more severe point reductions should be administered only after the initial specified timeline has not been met.

Make-up Work

Students shall complete make-up assignments and tests after absences within the specified departmental guidelines. Teachers may assign a late penalty to any make-up assignments in accordance with departmental guidelines approved by the principal and previously communicated to students. Teacher(s) may assign additional work to assure students will have sufficient opportunity to master the essential knowledge and skills to meet subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine make-up work.

After a student is absent three days, parents are encouraged to contact the school and request make-up work. Call the attendance office at 281-328-9200 (ext. 1822) to arrange for the collection of the assignments and for their pickup. [For further information, see policies at EHBC, EIA, FDC, and FDD.]

Make-up Work for Unexcused Absences

Crosby High School shall not impose a grade penalty for make-up work completed within specified timelines after an unexcused absence, except for truancy.

Make-up Work after Truancy

In the case of truancy, that is, **the unexcused voluntary absence of a child from school without the consent of the parents**, all make-up work shall be completed within the specified timelines and a 30-point reduction will be applied to the make-up work grade.

Make-up Work after Suspension

When a student is suspended, class assignments for the assigned suspension will be the student's responsibility. Students may make up assignments either before or after school or during tutorials after suspension is completed. CHS shall not impose a grade penalty for make-up work completed within the specified timelines after an absence due to suspension, except in the case of academic dishonesty.

Research Papers

Research paper assignments should be graded according to departmental guidelines.

Extra Credit Assignments

Assignments given for extra credit are to be instructionally oriented. Extra credit assignments should follow departmental guidelines as approved by the principal. Extra credit points must be included within the six weeks averaging used to calculate grades and they may not be added as a bonus after the average is calculated. (Example: 90 average for the six weeks = 2 points extra credit = 92 – NOT ALLOWED.) Standards and purposes for extra credit assignments shall be explained to all students at

the beginning of each semester. **If extra credit opportunities are available, they must be available to all students.**

Honor Roll

To make the "A" honor roll, a student must make all "A's" that six weeks regardless of the level of the class. To make the "All A/One B" honor roll, a student must make only one B in one class during one six weeks with the rest of the grades being all A's. To receive the All A Honor Roll award at the end of the school year, a student must make all "A's" in all classes, all year long, regardless of the level of the class. To receive the end-of-year honor roll award, students must maintain all "A's" and no more than one "B" in all classes taken.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times: before school, during lunch and after school until 3:30 p.m. The library remains open until 6 PM every Tuesday and Thursday. Exceptions to library hours include before holidays, during state testing and during finals. If using a computer, the student is responsible for that computer during the time he or she is using it.

1. Students must know their student number in order to check out a book.
2. Regular library books are checked out for two weeks.
3. A fine of \$.05 per day per book will be charged on overdue books. The maximum fine per book is \$1.00. If a student must pay for a lost or damaged book, the fine is waived. If a lost and paid for book is found and returned in good condition, the cost of the book is refunded.
4. Quiet behavior is expected.
5. Food and drink are not permitted.

Parent/Legal Guardian Conference

The parent/legal guardian is encouraged to conference with their child's teacher(s) to discuss student progress. In order to do so, the parent should contact the teacher through either an email or a phone call. Go to www.crosbyisd.org to obtain a teacher's email address. To schedule a telephone or in-person conference, please call the school office at 281-328-9200. The teacher will usually return the call or be able to meet with the parent/guardian during his or her conference period or before or after school.

Parent/Student Complaints/Concerns

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. We expect parents to contact the teacher involved. If no resolution is met, the parent is then asked to meet with his/her student's counselor.

If no resolution is met after meeting with the counselor and/or an assistant principal, the parent or student will be given a copy of Local Policy FNG. A copy of this policy may be obtained on the CISD website www.crosbyisd.org. The student or parent should then discuss the complaint with the campus principal.

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

Complaint Policy, General Provisions FNG (LOCAL)

The student may be represented by an adult at any level of the complaint. For purposes of this policy, "days" shall mean calendar days. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

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

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

Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of any complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. The superintendent or designee shall have seven days following the conference within which to respond.

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

The Superintendent shall inform the student or parent of the date, time, and place of the meeting.

The presiding officer shall establish a reasonable time limit for complaint presentations. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

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

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

Some complaints require different procedures as listed below. The campus office or the Superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal's and Superintendent's offices or on the District's Web site at www.crosbyisd.org

Specialized complaint procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB. Loss of credit because of excessive absences: policy FDD
- Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct. Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.
- Expulsion of a student: policy FOD and the Student Code of Conduct. Discrimination on the basis of sex: policy FB.
- Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct.
- Sexual abuse or sexual harassment of a student: policy FN CJ and the Student Code of Conduct.
- Instructional materials: policy EFA. On-campus distribution of nonschool materials to students: policy FMA.

Complaints against District peace officers: policy CKE.

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 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.]

Pregnant Students

The state compulsory attendance law does apply to pregnant students. It is imperative for pregnant students to stay in school in order to: a) satisfy legal attendance requirements; and b) receive credit for school course work. Pregnant students are encouraged to notify their counselor and the school nurse of their pregnancy.

Prom Rules

Guests or dates must be in high school or under 21 and must follow dress code guidelines.

- 1) Formal attire is required. No blue jeans, tennis shoes, T-shirts, etc. are allowed. (Black jeans, which are not faded, may be worn with a tuxedo jacket.)
- 2) Valid ID is required for off-campus guests.
- 3) All students must register their guests and themselves BEFORE the night of prom.
- 4) Once a student registers and enters prom, if he/she leaves for any reason, he/she will not be permitted to return.
- 5) Students must arrive before 10:30 PM. After 10:30 PM no one will be admitted.
- 6) A student MAY NOT attend prom if:
 - a) He/she is an underclassmen and in ISS or suspended at the time of prom. (Seniors who are in ISS may attend. However, they must have been classified as seniors at the beginning of the school year.)
 - b) He/she is enrolled in the DAEP at the time of the prom.
- 7) Early release will be granted to seniors attending the prom (purchased ticket). Underclassmen will not be able to attend the prom if they do not attend school all day.

Schedule Changes

Students are enrolled into classes based on their selection of courses. The master schedule is prepared based upon the number of students requesting a class. A change in one student's schedule can result in overcrowding of other classes. Therefore, schedule changes are rarely permitted. In the rare event that a class schedule change is necessary, a student must follow the steps below:

1. Obtain "Request for Schedule Change" form from his/her counselor;
2. Meet with the appropriate teacher along with student's parent to discuss possible course change;
3. If approved by teacher, obtain approval from appropriate department chairperson;
4. Return completed approved form to his/her counselor.

At that point the counselor will meet with the appropriate administrator to make the final determination regarding a schedule change.

For more details regarding Advanced-Placement and Pre-Advanced Placement course changes see the AP section on page 13 of this handbook.

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. School officials may search a student or student's property with reasonable suspicion or probable cause or with the student's free and voluntary consent. Highly intrusive invasions of the student's privacy, such as searches of the student's person, shall be conducted only if probable cause exists to believe that the student possesses contraband. Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

Senior Superlatives

The Senior Superlatives election is sponsored by the yearbook staff. The winners will appear in the yearbook. The nomination and election process is open only to seniors. Students MUST be listed as seniors in the counselors' office. Any senior who has received ISS during his/her senior year for anything other than tardies will also be eliminated from this competition.

One male and one female senior will be chosen per category. Students will be limited to only one Superlative title. Those students who win more than one title will receive the one with the highest number of votes.

The categories will be:

- Most Likely To Succeed
- Best All-Around
- Best Dressed
- Most Athletic
- Most Friendly
- Most Spirited
- Most Intelligent
- Most Talented
- Most Cheerful
- Most Admired
- Best Smile
- Most Creative
- Most Humorous
- Most Outspoken
- Best Personality
- Most Attractive

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:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.

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. [For further information, see policy FP.]

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. However, release of a student's directory information 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.

This "directory information" includes:

- A student's name, address, telephone number, e-mail address, 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 district is required by federal law to 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.

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.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered part of 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 a student becomes eligible, control of the records goes to the student. 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). The following would also have a "legitimate educational interest":
 - *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.
 - *Person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The 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 effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 706 Runneburg, Crosby, TX 77532. The address of the principals' office is 14703 FM 2100, 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 CHS Grading Guidelines and Student or Parent Complaints and Concerns for an overview of the process.]

Copies of student records are available at a cost of twenty 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.

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 Schedules

All students from grades 9-11 must be scheduled into seven (7) classes. Class schedules are issued through the counselors' office.

Tutorial Programs

Crosby I.S.D. offers tutorial sessions from 2:45 p.m. to 3:30 p.m. on Tuesday and Thursday. There will be no extracurricular practices held during tutorial time without prior approval of the principal or his/her designee. Participation in tutorials is voluntary; however, we encourage all students to take advantage of the program being offered. Transportation after the tutorial session will be the responsibility of the parent.

Vehicles/Parking

Vehicles brought on campus are the personal responsibility of the driver/owner. On-campus is defined as all school property west of FM 2100. The school is NOT responsible for accidents,

thefts, vandalism, etc. Students who bring vehicles on campus must observe the following rules:

All students' motor vehicles (auto, truck, cycle) must be registered in the office within one week of the beginning of school or immediately upon enrollment during the year. Before a student can obtain a school parking decal, a valid Texas Driver's License, parent consent form, and proof of current insurance coverage must be presented. A student must also be clear of all Crosby H.S. fines to receive a parking decal. A school parking decal must be displayed on the inside of the lower right front window (the passenger side). The price of each sticker will be 10.00.

1. All student vehicles are required to be parked in assigned student parking areas. Seniors may park in the senior lot and underclassmen will park in the stadium lot.
2. Students are not to sit in parked cars any time after arrival, between classes, or before departure from school.
3. Motorcycles are to be parked in the student parking area.
4. Students are not to congregate around cars or vehicles.
5. Students driving a vehicle other than the one registered should report to the assistant principal's office before school to receive a temporary permit. Students arriving after school begins may still receive a temporary permit; however, this will not excuse students from a tardy.
6. Once a car is parked, the student should exit and not return to the vehicle until ready to leave campus for the day. A student may only return to his/her vehicle by receiving a pass from the principal or assistant principal's office. Leaving campus without permission will result in disciplinary consequences and loss of driving privileges to school for the remainder of the semester. If the offense occurs any time during the last six weeks of the semester, loss of driving privileges will extend to the following semester.
7. Students are not allowed to drive to the practice field, field house, etc. during the school day.
8. Failure to register a vehicle, improper parking, and/or disobedience of parking rules will result in a \$10.00 fine and/or the vehicle being towed away at the owner's expense. Students receiving a second citation will lose their semester exam exemptions.
9. Students who drive recklessly may be subject to loss of driving privileges up to the remainder of the year and all appropriate legal action may be taken.

Driving a car or motorcycle to school is a continuously earned privilege and not a right. Students abusing this privilege forfeit the privilege of driving a vehicle to school.

Vending Machines

The district has adopted policies and implemented procedures to comply with agency and food serviced guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines, see policies CO and FFA.

Video Cameras

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 transportation director or his/her designee or principal or his/her designee 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 in the District's policy manual.

Visitors to the School

For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the attendance office. Parents are always welcome, but they should report to the main office first. To better protect our students, visitors and staff, our campus screens for registered sex offenders. A valid state issued identification is required in order to enter our campus during regular school hours. Visitors will visibly wear a visitor's badge. School policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must have the approval of a school administrator. Students from another district and other visitors are not permitted in the classrooms, the commons, or hallways.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. We ask that parents give 24-hour notice to teachers before visiting the classroom. All visitors are also expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

When visiting the school all visitors are expected to observe the same regulations concerning dress and conduct as is required of students. Any person not following these regulations will be considered in violation of the Texas State Penal Code of Loitering. Appropriate action will be taken.

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 registrar's office. 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. An attempt will be made to phone the parent to notify them that the student is withdrawing.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages; to the librarian to ensure a clear library record; to the clinic for health records; to the assistant principal for book clearance; and to the counselor.

Upon complete clearance of school property and appropriate signatures, the student shall return the withdrawal form to the registrar's office. At that time a copy of the completed form shall be given to the student to enter another school, the original withdrawal form shall be placed in the student's cumulative file.

No grades will be given to any student whose records are not cleared. No transcripts will be sent until proper withdrawal procedures are carried out and all accounts settled.

Enrollments and withdrawals will be handled between the hours of 7:30 a.m. and 3pm on regular school days. Enrollment packets should be picked-up at CHS and appointments can be made for enrollment. This allows ample time to clear fees and check out with each teacher and make certain that textbooks, library books, school equipment, and uniforms are returned prior to final withdrawal.

Emergency Medical Treatment/Emergency Care Cards

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

It is important that you complete both front and back of the Emergency Care Card. Please list relatives or friends in Crosby or surrounding areas who may be called if parents are not available to pick up the student. If you don't have a telephone, it is important to list someone who will be able to pick up your child.

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

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

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

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

Medications During School Hours

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

EXAMPLE:

- Medication two (2) times daily: Before school and bedtime
- Three times daily: Before school, after school and bedtime
- Four times daily: ONE dose at school (Noon)

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

When medications are brought to the clinic, it should be explained to the student and/or parent, that there is a partnership requiring responsibility from both the student and the nurse. It is the student's responsibility to come to the clinic at the correct time to receive medication. Due to the numerous daily lunchtime medications, the nurse is prohibited from leaving the clinic to find students who have forgotten their medication.

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

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

Guidelines for Administering Medications

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

- 1. All medications must be delivered to the school nurse (or a person designated by the principal) by the student or parent immediately upon arrival to school.**
2. The district's "*Authorization and Permission for Administration of Medication*" form must be filled out and signed by a parent or legal guardian. This form will be presented to the responsible party when the medication is brought to the nurse. Within two days of receiving this form, it must be on file in the nurse's office in order for your child to continue to receive the medication.
3. The medication must be in the original container as dispensed or the manufacturer's labeled container.
4. The medication label must contain the student's name, name of medication, directions for use and the date.
5. Over-the-counter medications will be administered up to five days. Any over-the counter medications being taken 5 days or

more requires physician's signature. Any medication not picked up will be DISCARDED. Any medical problem that has not improved in five days needs to be evaluated by a physician.

6. Any prescription being taken 10 days or more requires physician's signature.
7. Students are not to have any prescribed or over-the-counter medications in their possession during the school day, or while attending school events.
8. Unused medications must be picked up by a parent of a legal guardian. Medications that are not picked up by the end of the school year will be discarded.

Guidelines for Asthma Inhalers at School

1. The District must have received a written request from a physician in order for a student to carry his/her inhaler. The request must then be approved by the nurse, principal or his/her designee.
2. The district's Authorization and Permission for Administration of Medicine form must be filled out and signed by a parent or legal guardian. In addition, an asthma information form must be completed to be filed in the nurse's office.
3. Student should be experienced at using the inhaler properly.
4. Student may not share or play with inhaler during school day.
5. Student must inform the teacher of breathing difficulty and the need to use inhaler. If swelling is not relieved by use of inhaler, teacher will call for assistance.

[For further information, see policies at FFAC.]

CROSBY ISD DOES NOT PROVIDE ANY MEDICATIONS. MEDICATIONS TO BE ADMINISTERED DURING SCHOOL HOURS MUST REMAIN AT SCHOOL LOCKED IN THE NURSE'S CABINET. MEDICATION MUST BE BROUGHT TO SCHOOL AND KEPT IN ITS ORIGINAL CONTAINER. NO EXCEPTIONS. STUDENTS NOT ADHERING TO THESE GUIDELINES WILL RECEIVE DISCIPLINARY CONSEQUENCES.

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.]