

CROSBY INDEPENDENT SCHOOL DISTRICT

Student Handbook

2011-2012



Welcome

To Students and Parents:

Welcome to the new school year! Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together: students, parents, and teachers. This student handbook is designed to help us do this.

The student handbook contains information that both students and parents are likely to need during the school year. **Throughout the handbook you will notice symbols that indicate whether a policy applies only to students at certain campus levels. There is a key at the bottom of each page to explain these symbols. If there is no symbol next to a statement, then it applies to ALL STUDENTS.** We have attempted to make the language as straightforward as possible; however, 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 a school-related responsibility for a student.

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, the CISD website 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.

Students and parents should sign and return the Student & Parent Summary Signature Form. This form will be sent home with the student on the first day of school or you may access the form in either this handbook or the Code of Conduct. Please take the time to look over the information provided. Understanding this information will assist you in the path to success in Crosby ISD schools.

If changes in local policy or state law become effective after the printing of this book, they will supersede the information currently printed in this book. For the most recent version of the Student Handbook and Student Code of Conduct, please go to www.crosbyisd.org.

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CROSBY INDEPENDENT SCHOOL DISTRICT

Main # (281) 328-9200

Fax extension #1242

706 Runneburg Rd/P.O. Box 2009, Crosby, Texas 77532-8009

web address: www.crosbyisd.org, email: crosbyschools@crosbyisd.org

CROSBY I.S.D. BOARD OF EDUCATION

The Crosby I.S.D. Board of Education is comprised of seven elected members who serve staggered three-year terms. School Board meetings, which are open to the public, are held on the third Monday of the month at 7:30 p.m. in the Operations Center, 14670 F.M. 2100. Members of the Board of Education are:

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

CROSBY I.S.D. ADMINISTRATION

Dr. Keith Moore	Superintendent of Schools (ext. #1202)
Patricia Kay	Assistant Superintendent of Instruction (ext. #1220)
Dianne Fleming	Assistant Superintendent of Finance (ext. #1210)
King Davis.....	Assistant Superintendent of Personnel & Human Resources (ext. #1230)
Dr. Rob Tatman.....	Director of Special Services/Public Info (ext. #1240)
Amy Hoehner	Director of Special Education (ext. #1105)
David Haapala	Director of Information Systems (ext. #1260)
Chuck Murray	Director of Maintenance (ext. #1272)
Brian Aubin	Director of Child Nutrition (ext. #1250)
Bryan Trousdale.....	Transportation Coordinator (ext. #1279)
Kevin Flanigan.....	Athletic Director (ext. #1902)
Donna Davenport	K-6 Math Coordinator (ext. #1222)
Renee' Guillory	K- 6 Reading Coordinator (ext. #1224)
Becky Lindsey.....	Secondary Science Coordinator (ext. #1223)
Dr. Brenda Aleman.....	Secondary Math Coordinator (ext. #1225)

DIRECTORY OF SCHOOLS

CROSBY KINDERGARTEN CENTER

805 Runneburg Rd.
Ph# (281) 328-9370 / Fax (281) 328-9379
Principal: Mr. Ronnie Davenport
Grades: Early Childhood, Pre-K Kindergarten
School Hours: 8:30-3:15

BARRETT PRIMARY SCHOOL

815 FM 1942
Ph# (281) 328-9317 / Fax (281) 328-9374
Principal: Mrs. Malinda King
Grades: 1-2
School Hours: 8:30-3:30

CROSBY ELEMENTARY SCHOOL

5910 Pecan Street
Ph# (281) 328-9360 / Fax (281) 328-9213
Principal: Paula Patterson
Grades: 1-4
School Hours: 8:00-3:00

NEWPORT ELEMENTARY SCHOOL

430 North Diamondhead Blvd.
Ph# (281) 328-9330 / Fax (281) 328-9378
Principal: Mrs. Christy CoVan
Grades: 3-4
School Hours: 8:30-3:30

DREW INTERMEDIATE SCHOOL

223 Red Oak
Ph# (281) 328-9306 / Fax (281) 328-9376
Principal: Mrs. Margo Kelley
Grades: 5-6
School Hours: 8:30-3:30

CROSBY MIDDLE SCHOOL

14705 FM 2100
Ph# (281) 328-9264 / Fax (281) 328-9356
Principal: Mrs. Karen Grey
Grades: 7-8
School Hours: 7:30-2:30

CROSBY HIGH SCHOOL

14703 FM 2100
Ph# (281) 328-9237 / Fax (281) 328-9219
Principal: Dr. Marley Morris
Grades: 9-12
School Hours: 7:30-2:30

School Closing Information – In the event of adverse weather conditions, an announcement will be released from the Office of the Superintendent through Connect Ed, our district call out system, and through radio and television stations.

Employment – The Crosby Independent School District does not discriminate on the basis of race, color, religion, sex, age national origin, or handicap in admission, access, treatment, or employment in its programs and activities, in compliance with applicable federal and state laws.



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

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

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 Cent: 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 |

General Campus Policies & Procedures

Arrival & Release of Students

Because class time is important, medical appointments should be scheduled, if possible, at times when the student will not miss instructional time. Students must report to the office if they are arriving after the start of the school day or returning after an early dismissal. Only authorized persons may pick up a student.

Students must remain on campus after arrival each morning or when involved in school-sponsored activities. Students leaving campus without permission will be considered truant. Please refer to the campus handbook of your child's campus for specific details on the signing in and out procedures for the campus.

Attendance Policy

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

A student may be excused from school for the following reasons.

- Visits to health care professionals*
- Required court appearances*
- Activities related to obtaining United States citizenship*
- Services as an election clerk*
- Observance of religious holy days
- One college day – Seniors Only*

*Documentation is required.

In addition to these allowable reasons for an excused absence, each campus will allow three days per semester to be excused if a signed parent note is provided stating the reason for the absence. After these three days have been exhausted, students must follow the aforementioned guidelines to be excused from attending school. Unused days may not rollover from the fall semester to the spring semester.

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

The state compulsory attendance law requires that school employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class or from required special programs will be considered truant and subject to disciplinary action.

Truancy 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 10 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.

If a student is absent 10 or more days or parts of days within a six-month period in the same school year, and those absences are unexcused, the school is required by law to report the absences to the appropriate court.

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 reviewed with special consideration given for religious holy days, documented health care appointments for which routine make-up work has been completed, and other special circumstances as defined by the Texas Education Code.
- 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 whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- 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, parent, or other representative 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.

If credit is lost because of excessive absences, the attendance committee will decide how the student may 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 within 30 days following the last day of instruction in the semester which credit was denied.

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.

Bullying/Hazing

Texas Laws prohibit students from engaging in, encouraging, aiding or assisting in bullying or hazing. Hazing is defined as harassment, humiliation, and/or embarrassment of other students, which may or may not include some physical abuse. Bullying is defined as written, verbal or physical conduct that, in the judgment of the administrator, is sufficiently severe, persistent or pervasive enough to create an intimidating, threatening or abusive educational environment for the student and is harmful to a student or a student's property. A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to appropriate disciplinary action.

Cafeteria Services

Please apply the following menu to the policy as it pertains to each grade level/school.

E= Elementary M= Middle School H= High School

In an effort to foster healthy eating habits and promote improved school nutrition, the United States Department of Agriculture has established regulations for elementary, middle and high schools regarding foods determined to be of minimal nutritional value.

(E) Federal guidelines prohibit elementary schools (Pre K – 6th) from serving or providing access for students to foods of Minimal Nutritional Value (FMNV) at any time anywhere on school premises until the end of the last scheduled class. An

elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class except for those food items made available by the school food service department.

(M) Federal guidelines prohibit middle school campuses from serving or providing access for students to FMNV and all other forms of candy at any time anywhere on school premises until after the end of the last scheduled class. A middle school may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises from 30 minutes before to 30 minutes after meal periods except for those food items made available by the school food service department.

(H) Federal guidelines prohibit High Schools (9th-12th grades) from serving or providing access to FMNV and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class. A high school may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises from 30 minutes before to 30 minutes after meal periods except for those food items made available by the school food service department.

(E, M, H) Such foods and beverages may not be sold or given away on school premises by school administrators or staff (principals, coaches, teachers etc.), students or student groups, parents or parent groups, or any other person, company or organization. Foods of minimal nutritional value include:

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

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

(E, M, H,) This policy does not apply to school nurses using FMNV or candy during the course of providing health care to individual students. Special Needs students whose Individualized Educational Program (IEP) plan indicates the use of a FMNV or candy for behavior modifications (or other suitable need) may be given FNMV or candy items. For instructional purposes, teachers may use foods as long as the food items are not considered FMNV or candy. In addition, students may be given FMNV or candy items during the school day for up to three different events each school year to be determined by school officials as part of school policy and included on the school calendar. However, FMNV may not be served during meal periods in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students.

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

(E, M, H) Crosby Independent School District participates in the National School Lunch and Breakfast program. Students may elect to participate in the Lunch/Breakfast Program or to bring their own lunches. Students are required to remain on campus during lunch. Parents who feel that they may qualify economically for free or reduced priced meals are encouraged to complete a Free/Reduced application and submit the application to the Child Nutrition Department, CISD Administration Building, 706 Runneburg Rd, Crosby, Texas 77532. Applications are available at the school, at the Child Nutrition Office, and on line at **CrosbyKitchen.com**. The application must be submitted on a yearly basis or whenever there is a change in income and/ or number of household members.

Payment of Meals:

(E, M, H) Students may prepay for meals (breakfast and lunch) on a weekly, biweekly, monthly or on a semester basis. It is encouraged that students on a paid status or students who qualify for reduced price meals prepay, although students may also pay on a daily basis in the serving line. Parents of students on paid status or reduced status are encouraged to use the prepayment system LUNCH MONEY NOW to place money on their student accounts. Students qualifying for reduced priced meals who pay on a daily basis, however, are waiving their right to confidentiality as to their free/reduced status. Prepayments are taken on Mondays. Cash/Coins: Bills larger than \$20.00 and rolled coins will not be accepted.

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

(E, M, H) Money is not loaned by the Child Nutrition Services Department to buy breakfast, lunch or snacks.

(E) If your child comes to school without lunch or without a credit to his/her account, an attempt will be made to contact the parent as it is the responsibility of the parents to make provisions for their child's meals. Should the parent not cover the cost of the child meal an alternative meal will be provided or a charge for that meal will be allowed.

Returned Check Policy (NSF Checks)

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

(E) Charge Policy

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

- **(M,H)** We do not allow charges.
- **(E)** The Child Nutrition Services Department will not accept charges for meals beginning the 3rd Monday in May.

(E, M, H) Breakfast Program

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

(E, M, H) Lunch Program

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

Students who bring their lunches may purchase milk and or snack. Carbonated drinks cannot be brought from home. Students are required to remain on campus during lunch.

(E, M, H) Pin Numbers

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

(E, M, H) Non Discrimination

Children who receive free or reduced priced meal benefits are treated the same as children who pay for meals. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you feel you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250

(E, M, H) Special Diets

Students who have a disability and whose disability restricts their diet in such a way that they are unable to consume meals without some modification or the foods must have a certification from a licensed medical doctor indicating so. The physicians' statement must identify: the student's disability and an explanation of why the disability restricts the student's diets; the major life activity affected by the disability; the food or foods to be omitted from the student's diet; and the food or choice of foods that must be substituted. Please go to CrosbyKitchen.com to print the Allergy & Special Diets Request Form. Without this documentation the student will not be able to receive his/her special diet as ordered by the doctor. The certification must be renewed at the beginning of every school year. **If a special diet is required, a twenty-four hour advance notice is required and given to the cafeteria manager.**

Class or Schedule Changes

Once a student has registered, no schedule or class changes are to be made except in the case where an error has been made in scheduling or to equalize the teacher's load. No student is to leave class to change his/her schedule unless called by the office. Requests to change teachers are not granted except when deemed necessary by the Principal.

Complaints/Concerns

We encourage students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process. Please request information regarding the formal complaint process from the Principal or refer to Local Board Policy FNG on the district website.

Computer Technology

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that electronic communications using District computers are not private and may be monitored by District staff.

Counseling Services

Counselors are available to counsel with students about career choices, school work, course selection, personal problems and higher education aspirations. Other guidance services include orientation of students to new situations, information services, and classroom guidance. Counseling and guidance services are available both to the students and

parents. Parents may call for appointments; normally, students may see the counselors by prearranged appointments. Parents who wish to confer with a counselor about their child should contact the office by phone and arrange a conference. Counselors encourage collaboration between home and school to achieve student success.

Cheating/Plagiarism/Academic Dishonesty

Copying another person's work, such as homework, classwork or a test, is a form of cheating. Plagiarism, which is the use of another person's original ideas or writing without giving credit to the true author, will also be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

Conferences with Teachers

When parents feel it advisable to contact teachers personally, they are encouraged to leave their telephone numbers in the school office in order that the teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate. Parents may also communicate with their child's teacher via e-mail. Parents/guardians are requested to contact the school when failing grades appear on the student's progress report or report card.

Desks & Lockers

Students' desks and lockers 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 their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers 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.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following purposes: *student name, address, telephone listing, photograph, date of birth, honors & awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight & height of members of athletic teams*. However, release of a student's directory information may be prevented by the parent or an eligible student. A form has been attached in the Appendix for you to complete if you do not want the district to release your student's directory information for school-sponsored purposes. Please complete this form and return to your child's school.

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS.

Early Release Option – Seniors Only [H]

Senior students who meet the following requirements are eligible for a 7th period early release:

- Completed a minimum of 6 semesters in high school;
- Passed all sections of the exit level TAKS;
- Obtained a minimum of 17 credits;
- On track to graduate by the end of the school year;
- Able to leave campus immediately at the end of 6th period;
- Agreed to not use a cell phone during 7th period regardless of the release status;
- Signed a contract along with their parents agreeing to the above criteria.

Please note the following exceptions:

- Students sent to the DAEP will be placed in 7 classes;
- Students placed in ISS will not be permitted to leave school early during the ISS assignment.

Enrollment of New Students

The child must be enrolled by the child's parent or the child's guardian or other person with legal control of the child under a court order. A school shall record the name, address, and date of birth of the person enrolling a child. In each public school a student must be identified by the student's legal surname as that name appears:

- (1) on the student's birth certificate or other document suitable as proof of the student's identity; or
- (2) in a court order changing the student's name.

Any student admitted to a Crosby ISD school must have records such as report card and/or transcript from the previous school attended to verify his/her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in a Crosby ISD public school for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in school, the parent and school district in which the student was previously enrolled shall furnish records which verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. (Ed. Code Sec. 25.002) The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission.

In order for a person other than a parent, legal guardian or other person having lawful control to enroll a student in CISD, all district administrative guidelines must be adhered to. Falsification of information required by these guidelines is a very serious offense. It is a Class C misdemeanor to use a government record to falsify enrollment information. In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses. [EDUCATION CODE Sec. 25.001(h)]

Homeless Students

For information on services for homeless students, contact your school counselor.

Nondiscrimination Statement

In its efforts to promote nondiscrimination, Crosby ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Pledge of Allegiance/Moment of Silence

In the summer of 2003, the 78th Legislature mandated that each school district shall require students during each school day at each school in the district to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas state flag. In addition, each school is required to provide for the observance of one minute of silence following the recitation of the pledges of allegiance. During the one-minute period, each student, may, as the student

chooses, meditate or engage in any other silent activity that is not likely to interfere with or distract another student. All Crosby ISD schools will observe this mandate. All students are required to be respectful during the pledges and moment of silence.

Prayer

Each student has a right to individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt instruction 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.

Release of Student Information to Military Recruiters & Higher Learning Institutions

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. A form has been attached in the Appendix for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

Tardiness

The student is tardy when not in his/her assigned room when the tardy bell rings. Nearly all tardiness is avoidable and is excusable only in cases of illness or emergency. Should a student be detained by a teacher, he/she should secure a note from that teacher and present it to the teacher in charge of the class he/she is entering. For such an occurrence, the student is not to be charged with tardiness.

Telephone

Because of the tremendous amount of essential business that must be transacted over the office telephones, students are requested not to ask for use of the telephone except in emergencies. Office personnel will deliver messages in cases of emergency. No toll calls from office telephones are to be made by students.

Textbooks

School books and other instructional materials used in the classroom are provided by the State. Books should be properly covered at all times. Each student is responsible for the books issued to him/her. A lost or stolen book must be paid for prior to the student receiving a new one. If a book should be found after it has been paid for, the pupil may be refunded the money upon presentation of the receipt issued at the time of payment. Students will be expected to pay for lost or severely damaged textbooks. A student whose textbook record is not clear will not be issued any school textbooks until the records are cleared. Release of student records, including official transcripts, will be delayed pending payment for lost textbooks/library books.

Transfer Credit [H]

Students transferring into the district from an accredited school shall receive the numerical grade that was earned in courses at another school. Letter grades shall be recorded on the following conversion scale: A=95; B=85; C=77; D=72; and F=65.

Transfer Students [H]

A student who transfers into the district high school with higher level course credits shall receive similar credits computed into their GPA according to the list of higher level courses offered in the district and the grade point scale used for credit earned in the district.

Visitors

Parents and other visitors are welcome to visit schools. All visitors must first report to the office, and will be required to furnish a picture ID. Visitor badges will be issued for anyone going into any part of the building. No

visitors will be allowed in any part of the building without approval from the office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Trespassing on school premises is strictly prohibited in accordance with Section 37.107 of the Texas Education Code. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Violation of these guidelines may result in the loss of privilege to visit Crosby ISD schools.

Volunteers

The Crosby Independent School District is authorized by state law to obtain criminal history record information on a person who has indicated, in writing, an indication to serve as a volunteer with the school. In order to conduct a criminal history check, personal information such as name, social security, birthdate, etc. will be required.

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. The parent may obtain a withdrawal form from the principal's or counselor'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.

Health & Safety Information

Asbestos Management

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, Chuck Murray, at 281 328 9200.

Contagious 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/her child has a 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.

Certain communicable diseases are monitored closely by public health authorities and require exclusion from school and school related activities. The period of time involved in exclusion varies according to the specific disease. Upon recovery from this type of disease, students may return to school as directed in writing by a physician and must provide the school with the original written statement indicating the student may return to class. A school representative will copy the statement for health and attendance records and return the original to the person delivering the statement.

Bacterial 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 the 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. There are vaccines for some strains of bacterial meningitis. The Texas Department of State Health Services issued new vaccine requirements beginning in August 2009 that require 7th grade students to be immunized with meningococcal vaccine (MCV4). Older students may also benefit from vaccination, especially those living in resident halls or dorm settings and those entering the military.

What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information

The school nurse, your 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 State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, www.cdc.gov, and the Texas Department of State Health Services, www.dshs.state.tx.us.

Child Abuse

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). A student who has been a victim of physical or sexual abuse can obtain assistance and intervention from the school counselor. Counselors are aware of resources available to assist students needing support.

Clinic Procedures

A student who becomes ill during school hours is to report to the teacher who will send the student to the clinic. No student is allowed to go home without the parent being notified. Students are not to call parents from pay phones or cell phones asking to go home; such calls are to be made from the clinic by the nurse or other school personnel. A nurse is on duty or on call at all times for emergencies.

Emergency School Closings

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to close schools, open late, or to release students early, the following radio and television stations will be notified by school officials:

<u>Radio Stations</u>	<u>Television Stations</u>
KTRH KILT	Channel 13 KTRK
KIKK KPRC	Channel 11 KHOU
KQUE	

Immunizations

The State of Texas requires that every child in the state shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

A 30-day provisional enrollment may be available to students new to Crosby ISD as provided by the State of Texas. Students transferring between campuses in Crosby ISD may not qualify for provisional enrollment.

Medical exemptions from immunizations are recognized by Crosby ISD. This type of exemption must be obtained from the students' physician in writing and state that the required immunization poses a significant risk to the health and wellbeing of the child or any member of the child's household. Unless indicated as a lifelong condition, the statement is valid for only one year.

Exclusion from immunization requirements for religious reasons or reasons of conscience is available to residents of the State of Texas. Information for obtaining an affidavit for exclusion from immunization requirements is available through the Texas Department of State Health Services website at www.dshs.state.tx.us. Families interested in this option should be aware that their children will be susceptible to vaccine preventable diseases and in case of emergency or epidemic may be excluded from attending school.

Law Enforcement Agencies On Campus

Crosby High School and Crosby Middle school have a certified law enforcement officer on campus. The officers are available to assist the elementary campuses when requested by a school official.

The primary duties of the officers are to provide assistance for students and staff, and provide security at certain school-sponsored events. Other actions that may be taken by the officers may be the issuance of citations and/or arrests for serious violations.

Medication Policies

Medication should be administered at home whenever possible. Medication administered during school hours must be prescribed by a physician or advanced nurse practitioner (ANP) and filled by a pharmacist licensed in the State of Texas.

Written instructions from a physician or ANP are required for administration of over-the-counter or sample medications during school hours. Prescription medication labels must include the student's name and instructions, and be clearly legible. Instructions for medication administration must include the following information: name of the student, name of the medication, reason the medication is being given, specific amount to be given, time the medication is to be given, and the method used to administer the medication.

Parents or guardians may provide no more than a two (2) weeks supply of medication at a time, excluding inhalers. Please note that most pharmacies will provide families with an extra empty, but labeled, container for use at school. Written permission to administer medication must be submitted annually and is active only for the current school year. Changes to daily medications require written instruction from the physician or APN and written permission from the parent. Parents or guardians are responsible for advising the school nurse that a medication has been discontinued.

All medications must be presented in an original container and must be checked into the office or clinic upon arrival on campus by a parent. Failure to comply with the medication policy will result in a Code of Conduct violation.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life threatening conditions, and students with those conditions may be allowed to possess and self-administer prescription medications for those conditions during the school day or at school-related events. Student possession and self-administration of asthma or anaphylaxis medication at school require the student demonstrate his or her ability to self-administer the medication for the physician or licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student's parent or guardian and physician or other licensed health care provider on file in the school clinic indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. With these safeguards in place, the student may possess and self-administer his or her prescribed medication at their discretion during school hours or at school related events.

Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the physician. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Diabetes Management

Students with diabetes may possess equipment and medication used in the treatment of diabetes during the school day and at school-related events given certain conditions. According to Texas Health and Safety Code Chapter 168, a diabetes management and treatment plan must be developed and implemented by the student's parent or guardian and the physician responsible for the student's diabetes treatment. This plan must evaluate the student's ability to manage diabetes and his or her level of understanding of diabetes and must be signed by the parent or guardian and physician responsible for the student's diabetes treatment. An individual health plan must be implemented by the school nurse and must incorporate components of the student's diabetes management and treatment plan. In accordance with the student's individualized health plan which incorporates the diabetes management and treatment plan signed by the parent or guardian and physician that indicates the student's ability to manage diabetes and his or her level of understanding of diabetes, a school shall permit a student to attend to the management and care of his or her diabetes which may include: performing blood glucose level checks; administering insulin; treating hypoglycemia and hyperglycemia; possessing necessary monitoring and treatment equipment designed for diabetes care; and, attending to the management of his or her diabetes in the classroom, in any area of the school grounds, or at any school-related activity.

Psychotropic Drugs

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

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 are not permitted to 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.

Pest Control Policy

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the Director of Grounds and Maintenance, Chuck Murray, at (281) 328 9200.

Steroids

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.

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

Academics & Curriculum Programs

Academic Programs

Crosby ISD is committed to providing a rigorous and innovative academic program. The school principal or counselor can provide students and parents with information regarding the array of programs offered, such as the advanced placement or G/T programs, CATE (career & technology) program, and dual credit program.

Academic Honors [H]

Valedictorian and Salutatorian

Effective for students entering ninth grade in the school year 2003-04, the valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking as determined by the District's class-ranking procedures and the completion of the Recommended or the Distinguished Achievement Program. To be eligible for valedictorian or salutatorian honors, a student must have completed the last four semesters prior to graduation in the district's high school and have completed the Recommended Program or the Distinguished Achievement Program for graduation. To qualify to give the valedictorian or salutatorian speech, a student shall not have committed any serious discipline offenses.

Top Ten Percent

Students whose grade point average comprise the top ten percent of the graduation class as determined by the District's procedure to qualify for automatic admission under Education Code 51.803 shall be recognized as honor graduates. Special recognition shall be given to students in the top ten percent of each graduation class. The four-semester requirement necessary for valedictorian and salutatorian shall not be applicable to these students. For information regarding automatic admission to institutions of higher learning in Texas, please refer to School Board policy EIC (Legal).

Class Rank Calculation [H]

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 course 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.

Modified Courses

For purposes of determining class rank for honor positions, courses that have been modified by the student's ARD committee as to the required content of the Texas Essential Knowledge and Skills (TEKS) and reflected in the student's IEP shall not earn grade points. However, courses modified as to methodology shall earn the same number of grade points assigned to regular courses.

Credits Earned [H]

A student may be awarded credits only on the basis of academic achievement or demonstrated proficiency of 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. Please be aware that a student's satisfactory performance on state exams will be required for graduation. A student who does not perform satisfactorily will participate in special

instructional programs designed to help improve performance and he/she will also have additional opportunities to take the test.

Credit by Examination

Students may apply to take an examination for acceleration or to gain credit for courses in which the student has taken and/or courses in which the student has not taken. Contact the principal or counselor for detailed information regarding eligibility, restrictions, and procedures.

Final Exam Exemption Policy [H]

Crosby High School 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. Refer to the campus handbook for detailed information regarding the qualifications to be eligible for exemption.

Grade Classification [H]

Grade classification must be met in terms of credits earned in high school. CHS students will be classified at the end of each school year, based on the year of enrollment in high school. Each student will remain with and participate in the activities of the class assigned at the beginning of the school year, based on years enrolled. Senior status will be based on credits earned through the previous school years including summer school. One-half credit is awarded in each course in which a student has successfully completed a semester of work. Grade classifications will be as follows:

Grade	Semester Credits
12 th – Senior	Must have a minimum of 18 credits
11 th – Junior	Third Year Enrolled
10 th – Sophomore	Second Year Enrolled
9 th – Freshman	First Year Enrolled

Grading Guidelines

These guidelines establish the minimum number of grades and assignments required for each grading period. In addition, these guidelines outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

- A minimum of 12 daily grades will be assigned to reflect students' level of mastery per six weeks reporting period. At least two major assignments will be recorded that will receive a greater weight than daily grades. The major assignment should consist of concepts covered during the six week period for which the student receives the grade.
- Teachers will record their grades within 3 days unless the assignment involves major writing which takes more time to grade. Major writing assignments should be recorded within 5 days.
- Teachers are required to keep a weekly paper copy backup in case of computer problems. The grade book for each semester should be printed and kept as a hard copy on each campus at the end of each school year.
- Students will not grade each other's papers. Activities such as peer editing is permitted but students may not grade papers that are recorded as part of their grade for any reporting period.
- Grades are to be recorded for work related to TEKS taught during each reporting period. Grades will not be given that are related to disciplinary issues or compliance with classroom rules.

- Teachers will allow a student a reasonable opportunity to make up or redo an assignment or test for which the student received a failing grade. Full credit is not available for students having to redo an assignment.
- Students will be allowed an opportunity to make up work when they have an excused absence.
- Teachers will assign grades reflective of the student’s relative mastery of an assignment.
- Parent contact must be made for students who have a 69 or below for progress reports and for each six weeks reporting period.
- Before teachers assign a grade of less than 50 for any six weeks reporting period they must show that all of the following steps were met:
 1. Parent/guardian contacted more than once.
 2. Documentation of student attendance to teacher tutorials.
 3. Student was given a reasonable opportunity to make up assignments/exams.

Graduation Information

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Graduation Programs

The district offers three graduation programs. All students entering grade 9 are required to enroll in the Recommended Program or Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above. To graduate on the Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Distinguished Achievement Program.

For specific information regarding the number of credits and courses required for each graduation program, please refer to the CHS Academic Planning Guide.

A student graduating under the Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
 - a. A score of three or above on an Advanced Placement (AP) exam;
 - b. A score of four or above on an International Baccalaureate (IB) exam; or
 - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

Homework

Homework has a definite place in the learning process. Skill mastery in the basic and fundamental subjects is essential to the student. As the student progresses into the higher grades, the need increases for extended study to attain competency as well as breadth and depth of knowledge. In the natural development of a student's activities, the time necessary to complete homework becomes greater as the pupil moves into areas of higher learning.

Make-Up Work

Immediately upon return to school after an absence, the student should ask teachers for detailed assignments covering the work missed and arrange to complete such make-up work promptly.

Make-up work should be completed within the period of time equal to the number of days missed after the student returns to school. Responsibility for completing make-up work, of course, rests entirely upon the student rather than the teacher. Students absent two or more consecutive days should contact the school office for aid in getting their assignments. Students missing school when on a school-sponsored trip are not counted absent, but are required to make up the work missed.

Progress Report & Report Card

At the end of the first three weeks of each grading period, a notice of progress shall be provided to the parent or guardian of each student. It is the further obligation of the teacher to inform the parent of a student whose grade falls below 70 during the latter three weeks of the grading period.

Report cards are issued at the end of each six-week period. Parents/guardians are requested to contact the school to schedule a conference with the teacher of the course in which the student does not receive a passing grade.

Parents may also view their student's grades online using Family Access. A parent must obtain a password from the technology department. To learn more about Family Access, refer to the district website at www.crosbyisd.org.

Promotion & 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, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades 1-8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas. In grades 9-12, credit for courses for high school graduation may be earned only if the student received a grade equivalent of 70 on a scale of 100, based upon essential knowledge and skills of each course.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STARR).

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Because the 2011-12 school year is the first year of implementation of the STARR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

Parents of a student in grades 3-8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011-12 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. 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. 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.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

SAT/ACT Testing [M] [H]

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Information can be found in the counseling center or online at www.collegeboard.org regarding preparation programs and test dates.

Scholarships & Grants [H]

Students who have financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the counselor and policies at EIC and EJ.]

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas

higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ.]

Special Programs

The District provides special programs for gifted and talented students, bilingual students, students with limited English proficiency, dyslexic students, and students with disabilities. The principal or counselor can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations.

Instruction is available for special needs through Special Education, Dyslexia, Bilingual/ESOL Instruction, Pre-advanced Placement classes and Advanced Placement classes.

Special Education

If a child is experiencing learning difficulties, the parent should begin by contacting the student's teacher in order to determine next steps. Students having difficulty in the regular classroom should first consider attending tutorial 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 his or her rights if the parent disagrees 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 a referral for evaluation for special education is: *Amy Hoehner, Director of Special Education, phone: 281-328-9200 ext. 1105.*

Gifted & Talented

Students may be nominated or referred for the gifted and talented program at any time by teachers, counselors, or parents. The district will provide assessment opportunities to complete the screening and identification process for nominated students at least once per school year. Written parental consent is required before any special testing or individual assessment is conducted as part of the screening and identification process. The program for the gifted and talented will establish criteria to identify gifted and talented students. The criteria shall be specific to the state definition of gifted and talented and shall ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities. Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include, but are not limited to, the following: achievement tests, intelligence tests, creativity tests, behavioral checklists completed by teachers and parents, student/parent conferences, and available student work products.

A selection committee shall evaluate each nominated student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and

needs of gifted students, as required by law, and shall be established at each campus. The district will provide written notification to parents of students who qualify for services through the district's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the district must obtain written permission from the parents before placing a student in a gifted program.

The designated person to contact regarding G/T Program is: *Dr. Robert Tatman, phone: 281-328-9200 ext. 1240.*

State Assessments

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8:

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grade 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011-12 school year only, this requirement will be waived. See Promotion and Retention on page 16 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9-12:

Beginning with ninth graders in the 2011-12 school year, end-of course (EOC) assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011-12 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment. A student may choose to retake an EOC assessment in situations other than those listed above as well. STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD

committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011-2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

Summer School Programs

Bilingual

This program serves bilingual students in Pre-K and Kindergarten. Students spend time enhancing skills learned during the school year related to English Language Arts.

Compensatory Education

Identified students in grades 1 through 4 and grade 6 receive remediation in math and reading. Availability is limited.

Student Success Initiative (SSI)

This program targets students who did not pass the second TAKS administration in Grades 5 and 8 in reading and/or math. It provides accelerated instruction in reading and math to encourage success on the third administration of TAKS, which is administered in the summer at the end of the program.

Middle School Academic Recovery

This program serves students who have failed two or more subjects in grades 7 and 8. Attendance in this program and successful efforts will ensure that the student will earn promotion to the next grade level. Tuition is charged to students who enroll.

High School Credit Recovery

High school students who need to recover credits they did not earn during the school year may attend this program. Space is limited and tuition is charged to students who enroll.

High School Credit Academy

High school students who wish to gain credits for classes they have not taken during the school year may do so in this program. A fee is charged and enrollment is contingent on the courses offered and the availability of space.

High School TAKS Prep

Any student who needs to pass the Exit level TAKS may enroll in this course in order to prepare for the summer administration of TAKS. Courses are available in Math, Science, Social Studies, and English. A fee is charged for this course.

****All summer school programs are offered if funding is available. Please contact the principal or counselor for further information.***

Extracurricular Activities, Clubs & Organizations

Class and School Officer Eligibility [M] [H]

Class and school officers are defined as officers of the four classes and the student council. To run for one of these offices, candidates must meet the following:

1. Must have had at least a 2.0 average for the previous semester and be maintaining at least a 2.0 average in the current semester (summer school not included).
2. Must have been enrolled in this school at least three of the last four months of school and be officially registered at the same time of filing for office.
3. The student must be a junior or senior and must have served on Student Council as a representative for at least one year. This is a requirement to be an officer of Student Council.
4. The student must maintain a good disciplinary record by not having a Category II or greater offense. If the student has one Category II or greater offense, he/she will then be removed from the office as determined by the principal and sponsors.
5. Should an officer drop below a 2.0 average during the semester, he/she will be placed on probation until the next grading period. If he/she still has less than a 2.0 average, he/she will be removed from office in a manner determined by the principal and sponsors. An officer, who is failing a subject at the end of the first semester regardless of his overall average, is ineligible to hold office during the subsequent semester.

It is the duty of the sponsor to check the eligibility of each candidate for office. If the student should be elected to an office for which he/she is not eligible, it is his/her responsibility to resign immediately upon learning of his/her ineligibility. The office vacated will then be filled by the student who had the next highest votes in the election.

A student may not hold more than one major office at one time, and not more than two offices of a major and minor rank. Major offices are President and Vice President of the four classes, Student Council, and clubs with a national affiliation (such as F.H.A., F.C.A., V.I.C.A., D.E.C.A., T.F.T.A., National Honor Society). All other offices shall be classified as minor offices, including cheerleaders and drill team.

Students who meet the qualifications for office as set forth herein may pick up an application form from the Student Council sponsor and file for the office they seek. The eligibility of each applicant will be verified and a ballot containing the names of all eligible candidates who filed for each office will be prepared. In the event no single candidate receives a majority of the votes cast, a run-off election will be held between the top vote getters for the office.

Extracurricular Eligibility

At the end of any grade evaluation period, a student who receives an average grade below 70 in any academic class, other than a specified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP), may not participate in extracurricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the Principal and teacher determine that he or she has (1) earned a passing grade in all academic classes other than those specified honors or advanced and (2) completed three weeks of suspension.

Fund Raising and Collecting Money

Individuals, clubs, and groups must obtain approval in writing from the principal and superintendent BEFORE entering into any agreement or engaging in any fund-raising or money collecting activity. Sponsors may pick up appropriate forms from the principal's office. Students who sell merchandise for the school should always turn in money collected from sales of merchandise or return unsold merchandise to the sponsor on the designated date. 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 superintendent at least 30 days before the event. Except as approved by the superintendent, fund-raising by outside groups is not permitted on school property. [For further information, see policies FJ and GE.]

Letter Jacket Policy

All students who have been enrolled and have actively participated in academics, athletics, band, cheerleading, choir, debate, drill team, yearbook, or as a trainer will qualify to be sized for their letter jacket during their second year of activity. Juniors and seniors who qualify for letter jackets at the end of their season will be measured by the end of the fall semester or at the end of the spring semester depending on their activity. Senior varsity participants who have not previously lettered will be lettered their senior year.

At times there are students who achieve a high level of success and should be recognized for that achievement. With this in mind, any student who fulfills one of the following requirements will receive his/her letter jacket before the timeline outlined above:

Academics

Any student who places 1st, 2nd, or 3rd at district level competition. Any student who is a member of a team that places 1st or 2nd at district level and the points earned count towards the district competition.

Athletics

A student earns a letter jacket by being a member of a varsity team and completing the season.

Band

A student earns a letter jacket before the prescribed two years of participation if he/she earns a first division on a class one solo at the state competition; or makes the Texas All-State Band or Orchestra (Progresses from regional to district to area then to state).

Cheerleading

A student earns a letter jacket by being a member of the varsity cheerleading squad and completing the year.

Choir

A student earns a letter jacket before the prescribed two years of participation if he/she: 1. Earns a first division on a class one solo at the state competition; or 2. qualifies for the Texas All-State Choir (progresses from regional to district to area then to state).

Debate

A student earns a letter jacket before the prescribed two years when he/she earns a total of 350 points.

Dance Team

A student may NOT earn a letter jacket before the prescribed two years of participation in Dance Team.

National Honor Society [H]

The National Honor Society recognizes students who have a 3.5 or above cumulative average and who demonstrate service, leadership, and good character. Students in grade 11 who have a GPA of 3.5 or higher after the 6th six-week period of their sophomore year are invited to apply for membership. Students in grade 12 who raised their GPA to 3.5 by the end of their junior year are also invited to apply. Forms detailing service and leadership information must be completed.

Additionally, the discipline records of applicants will be checked to ensure that each student has maintained a discipline record which contains no serious offenses (Category II or above). Students must have passed all sections of the applicable STAAR test. Names of applicants will be submitted to the entire faculty for evaluation.

The Faculty Council, consisting of five faculty members appointed by the principal, will review each application and will present the final list of candidates to the principal. The principal has the final approval. After the induction ceremony, members must maintain a 3.5 GPA and comply with all NHS rules as specified in the NHS Constitution, which may supersede any of the handbook information pertaining to NHS. Inclusion in the National Honor Society is not a right of any student but rather a continually earned privilege.

National Junior Honor Society [M]

The National Junior Honor Society recognizes students who have an average of 90 or better in all the core classes (language arts, reading, math, science, and social studies) and students cannot have any failures in any classes. Eligible members must have good conduct records from teacher recommendations and must complete a written essay. Names of applicants are submitted to the entire faculty for approval. Students must also have passed all sections of the state mandated assessments (STAAR). A committee consisting of an assistant principal, counselor, NJHS sponsor, and teachers will then review each application for approval. The principal has the final approval. After the induction ceremony, members must maintain their 90 average and comply with all NJHS rules as specified in the NJHS Constitution which may supersede any of the handbook information pertaining to the NJHS. Inclusion in the National Junior Honor Society is not a right of any student, but instead a continually earned privilege.

New Clubs

A new club may be organized upon a petition signed by a minimum of 25 students and upon the acceptance of sponsorship by two school faculty members and the approval of the principal or designee.

