

2010—2011

Charles R. Drew Intermediate School

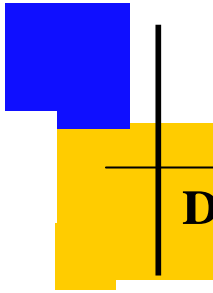
A RECOGNIZED CAMPUS 2001-2002, 2007-2008, 2009-2010

Crosby Independent School District

Campus Handbook for Students and Parents



**223 Red Oak Street
Crosby, Texas 77532
Phone: 281-328-9306
Fax: 281-328-9376
Web site: www.crosbyisd.org**



DREW INTERMEDIATE SCHOOL

A RECOGNIZED CAMPUS 2001-2002, 2007-2008, 2009-2010

223 Red Oak, Crosby, Texas 77532—www.crosbyisd.org

Dear Parents,

Welcome to the 2010-2011 school year at Drew Intermediate School. We are looking forward to seeing the familiar faces of our returning students and we will enjoy getting to know our new students. At Drew, it is our goal to involve parents in the education of their children. We encourage the parents to look through student work each Tuesday evening when it comes home and sign the student agenda daily. Your continued involvement is crucial to the academic and social development of your child. We welcome you to stop by to have lunch with your student, volunteer your time and talents, schedule visits to your child's classroom, and conference with your child's teachers.

The Charles R. Drew Intermediate Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. We encourage you to become familiar with this handbook and the Crosby Independent School District Student Code of Conduct available on the campus. Also, please complete and return forms in the appendices of this handbook so that we have a record of your choices.

Any changes in policy that affect student handbook provisions will be made available to students and parents through letters and/or other communications. In case of conflict between Board policy or the Student Code of Conduct and any provisions of the student handbook, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We are looking forward to sharing this year of excitement with your student. The administration, faculty and staff are dedicated to providing your child a quality education in a safe, positive school environment.

Sincerely,

M. H. Jenkins

Mary H. Jenkins
Principal

Contact Information

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SECTION I – GENERAL INFORMATION

ABSENCES

There are two kinds of absences, excused and unexcused. An absence is excused for the following reasons:

1. Illness of student.
2. Illness or death in the immediate family.
3. Quarantine.
4. Extenuating circumstances approved by the principal.

Any other absences are unexcused (i.e. truancy, missing the bus, oversleeping, etc.)

All students are required to bring a written excuse for any school absence on the day they return to school. The written excuse must list the student's name, state the reason for his/her absence, a daytime telephone number and be signed by the parent, guardian, or physician. The student will present the excuse to the attendance clerk and receive an admission slip to present to his/her attendance teacher. The attendance teacher is responsible for attendance and takes attendance each day at 9:35 a.m. **If a signed excuse is not received within 3 days of the student's return to school, the student will receive an unexcused absence.**

ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition.

Please note: Sponsors of student clubs and performing groups and other organizations may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization. [For further information, see policies FM and FO.]

ATTENDANCE

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



with attendance for credit, are of special interest to students and parents. They are discussed in the following sections:

Attendance – Compulsory Guidelines

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial sessions unless the student is otherwise legally exempt or excused. Please see Board Policy FDC to determine if a student meets one or more of the conditions to be exempt from the compulsory attendance requirements. Students enrolled in pre-kindergarten or kindergarten shall attend school. Education Code 25.085.

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

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

Attendance for Credit

Any student who is absent in excess of 10 percent of the days classes are held (excused and unexcused combined) may not be eligible for promotion. SB 1432 constitutes a major rewrite of the truancy provisions in the Education Code and Family Code, and also adds provisions in the Code of Criminal Procedure. The new law redefines requirements for districts regarding truancy.

The District must notify all parents in writing at the beginning of the school year that, if a student is absent from school without an excuse for 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four week period, **the parents and students are subject to prosecution.** *This handbook serves as notification of the attendance law.*

If a student is absent from school without an excuse for three days or parts of days within a four-week period, the District must notify the parents in writing. **This notice must include a statement reminding the parent that it is the parent’s duty to monitor the student’s school attendance and require the student to go to school, and that the parent is subject to prosecution if the student continues to be truant from school.** The District must request a conference between the



appropriate administrator and the parent to discuss the absences. *This handbook serves as notification of the attendance law.*

School Board Policy provides parents with an appeal process for excessive absences. Each campus will have a committee each semester consisting of the school nurse, counselor, teacher(s), and administrator. This committee will review excessive absences and determine whether the student may be promoted on the basis of attendance. Parents need to keep documentation of excused absences so they may present them to the committee. Doctor appointments, illnesses of the student, extreme illness of a member of the student's immediate family, etc. should be documented by the attending physician.

Attendance Requirement for Perfect Attendance

Perfect attendance certificates will be awarded to those students who are in attendance each school day from 8:30 a.m. until the end of the school day. A student must be in attendance all day every day to receive a perfect attendance award at the end of the school year. If a student checks out of school prior to the end of the school day, he/she will be ineligible for the award. Students must be in attendance at the designated time of attendance recording to be counted present. The time of attendance recording is 9:35 a.m. If a student checks into school after the opening bell, he/she will be ineligible for the award. Late arrivals or early dismissals due to doctors' appointments will be treated as absences unless the office is provided documentation from a physician's office.

CHILD NUTRITION SERVICES

In an effort to foster healthy eating habits and promote improved school nutrition, the United States Department of Agriculture has established regulations for intermediate/junior high schools regarding foods determined to be of minimal nutritional value. Federal guidelines prohibit Intermediate/Junior High schools (5th-8th grades) from serving or providing access for students to foods of Minimal Nutritional Value (FMNV) until the last scheduled class. Such foods and beverages may not be sold or given away on school premises by school administrators or staff, (principals, coaches, teachers, etc.), students or student groups, 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.

Crosby Independent School District participates in the National School Lunch and Breakfast program. Students may elect to participate in the Lunch/ Breakfast Program or to bring their own lunches. Students are required to remain on campus during lunch.



Parent's who feel that 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 schools and at the Child Nutrition Office and must be submitted on a yearly basis or whenever there is a change in income and/ or number of household members.

Payment of Meals

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 and to monitor the student's a la carte habits. Students qualifying for reduced priced meals who pay on a daily basis, however, are waiving their right to confidentiality as to their free/reduced status. Cash/Coins: No bills larger than \$20.00 will be accepted.

Returned Check Policy (NSF Checks)

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

Identification Number (P.I.N.)

Students who are receiving a reimbursable meal either through the free/reduced program or pre-paying for meals are required to use a student I.D. number (PIN). A student shall not lend an I.D. (PIN) number to another person. Misuse of a meal PIN number may result in disciplinary action. The student must be in attendance on the day in which the meal "card" I.D. is used.

Non Discrimination

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

Special Diets

Students who have a disability 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 physician's 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. 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.

Breakfast is served between 7:50 a.m. and 8:25 a.m. daily. Students will not be allowed in the cafeteria after 8:25 a.m.

Student Conduct in the Cafeteria

1. Seating in the Cafeteria

Teachers will walk the students to the lunch line. Students may select a seat within the teacher's designated area in the cafeteria.

Once a student is seated, the student may not get up without permission.

If a student needs a napkin or silverware or needs the attention of the duty person for any reason, the student is to raise his/her hand from his/her seat.

2. The Cafeteria Line

Students wishing to buy a lunch or purchase a snack must get in line when the class enters the cafeteria. Students who are in line may not talk with students at the tables, and students who are at the tables may not talk with students in the line.

3. Behavior in the Cafeteria

In the interest of safety, students may visit quietly with the students seated nearby. It is the responsibility of the student to face front, remain seated, and refrain from yelling and loud laughter. Hand-games and arm wrestling are not permitted in the cafeteria. Students should keep hands, feet, and belongings within their own space.

The responsibility of the duty staff shall be: (1) to move around the cafeteria and observe the behavior of the students, (2) to verbally correct any problem behaviors, (3) to have the student change seats if necessary, (4) to remove the student to the hallway to counsel with the student if behavior persists, and (5) to write a discipline referral when necessary.

4. Food and Health Concerns

Students may not share food. Each student is to eat the food purchased or brought from home. Students may not trade food items nor finish unwanted foods from others. Food in sealed packaging brought from home and bottled water is the only food items that may be taken from the cafeteria.

CHECKING OUT OF SCHOOL/RETURNING TO SCHOOL

If it is necessary for a student to be checked out of school, the parent or parent-approved person will provide a photo I.D. to the staff member at the front desk. The staff member will scan the photo I.D. and verify the identity of the person requesting the



student be checked out of school. An authorized adult must sign out all students in the office. **Only people listed by the parent on the check-out list will be allowed to remove the student from campus.** Upon arrival back at the campus, the child needs to be signed in by an adult.

Legal Custody: Legal documents must be on file regarding any custody issue. Current legal documents must be provided and on file in the school office. It is the parent's responsibility to provide the school with current legal documents when custody rights have been determined by a court of law.

Between 3:00 p.m. and 3:30 p.m. parents may pick up students only if a scheduled appointment requires the student to leave. All instruction is important and our teachers are expected to plan a full instructional day. Please help us minimize classroom interruptions by waiting to receive your student until after the school day is completed.

CHILD ABUSE

State law requires all educators to report suspected cases of child abuse. Bruises, burns and abrasions are often signs of abuse. If abuse is suspected or a condition appears serious, Children's Protective Services will be contacted.

DELIVERIES TO STUDENTS

No deliveries will be accepted for students at school. The only exception will be student lunch or lunch money. Special treats such as food, balloons, flowers and stuffed animals for the class may not be brought to school.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

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

Fire Drill

Fire alarm sound.....exit the building
Announcement by an administrator or designee to return.....return to the classroom

FREEDOM FROM DISCRIMINATION

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



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

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

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

Reporting Procedures

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

Investigation of Reported Harassment

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

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

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



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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
Dr. Keith Moore, Superintendent of Schools
706 Runneburg Road
Crosby, Texas 77532
(281) 328-9204
- Section 504 Coordinators, for concerns regarding discrimination on the basis of disability:
Amy Hoehner, Special Education Director
Linda Kubin, Special Education Coordinator
P.O. Box 2009
Crosby, Texas 77532
(281) 328-9310
- All other concerns: See the Superintendent
Dr. Keith Moore, Superintendent of Schools
706 Runneburg Road
Crosby, Texas 77532
(281) 328-9204

FUND RAISING

Except for authorized school fundraisers, students may not sell items for personal profit nor to benefit organizations while on the bus nor during the school day.

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's office at least 30 days before the event. [For further information, see policies FJ and GE.]



LOST AND FOUND

Lost and found articles should be placed in the office or lost and found designated area. Students should check in the lost and found area for lost items. At the end of each semester, unclaimed items are given to a charitable organization. It is advisable that all sweaters, coats, jackets, and hats be marked with the student's name.

MAKE-UP WORK

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

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

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Teachers are not required to give make-up assignments in advance for pre-arranged absences.

PARENT-TEACHER CONFERENCES

Conferences between parents and teachers are an important part of the educational program. When there is a concern about a student's performance or behavior in class, a conference should be conducted. Parents may initiate a conference to advise teachers of situations outside of school that may affect the student's progress.

Each teacher has a conference period during which he/she can meet with parents. It is recommended that conferences be scheduled at least a day in advance by contacting the school at 281-328-9306. To assist the teacher in preparation for the conference, please indicate the reason for the conference.

In addition, the district will schedule parent teacher conferences during the school year.

PROCEDURES FOR PARENT OR STUDENT COMPLAINTS AND CONCERNS

Informal Process

The Board encourages 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.



Formal Process

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 described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

Notice to Students and Parents

The principal of each campus shall inform students and parents of this policy.

Application

Except as addressed by SPECIFIC COMPLAINTS, below, this policy applies to all complaints or grievances from students or parents.

Specific Complaints

Complaints alleging certain forms of harassment shall be processed in accordance with FNCJ.

For more information on how to proceed with complaints regarding:

1. Alleged discrimination, see FB.
2. Loss of credit on the basis of attendance, see FEC.
3. Removal to a disciplinary alternative education program, see FOC.
4. Expulsion, see FOD and the Student Code of Conduct.
5. Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504, see FB.
6. Identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act, see EHBA, FOF, and the parents' rights handbook provided to parents of all students referred to special education.
7. Instructional materials, see EFA.
8. On-campus distribution of nonschool materials, see FNAA.
9. A commissioned peace officer who is an employee of the District, see CKE.



Definitions

For purposes of this policy, terms are defined as follows:

Complaint/Grievance

The terms "complaint" and "grievance" shall have the same meaning.

Filing

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Response

At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the student or parent or designated representative no more than three days after the response deadline.

Representative

"Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel.

Days

"Days" shall mean District business days. In calculating timelines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."

General Provisions

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.



Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint Form

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the student or parent did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refile is within the designated time for filing a complaint.

Level One

Complaint forms must be filed with the principal within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

The principal shall hold a conference with the student or parent within ten days after receipt of the written complaint and shall have ten days following the conference to provide the student or parent a written response.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the



issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the student or parent a written response.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the student or parent or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.



Closed Meeting

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

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

A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's Web site at www.crosbyisd.org.

PARENTAL INVOLVEMENT

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, on time and ready to learn.
- Becoming familiar with all of your child's teachers, school activities and with the academic programs, including special programs, offered in the District.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (281) 328-9306 for an appointment. An individual will return your call or meet with you at a time agreed upon by you and the individual.
- Becoming a school volunteer. A school volunteer form is in the appendices section of this handbook. [For further information, see policy GKG.]
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. [For further information, see policies at BQA and BQB.]
- Attending board meetings to learn more about District operations. [See policies BE and BED for more information.]



Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities

As a parent, you also have a right to a receive notice and deny permission for your child’s participation in:

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

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

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



As parents, you also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns,
 - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.



- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See policy EC]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK.]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB] [See **Bullying** and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus [or to a neighboring district] if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDD(LOCAL)]

PAPERBACKS BOUGHT AT SCHOOL

Paperback books are made available periodically to students at low cost. The books are distributed by reputable companies, such as Scholastic, Xerox, or Troll. It is recommended that parents help their children make appropriate selections.

PERSONAL ITEMS AND PERSONAL CORRESPONDENCE

No personal items may be brought to school including toys, games, radios, collectibles, or any other personal property not necessary to the educational process. Personal items confiscated from students may be picked up by the parent after the last day of school.



Note writing, chain letters, and other forms of personal correspondence are considered to be a school disruption and may not be written nor passed on the bus nor on school property.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PSYCHOTROPIC DRUGS

“Psychotropic drug” means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior 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 will not recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

[For further information, see policies at FFAC.]

REGISTRATION

Students enrolling in our district for the first time are required to complete a registration packet which will require a birth certificate, social security card or number, immunization records, student withdrawal record or last report card and proof of residence. The parent enrolling the student must provide at the time of enrollment a valid picture identification.

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

- Minimum three (3) DPT (Diphtheria, pertussis, tetanus or TD shots with third dose received at age four and approximately every ten years thereafter).



- Minimum three (3) POLIO vaccines with third dose received the month of or preceding fourth birthday. Polio vaccine will not be required after the 18th birthday.
- One dose of Rubella - received vaccine on or after first birthday.
- One dose of Measles vaccine received during month of first birthday to age 12. Students who turned 12 years old on or after September 1, 1990, must show proof of 2 doses of measles vaccine no closer than 30 days apart, with the first having been given on or after their first birthday.
- Parental history of measles disease shall no longer be accepted.
- Children may be provisionally enrolled providing they demonstrate evidence they have begun necessary immunization.
- Should a case of measles occur in school, it should be required that measles vaccine records be reviewed within 24 hours. Susceptible children either must be vaccinated within three days or excluded from school until two weeks after the last case of measles.
- One dose of mumps vaccine received on or after first birthday.
- A certificate signed and dated by a physician licensed to practice in the United States stating that a child has had measles or mumps disease may be accepted in lieu of a vaccination.
- Medical contradictions should be renewed annually and are accepted only from physicians licensed to practice medicine in Texas.
- Religious exemptions shall continue to be accepted and should be renewed annually.

Students will not be considered officially enrolled until all registration materials have been completed and returned to the school.

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

SAFETY

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:



- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the administrators, teachers, paraprofessionals, bus drivers, or any other District employees who are overseeing the welfare of students.
- Remain alert to and promptly report to a teacher or administrator any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, paraprofessionals, bus drivers, and other District employees who are overseeing the welfare of students.

SCHOOL CLOSING

During severe inclement weather or other natural disasters, schools may be closed for the safety of our students. In the event of adverse weather conditions or other natural disasters, an announcement will be released from the Office of the Superintendent to the following radio and television stations and will generally be broadcast before the school starting time.

RADIO

KTRH KILT
 KIKK KPRC
 KQUE

TELEVISION

Channel 13 KTRK
 Channel 11 KHOU
 Channel 2 KPRC

SCHOOL FACILITIES

Use By Students Before and After School

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

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must wait for their ride in the designated area.

SCHOOL TIMES

8:00 Students enter the building and report to their designated areas
 8:20 Students enter their classrooms
 8:30 Tardy bell
 3:30 School dismissed

Students are not allowed on campus before 7:50 a.m. Students should not be left after 3:45 p.m. unless requested by school personnel.



Students who eat breakfast at school should report to the cafeteria between 7:50 a.m. – 8:25 a.m. Students may not enter the cafeteria after 8:25 a.m. for breakfast. **For the safety of our students, parents shall not drop their child off before 7:50 a.m.**

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Trained dogs search the premises and school facility on a regular basis for barred substances.

Students' Desks

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks.

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 board policy, whether or not a student is present.

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

STUDENT ACCIDENT INSURANCE

Student insurance is made available to all students at the beginning of the school year. This low cost insurance offers coverage for injuries at school and can be obtained for twenty-four hour coverage. **The school and district do not pay for medical charges incurred by accidents at school.**

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Musical instrument rental and maintenance.
- Fees for damaged musical instruments.
- Fees for lost or damaged library books.



- Fees for lost or damaged textbooks.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal or designee. [For further information, see policy FP.]

STUDENT MESSAGES AND TELEPHONE USE

Students may receive telephone messages at school from their parents/guardians. On the rare occasion when a student needs to use the telephone, he/she may use the office telephone during his/her elective time. If a student feels ill, he/she may go to the nurse's office. The nurse will determine if the parent should be contacted.

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents certain rights.

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

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

Release to any other person or agency occur only with parental or student permission as appropriate.

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



Records may be inspected by a parent during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 706 Runneburg, Crosby, Texas 77532. The address of the principal's office is 223 Red Oak Street, Crosby, Texas 77532.

A parent may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a class is handled through the general complaint process defined by policy FNG.

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be in writing to the principal within ten school days of the child's first day of this year. [See the "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" in the appendices of this handbook.]

Directory Information for School-Sponsored Purposes

The district has not designated a separate list of student information as directory information for school-sponsored purposes. As a result, if the parent objects to the release of the student information included on the directory information response form, the district would be unable to use that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, or athletic programs. [See the "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" in the appendices of this handbook.]

Release of Student Information to Military Recruiters

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 appendices of his handbook for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.



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

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

TAKE OUR DAUGHTERS TO WORK DAY

Crosby I.S.D. does not participate in *Take Our Daughter to Work Day* because we feel each instructional day is important to the success of our students. Along with many other school districts, we encourage parents to schedule a summer date for children to visit the job site.

Children whose parents have them participate in *Take Our Daughter to Work Day* will bring a letter of participation from the parent's place of employment to receive an unexcused absence.

TARDINESS

A student is considered tardy if he/she arrives at school after 8:30 a.m. If a student is tardy he/she must check in at the office and receive a tardy slip. Students should be ready to begin the school day according to schedule to alleviate unnecessary repetition of classroom instruction. There are no excused tardies for those students whose parents assume responsibility for transportation by driving their child to school or if your child rides with another driver. Practicing punctuality in the early years will result in the formation of positive habits.

The following discipline action will be followed for tardies:

First Tardy	Warning
Second Tardy	Lunch detention
Third Tardy	Lunch detention
Fourth Tardy	Warning and parent contacted
Fifth Tardy	Two lunch detentions
Sixth Tardy	Two lunch detentions
Seventh Tardy	Warning and parent contacted

Subsequent tardies start the process over beginning with the second tardy policy guideline. Tardies are cumulative for each six weeks period.

TEXTBOOKS

All textbooks issued to a student become the student's responsibility. If the textbooks are damaged or lost, the student will pay for replacement. **All state textbooks must be covered while in the care of the child.** State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Sticky, self-adhesive book



covers are not permitted. A student who is issued a damaged book should report the damage to the teacher. **Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.**

TRANSPORTATION – SCHOOL SPONSORED TRIPS

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

UIL ACADEMIC COMPETITION

Students may be able to participate in the UIL Academic events if the district is participating in UIL competition. It should be understood that participation is voluntary and may involve meetings before and after school. Transportation will not be provided by the school for practice sessions, but will be provided for the annual district meet.

VANDALISM

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

VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in areas on campus. Students will not be told when the equipment is being used. When necessary, the principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. To better protect our students, visitors and staff, our campus screens for registered sex offenders. A valid State issued ID is required to enter our campus. Visitors are required to sign in at the office and obtain and visibly wear a visitor's badge. Visitors are also required to sign out after their visit.

Visits to individual classrooms during instructional time are permitted only with approval of the principal or designee and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. We request you give a 24-hour notice for classroom observations. Conferences with teachers should be planned with at least a one (1) day advance notice.



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

Only parents and those individuals designated by the parent will be allowed to eat lunch with the student. Individuals are required to show proof of identification before he/she will receive a visitor's pass to have lunch with the student.

Visitors Participating in Special Programs for Students

On Career Day the District invites representatives from colleges and universities and other higher education institutions, and prospective employers to present information to interested students.

VOLUNTEERS

Volunteers are needed in all areas of our schools. We need volunteers for the library, special events and more. Please contact us at 281-328-9306. Please see the volunteer form in the appendices section of this handbook.

WITHDRAWING FROM SCHOOL

Parents wishing to withdraw a student from school must come to the school and inform the attendance clerk of the reason and the effective date of the withdrawal. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal or designee. A copy of the withdrawal form will be given to the parent and a copy will be placed in the student's permanent record.

No transcripts will be sent until proper withdrawal procedures are carried out and all accounts settled.

The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained from the attendance office.





SECTION II – HEALTH & SAFETY SECTION

GENERAL HEALTH INFORMATION

It is advisable to let teachers know of any special physical conditions your child may have. Please assist the nurse by listing all physical conditions or allergies on your child's *Emergency Care Card*, regardless of how small you may think they are (i.e., uses bathroom frequently).

The school nurse will not allow a sick child to remain in the clinic all day. It is the parent's or guardian's responsibility to take care of their sick child. Please keep a current telephone number on file so you can be reached if your child is ill.

The following are reasons a student will not be allowed to remain on campus.

1. Fever - A student cannot remain in the classroom if he/she has a fever of 100 degrees or above. If your child has a fever, it is advisable to keep your child at home for at least **twenty-four hours** before he/she returns to school.
2. Rashes - A student having any rash will be excluded from school until the rash clears or until the nurse receives a written statement from the doctor stating that he/she is not contagious.

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

ACCESS TO THE SCHOOL NURSE

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

ADMINISTERING MEDICATION DURING SCHOOL HOURS

Parents should make every effort to schedule student's medication in a manner that medication brought to school will be kept at a minimum. Example—Medication two times daily: before school and bedtime. Four times: ONE dose at school (noon)

Guidelines:

1. Parent signed, dated authorization to administer the medication.
2. The medication is in the original container as dispensed or the manufacturer's labeled container.
3. The medication label contains the student's name, name of medication, directions for use and the date.
4. Over the counter medications will be given up to five days and then picked up by a responsible adult. Any medication not picked up will be **DISCARDED**. Any medical problem that has not improved in five days needs to be evaluated by a physician.
5. Any prescription being taken more than 10 days requires physician's signature.



6. All medications must be delivered to the school nurse or (a person designated by the principal) by a responsible adult and must be picked up from school by a responsible adult.
7. Annual renewal of authorization and immediate notification, in writing, of changes.
8. Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.

Crosby Independent School District does not provide any medications.

Students should assume responsibility for coming to the nurse's office for their medication. **Students are not to have any medication(s) – prescribed or over the counter in their possession on school property.**

All medications will be discarded after the last day of school.

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

The law provides that there shall be no liability for civil damages as a result of medication where the person administering the medication acts as an ordinarily reasonable prudent person.

Asthma or Anaphylaxis Medications – Usage at School

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma medication at school or school related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF]



- Authorization for administration of medication form must be completed, along with an additional form pertaining to the student and asthma history.
- Student should be experienced at proper usage of inhaler.
- Student may not share or play with inhaler during school hours.
- Student must inform teacher of breathing difficulty and the need to use inhaler. If swelling is not relieved by the use of inhaler, teacher will call for assistance.

All medications will be discarded after the last day of school.

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

The law provides that there shall be no liability for civil damages as a result of medication where the person administering the medication acts as an ordinarily reasonable prudent person.

IMMUNIZATION REQUIREMENTS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

IMMUNIZATION CLINIC

Harris County Health Department

100 Lee Drive

Baytown, Texas (281) 427-5195

7:15 a.m. - 6:15 p.m. (Monday - Friday)



COMMUNICABLE DISEASE INFORMATION

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

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

- **Chicken Pox**
The student is excluded 7 days. Crusts that remain after 7 days are of no consideration as chicken pox is infectious 1 day before eruption, and for only 6 days after. No restriction on contact.
- **Hepatitis (Infectious)**
The student is excluded until no fever and jaundice, or statement from physician that student is non-infectious. No restriction on contact.
- **Impetigo**
The student is excluded until healed or statement from physician that a student is non-infectious.
- **Measles**
The student is excluded anytime symptoms develop and for seven days after appearance of rash. No restriction on contact.
- **German Measles**
No restriction, except any student who has fever and does not feel well should not be in school.
- **Meningitis Meningococcal**
The student is excluded until statement from physician that person is non-infectious. No restrictions on contacts except family (epidemic type) contacts who should not return to school unless they are noninfectious. The nurse will notify parents of classroom contacts.
- **Mononucleosis (Infectious)**
The student is excluded until recovered. No restriction on contact.
- **Ringworm/Scalp**
May attend school provided person stays under treatment by a physician and areas are covered. No restriction on contact.
- **Common Cold**
The student is excluded until clinically recovered.
- **Streptococcal Infections**
Re-admit after 24 hours from date antibiotic treatment begins.
- **Fifth Disease**
Student may return after fever subsides.
- **Influenza**
The student is excluded until clinically recovered.



- **Scabies**
The student is excluded until fully recovered.
- **Conjunctivitis**
Written certificate from a physician or by the local health authority.
- **Diarrhea**
Exclude from school until diarrhea subsides
- **Lice**
A student may not return to school after treatment for head lice until he or she is completely **nit free**.

Procedure for Control of Head Lice

Parents will be notified if students are identified as having head lice. Students will be excluded from classes until treatment is administered and student is **nit free**. The school nurse will give information for the prevention and treatment of head lice to the parents or guardians.

The most commonly asked questions about head lice.

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



weeks then open outdoors and shake vigorously. Vacuuming is the safest and best way to control lice on furniture, mattresses and rugs.

Bacterial Meningitis

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

- **What is meningitis?**

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

- **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- **How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- **How is bacterial meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- **How can bacterial meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health



department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked **each year** to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

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

School Health Advisory Council

Information regarding the district's School Health Advisory Council is available from the Director of Special Services. [See also policies at BDF & EHAA.]

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted **during the school year**.

Vending Machines

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. [See policies CO and FFA]

OTHER HEALTH-RELATED MATTERS

Pest Control Policy

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

Asbestos Management Information

The District is required to keep in its Administrative Office a copy of the Asbestos Management Plans for each school. The Management Plan is available, without cost or



restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents, as well as by representatives of EPA and the State. For more information contact the Director of Grounds and Maintenance at 281-328-9272.

Tobacco Prohibited

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

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the District's medical advisor, and
 - When the parent has previously provided written consent to emergency treatment on the District's form.

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 strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.





SECTION III – CURRICULUM INFORMATION

ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic classes and to prepare for middle school and career choices. For more information, please contact the school counselor at 281-328-9303.

BAND REGISTRATION PROCESS - SIXTH TO SEVENTH GRADE

Parents of sixth grade band students should be aware that during seventh grade registration, all sixth grade band students will be registered in the concert band.

Placement in symphonic band is reserved primarily for eighth graders. The parents of the few seventh graders who will be placed in symphonic band will be notified in the last three weeks of the school year. Placement in symphonic band will depend upon the skill, behavior, and practice habits of the student and the needed instrumentation for symphonic band. All sixth grade band students will be given the opportunity to play for the Drew and/or Crosby Middle School Band Director(s).

[For more information, refer to policy FFE and FFG(EXHIBIT).]

Band Schedule Changes Related to Sixth Grade

Through the first six weeks of instruction in band, the parent may request a schedule change. After a student has received six or more weeks of band instruction, it is recommended that the schedule not be changed. Parents and students who agree to the student's participation in band should be prepared to remain committed to the band program through the end of the school year. Students are not obligated to continue in band the following school year.

CHALLENGE MATH PROGRAM OVERVIEW

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

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



Testing Procedures

Students are selected for testing by the Mathematics Department based on the student's six-weeks test average in math. Students with a six-weeks test average of 85 and higher are chosen in grades 3-6 and a 90 average for grades 1-2 are chosen along with all students who are tested for Gifted and Talented. Teacher and parent nominations are also accepted. A written letter requesting testing must be sent to the math coordinator via the student's math teacher prior to testing. All students who are currently in the Challenge Math Program will automatically be tested regardless of six-weeks test average unless a parent requests that their child **not** be tested.

Testing for third through sixth grade occurs in the latter part of the school year (usually May) after the state TAKS (Texas Assessment of Knowledge and Skills) test has been given. Testing occurs only once a year.

A complete Crosby I.S.D. Challenge Math Program Overview can be obtained from the front office of each school, the Curriculum Department at the Administration Building, and on the Crosby I.S.D. web site at www.crosbyisd.org. For questions, contact the math coordinator at 281-328-9211.

Late Work

Late work in the challenge math program at the 5th and 6th grade level is accepted on the following basis:

One day late, the maximum grade is a 70.

Two days late, a grade of zero will be given.

Absentee Work for 5th and 6th Grade

Students will be given three school days from the time he/she returns to school to make up the work for any assignment given on the day of the absence. IF AN ASSIGNMENT IS MADE PRIOR TO THE DAY OF THE ABSENCE, THE ASSIGNMENT IS DUE UPON THE STUDENT'S RETURN. If a student is absent due to a school absence, the student will be responsible for obtaining the work he/she will miss and being prepared upon his/her return to class. Major tests are announced in advance. Therefore, if a student is absent on the day of a test, the test must be made up on the first day the student returns to school.

Transfer Policy

Identified gifted and talented students moving in from other school districts will be evaluated for placement in the Crosby Independent School District Challenge Math Program at the request of the campus counselor or principal or designee. Transfer students should present the following information to the school counselor at the time of enrollment:

- Copy of identification matrix from previous district
- Letter from previous school showing entrance of child into a gifted/talented program
- Scores from any achievement or abilities testing



- Copies of previous report cards
- Texas transfers should have TAKS test results from prior year's testing
- Out-of-state transfers should have their state's testing results, if one is available

Transfer students who are identified as a gifted and talented student will be administered the local accelerated math test and the score is entered in the current year's matrix to obtain a ranking status. The Math Department Coordinator will notify the campus principal if the student has qualified for the Challenge Math Program.

Exiting from the Challenge Math Program

Challenge Math students must maintain an 80 or above six-weeks test average and report card average in math for continuance in the program. If either one of the student's averages falls below the expectations, the student will be placed on probation for the following six-weeks. The student's math teacher will notify the district math coordinator, principal and parent(s)/guardian(s) of the probationary status in writing. If the student is still failing to meet the program's expectations after the probationary period, he/she is exited from the Challenge Math Program and placed in a regular grade-level math class.

Parent(s)/guardian(s) who request that their child be removed from the Challenge Math program must meet with the principal or designee and the teacher for consultation prior to removal of the student. Students who are removed from a challenge math class cannot reenter the Challenge Math Program for that current year, but can retest for the program for the following school year.

CHALLENGE READING PROGRAM

The Challenge Reading Program in the Crosby Independent School District is a local program for grades first through sixth which provides curriculum and instruction for students whose academic growth requires greater depth and complexity and possibly, a faster pace in the areas of reading and language arts. Entrance into the program is available to all students who show a high level of academic accomplishment in reading when compared to others of the same age and experience. **Identified** gifted and talented (GT) students will be serviced in a Challenge Reading Class.

Some students may be recommended by the GT selection committee for trial placement or for "**served**" status in the program. This placement is contingent upon performance in the gifted classroom. **Served** students must re-qualify every year for the Challenge Reading Class through the GT selection process. Parents must nominate his/her child as outlined in the section on Gifted and Talented Education.

Testing Procedures

Students seeking a placement in the Challenge Reading Program must apply through the Gifted and Talented testing process. Please refer to the GT section for this procedure.



Notification

Parent(s)/Guardian(s) will be notified in writing soon after July 1st for all grades except for kindergarten who applied for GT testing. Students qualifying will automatically be placed in a Challenge Reading Class at the beginning of the school year. If a student qualifies and the parent does **not** want their child participating in the program, the principal or GT director should be notified by July 31st.

COMPUTER RESOURCES

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 (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

COUNSELING SERVICES AND SCHEDULING

Academic Counseling

Students and their parents are encouraged to talk with the teacher, assistant principal or principal to learn about classes and promotion procedures.

Personal Counseling

A school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse.

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

Procedure to Request Change of Schedule

If a parent or teacher is considering a change of schedule for a student, the following process will be followed:

1. Discuss the concern with the student's teachers.
2. Discuss concern with a campus administrator.
3. A committee consisting of the principal or designee, the counselor, the student's teachers, the requested teachers and the parent may be convened. The committee will review the concerns and decide if the change will be granted or denied.
4. The principal or designee approves schedule change.

Schedule changes will not be made after the first six weeks of instruction except in extreme or extenuating circumstances. Students who must readjust to a new class and teaching style are at a distinct disadvantage when compared to peers who have not experienced a class change.



CREDIT BY EXAMINATION

A student may be accelerated (skip a school year or subject) in the Crosby Independent School District. The District purchases examinations for acceleration that thoroughly test the essential knowledge and skills for each elementary school grade level and for credit for secondary school subjects. At the present time Crosby ISD uses tests purchased from Texas Technological University. For further information contact the school counselor. [See policies EEJA and EEJB.]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

FIELD TRIPS

Occasionally, students will have opportunity to participate in an instructional field trip to a location outside the school district. If personal items, such as cameras, are brought on the trip, the students bringing the items will be responsible for their appropriate use and safekeeping. The principal may designate the items that are appropriate to bring on the field trip.

For trips outside the district, a complete Crosby I.S.D. Travel Release will be required before the student can leave the campus. Transportation will be provided on school buses for all school sponsored trips.

When students travel to a school-sponsored activity on a school bus, they must return to the school on the bus. The parent may write a letter in advance of the field trip requesting the principal's permission to allow the student to ride home in the parent's vehicle.

GIFTED AND TALENTED EDUCATION

Mission

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

Definition of Gifted and Talented Student

"Gifted and talented student" means a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capabilities for leadership, or excels in a specific academic field. *Texas Education Code 29.121*



The Crosby ISD Commitment

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

Students who are "**Identified**" as a Gifted and Talented Student will be automatically serviced in the four core subjects: "**Challenge**" **Reading / Math / Science / Social Studies**. The Crosby ISD advanced classes in grades 1 – 6 are structured more as an academically, accelerated content program.

Elementary School (Grades K-6)

Primary (Grades K-2)

At Crosby Kindergarten Center, students are served as a "Talent Pool." Under this concept, all students are considered to be potentially gifted and/or talented. The regular teacher, trained in gifted strategies, provides acceleration and /or enrichment to all students within the self-contained class. Appropriate lessons are presented regularly to challenge and enhance the potentially gifted student. During the second semester students will be screened for the potentially Gifted and Talented program. This program is a pull-out program beginning on March 1.

At Barrett Primary School's 1st and 2nd grade, GT identified students will be serviced in a self-contained classroom with advanced instruction provided in all subject areas. Students who are GT identified will be reassessed at the end of the second grade. A GT identified student must maintain the standards set for the Challenge Reading and Math Classes.

Elementary/Intermediate

Starting with the 3rd grade, gifted students are served in special classes, and the program continues to be primarily an academically, accelerated content program. At Newport Elementary School and Drew Intermediate School GT identified students receive instruction by teams of teachers for the core subjects. At Newport Elementary one team is responsible for the instruction of reading, language arts and social studies and the other is responsible for the instruction of math and science. At Drew Intermediate pods are composed of a reading / language arts / social studies teacher, math teacher, and a science teacher. On occasion there may be a self-contained class contingent on enrollment numbers of the grade level. The Challenge Reading/Language Arts/Social Studies, Challenge Math, and Challenge Science classes differ from regular classes in depth, content and pace.



The Identification Process

Step 1: Nomination

Parents, staff, or students may nominate students for GT testing who exhibit gifted characteristics and exceed grade level standard of achievement and aptitude **beginning the first day of school until January 14**. This nomination form can be obtained from one of the following: the principal or assistant principal, school counselor, the Curriculum Department in the Administration Building or the Crosby ISD web site. The only exception to this deadline will be for students enrolling after January 18. Your child must meet the required minimum criteria for each grade level in our screening process in order to be eligible for GT testing in early spring. Nominating your child does not guarantee he/she will be tested. Minimum criteria are different for each grade level. Academically struggling students who are served in a GRIP or Math Lab are ineligible until they have been out of the program for a semester.

- Kindergarten eligibility requirements for GT Testing:
Student must pass 8 out of 9 tasks on the mid-year TPRI (Texas Primary Reading Inventory), be reading fluently and showing comprehension in a second or third reader at the end of January and have a teacher or staff recommendation.
- First grade eligibility requirements for GT Testing:
Student must have a 90 or higher average on both reading and math six-weeks test.
- Second grade eligibility requirements for GT Testing:
Student must have a 90 or higher average on both reading and math six-week tests and must score higher than 75% on the ITBS test. A student must also have a teacher or staff recommendation.
- Third through fifth grade eligibility requirements for GT Testing:
Student must have a test average in reading and math of 85 or higher. A student must also have a teacher or staff recommendation.

Step 2: Screening

The screening process will determine which students should be considered for the placement or service. Qualitative and quantitative assessment data will be analyzed during the screening process.

Step 3: Placement

The selection committee, consisting of a least three persons to include a teacher of gifted students, an administrator, and other professionals, considers the data collected on each nominated student. The students selected will meet or exceed the district standards on a majority of criteria. The number of students selected will reflect approximately 5% of the district population.



The selection committee ensures that careful consideration is given to culturally different, learning disabled, or physically challenged students. Some students may be recommended by the selection committee for trial placement or for “served” status in the program. Parents will be notified that continued placement is contingent upon performance in the gifted classroom.

Parents of all screened students are informed of the results of the identification process. Participation in the program is voluntary and requires parent permission. Test scores from outside sources will not be accepted for appeals consideration. Identification scores will be considered appropriate for placement up to one academic year. After this period, students must qualify for the Gifted/Talented program again if they chose not to enter the program at the time of selection.

Step 4: Appeals Process

Parent, guardians, or teachers with parent approval may appeal any final decision of the selection committee. The following procedure will be observed:

1. A request for a hearing is made by contacting the director of the GT program within ten (10) working days after decision notification.
2. Additional information is presented to the district appeals committee which should include anecdotal records, other testing, and other pertinent materials.
3. The appeals committee convenes to review the case. The director of GT notifies parents and principal of the result of the committee’s deliberations.
4. Appeals committee decisions are final.

GRADE REPORTING/PARENT-TEACHER COMMUNICATION

Grades are based on student performance. A student’s grade will be determined by performance on tests, daily work, and other teacher assessments. The grading scale is as follows:

A	100 – 90
B	80 – 89
C	75 – 79
D	70 – 74
F	69 and below

Communication about the student's progress is a shared responsibility of the teacher and parents. Grades 5-6 will have computerized report cards and progress reports. Progress reports will be sent to parents at the mid-point of each six weeks when a student is performing unsatisfactorily. Report cards will be sent home at the end of each six weeks. A parent should sign the progress report and/or report card and return it to school with the student on the next school day.

Parents may also view their child’s grades online using *Family Access*. To learn more about *Family Access*, please go to the district’s web site address at www.crosbyisd.org.



HOMWORK POLICY

In order to maintain high academic standards and to provide opportunities and encouragement for elementary students to meet those standards, the Crosby Independent School District Administration has adopted the following policy regarding the assignment of homework for elementary grade students is as follows:

- Elementary students may be assigned homework in at least one of the basic subjects (reading, mathematics, language, science, or social studies) on each school night that does not precede a weekend or holiday. The homework will be over material that has been previously introduced in class.
- The purpose of the assignment should be to provide meaningful practice and to reinforce concepts or skills taught in class. Homework is a part of the grading process. A student's repeated failure to complete homework will result in a parent-teacher conference.

LIBRARY

The library is a learning laboratory with books, computers, periodicals, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use from 8:00 a.m. until 2:45 p.m. with a teacher permit. All library books checked out by the student become the student's responsibility.

Books more than a month overdue which are not found by the semester's end are presumed lost and must be paid for by the student. If the book is found, the money is returned.

Note: For students to have access to the computers in the building, they must return an acceptable use agreement form signed by both the student and parent.

PROMOTION AND RETENTION

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

In addition, at certain grade levels a student--with limited exceptions--will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.
- In addition, students in grade 5 must meet promotion standards established by the District in order to be promoted.



Parents of a student in grade 5 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. Such students will also have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. 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. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

Parents will be notified if their child is in danger of being considered for retention in an effort to help remediate deficit areas. Parents are encouraged to take an active role in helping school personnel with preventive intervention techniques.

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks' periods. At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any course at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that course.

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

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

Report cards and progress reports must be signed by the parent and should be returned the next school day.



SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the school at (281) 328-9306.

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the special education director at (281)-328-9310 to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of 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 options for a child experiencing learning difficulties or a referral for evaluation for special education is the special education director at (281) 328-9310.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL)]

STATE-MANDATED TESTS

In addition to routine tests and other measures of achievement, students at certain grade levels will take state assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:



- Mathematics annually in grades 5 and 6 without the aid of technology on any test [See promotion and retention section in this handbook.]
- Reading, annually in grades 5 and 6 [See promotion and retention section in this handbook.]
- Science in grade 5 [Students not successful on this test will attend tutorial sessions during the school day during their sixth grade year.]
- Any other subject and grade required by federal law.
[See policy EKB.]

STUDENT AGENDAS

All fifth and sixth graders will be given an agenda at the start of the school year. The agenda is to serve as a communication tool between the school, the student, and the parent. Daily assignments, conduct reports, and special notices will be recorded in the agendas by your child's teacher(s) and/or administrator(s). Parents are asked to review and sign their student's agenda daily. Please contact your child's teacher if you do not receive frequent communication by way of the student agenda. The replacement cost for lost agendas is ten dollars.

SUMMER SCHOOL

Summer school information is provided at the end of the school year.





SECTION IV-DISCIPLINE AND BEHAVIOR MANAGEMENT

AUDIENCE MANNERS

As our students gain more experience in correct behavior for assemblies and programs, we expect their audience manners to also show maturity. The following are general guidelines that all fifth and sixth grade students are expected to follow:

Assemblies and Programs

1. Students will enter quietly and be seated quickly.
2. Students will be silent when the speaker steps to the microphone.
3. Students will not talk while the program is taking place. Remember, even quiet talking can be very distracting to speakers or performers.
4. During the program, students may leave only in the case of an extreme emergency. Anyone who leaves the program may only return between songs or speakers, not while the performance is in progress.
5. Late arrivals should wait for intermission or between sections of the performance to be seated.
6. When the performance is completed, the appreciation of the audience is shown by applause. Calling out, whistling, booing and making inappropriate noises are not acceptable.
7. Students should exit in a quiet, orderly manner.

Remember, these guidelines are for times when we are on our best behavior. Other manners are appropriate for rodeos, pep rallies, athletic events, and other gatherings held in an informal atmosphere. **A well-educated individual knows how to behave in a variety of settings.**

APPLICABILITY OF SCHOOL RULES

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

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself



or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as band/music rehearsal, club meetings, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards or behavior for extracurricular participants established by the sponsor in accordance with Board policy.

Use of Hallways During Class Time

Loitering or standing in the halls during classes is not permitted. During the instructional day, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

CLASSROOM RULES

1. The student will report to all classes on time and will wait to be dismissed.
2. The student will demonstrate courteous behavior at all times by:
 - raising hand to be recognized before speaking
 - using appropriate language, volume, and tone
 - remaining in his or her seat unless given permission to move
3. The student will bring all required materials and assignments to class.
4. The student will keep hands, feet, and other objects in the proper place.
5. The student will follow directions, stay on task, and complete assignments as directed.
6. The student will not run except in designated areas.
7. The student is not allowed to have gum at school.

CLASSROOM CONSEQUENCES

1. Verbal warning(s)
2. Classroom time out
3. Note home in student's agenda
4. Conference with student
5. Parent notice and parent contacted
6. Detention assigned
7. Office referral and parent contacted with parent



CORPORAL PUNISHMENT

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

DETENTION – FAILURE TO ATTEND

Students who miss detention may be assigned additional discipline as assigned or approved by the principal or assistant principal.

The following are considered to be serious violations of conduct rules and will result in strong disciplinary action.

1. Repeated or chronic class or school disruptions
2. Damaging school property or the property of others
3. Theft
4. Use of disrespectful or obscene words or gestures
5. Physical attacks or threats against students or adults
6. Bringing knives or other weapons onto the campus
7. Using or possessing tobacco, alcohol, or other prohibited drugs or intoxicants at school or school events

DISRUPTIONS

As identified by law, disruptions include the following:

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



DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal or designee. Such items may include school posters, brochures, murals, etc.

The school yearbook is available to the students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Student Nonschool Materials

Students must obtain approval from the principal or designee, before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the library as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policy FNAA.]

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

Nonstudent Nonschool Materials

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

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL).



- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING CODE

The district's dress code is established to teach hygiene, instill discipline, prevent disruption and avoid safety hazards. Students shall come to school clean, neat, well-groomed and wearing clothing that will not endanger the health or safety of the student or others.

The district reserves the right to ban from school clothes and accessories that are disruptive to the educational process and to the orderly operation of the school. The Dress and Grooming Code includes the following requirements:

1. **The primary goal:** Students must dress neatly and modestly. Clothing should be worn as the manufacturer intended.
2. **Hair:** Hair must be neat, clean and well-groomed. No type of head covering, bandana, cap or hat may be worn in the building. Hair rollers or long-handled combs may not be worn in the hair. Hair cannot be dyed any color other than a natural color (i.e. no green, blue, purple, pink, etc.).
3. **Dresses/Skirts:** Skirts must reach below mid-thigh when arms are at full extension down by ones side. Slits in dresses/skirts must conform to the mid-thigh rule. Garments should not fit tightly. Sleeveless dresses, blouses, or tops including spaghetti straps and tank tops are not allowed unless covered by a sweater or jacket. Sleepwear or pajamas are not allowed.
4. **Pants:** Slacks and jeans are appropriate. Slits/cuts or fringed openings are not permitted even when other garments are worn underneath. Pants must be worn at the waist. Oversized pants are not allowed. Pants should not be form fitting (i.e. tights). Form fitting pants will be considered hosiery and must be worn with a skirt or dress of the appropriate length.
5. **Shorts:** Shorts must reach below mid-thigh when hands and arms are at full extension along ones sides. Walking shorts or dress shorts are advisable. Wind shorts, boxer shorts, or bike shorts/tights are not allowed.
6. **Shirts:** Shirts should be buttoned except for the neck button or zipped to the same degree. Shirt length must be so that no torso skin is visible when the elbows are raised shoulder high. Tank tops, muscle-shirts, shimmed shirts, or cut-off shirts are not permitted. All blouses, shirts, or tops must have sleeves. Sheer or see-through blouses may not be worn. Holes or openings in garments may not reveal ones body or undergarments.



7. **Garment/Jewelry Content:** Garments/jewelry bearing any insignia, writing or emblems representing alcohol, drugs, or tobacco products are not permitted. Artist shirts or any other garment/jewelry depicting offensive, violent, or profane writing or designs are not permitted. Boys are not permitted to wear earrings at school. Any garment/jewelry that causes a class disruption will be deemed inappropriate.
8. **Footwear:** Shoes must be appropriate for school. Beach shoes, water shoes, thongs, house slippers, flip-flops, slides, etc. are not to be worn at school. A strap around the back of the shoe is not required. Shoes with rollers (heelies) or any shoes that present a safety hazard are not permitted.
9. **Coats/Costumes:** Heavy outdoor coats or overcoats should not be worn in the classroom. Wearing a costume, cape, mask, gown, etc. is not allowed.
10. **Sunglasses:** Non-prescription glasses with dark lenses or sunglasses are not to be worn inside the building.

It is the responsibility of the student to ensure compliance with dress code regulations. Failure to do so will result in disciplinary action.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.



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

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

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

Notification of Law Violations

The District is required by state law to notify:

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

[For further information, see policy GRA.]

RADIOS, CD PLAYERS, CELL PHONES, AND OTHER ELECTRONIC DEVICES AND GAMES

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Cell phones may not be used or visible during the campus hours of 7:30 a.m. – 4:00 p.m.

Without such permission, teachers will collect the items and turn them in to the principal's office. The principal or designee will determine whether to return the items at the end of the day for students to take home or whether parents will be contacted to pick up the items.



REFERRAL TO THE OFFICE

When a student receives an office referral, the principal/assistant principal discusses the misbehavior with the student and takes appropriate disciplinary action which may consist of one of the following:

- a. Counseling by principal/assistant principal, counselor, or other professional personnel.
- b. Conference with parents or guardians.
- c. Loss of privileges.
- d. Assignment to other school duties.
- e. Issuing a discipline report to parents.
- f. Assignment to detention
- g. Administering corporal punishment. Swats will only be given to a student whose parent(s) or guardian(s) has signed a release giving the school permission to administer corporal punishment.
- h. Assignment to in-school suspension.
- i. Home based instruction.
- j. Assignment to Alternative Placement Center.
- k. Expulsion from school.

Procedural requirements for expulsion listed in Board Policy will be followed.

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

Parents and students should remember that, although our staff members strive to be consistent in administering the school discipline plan, individual teachers may expect compliance with other necessary classroom rules. The discipline plan was developed as a foundation for school wide discipline management, and is not a complete summary of rules we expect students to know and observe.

ZERO TOLERANCE PLAN AND RECOMMENDED DISCIPLINARY ACTIONS

RACIAL SLURS

Racial slurs will not be allowed under any circumstances by students or employees in the Crosby Independent School District. A zero tolerance shall exist. A racial slur for the purpose of this policy includes all verbal comments made by students or employees containing derogatory language referring to the racial designation of another student or employee.

INTENT OF PLAN

The intent of the plan is to halt all negative racial language on the campuses of Crosby I.S.D. We recognize that comments containing racial references are hurtful not only to the person to whom the reference is directed but to the person who uses the references and indeed to society in general. The word "ALL" is used purposefully to go beyond



intent in a statement. Racial slurs used in jest and even words received in jest serve no useful purpose in the life of our school district and will not be tolerated.

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

REFERENCES BETWEEN AND AMONG GROUPS

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

RECOMMENDED DISCIPLINARY ACTIONS FOR RACIAL SLURS

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

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

ZERO TOLERANCE FOR ABUSIVE LANGUAGE AND PHYSICAL VIOLENCE

Abusive language, sexual harassment, and physical violence by students will not be allowed under any circumstances in the Crosby I.S.D.

INTENT OF PLAN

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

- directing profanity, vulgar language or obscene gestures toward other students or school personnel
- engaging in other verbal abuse, i.e., name-calling, derogatory statements addressed publicly to others or other behavior commonly associated with bullying or known as bullying, that may disrupt the school program or incite violence.
- engaging in offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another student.
- fighting or assault of a teacher or another student.



RECOMMENDED DISCIPLINARY ACTION FOR ABUSIVE LANGUAGE

CASUAL PROFANITY

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

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

PROFANITY DIRECTED TOWARD A STUDENT OR STAFF MEMBER

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

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

ZERO TOLERANCE FOR THREATS UPON A PERSON OR SEXUAL HARASSMENT OR PROFANITY DIRECTED TOWARD A STAFF MEMBER

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

NOTE: The maximum consequence will be assigned except in unusual circumstances.

ZERO TOLERANCE FOR PHYSICAL VIOLENCE

Physical Behavior

Aggressive Physical Behavior

(This includes minor pushing, horseplay, etc.)

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

First Offense

Parent will be contacted
Ten days assignment in-school suspension and/or citation
or
Three days suspension, seven days in-school suspension
and a legal citation.

Second Offense

Expulsion from school or assignment to Alternative School
and/or legal citation

NOTE: The maximum consequence will be assigned except in unusual circumstances.

SEXUAL HARASSMENT STATEMENT NOTICE

The district believes that every student has the right to attend district schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to (1) treat one another courteously, with respect for the other person's feelings; (2) to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student or adult. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

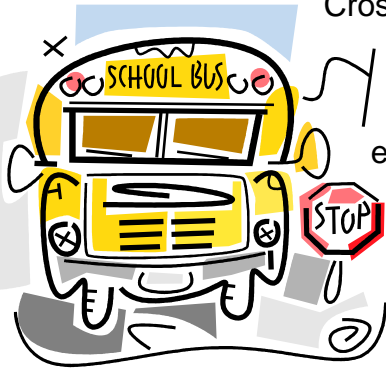
Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or Superintendent Dr. Keith Moore, who serves as the district's Title IX coordinator for students.





SECTION V – TRANSPORTATION

BUS RIDING GUIDELINES



Crosby Independent School District will provide bus transportation for all students living two or more miles from the school. Bus routes are planned on a yearly basis and any subsequent changes will be posted at the school. The student will be expected to ride the same bus in the afternoon that he or she rides in the morning. Bus service will be provided between the student's home and school. Students will not be permitted to change buses to attend meetings of clubs, for music or dance lessons or to visit friends.

If there is an emergency requiring the student to ride a different bus in order to have proper supervision, the parent should write a note to the school principal stating the reason for the request. The principal or designee may allow the student to ride a different bus only in an emergency. If a parent needs to remove a student from the bus prior to departure from the school, they must receive approval from the campus principal or teacher on duty.

Parents must make arrangements for transportation whether the students are walkers, car riders or bus riders prior to the student's arrival at school. Transportation changes and/or instructions will not be taken over the phone except in emergencies.

STUDENT CONDUCT ON THE BUS

All students transported in a school bus shall be under the authority of and responsible to the bus driver. Students are subject to school regulations while on the school bus and while being transported to and from extracurricular activities. Disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation, in accordance with Board policy. Any behavior, which distracts the driver, is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. The driver of the school bus shall be held responsible for the orderly conduct of the pupils transported. The bus driver shall not require the student to leave the bus before the student has reached his/her destination.

Students and/or parents will be required to pay for any damage that the students may cause.



BUS RIDER'S SAFETY HANDBOOK

PARENTS AND BUS RIDERS

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such.

When dropping off or picking up your children for school please observe and follow any person directing traffic. If you have a pre-K or kindergarten student please be aware that a parent or adult must be standing out in view to receive the student off of the bus.

GENERAL SAFETY RULES

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

PROCEDURES FOR WAITING FOR THE BUS

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

BUS LOADING PROCEDURES

1. Have your backpack, lunch kits and other personal articles in hand and ready to board the bus.
2. When boarding the bus, do not push and shove. Go directly to your assigned seat.
3. Hold on to the handrail while loading and unloading the bus.
4. The bus will not move until all students are seated properly.

CONDUCT ON THE BUS

1. The driver is in full charge of the bus and the students.
2. School policies and regulations concerning behavior apply to students while riding school buses.
3. Students will demonstrate respect and courtesy for their bus driver. Students will obey reasonable requests by their driver.
4. Outside of ordinary conversation, classroom conduct is to be observed. There will be no yelling, screaming, whistling or loud and annoying noises permitted on the bus.
5. The use of tobacco products on the bus is not permitted.
6. There will be no fighting, wrestling, shoving or horseplaying on the bus.
7. Do not throw trash or any other object on the bus or out of the window of the bus.
8. No one will extend any object or part of his/her body out the windows.
9. Student must remain seated at all times while the bus is in motion.
10. Any student damaging the school bus in any form will be subject to disciplinary action and will be liable for any damages incurred.
11. No food, drinks, chewing gum or candy are allowed on the bus.



12. A student must have a note signed by the parent with a phone number where the parent can be reached, and it must be approved by the principal if the student is to change the way he/she normally goes home. If the principal does not receive a note, the child will go home the normal way.
13. Any student impeding the safe operation of the bus will be subject to losing his/her privilege to ride the bus.

GETTING OFF THE BUS

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

CROSSING THE STREET OR HIGHWAY

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

PROHIBITED ITEMS

1. Tobacco products
2. Animals or insects:
No animals dead or alive are permitted.
Projects with dead only insects sealed with Saran Wrap to and from school will be permitted. If an incident occurs causing a distraction to the driver and in turn causes an accident, the maximum punishment to the student will be enforced.
3. Glass containers
4. Alcoholic beverages
5. Weapons, explosive devices, harmful drugs or chemicals
6. Any object (musical instruments, shop project) too large to be carried by the student and stored safely in the student's lap
7. Matches or cigarette lighters
8. No medicines, prescription or over the counter may be transported on the bus. Parents must take such items directly to the school nurse.
9. Food or drinks (no eating or drinking on the bus is permitted). Plastic bottled water is the exception on extremely hot days.
10. Radios, tape players, handheld video games and headphones
11. Laser lights of any kind
12. Students may not use cell phones or other electronic devices for communication.

ACCIDENTS OR EMERGENCIES

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



EXTRACURRICULAR ACTIVITIES

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

DISCIPLINE

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

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

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

SEVERE CLAUSE

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

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

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

"PROTECT YOUR RIDING PRIVILEGE!"

FOLLOW THESE RULES

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



SECTION VI - APPENDICES

APPENDIX I - ACKNOWLEDGMENT FORM

My child and I have received a copy of the Charles R. Drew Intermediate School Student Handbook for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Failure to return this form implies consent to the above items.



APPENDIX II – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Crosby ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.

Crosby Independent School District has designated the following information as directory information:

- Student's Name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to use the information in the above list for **school-sponsored purposes**.

Parent signature: _____ Date: _____

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give) (do not give)** the district permission to release the information in this list in response to request **unrelated to school-sponsored purposes**.

Parent signature: _____ Date: _____



APPENDIX III - SCHOOL VOLUNTEER FORM

Parent's Name: _____

Student's Name: _____

Mailing Address: _____

E-mail Address: _____

Home phone number: _____

Cell phone number: _____

Work number: _____

Other contact number: _____

Time available: _____

Below are some activities in which volunteers are needed for the 2010-2011 school year. Please check any you would be willing to assist.

_____ Hospitality – serving refreshments (after-school activities)

_____ Bilingual – assist with translations Language: _____

_____ Library – assist librarian

_____ Programs – assist faculty and staff with programs

_____ Volunteer coordination

_____ Please call when needed to see if I am available to assist.

Signature: _____



APPENDIX IV – FIFTH GRADE CURRICULUM INFORMATION

Drew Intermediate School
223 Red Oak
Crosby, TX 77532

Look at
the great things
happening at...

**Drew
Intermediate
School**



Fifth Grade
Language Arts,
Math and Science
2010-2011



The Student Success Initiative

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics. Under the Student Success Initiative grade advancement requirements, students are required to pass the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade.

Fifth grade students have three opportunities to pass the Grade 5 TAKS reading test and three opportunities to pass the Grade 5 TAKS mathematics test—two during the spring and one during the summer. Math testing begins later in the school year than reading testing. If a student does not pass one or both tests, the student will be given additional instruction after each testing opportunity. Parents will be notified if their child does not pass a TAKS test that is required for promotion.

If a student has not passed after the second testing opportunity, a Grade Placement Committee (GPC), which consists of the principal, teacher, and parent or guardian, is formed. The GPC will create an instructional plan based on the individual needs of the student.

A student who is unsuccessful on the reading and/or mathematics test after the third testing opportunity will be retained automatically. However, the student's parents may appeal the decision to have their child repeat the fifth grade by submitting a request to the GPC within five working days of receiving the retention notice. The GPC may decide to promote a student to the sixth grade, but only if everyone on the committee agrees that the student is likely to succeed in the sixth grade.

Parents may request a waiver of the third testing opportunity if they do not want their child to test. If the waiver is approved, the student is automatically retained, but the parents may still appeal the retention. A student must participate in all additional instruction required by the GPC, even if the third testing opportunity is waived.



Fifth Grade Instructional Objectives

First Six Weeks



Language Arts

- Complete sentences
- Four types of sentences
- Nouns (subjects)
- Prepositions
- Ending punctuation
- Capitalization
- Personal narrative
- Journal writing

Math

- Whole number and decimal place value
- Problem solving using addition, subtraction, and multiplication
- Estimation
- Patterns and relationships
- Logical reasoning
- Memorization of addition, subtraction, multiplication, and division facts

Science

- Scientific process and method
- Lab equipment
- Lab safety and procedures
- Definition of matter
- Physical properties of matter
- States of matter
- Measurement of matter
- Insulators and conductors

- Chemical changes
- Forms of energy
- Process of boiling, melting, and dissolving

Second Six Weeks

Language Arts

- Predicates (verbs)
- Linking action
- Simple and compound sentences
- Commas
- How-to compositions
- Peer editing

Math

- Comparing and ordering fractions
- Addition and subtraction of fractions
- Division of whole numbers
- Problem solving using division
- Predicting
- Probability



Manipulatives are used to help students

Science

- Solar system
- Earth's crusts and landforms
- Rock cycle
- Weathering and erosion
- Destructive and constructive forces
- Fossils and minerals
- Tide cycles
- Atmosphere
- Water sources
- Renewable and non-renewable resources
- Atmosphere and air temperature
- Water in the air
- Clouds of water and ice
- Air pressure and the wind

Third Six Weeks

Language Arts

- Complex and compound sentences
- Common and proper nouns
- Singular and plural nouns
- Possessive nouns

Math

- Identify and define geometric shapes
- Apply attributes of geometric shapes
- Locate and name points on a coordinate grid
- Model transformations
- Estimate and measure volume

Science

- Air masses and fronts
- Severe storms
- Climate
- Vibrations
- Sound traveling through matter
- Absorption, reflection, and wave action
- Reflection, absorption, and refraction
- Concave and convex lenses
- Colors of light
- Invisible light

Fourth Six Weeks

Language Arts

- Pronouns
- Adjectives
- Adverbs
- Advantage and disadvantage compositions

Math

- Measure length, weight, capacity, time, temperature and area
- Describe numerical relationships between units of measure
- Construct and interpret line graphs
- Reasonableness

Science

- Five kingdoms
- Plant and animal cells
- Photosynthesis
- Cycles—water, oxygen and nitrogen
- Vascular and non-vascular
- Gynosperms and angiosperms
- Adaptations of plants and animals
- Life cycles of mosses and ferns

Fifth Six Weeks

Language Arts

- Quotations
- Simple tenses
- Verb tenses
- Poetry
- Note-taking
- Research paper

Math

- Apply measurement concepts
- Review all objectives taught

Science

- Parts of ecosystems
- Food chains and webs
- Carbon, nitrogen, and water cycles
- Inherited and learned traits
- Predator vs. prey
- Adapting for survival

Sixth Six Weeks

Language Arts

- Punctuation (titles, hyphens)
- Usage problems
- Negatives
- Use of I and me
- Persuasive writing

Math

- Review all objectives taught

Science

- Circulatory system
- Parts of the blood and their function
- Respiratory system
- Digestive system
- Kidneys
- Physical fitness and diet



APPENDIX V –SIXTH GRADE CURRICULUM INFORMATION

Sixth Grade Instructional Objectives

First Six Weeks

Language Arts

- Predicting outcomes
- Sequencing events
- Main idea
- Fact and non-fact
- Generalizations

Math

- Prime factorization
- Common factors
- Greatest common factor
- Least common multiple
- Fractions in lowest terms
- Converting fractions and decimals
- Comparing and ordering decimals
- Decimal notation
- Divisibility
- Exponents
- Percents
- Connecting percents, fractions, and decimals
- Perimeter
- Area of squares and rectangles
- Area of parallelogram
- Area of triangles
- Classifying lines
- Classifying and measuring angles

Science

- Define science and identify questions that science cannot answer
- Compare and contrast theories and laws
- Identify a system and its components
- Identify the three branches of science
- Define hypothesis
- Identify the purpose of the SI units of measurement
- Identify and use different types of graphs

Second Six Weeks

Language Arts

- Summary
- Problem and solution
- Drawing conclusions
- Author's purpose

Math

- Adding and subtracting fractions with unlike denominators
- Adding and subtracting decimals
- Solving decimal equations
- Order of operations
- Multiplying and dividing by a decimal

- Estimation with decimals
- Polygons with emphasis on vocabulary
- Angles and sides of a triangle
- Regular and irregular polygons
- Conversions in the metric system
- Scatter plots, tallies, and frequency
- Charts and line plots

Science

- Identify names and functions of parts of a cell
- Explain the cell theory
- Define viruses and the benefits of vaccines
- Describe how cells divide
- Explain how traits are inherited

Third Six Weeks

Language Arts

- Plot
- Persuasion
- Inference
- Evidence and sources

Math

- Add and subtract mixed numbers
- Variables and constants
- Evaluate expressions
- Solve equations
- Reflection, line of symmetry, rotation, translation, and tessellation
- Circumference and area of a circle
- Area of irregular figures
- Probability
- Mean, median, and mode
- Scale, interval, and range
- Reading circle graphs and stem-and-leaf diagrams

Science

- Identify biotic and abiotic factors in an ecosystem
- Explain how ecology and the environment are related
- Identify the common characteristics of populations
- Examine the different types of relationships in a community
- Explain the difference between a food chain and a food web
- Describe how energy flows through the ecosystem
- Identify the differences between innate and learned behavior
- Explain why behavioral adaptations are important.

Fourth Six Weeks

Language Arts

- Text comparison
- Cause and effect
- Judgments and decisions

Math

- Ordering and comparing integers
- Adding, subtracting, multiplying, and dividing integers
- Multiplying and dividing fractions and mixed numbers
- Ratios and proportions
- Graphs with four quadrants
- Outliers
- Geometric models of probability and tree diagrams for compound events

Science

- Identify physical & chemical properties of matter
- Describe the states of matter
- Classify matter using physical and chemical properties
- Identify chemical changes
- Explain relative motion
- Compare speed, velocity, and acceleration
- Explain force, friction
- Newton's Laws of Motion

Fifth Six Weeks

Language Arts

- Generalizations
- Conclusions
- Fact verses non-fact

Math

- Multiplication and division equations containing fractions
- Calculate volume of a rectangular prism
- On-going objectives

Science

- Explain energy
- Identify various forms and types of energy
- Explain how energy changes forms
- Describe how Earth's interior is divided into layers
- Describe how Earth's mountains form and erode
- Identify the forces that shape Earth's mountains

Sixth Six Weeks

Language Arts

- Characterization
- Problem and solution
- Summarization

Math

- On-going objectives

Science

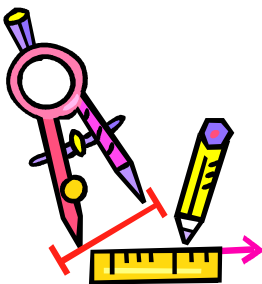
- Describe processes that chemically change rock
- Identify agents and effects of erosion
- Explain the importance of groundwater
- Identify sources of ground water pollution
- Recognize how caves change through time

APPENDIX VI - SCHOOL SUPPLY LIST 2010-2011



5th GRADE SCHOOL SUPPLY LIST

- *2 PKG. NOTEBOOK PAPER WIDE RULED
- *2 RED PENS
- *24 NUMBER 2 PENCILS
- 3 YELLOW FOLDERS W/ POCKETS & BRADS
- 3 BLUE FOLDERS WITH POCKETS & BRADS
- 3 RED FOLDERS WITH POCKETS & BRADS
- 1 ROLL PAPER TOWELS
- 1 BOX OF TISSUE
- 1 GLUE STICK
- 1 BOX OF ZIPLOCK BAGS (QUART SIZE)
- 2 WIDE RULED ONE SUBJECT SPIRALS
- 12-PK OF MAP PENCILS
- 10 MANILA FOLDERS
- 1 BOX WASHABLE MARKERS
- 1 ROGETS II THESAURUS
- 1 BOTTLE HAND SANITIZER
- 1 PKG 3X5 INDEX CARDS
- 1 PKG CONSTRUCTION PAPER
- 1 PKG MANILA PAPER
- 1 BOX OF CRAYONS
- 1 PAIR SCISSORS
- *replace as needed



6th GRADE SCHOOL SUPPLY LIST

- *1 1-INCH BINDER w/DIVIDERS
- *1PKG. NOTEBOOK PAPER WIDE RULED
- *2 RED PENS
- *12 NUMBER 2 PENCILS
- *12 BALLPOINT PENS (BLUE OR BLACK)
- 1 PKG. ASSORTED MARKERS
(WATER BASED)
- 1 ROLL PAPER TOWELS
- 1 BOX FACIAL TISSUE (MEDIUM OR LARGE)
- 1 PKG. ART PAPER (ASSORTED COLORS)
- 1 PKG. MANILA PAPER
- 1 BOX OF MAP PENCILS
- 1 BOX CRAYONS
- 1 PKG. HIGHLIGHTERS
- 1 RULER
- 10 MANILA FOLDERS
- 3 BLUE FOLDERS WITH BRADS & POCKETS
- 3 RED FOLDERS WITH BRADS & POCKETS
- 3 YELLOW FOLDERS WITH BRADS & POCKETS
- 1 ROLL SCOTCH TAPE
- 1 BOTTLE OF GLUE OR GLUE STICK
- 1 BOX ZIPLOCK STORAGE BAGS (QUART)
- 2 DRY ERASE MARKERS
(BLACK ONLY – SLANT TIP)
- 1 PAIR SCISSORS
- 2 70-PAGE SPIRAL NOTEBOOKS
- *replace as needed



APPENDIX VII – ACADEMIC CALENDAR



Crosby Independent School District 2010-2011 Academic Calendar www.crosbyisd.org																				
July														January						
S	M	T	W	Th	F	S	School Begins: Aug. 23 School Ends: Jun. 2 1st Semester Days Aug. 23 - Sept. 24 24 Sept. 27 - Oct. 29 25 Nov. 1 - Dec. 17 30 Total 79 2nd Semester Days Jan. 5 - Feb. 18 32 Feb. 22 - Apr. 15 34 Apr. 18 - Jun. 2 32 Total 98 Total Days 177 Holidays Sep. 6 Labor Day Nov. 22-26 Thanksgiving Break Dec. 20 - Jan. 3 Christmas Break Jan. 17 M L King Jr. Day Mar. 14-18 Spring Break Apr. 22 Good Friday May 30 Memorial Day Staff Development /Prep Days (no school for students) Aug. 12-20 Jan. 4 Feb. 21 Jun. 3 Bad Weather Make-Up Days Nov. 22 Jun. 3 Early Release Dec. 17 Jun. 2 State Mandated Testing Dates: Oct. 19-22 Exit Level (retests) Mar. 1 Writing 4,7; Reading 9 ELA 10, Exit (retest) Mar. 2-4 Exit Level (retests) Mar. 7-Apr. 8 TELPAS K-12 Apr. 4-5 Math 5,8; Reading 5,8 Apr. 25 LAT Math 3,4,6,7,10 Apr. 26 LAT Reading 3,4,6,7, ELA 10 Math 3,4,6,7,10 Apr. 27 Reading 3,4,6,7; Math Exit Apr. 28 Science 5,8,0, Exit; Math 9 Apr. 29 LAT Science 5,8,10 Social Studies 8,10,Exit Apr. 26-29 Exit Level (retests)							S	M	T	W	Th	F	S
				1	2	3								2	3	4	5	6	7	8
4	5	6	7	8	9	10								9	10	11	12	13	14	15
11	12	13	14	15	16	17								16	17	18	19	20	21	22
18	19	20	21	22	23	24								23	24	25	26	27	28	29
25	26	27	28	29	30	31								30	31					
August														February						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
1	2	3	4	5	6	7	6	7	8	9	10	11	12							
8	9	10	11	12	13	14	13	14	15	16	17	18	19							
15	16	17	18	19	20	21	20	21	22	23	24	25	26							
22	23	24	25	26	27	28	27	28												
29	30	31																		
September							March													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
			1	2	3	4	6	7	8	9	10	11	12							
5	6	7	8	9	10	11	13	14	15	16	17	18	19							
12	13	14	15	16	17	18	20	21	22	23	24	25	26							
19	20	21	22	23	24	25	27	28	29	30	31									
26	27	28	29	30																
October							April													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
					1	2						1	2							
3	4	5	6	7	8	9	3	4	5	6	7	8	9							
10	11	12	13	14	15	16	10	11	12	13	14	15	16							
17	18	19	20	21	22	23	17	18	19	20	21	22	23							
24	25	26	27	28	29	30	24	25	26	27	28	29	30							
31																				
November							May													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
	1	2	3	4	5	6	1	2	3	4	5	6	7							
7	8	9	10	11	12	13	8	9	10	11	12	13	14							
14	15	16	17	18	19	20	15	16	17	18	19	20	21							
21	22	23	24	25	26	27	22	23	24	25	26	27	28							
28	29	30					29	30	31											
December							June													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
			1	2	3	4				1	2	3	4							
5	6	7	8	9	10	11	5	6	7	8	9	10	11							
12	13	14	15	16	17	18	12	13	14	15	16	17	18							
19	20	21	22	23	24	25	19	20	21	22	23	24	25							
26	27	28	29	30	31		26	27	28	29	30									

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

School Board Meetings - 3rd Monday of Every Month



APPENDIX VIII – DISTRICT INFORMATION

CROSBY INDEPENDENT SCHOOL DISTRICT

281/328-9200, Fax 281/328-9208 -- 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 Administration Building, 706 Runneburg Rd. Members of the Board of Education are:

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

CROSBY I.S.D. ADMINISTRATION

Dr. Keith Moore	Superintendent of Schools (Ph# 281/328-9204)
Patricia Kay	Assistant Superintendent of Instruction (Ph# 281/328-9212)
Dianne Fleming	Assistant Superintendent of Finance (Ph# 281/328-9202)
Chuck Murray	Director of Maintenance (Ph# 281/328-9272)
Donna Davenport	K-6 Math Coordinator (Ph# 281/328-9211)
Renee' Guillory	K- 6 Reading Coordinator (Ph# 281/328-9211)
	Secondary Math Coordinator (Ph# 281/328-9206)
Becky Lindsey	Secondary Science Coordinator (Ph# 281/328-9206)
David Haapala	Director of Information Systems (Ph# 281/328-9390)
Kevin Flanigan	Athletic Director (Ph# 281/328-9245)
Dr. Rob Tatman	Director of Special Services/Public Info (Ph# 281/328-9258)
Brian Aubin	Director of Child Nutrition (Ph# 281/328-9241)
Su Heaslet	Testing Coordinator (Ph# 281/328-9360)
Dr. Rob Tatman	Director of Grants and Federal Programs (Ph# 281/328-9291)
Nancy Oliver	Tax Administrator (Ph# 281/328-9220)
	Transportation Director (Ph# 281/328-9248)
Amy Hoehner	Director of Special Education (Ph# 281/328-9310)

DIRECTORY OF SCHOOLS

CROSBY KINDERGARTEN CENTER

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

BARRETT PRIMARY SCHOOL

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

NEWPORT ELEMENTARY SCHOOL

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

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

RADIO

KTRH KILT
KIKK KPRC
KQUE

TELEVISION

Channel 13 KTRK
Channel 11 KHOU
Channel 2 KPRC

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



Charles R. Drew Intermediate School

Campus Handbook for Students and Parents



*Kids don't care how much you know,
until they know how much you care.*

Author Unknown

