



*CROSBY INDEPENDENT SCHOOL DISTRICT*

*NEWPORT ELEMENTARY SCHOOL  
STUDENT-PARENT HANDBOOK*

*GRADES 3 AND 4*

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**An Equal Opportunity Employer**

The Newport Elementary on-line handbook can be found by going to [crosbyisd.org](http://crosbyisd.org). Click on schools and Newport Elementary. A link to the handbook will be on the N.E.S. homepage. **If you do not have internet access, please check the box at the bottom of the page and return it to your child's teacher.**

### **HANDBOOK VERIFICATION**

**This acknowledges that I have read the Student-Parent Handbook. We are fully aware of its contents, especially the sections on student discipline, conduct, and school electronics policy on page 40.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Throughout the school year we get requests for directory information (name, address, phone number, date of birth) on students at school. The request usually comes from companies wanting to promote a product. We are required by law to comply with these requests UNLESS we have a signed statement from the parent/guardian advising us not to give out this type of information. Therefore, if you DO NOT want any information given out on your child, please sign the statement below.

Student's name: \_\_\_\_\_

I do not want any information released to any individual/company that request directory information on my child.

Parent/ Guardian: \_\_\_\_\_

**\*\*\*Please fill out this page and have your child return it to his/her homeroom teacher.\*\*\***

I do not have internet access and would like a hard copy of the N. E. S. handbook before I sign this verification form.



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# PREFACE

To Students and Parents:

Welcome to school year 2008–2009! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

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

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

**Section II**—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

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

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

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

Both students and parents must be familiar with the Crosby Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found on the counter of the front office at Newport Elementary School.

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

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

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices.

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

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

This section of the Newport Elementary School Student Handbook includes information on topics of particular interest to you as a parent.

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

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

- Parental involvement page 8
- Grading guidelines page 11
- Report cards/progress reports and conferences page 11
- State-mandated assessment testing page 12
- Medicine at school page 12
- Psychotropic drugs page 14
- Registration page 14
- Student records page 14
- Student or parent complaints and concerns page 16
- School Day page 17
- School Telephone page 17
- School Times page 17
- Release of students from school page 18

## ***PARENTAL INVOLVEMENT***

### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 281.328.9330 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 11.]
- Becoming a school volunteer. [For further information, see policy GKG and contact the Counselor at 281.328.9330.]
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Principal at 281.328.9330.
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

### **“Opting Out” of Activities**

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

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

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

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

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

- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

[See **Student Records** on page 14.]

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

follows. [See **Pledges of Allegiance and a Minute of Silence** on page 48 and policy EC.]

- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a 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.

## **GRADING GUIDELINES**

Grades are based on student performance. A student's grade will be determined by scores achieved in two major categories – test and daily work. The grading system in Crosby Independent School District shall be as follows:

100 – 97 = A+	83 - 80 = B-
96 – 94 = A	79 - 75 = C
93 – 90 = A-	74 - 70 = D
89 – 87 = B+	69 & below = F
86 – 85 = B	

## **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.

Progress reports will be given out to every student on the 4<sup>th</sup> Wednesday of each six weeks cycle. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 8 for how to schedule a conference.]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

Communication about the student's progress is a shared responsibility of the teacher and parents. Grades 3 and 4 will have computerized report cards and progress reports. Report cards will be sent home at the end of each six weeks. A parent or guardian should sign the progress report and/or report card and return it to school by the student on the next school day.

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 with a teacher to be aware of situations outside of school that may impede the academic process. Each teacher has a conference period daily during which she can meet with parents. It is recommended that conferences be scheduled at least a day in advance by contacting Newport Elementary at 281.328.9330. To assist the teacher in preparation for the conference, please indicate the reason for the conference.

## ***STATE-MANDATED ASSESSMENT TESTS***

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

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- Any other subject and grade required by federal law.

## ***MEDICINE AT SCHOOL***

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

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

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

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

### **Administration of Medications During School Hours**

#### **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. (PHARMACIST WILL LABEL TWO CONTAINERS IF ASKED.)
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 for more than 10 days requires physician's authorization. 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. **MEDICATIONS TO BE ADMINISTERED DURING SCHOOL HOURS MUST REMAIN AT SCHOOL, LOCKED IN THE NURSE'S CABINET.**
6. Any renewal of authorization to increase or decrease, of medication, needs immediate notification, in writing of changes by the physician.

### ***CROSBY ISD DOES NOT PROVIDE ANY MEDICATIONS.***

Any substances such as vitamins, herbal preparations, etc. will not be administered during school hours.

Students are not to have any medication(s) - prescribed or over the counter – in their possession on school property or while in attendance at any school event.

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 would under the same or similar circumstances.

**PLEASE NOTE:**

***\*Transporting of medicine by students is not permissible.***

**PSYCHOTROPIC DRUGS**

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

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

[For further information, see policies at FFAC.]

**REGISTRATION**

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

1. Birth Certificate
2. Social Security Card
3. Immunization Records
4. Student Withdrawal Record
5. Last Report Card
6. Proof of Residence (water or electric bill)

As part of the registration process, the parent will be asked to complete the following:

1. An enrollment card
2. An emergency health care card
3. Home Language Survey
4. Release of records form
5. Guardianship Affidavit (Guardian only)
6. Photo Release form
7. Migrant Survey form

## 8. Parent approved pick-up form

### **STUDENT RECORDS**

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

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

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s e-mail address.

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

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

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

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

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is P. O. Box 2009, Crosby, TX 77532.

The address(es) of the principals' offices are:

430 N. Diamondhead Blvd.  
Crosby, TX 77532

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 11, and **Student or Parent Complaints and Concerns** on page 16 for an overview of the process.]

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

**Please note:**

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

The parent's or eligible student's right of access to and copies of student records 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.

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

If a parent needs to contact the school about some problem, the following steps should be followed:

1. Discuss the concern with the teacher most involved.
2. Discuss the concern with the principal of the school.
3. Discuss the concern with the Superintendent of Schools (after talking with the principal).
4. The last resort is a hearing by the School Board. Please contact the superintendent for information about proper procedure to follow.

**LEVEL ONE** – A student or parent who has a complaint shall request a conference with the principal within fifteen days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student or parent within ten working days of the request.

**LEVEL TWO** – If the outcome of the conference with the principal is not to the student's or parent's satisfaction, the student or parent may request, within ten days, a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the solution sought, the student's or parent's signature, and the date of the conference with principal.

**LEVEL THREE** – If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction, the student or parent may submit to the Superintendent a written request to place the matter on the agenda of the next regular Board meeting.

The Superintendent shall inform the student or parent of the date, time, and place of the meeting. The presiding officer shall establish a reasonable time limit for complaint presentations. The board shall hear the complaint and take whatever action it deems appropriate. The lack of official action by the Board shall uphold the administrative decision at Level Two.

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 public.

## ***SCHOOL DAY***

**All students should arrive on campus before 8:30 a.m. However, we request that students not arrive on campus before 7:30 a.m. and students who do not ride the buses be picked up by 3:40 p.m. There must be a written note or phone call from parent or guardian for any change of afternoon procedure for students. To assure proper delivery of messages, calls should be made no later than 2:30 p.m.**

## ***SCHOOL TELEPHONE***

The school telephone is a business telephone. The lines should be kept open for use by parents who need to reach the school. **Students may use the school telephone in an emergency situation.** The situation should first be explained to the teacher who may give the child a telephone pass to see the secretary. **Making plans to go home with a friend, forgetting homework, and not having forms signed are examples of situations that are not of an emergency nature.**

## ***SCHOOL TIMES***

8:30 a.m.      School begins.  
3:30 p.m.      School dismissed.

All students who arrive on campus before 8:30 a.m. should report to the gym. If, however, they plan to eat breakfast, they should report to the cafeteria upon arrival at 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 has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If it is necessary for a student to be checked out of school, the parent or parent-approved person **is required to provide a photo I.D.** to the staff member at the front desk. The staff member will verify the identity of the person requesting the student be checked out of school. Only people listed by the parent on the check-out-list will be allowed to remove the student from campus.

**Between 2:45 and 3:15 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. Students who are picked up early without an excused reason (doctor visit or emergency situation) will not be able to make up any class work they missed due to their absence.

## **Late Arrival to School**

Students should be ready to begin the school day according to the schedule. Practicing punctuality at the elementary level will result in the establishment of positive habits necessary in life. A student is considered tardy if he/she arrives at school after 8:30 a.m. When a student is tardy, he/she must report to the office and receive a tardy slip.

**Excessive tardiness (more than 5) may result in disciplinary action.**

We suggest that doctor and dental appointments be scheduled late in the afternoon, if at all possible. This will allow your child to attend most of his/her classes.

[See **Attendance for Credit** on page 29.]

## **Withdrawing from School**

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

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

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

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

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

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

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

- Computer resources page 20
- Counseling: personal page 21
- Promotion and retention page 21
- Homework page 22
- Special programs page 22
- Student Agendas page 27
- Textbooks page 27

### ***AWARDS AND HONORS***

At the conclusion of every six weeks grading period, Newport Elementary will hold an assembly to present awards to students who have earned them. Awards will be presented for academic achievements, character education, and reading and math milestones.

### ***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.

Students and their parents should be aware that e-mail using District computers is not private and may be monitored by District staff.

[For additional information, see policy CQ.]

## ***COUNSELING***

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A parent who wishes to meet with the counselor should call 281.328.9330.

**Please note:** Although routine counseling sessions may take place, the school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

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

## ***PROMOTION AND RETENTION***

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

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.

State law requires that in grades 3 and 4, to be eligible for promotion, a student must have an overall average of 70 or above in mastering the essential elements of that grade level. The average is derived by averaging the final numerical grade for language arts, mathematics, social studies, and science. In addition, a student must attain an average of 70 or above in language arts and in mathematics to be eligible for promotion.

Parents of students in grades 1–8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the 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.]

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

## ***HOMework***

In order to maintain high academic standards and to provide opportunity and encouragement 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:

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

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

## ***SPECIAL PROGRAMS***

The District provides special programs for gifted and talented students, homeless students, bilingual students, 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 Counselor at 281.328.9330.

## **Crosby ISD Gifted and Talented Education**

### **Mission**

The mission of Crosby Gifted and Talented Education (GT) 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, and 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 remarkable 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 1<sup>st</sup> and 2<sup>nd</sup> 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 3<sup>rd</sup> 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 15**. 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 15. 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-weeks 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 placement or service. Qualitative and quantitative assessment data will be analyzed during the screening process.

### **Step 3: Placement**

The selection committee, consisting of at least three persons to include a teacher of gifted, an administrator, a counselor, 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**

Parents, 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 G/T 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 G/T notifies parents and principal of the result of the committee's deliberations.
4. Appeals committee decisions are final.

### **Challenge Reading Program**

The Challenge Reading Program in the Crosby Independent School District is a local program for grades first through sixth. This program 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)/Guardians(s) will be notified in writing soon after July 1<sup>st</sup> 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 August 1<sup>st</sup>.

## Challenge Math Program

The Challenge Math Program in the Crosby Independent School District is a local program for grades first through sixth. The program 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 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.

### 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 for grades 3-6 and a 90 average for grades 1-2 are chosen along with all students who are tested for the Gifted and Talented Program. 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-week test average unless a parent requests that their child **not** be tested.

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

For more written information about the program, you may obtain a Crosby I.S.D. Challenge Math Program Overview from one of following places: the front office of each school, from the Curriculum Department at the Administration Building, or the Crosby I.S.D. web site – [www.crosbyisd.org](http://www.crosbyisd.org). For questions, contact the math coordinator at 281.328.9211.

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

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

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

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Counselor at 281.328.9330.

### **STUDENT AGENDAS**

All third and fourth 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 \$10.00.**

### **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

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

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

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

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

- Attendance page 29
- Communicable diseases/Conditions page 31
- Health-related matters page 35
- Freedom from Discrimination page 36
- Conduct page 38
- Law enforcement agencies page 42
- Distribution of published materials or documents page 43
- Dress and grooming page 45
- Student fees page 45
- Immunization page 46
- Pledges of allegiance and a minute of silence page 48
- Prayer page 48
- Safety page 48
- Emergency school-closings information page 49
- School facilities page 50
- Searches page 53
- Sexual Harassment Statement page 53
- Transportation page 54
- Videotaping of students page 60
- Visitors to the school page 60
- Zero tolerance page 60

## **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, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. Each is discussed in the following sections:

### **Compulsory Attendance**

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

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

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

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

### **Attendance for Credit**

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]

- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

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

## **Absences and Excuses**

There are two kinds of absences, excused and unexcused. 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 (truancy, missing the bus, oversleeping, etc.).**

## **Excuses**

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, 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 homeroom teacher. If a signed excuse is not received within 3 days of the student's return to school, the student will receive an unexcused absence.

## **Perfect Attendance**

Perfect attendance certificates will be awarded to those students who are in attendance each school day from 8:30 a.m. until 3:30 p.m. A student must be in attendance all day every day to receive a perfect attendance award at the end of the school year. If a student checks into school after the opening bell or checks out of school prior to the end of the school day, he/she will be ineligible for the award. Late arrival/early dismissal will not be treated as an absence when accompanied by a physician's note.

## **COMMUNICABLE DISEASES / CONDITIONS**

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

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

CHICKEN POX	May return on the seventh day after onset of rash except immunocompromised individuals who should not return until all blisters have crusted over (may be longer than 7 days) Doctor's statement that child may return to school.
COMMON COLD	Exclude until fever subsides
CONJUNCTIVITIS	Written certificate from a physician or by the local health authority
DIARRHEA	Exclude from school until diarrhea subsides
FEVER	Exclude from school until fever subsides. Students with a temperature of 100° or above must not be sent to school. Students who come to the clinic during the school day and have a temperature of 100° or above will be sent home.
FIFTH DISEASE (ERYTHEMA INFECTIOSUM)	Exclude if fever is present
GASTROENTERITIS	Exclude until diarrhea subsides
HEAD LICE	Exclude until medicated shampoo or lotion treatment has been given. The student must be lice and nit free. Parents must accompany student to the nurses' office before readmission to class.

HEPATITIS (Viral, Type A)	Need doctor's statement for readmission
IMPETIGO	Readmit when treatment begun Doctor's statement that child may return to school.
INFLUENZA MENINGITIS	Readmit when fever subsides Need doctor's statement for readmission
RINGWORM OF THE SCALP	Readmit when treatment begun Doctor's statement that child may return to school.
SCABIES	Readmit when treatment begun Doctor's statement that child may return to school.
STREPTOCOCCAL SORE THROAT AND SCARLET FEVER	Readmit when treatment begun Doctor's statement that child may return to school.

## **“LICE” THE MOST ASKED QUESTIONS ABOUT HEAD LICE**

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

1. What do you do if you discover your child has lice?  
Don't panic or get embarrassed. A lice infestation is not a sign of lack of cleanliness. It is an easily treatable condition.
2. How do I recognize lice?  
Lice are tiny insects that survive on human blood. Head lice are about as big as a sesame seed and may live on the human scalp.
3. How do lice live?  
Lice hatch from eggs called nits. Nits are extremely tiny, yellowish or grayish white and tear-dropped shaped. They attach to the hair shaft 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 1 week and are fully mature in about 7 to 10 days.
4. How did my child get lice?  
Head lice cannot fly or jump from person to person. They can only crawl. They are usually passed from child to child through shared combs, hats and other personal items.

5. What are the symptoms of lice?  
One of the most common symptoms of lice infestation is itching. If you notice your child repeatedly scratching, you should check for lice.
6. How do I look for lice?  
Live lice can be difficult to locate because they move quickly and don't like bright light. But their nits are easier 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 2 days off the human scalp, on personal items and household surfaces, clothing or bed linen.

Soak all washable items in hot water (about 150°) for 5-10 minutes. Wash clothing and linen in hot water (at least 130°) and then place the clothes in a hot dryer for 20 minutes. Place all non-washable items in a tightly sealed plastic bag for 2 weeks, then open outdoors and shake vigorously.

## **Bacterial Meningitis**

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

- What is meningitis?  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?  
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.  
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.  
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

## **HEALTH-RELATED MATTERS**

### **Immunization Clinics**

1. Harris County Health Department – Phone (281) 427-5195  
100 Lee Drive, Baytown, Texas  
Monday 7:00am-7:00pm (Immunization Hours: 7:15am-6:15pm)  
Tuesday 8:00am-5:00pm (Immunization Hours: 8:15am-4:00pm)  
Wednesday 7:00am-7:00pm (Immunization Hours: 8:15am-4:00pm)  
Thursday 8:00am-5:00pm (Immunization Hours: 8:15am-4:00pm)  
Friday 8:00am-12:00pm (Immunization Hours: 8:15am-12:00pm)
2. Drew Intermediate School Mobile Site – Phone (281) 427-5195  
223 Red Oak Ave, Barrett Station, Crosby, Texas  
1:00pm-4:00pm (Every 2<sup>nd</sup> Tuesday)
3. Human Resources Office – Phone (281) 328-6613  
6500 N. Main – Suite #300  
Crosby, Texas  
1:00pm-4:00pm (4<sup>th</sup> Tuesday)
4. Channelview Mobile Site - Phone (281) 452-7982  
Grace Lutheran Church  
722 Sheldon  
Channelview, Texas  
9:00am-12:00pm (Every 3<sup>rd</sup> Friday)

### **Other Health-Related Matters**

#### **Tobacco Prohibited**

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

#### **Asbestos Management Plan**

The District is required to keep in its Administrative Office a copy of the Asbestos Management Plans for each school. The Management Plan is available, without cost or restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents, as well as by representatives of EPA and the State. For more information contact the Director of Grounds and Maintenance at 281.328.9272.

## **Pest Management Plan**

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Grounds and Maintenance at 281.328.9272.

## ***FREEDOM FROM DISCRIMINATION***

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

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

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

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

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

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

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

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

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Contact the Superintendent of schools at 281.328.9204
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Contact the Principal at 281.328.9330
- All other concerns: Contact the Superintendent, Dr. Keith Moore, at 281.328.9204.

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

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Contact the Counselor at 281.328.9330
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Contact the Counselor at 281.328.9330

### **Services for Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see page 20 and contact the Counselor at 281.328.9330.

# **CONDUCT**

## **Applicability of School Rules**

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

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

## **Student Conduct**

Parents/guardians are expected to cooperate with the school in training their children to assume responsibility and follow all school rules.

### **General School Rules:**

1. Students will be on time to school and have all supplies needed for the day.
2. Students will obey the teacher's rules and instructions.
3. Students will be respectful and courteous to other students, teachers, and adults at all times.
4. Students will exhibit behavior that is not disruptive to the educational program. Toys, electronic games, game watches, or radios should NOT be brought to school. These items may be taken up. Students who bring cell phones to school must keep them off during the regular school day and in their backpack. Any cell phone that is on may be taken up and kept in the office until the parent picks it up.
5. Follow all directions the first time given.
6. Keep hands, feet and objects to self.
7. Respect others rights and property.
8. Gum is not permitted on campus.

## ***Student Conduct on Campus – Serious Violations***

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

1. Damaging school property or property of others.
2. Theft.
3. Racial Slurs (See section on Zero Tolerance).
4. Use of disrespectful, abusive, or obscene words or gestures.  
(See section on Zero Tolerance).
5. Physical violence against students or adults.  
(See section on Zero Tolerance).
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.

## **STUDENT DISCIPLINE PROCEDURES**

The customary procedures for handling school disciplinary cases are:

### **A. Actions by the Teacher**

1. Verbal warning, conference with student, removal from class activity.
2. Parent/guardian will be contacted in writing or by telephone if misbehavior is reoccurring.
3. After school detention may be assigned.
4. Office referral. Written notification will be sent to the parent/guardian.

### **B. Actions by the Principal**

The principal will investigate the situation and take appropriate disciplinary action that may consist of one of the following.

1. Verbal warning.
2. Contact or conference with parent or guardian.
3. Loss of privileges.
4. Assignment of other school duties.
5. Assignment to after school detention.
6. Assignment to Saturday detention
7. Home-based instruction.
8. In-school suspension.
9. Out of school suspension.

At Newport Elementary School, in order to keep an optimal learning environment, refusal to follow the directions of a staff member, disrespect shown to a staff member or talking back to a staff member will have immediate consequences.

**First Offense** - parent is contacted and has a choice of one of the following:

- 1) Saturday detention from 8:00 a.m. until 10:00 a.m.
- 2) After school detention from 3:45 p.m. – 4:30 p.m.
- 3) Suspension from school.

**Second offense** - parent is contacted and has a choice of two of the above.

**The third time the offense happens; all three consequences apply. The principal will have severe consequences for any offense after the third time.**

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

## **STUDENT CONDUCT ON THE BUS**

In order to ensure the safety of all passengers on the buses, order must be maintained.

***A SINGLE ACT OF FLAGRANT MISBEHAVIOR OF A STUDENT MAY WARRANT AN AUTOMATIC SUSPENSION FROM THE BUS FOR A SPECIFIED PERIOD OF TIME.***

Students whose actions threaten the safe operation of the buses may be suspended from riding the bus for any one of the following reasons.

1. Creating safety hazards to the bus or its occupants either directly or indirectly while on the bus.
2. Refusal to follow any reasonable instructions of the bus driver.
3. Willful or malicious damage to the bus, whether such action is premeditated or the result of misconduct.
4. Acts that threaten the safety of students whether they occur at the bus stop or on the bus shall be sufficient ground for suspension of students from riding the buses.

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

If a student violates the rules governing conduct on the bus, he/she will normally be subject to the following disciplinary procedures each semester:

1. **First misconduct** – A bus report will be filed with the principal. Disciplinary action taken by the principal will be either a warning/counseling or suspension from the bus for one to three school days. Disciplinary action will be determined by the nature of the misconduct.

2. **Second misconduct** – A bus report will be filed with the principal. Disciplinary action will be suspension from the bus for up to five school days.
3. **Third misconduct** – A bus report will be filed with the principal. Disciplinary action will be suspension from the bus for five to ten school days.
4. **Fourth misconduct** – A bus report will be filed with the principal. Disciplinary action could be suspension from the bus for the remainder of the semester.

The principal will vary from the procedure if the nature of the offense is particularly serious in his/her judgment.

## **Disruptions**

As identified by law, disruptions include the following:

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

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

Students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, MP3 players, iPods, cameras, or electronic devices or games at school. Teachers will collect the item and turn it in to the principal's office and the parent will be contacted to pick up the item. Because these items are strictly prohibited, the school will not be responsible for their loss, theft, or destruction even if this occurs after the teacher takes up the item.

For safety purposes, the District permits students to possess cell phones that do not have camera and text messaging capability. However, cell phones must remain turned off during the instructional day.

Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as pagers, in which a third party retains a legal right of ownership, the school may charge for releasing the pager to the third party.

[See policy FNCE.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal

considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **Notification of Law Violations**

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

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

### **School Materials**

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

The school newspaper and the yearbook are available to students.

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

### **Nonschool Materials ... from students**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated 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.

### **Nonschool Materials ... from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal for specific prior review. The principal 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***

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

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

1. Clothing should be worn as the manufacturer intended.
2. Shorts may be worn. However, they must be an appropriate length so as not to cause undue attention.
3. Slacks and jeans are appropriate. Pants must be worn at the waist with a belt. Oversized pants are not allowed.
4. Offensive or suggestive writing or pictures on clothing are prohibited.
5. Hair must be neat, clean, and well groomed. No type of head covering, bandana, cap, or hat is to be worn in the building. Hair cannot be dyed any color other than a natural color (i.e.: no green, pink, purple, blue, etc)
6. Tank tops, net shirts, undershirts, or any type of sheer blouse or shirt is prohibited. All shirts, blouses, etc. must be long enough so as not to expose any skin.
7. Skirts and dress hemlines are to be of an appropriate length so as not to cause undue attention.
8. The wearing of non-prescription sunglasses in the building is prohibited.
9. All students must wear shoes. Shoes must be tied, buckled, or worn as the manufacturer intended. House shoes, thongs, shoes with rollers (heelies) or any shoes that are a health and safety hazard are prohibited.
10. Boys are not permitted to wear earrings.

## ***STUDENT FEES***

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

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

## ***IMMUNIZATION***

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

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

1. Two (2) doses of measles vaccine are required for all students age 5 years and older who are born on or after September 2, 1991. Your incoming kindergarten class of school year (SY) 2001-2002 will be affected immediately as well as pre-kindergarten (pre-K) students as they reach 5 years of age during SY 2001-2002. Students born prior to 9-2-91 must continue to show proof of two doses of measles vaccine no later than 30 days after their 12<sup>th</sup> birthday.
2. Effective August 1, 1998, three (3) doses of hepatitis B vaccine are required for all students age 5 years and older who are born on or after September 2, 1992. The kindergarten class of SY 2001-2002 will be affected as well as pre-K students as they reach 5 years of age in SY 2001-2002.
3. DTaP vaccine will satisfy all DTP immunization requirements at all ages.
4. Physician confirmation of prior measles or mumps illness will no longer be acceptable in lieu of vaccination. Only serologic confirmation of measles or mumps illness will be acceptable in lieu of vaccination.
5. The four (4) DTP/DTaP/DT dose requirement for students 5 and 6 years of age effective August 1, 1996, is not applicable to students who cannot receive pertussin vaccine and who begin the DTP/DtaP/DT series at age 1 year or older. Children who meet both of the above conditions need only three doses of DTP/DtaP/DT vaccine to be in compliance with immunization requirements.

Five (5) years through six (6) years:

1. Three doses polio vaccine including one received on or after the 4<sup>th</sup> birthday.
2. Four doses DTP/DtaP vaccine including one received on or after the 4<sup>th</sup> birthday (proof of pertussis vaccination not required for children 5 years of age and older)
3. One dose MMR vaccine received on or after the first birthday.
4. Children born on or after September 2, 1991 must have two doses of measles vaccine (this dose may be received as part of a second MMR).
5. (EFFECTIVE 8/1/98) Children born on or after September 2, 1992 must have three doses hepatitis B vaccine.

Seven (7) years and older:

1. Three doses polio vaccine including one received on or after 4<sup>th</sup> birthday.
2. Three doses DTP/DtaP vaccine including one received on or after 4<sup>th</sup> birthday and one dose within the last 10 years.
3. One dose MMR vaccine received on or after first birthday.
4. Children born on or after September 2, 1991 must have two doses of measles vaccine (this dose may be received as part of a second MMR).
5. Children born between September 1, 1978 and September 1, 1991 (inclusive) must show proof of two doses of measles vaccine within 30 days after their 12<sup>th</sup> birthday (this dose may be received as part of a second MMR).
6. (EFFECTIVE 8-1-98) Children born on or after September 2, 1992 must have three doses hepatitis B vaccine.
7. A signed affidavit must be presented by the child's parent or guardian stating that the immunization conflicts with the tenets and practices of a recognized religious organization of which the applicant is an adherent or member. This exemption does not apply in times of emergency or outbreak declared by the commissioner of health or local health authority.
8. A birth certificate will be required of all students entering Crosby Independent School District for the first time (grades K-5). New students entering after September will be given a head check by the school nurse.
9. Students who have attended Crosby Schools the previous year will be given a student-parent handbook, an enrollment card, and an emergency health care card on the first day of school. **Students will not be considered officially enrolled until all registration materials (excluding the handbook) have been completed and returned to the school.**

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

[http://www.tdh.state.tx.us/immunize/school\\_info.htm](http://www.tdh.state.tx.us/immunize/school_info.htm).]

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

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

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

## ***PRAYER***

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

## ***SAFETY***

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

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

## **Accident Insurance**

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

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

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

### *Fire Drills*

The signal for the fire drill is the fire alarm which is a piercing siren and flashing lights in the hall. The alarm will continue until all classes have been evacuated. When the alarm stops, it is safe to re-enter the school.

It is imperative that students know how to act during a fire drill. At the sound of the fire alarm students should become quiet and promptly give their attention to the teacher. Students should exit the classroom quietly and remain so during the entire drill. The teacher should be the last one to leave the classroom, making sure it is entirely cleared and the lights are turned off before closing the door. The teacher should then move to the front of the line as students are exiting the building. All teachers must take their class roll or grade book with them and check to see that all students are accounted for outside the building.

An evacuation map for each classroom should be posted permanently and prominently in each room.

### *Tornado Drills*

The signal for the tornado drill will be an air raid type sound (loud, intermittent, piercing). As soon as the signal is given, teachers who have an outside window in their room are to move their students immediately to the designated classroom. Teachers who do not have an outside window in their room are to begin moving their students into the tornado drill position in their classroom. Students will remain in the tornado position until the alarm stops. At that time, students should return to their own classroom.

## **Emergency Medical Treatment and Information**

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

## **Emergency School-Closing Information**

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

## **SCHOOL FACILITIES**

### **Child Nutrition Services**

In an effort to foster healthy eating habits and promote improved school nutrition, the United States Department of Agriculture has established regulations for elementary schools regarding foods determined to be of minimal nutritional value. Federal guidelines prohibit elementary schools (Pre K-4<sup>th</sup>) from serving or providing access for students to foods of Minimal Nutritional Value (FMNV) at anytime anywhere on school premises until the end of 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.

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

The FMNV policy does not restrict what parents may provide for their OWN child’s lunch or snacks. Parents may provide FMNV or candy items for their OWN child’s consumption, but may not provide restricted items to other children at school. A school may adopt a more restrictive rule. Birthdays are an exception to this policy and cupcakes or treats may be served during recess time. Please contact the teacher for times.

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 children on a paid status or students who qualify for reduced price meals prepay, although students may also pay on a daily basis in the serving line. Parents of students on paid status or reduced status are encouraged to use the prepayment system, LUNCH MONEY NOW, to place money 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. Prepayments are taken on Mondays.

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

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

### **Returned check policy (NSF Checks)**

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

- **Charge Policy:**  
School districts are not required to serve children who receive reduced-price or full-price meals but do not have money to pay. The Child Nutrition Department will allow students without money to charge up to one (1) reimbursable breakfast and one reimbursable lunch. When this has been repaid they will have the privilege to charge again. Once this charge limit has been exceeded, the cafeteria will provide the student with an alternate meal consisting of toast and juice for breakfast, and a sandwich and milk for lunch. The cost of the breakfast meal is \$.40 and the lunch is \$.50 and will need to be reimbursed after the third alternate meal.

Students are not allowed to charge a la carte items nor will they be allowed to purchase a la carte (snacks, etc.) items if they have a negative account balance. When a student's account is low, the cashier sends a negative cash balance report home to parents. The cafeteria manager may also give the account balance reports to the teacher for distribution to the students. In the event the alternate meal is abused and the student has not settled the debt, the alternative meal program will not apply to that student and/or the program as a whole.

- Cash/coins:
  - No bill larger than a \$20.00 will be accepted.

### **Breakfast Program**

*Breakfast is served in the school cafeteria each morning. Breakfast serving time at Newport Elementary is 7:50-8:30 a.m.*

### **Lunch Program**

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

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

### **Pin Numbers**

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

### **Non Discrimination**

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

### **Special Diets**

Students who have a disability and whose disability restricts their diet in such a way that they are unable to consume meals without some modification, must have certification from a licensed medical doctor indicating so. The physicians' statement must identify: the student's disability and an explanation of why the disability restricts the student's diets; the major life activity affected by the disability; the food or foods to be omitted from the student's diet; and the food or choice of foods that must be substituted. Without this documentation the student will not be able to receive his/her special diet as ordered by the doctor. The certification must be renewed at the beginning of every school year.

**If a special diet is required, a twenty-four hour advance notice should be given to the cafeteria manager.**

### **Library**

- The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

- 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.
- Fines may be charged for overdue library books at the rate of five cents per day up to a maximum of the price of the book. Books more than a month overdue or books that are not found by the end of the semester are presumed lost and must be paid for. If the book is found, the money (less the amount of the fine) is returned.

## **Vandalism**

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

## **SEARCHES**

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

## **Students' Desks and Lockers**

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

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

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

## **SEXUAL HARRASSMENT STATEMENT**

### **School-Sponsored**

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

All students are expected to treat one another courteously, with respect for the others person's feelings; to avoid any behaviors known to be offensive; and to stop those

behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. 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.

## ***TRANSPORTATION***

### **School-Sponsored**

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

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

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the transportation department at 281.328.9248.

See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

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

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

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

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

### **Parents and Bus Riders**

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the 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. 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 or shove.

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 drivers. Students will obey reasonable requests by their driver.
4. Outside of ordinary conversations, classroom conduct is to be observed. There will be no yelling, screaming, whistling or any other loud and annoying noises permitted while on the bus.
5. The use of tobacco on the bus is not permitted.
6. There will be no fighting, wrestling, shoving or horseplay 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. Students will remain seated at all times while the bus is in motion.
10. Any student damaging the school bus in any form will be subject to disciplinary action and will be liable for all damages incurred.
11. No food, drinks, chewing gum or candy are allowed on the bus.
12. A student must have a note signed by the parent with a phone number where the parent can be reached, and it must be approved by the principal if the student is to change the way he/she normally goes home. If the principal does not receive a note, the child will go home the normal way.
13. Any student impeding the safe operation of the bus will be subject to losing their **privilege** to ride the bus. **(Disruption of Transportation is a \$500.00 fine).**

### **Getting Off the Bus**

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
4. You must have an approved pass from the principal to get off 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 on 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 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.**  
No live ants.
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 students lap.
7. Matches or cigarettes 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.

### **Accidents or Emergencies**

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

### **Extra Curricular Trips**

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

## **Discipline**

The school bus is an extension of the classroom, and the principal will administer discipline with the assistance from the 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, will verbally warn the student when his/her behavior interferes with the safe operation of the bus.
- Step 2 The driver or Director of Transportation will notify parents either with a phone call and/or a written report "Written Warning" when their child is involved in unsafe bus behavior.
- Step 3 If the student chooses to continue his/her misbehavior, the driver will complete a bus conduct report. The discipline of the student will be addressed by the campus principal. Implementation of bus misconduct is as follows:

### **Kindergarten, Barrett Primary, Newport Elementary and Drew Intermediate**

<b><u>Offense</u></b>	<b><u>Intervention</u></b>
1 <sup>st</sup>	Counsel/Warning 1-3 day bus suspension
2 <sup>nd</sup>	3-5 day bus suspension
3 <sup>rd</sup>	5-10 day bus suspension
4 <sup>th</sup>	Bus suspension for the remainder of the semester

## Crosby Middle and High School

<u>Offense</u>	<u>Intervention</u>
1 <sup>st</sup>	Warning
2 <sup>nd</sup>	3 day bus suspension
3 <sup>rd</sup>	5-10 day bus suspension
4 <sup>th</sup>	10 day bus suspension
5 <sup>th</sup>	Bus suspension for the remainder of the semester

### 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 the examples below:

1. Fighting on the bus.
2. Any tobacco use on the bus.
3. Having in possession **any** type or form or weapon.
4. Blatant refusal to follow driver’s 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 of CISD Employee.
8. Any sexual contact with another student of any kind.

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

### **“PROTECT YOUR RIDING 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.

7. Do not be destructive.
8. Stay in your assigned seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

## ***VIDEOTAPING OF STUDENTS***

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

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

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

## ***VISITORS TO THE SCHOOL***

### **General Visitors**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office. ***ALL VISITORS MUST SIGN IN AT THE OFFICE, PRESENT A VALID STATE ISSUED ID, AND PUT ON A BADGE UPON ARRIVAL.***

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

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

## ***ZERO TOLERANCE PLAN (CISD)***

***Zero tolerance policy is in effect from grades 5-12. The Consequences listed below are modified at the elementary levels.***

### ***ZERO TOLERANCE FOR RACIAL SLURS***

Racial slurs will not be allowed under any circumstances by students 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 containing implicit language referring to the racial designation of another student or employee.

## ***INTENT OF PLAN***

The intent of the policy is to halt all negative racial language on the campuses of Crosby ISD. We recognize that comments containing racial references are hurtful not only to the person, to whom the reference is directed, but also 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 recognized that language changes and the policy would 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, “nigger”, “honkey”, “wetback”, “coon”, whitey” or “spick” are vile words all people need to identify as nontolerable. Other more subtle references will be defined clearly to students at the middle school and high school level annually in writing.

## ***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 Offenses -** Parent will be contacted  
Three-day assignment in school suspension.
- Second Offense -** Parent will be contacted.  
Five-day assignment in school suspension.  
Required participation in sensitivity training.
- Third Offense -** Assignment to Alternative School

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

## ***ZERO TOLERANCE FOR ABUSIVE LANGUAGE / PHYSICAL VIOLENCE***

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

## ***INTENT OF PLAN***

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

- Directing profanity, vulgar language or obscene gestures toward other school personnel.
- Engaging in other verbal abuse, i.e. name calling or derogatory statements addressed publicly to others, that may disrupt the school program or incite violence.
- 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**

### ***ABUSIVE LANGUAGE***

#### **A. Casual Profanity**

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

- |                         |   |
|-------------------------|---|
| <b>First Offense -</b>  | Parents will be contacted.<br>Two days in school suspension.              |
| <b>Second Offense -</b> | Parents will be contacted.<br>Three days assignment in school suspension. |
| <b>Third Offense -</b>  | Parent will be contacted.<br>Five days assignment in school suspension.   |

#### **B. 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.

- |                         |  |
|-------------------------|--|
| <b>First Offense -</b>  | Parent will be contacted.<br>Three days assignment in school suspension. |
| <b>Second Offense -</b> | Parent will be contacted.<br>Five days assignment in school suspension.  |
| <b>Third Offense -</b>  | Assignment to Alternative School.  |

#### **C. Threats upon a person, sexual harassment, or profanity directed toward a staff member. (STUDENT DISCIPLINE PROCEDURES)**

- |                        |   |
|------------------------|---|
| <b>First Offense -</b> | Parent will be contacted.<br>Ten days assignment in school suspension.<br>OR<br>Three days suspension and legal citation. |
|------------------------|---|

**Second Offense -** Expulsion from school or assignment to Alternative School.

**Note: The maximum consequences will be assigned except in unusual circumstances.**

***PHYSICAL VIOLENCE***

A. Aggressive Physical Behavior  
(This includes minor pushing, horseplay, etc.)

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

B. Fighting

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

OR

**Second Offense -** Six days suspension and a legal citation.  
Expulsion from school or assignment to Alternative School.

**Note: The maximum consequences will be assigned except in unusual circumstances.**

## **GLOSSARY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SUPPLY LIST – THIRD GRADE

Pocket folders with brads- 1 of each color ( red, green, blue, yellow, purple )	
Manila File Folders, Letter Size	5
Scissors, Fiskars, 5"	1
Elmer's Glue Stick	1
Elmer's Glue, 4oz.	1
Crayola Crayons, 24 ct.	2
#2 Pencils - (Ticonderoga)	48
Spiral Composition Notebooks, Wide Rule – 70 sheets	2
Notebook Paper, Wide Rule, 200 ct./pk.	2
Expo Dry Erase Markers, Low Odor, Bullet Tip, Blue	1
Colored Pencils, 7", 12 ct. pkg.	1
Pencil bag, Canvas, 3 Ring Metal	1
Manila Paper, 12 X 18	1
Multi-colored Construction paper, 12 X 18	1
Facial Tissue – Box	1
Paper Towels – Roll	1

**Optional Supplies:** Teachers would appreciate any of the below supplies if you are able to purchase any of them for class use.

Expo Dry Erase Markers  
Gallon or Quart size Zip Lock Bags  
Hand Sanitizer  
Square Pink Erasers  
Small Pencil Sharpeners

## SUPPLY LIST – FOURTH GRADE

Pocket Folders with Brads – 2 of each color (red, green, Blue, yellow)	
Manila File Folders, Letter Size, 1/3 cut	5
Scissors, Fiskars, 5”	1
Elmers Glue-All, 4oz.	1
Crayola Crayons, 24 ct.	1
#2 Pencils - (Ticonderoga )	48
Spiral Composition Notebooks, Wide Rule – 70 sheets	2
Notebook Paper, Wide Rule, 200 ct./pk.	2
Expo Dry Erase Markers, Non-Toxic, Low Odor, Bullet Tip	1 (4 pk)
Colored Pencils – 7”, 12ct. pkg	1
Pencil bag, Canvas, 3 Ring Metal	1
Manila Paper, 12 X18	1
Facial Tissue , box (Kleeeenex or Puffs)	1
Paper Towels , roll (Bounty or Scott)	1

**Optional Supplies:** Teachers would appreciate any of the below supplies if you are able to purchase any of them for class use.

Expo Dry Erase Markers  
Gallon or Quart Size Zip Lock Bags  
Hand Sanitizer  
Square Pink Erasers  
Broad Tip Washable Markers, Pkg. of 8

## **THIRD GRADE – CURRICULUM CHECKLIST**

### **Things Your Child is Learning in Third Grade:**

#### **1st—6 weeks**

**Reading**—Sequencing, Drawing Conclusions, Author’s Purpose, Cause and Effect, Understanding Characters’ Feelings

**Language/Writing**—Types of Sentences, Journal Writing

**Math**—Place Value, Compare and Order Numbers, Addition , Subtraction, Addition with Regrouping, Locate and Name Points on a Number Line, Odd/Even Numbers, Interpreting graphs

**Science**— Lab Safety Rules, Using Scientific Process, Formulate a Hypothesis, Make Predictions, Observe Effects, Measure Data, Make Inferences Based on Data

#### **2nd—6 weeks**

**Reading**— Interpreting Graphs, Realism and Fantasy, Context Clues, Fact and Opinion, Main Idea and Details, Steps in a Process

**Language/Writing**—Nouns, Journal Writing

**Math**—Money, Fractions, Customary and Metric Measurement, Addition and Subtraction Story Problems, Rounding and Estimation, Patterns, Time, Temperature, Subtraction with Regrouping

**Science**— Plants, Plant Habitats

#### **3rd—6 weeks**

**Reading**—Summarizing, Comparing and Contrasting, Sequencing, Text Structure, Visualizing

**Language/Writing**—Verbs, Paragraph Writing, Webbing, Journals

**Math**— Introduce Multiplication, Fact Families or Multiplication and Division, Reasonableness, Problem Solving Strategies

**Science**—Classification of Animals, Food Chain, Habitats, Invertebrates (Emphasizing Insects)

#### **4th—6 weeks**

**Reading**— Generalizing, Theme, Setting, Cause and Effect, Comparing and Contrasting, Predicting

**Language / Writing**— Adjectives, Paragraph Writing, Narrative Writing, Journal Writing

**Math**— Multiplication Facts, Apply Multiplication, Introduce Division, Perimeter, Probability,

**Science**— Physical Science, States of Matter, Chemical Reactions

#### **5th—6 weeks**

**Reading**— Drawing Conclusions, Fact and Opinion, Predicting, Author’s Purpose, Plot  
**Language/Writing**— Capitalization and Punctuation, How-to Writing, Journal Writing  
**Math**— Plane Figures, 3D Figures, Area, Symmetry, Congruent Shapes,  
**Science**— Earth Science, Solar Systems, Weathering, Rocks

**6th—6 weeks**

**Reading**—Setting and Character, Visualizing, Plot, Realism and Fantasy  
**Language/Writing**— Pronouns, Contractions, Persuasive Writing, Journal Writing  
**Math**— Angles, Lines, Review All Concepts  
**Science**— Physical Science, Forces, Motion, Magnetism, Simple Machines

\* All learning areas are a minimum and are subject to change based on re-teaching and relearning of prerequisite skills.

# FOURTH GRADE – CURRICULUM CHECKLIST

## Things Your Child is Learning in Fourth Grade:

### 1<sup>st</sup> --6 weeks

**Reading**—Building Fluency and Comprehension, Setting, Sequencing, Compare and Contrast, Author’s Purpose, Character Traits

**Language/Writing**—Types of Sentences, Writing Process, Idea Development, Voice, Personal Narrative, Journaling

**Math**—Place Value of Whole Numbers through Hundred Millions, Comparing and Ordering Whole Numbers, Addition and Subtraction with and without Regrouping, Types of Lines, Angles, 2 & 3 Dimensional Shapes

**Science**—Plants, Photosynthesis, Flowering Seed Plants and Conifers

### 2<sup>nd</sup>—6 weeks

**Reading**—Visualizing, Cause and Effect, Text Structure, Theme, Context Clues, Fluency and Comprehension

**Language/Writing**—Nouns, Possessive Nouns, Verbs, Abbreviations, Personal Narrative, How-to Writing, Journaling

**Math**—Rounding Whole Numbers, Number Patterns, Perimeter, Symmetrical Figures, Congruence, Translation, Rotation, and Reflection of Congruent Figures

**Science**—Animal Classification, Animal Behavior

### 3<sup>rd</sup>—6 weeks

**Reading**—Making Judgments, Drawing Conclusions, Generalizing, Predicting, Main Idea, Fluency and Comprehension

**Language/ Writing**—Verb Tenses, Irregular Verbs, Pronouns, Contractions, Personal Narrative, How-to Writing, Persuasive Writing, Portfolio Sample

**Math**—Inverse Operations, Missing Addends, Multiplication Facts, Fractions, Perimeter and Area, Customary Measurement—Length, Weight, and Volume

**Science**—Ecosystems, Food Chains, Food Webs, Herbivores, Carnivores, and Omnivores, Plant and Animal Adaptations

### 4<sup>th</sup>—6 weeks

**Reading**—Paraphrasing, Compare and Contrast, Text Structure, Summarizing, Plot, Fluency and Comprehension

**Language/Writing**—Adjectives, Adverbs, Prepositions, Phrases/clauses, Complex Sentences, Sentence Fragments and Run-on Sentences, Personal Narrative, How-to Writing, Persuasive Writing, Advantages and Disadvantages

**Math**—Multiplication Facts, Multiplication with 1-digit by 2-digit numbers and 2-digit by 2-digit numbers, Decimals, Fractions, Customary Measurement, Graphing Ordered Pairs, Probability, Units of Time, Elapsed Time

**Science**—Matter, Mass, Volume, and Density, Physical and Chemical Changes in Matter, Force and Motion, Energy and Work, Simple and Compound Machines

### 5<sup>th</sup>—6 weeks

**Reading**—Summarizing, Plot, Graphic Sources, Author’s Purpose, Text Structure, Fluency and Comprehension

**Language/Writing**—Commas, Colons, Titles, Quotation Marks, Negatives, Review all Previously Taught Compositions

**Math**—Multiplication Facts, Multiplication with 1-digit by 3-digit numbers and 2-digit by 2-digit numbers, Add and Subtract Decimals, Round Decimals, Metric Measurement—Length, Mass, and Volume, Division Facts, Division Process

**Science**—Static Electricity, Current Electricity, Magnetism

### **6<sup>th</sup>—6 weeks**

**Reading**—Visualizing, Steps in a Process, Fact and Opinion, Main Idea and Supporting Details, Author’s Purpose

**Language/Writing**—Review of all Grammar Skills, Review of all Previously Taught Compositions

**Math**—Review all Previous Objectives, Begin Foundation Material for Fifth Grade

**Science**—Teacher May Select from the following units: Meteorology, Geology, Astronomy, Oceanography, Health and the Human Body

## **WAYS TO HELP YOUR CHILD AT HOME**

- Have your child read 20 minutes every night.
- Make sure your child has a quiet place to do homework with necessary supplies.
- Encourage your child to get their backpack and papers organized the night before school.
- Review and practice math facts regularly.
- Check your child’s homework daily and sign their agenda nightly.
- Keep in contact with your child’s teacher and ask specifically what you should work on with your child.