

CROSBY INDEPENDENT SCHOOL DISTRICT

Student Handbook

2014-2015



Welcome

To Students and Parents:

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

The student handbook contains information that both students and parents are likely to need during the school year. **Throughout the handbook you will notice symbols that indicate whether a policy applies only to students at certain campus levels. There is a key at the bottom of each page to explain these symbols. If there is no symbol next to a statement, then it applies to ALL STUDENTS.** We have attempted to make the language as straightforward as possible; however, please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume a school-related responsibility for a student.

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

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

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

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

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CROSBY INDEPENDENT SCHOOL DISTRICT

Main # (281) 328-9200

Fax extension #1242

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

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

CROSBY I.S.D. BOARD OF EDUCATION

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

Dan Kasprzak	President	JoAnn Crawford.....	Member
Dr. James Hofmann.....	Vice President	Tanya Eagleton.....	Member
Carla Mills Windfont	Secretary	John Lindsey.....	Member
David Porter.....	Assistant Secretary		

CROSBY I.S.D. ADMINISTRATION

Dr. Keith Moore	Superintendent of Schools (ext. #1202)
Dr. Patricia Kay.....	Assistant Superintendent of Instruction (ext. #1220)
Carla Merka	Assistant Superintendent of Finance (ext. #1210)
Karen Grey	Assistant Superintendent of Administration (ext. #1230)
Dr. Rob Tatman.....	Director of Special Services/Public Info (ext. #1240)
Karla McGee	Director of Special Education (ext. #1105)
David Haapala.....	Director of Information Systems (ext. #1260)
Chuck Murray	Director of Operations (ext. #1272)
Nancy Nixon.....	Assistant Director of Transportation (ext. #1278)
Brian Aubin	Director of Child Nutrition (ext. #1250)
Jeff Riordan	Athletic Director (ext. #1902)
Nikki Blanchat.....	Director of College and Career Readiness (ext. # 1261)
Harvey Augustine.....	Elementary Math Coordinator (ext. #1222)
Dr. Brenda Aleman.....	Secondary Math Coordinator (ext. #1225)
Becky Lindsey.....	Secondary Science Coordinator (ext. #1223)
Sharon Kamas.....	Elementary Science Coordinator (ext. #1234)
Renee' Guillory	K- 6 Reading Coordinator (ext. #1224)
Kelly E. Tummy.....	K-12 Writing Coordinator (ext. #1101)
Faith Longorio.....	K-12 Social Studies Coordinator (ext. #1226)
Shelley Rena.....	District Testing Coordinator (ext. #1235)

DIRECTORY OF SCHOOLS

CROSBY KINDERGARTEN CENTER

805 Runneburg Rd.

Ph# (281) 328-9370 / Fax (281) 328-9379

Principal: Jennifer Roach

Grades: Early Childhood, Pre-K Kindergarten

School Hours: 8:15-3:20

DREW INTERMEDIATE SCHOOL

223 Red Oak

Ph# (281) 328-9306 / Fax (281) 328-9376

Principal: Walter Berringer

Grades: 5-6

School Hours: 8:15-3:35

BARRETT PRIMARY SCHOOL

815 FM 1942

Ph# (281) 328-9317 / Fax (281) 328-9374

Principal: Karen Walthall

Grades: 1-2

School Hours: 8:15-3:35

CROSBY MIDDLE SCHOOL

14705 FM 2100

Ph# (281) 328-9264 / Fax (281) 328-9356

Principal: Todd Hicks

Grades: 7-8

School Hours: 7:15-2:45

CROSBY ELEMENTARY SCHOOL

5910 Pecan Street

Ph# (281) 328-9360 / Fax (281) 328-9213

Principal: Christy Erb

Grades: 1-5

School Hours: 8:05-3:25

CROSBY HIGH SCHOOL

14703 FM 2100

Ph# (281) 328-9237 / Fax (281) 328-9219

Principal: Greg Bower

Grades: 9-12

School Hours: 7:15-2:45

NEWPORT ELEMENTARY SCHOOL

430 North Diamondhead Blvd.

Ph# (281) 328-9330 / Fax (281) 328-9378

Principal: Christy CoVan

Grades: 3-4

School Hours: 8:15-3:35

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

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



Crosby Independent School District

2014-2015 Academic Calendar



www.crosbyisd.org

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

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

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

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

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

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

School Begins:	August 25, 2014
School Ends:	June 4, 2015
1st Semester	Days
Aug. 25 - Oct. 17	38
Oct. 20 - Dec. 19	40
Total	78
2nd Semester	Days
Jan. 6 - Mar. 13	47
Mar. 23 - Jun. 4	52
Total	99
Total Days	177
Holidays	
Sep. 1	Labor Day
Nov. 24-28	Thanksgiving Break
Dec. 22 - Jan. 2	Christmas/Winter Break
Jan. 19	M L King Day
Mar. 16-20	Spring Break
Apr. 5	Good Friday
May 25	Memorial Day
Staff Development /Prep Days	
(no school for students)	
Oct. 13	Columbus Day
Jan. 5	Christmas/Winter Break
Feb. 16	President's Day
Jun. 5	Staff Development
Bad Weather Make-Up Days	
Feb. 16	
Jun. 5 (w/Staff Development on Jun. 6)	
Testing Calendar	
http://www.tea.state.tx.us/index3.aspx?id=3635&menu_id=793	

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

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

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

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

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

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

- Key:**
- Holiday
 - Grading Period Begins/Ends
 - Staff Development
 - New Teacher Orientation
 - School Board Meeting

Schools:	Hours	Phone #
Crosby Kindergarten Center	8:15-3:20	281-328-9370
Barrett Primary School	8:15-3:35	281-328-9320
Newport Elementary School	8:15-3:35	281-328-9330
Crosby Elementary School	8:05-3:25	281-328-9360
Drew Intermediate School	8:15-3:35	281-328-9306
Crosby Middle School	7:15-2:45	281-328-9264
Crosby High School	7:15-2:45	281-328-9237

School Board Meetings*	
July 21	January 22
August 18	February 16
September 15	March 30
October 20	April 20
November 17	May 18
December 15	June 15

General Campus Policies & Procedures

Arrival & Release of Students

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

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

Attendance Policy

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

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

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

*Documentation is required.

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

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

Compulsory Attendance

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

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school 10 or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

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

Attendance for Credit

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

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

- All absences will be reviewed with special consideration given for religious holy days, documented health care appointments for which routine make-up work has been completed, and other special circumstances as defined by the Texas Education Code.
- For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent within 30 days following the last day of instruction in the semester which credit was denied.

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

Bullying/Hazing

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

Cafeteria Services

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

E= Elementary M= Middle School H= High School

In an effort to foster healthy eating habits and promote improved school nutrition, the United States Department of Agriculture has established regulations for elementary, middle and high schools regarding USDA guidelines and USDA Smart Snacks for competitive foods/beverages.

(E, M, H) All foods and beverages sold on school grounds to students outside of reimbursable school meals are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores and for in-school fund-raisers. The School Campus is defined as all areas of the property under

jurisdiction of the school that are accessible to students during the school day. The School Day is defined as the period from midnight before, to 30 minutes after the end of the official school day.

Nutrition Standards for Foods

Any food sold in schools must:

- Be a “whole grain-rich” grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).*

Foods must also meet several nutrient requirements:

Calorie Limits

- Snack items: < 200 calories
- Entrée items: < 350 calories

Sodium Limits

- Snack items: < 230 mg**
- Entrée items: < 480 mg

Fat Limits

- < 35% of weight from total sugars in foods

Nutrition Standards for Beverages

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

(E) Elementary schools may sell up to 8-ounce portions of milk and juice. There is no portion size limit for plain water.

(M), (H) Middle Schools and High Schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

(H) Beyond this, the standards allow additional “no calorie” and “lower calorie” beverage options for high school students.

- No more than 20-ounce portions of
 - Calorie-free, flavored water (with or without carbonation); andOther flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or < 10 calories per 20 fluid ounces.
- No more than 12-ounce portions or
 - Beverages with < 40 calories per 8 fluid ounces, or < 60 calories per 12 fluid ounces.

Other Requirements

Fundraisers

- The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards.
- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
- Allowable fundraisers that may occur during the school day include:
Any non-food items
 - Any food items not meant for consumption on the school campus during the school day (e.g. cookie dough to be prepared at home)

- Any food item sold after the end of the school day (e.g. 30 minutes after the end of the instruction on campus)
- Food items sold in concession stands after the end of the school day (e.g. 30 minutes after the end of instruction on campus)
- Any food items that meet the federal Competitive rule requirements.
- A link to the **Smart Snack calculator** will be posted on the Child Nutrition Services website. This calculator shall be used to document if food items meant to be sold as a fundraiser meet the requirements. Documentation showing that the food items meet the guidelines must be kept on hand during the fund-raiser and are readily available for anyone that asks to see it.

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

Payment of Meals:

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

(E) Negative Account Balance reports will be sent home when the student account reaches a minimum of four dollars and fifty cents (\$4.50). This allows for some time for parents to place money on their students account before it is zeroed or becomes negative.

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

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

Returned Check Policy (NSF Checks)

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

(E) Charge Policy

School districts are not required to serve children who receive reduced-price or full-price meals but do not have money to pay. The Child Nutrition Department will allow students without money to charge up to one (1) reimbursable breakfast and one reimbursable lunch. Once this charge limit has been exceeded, the cafeteria will provide the student with an alternate meal consisting of toast and juice for breakfast and a sandwich, and milk for lunch. The cost for each alternative breakfast meal is \$.60 and each alternative lunch is \$.70 and will need to be reimbursed after the first alternate meal. Students are not allowed to charge a la carte items nor will they be

allowed to purchase a la carte (snacks, etc.) items if they have a negative account balance. When a student's account is low, the cashier sends a negative cash balance report home to parents. The cafeteria manager will give the account balance reports to the teacher for distribution to the students. In the event the alternate meal is abused and the student has not settled the debt the alternative meal program will not apply to that student and/or the program as a whole.

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

(E, M, H) Breakfast Program

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

(E, M, H) Lunch Program

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

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

(E, M, H) Pin Numbers

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

(E, M, H) Non Discrimination

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

(E, M, H) Special Diets

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

Class or Schedule Changes

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

Complaints/Concerns

We encourage students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to

reach the outcome requested by the student or parent, the student or parent may initiate the formal process. Please request information regarding the formal complaint process from the Principal or refer to Local Board Policy FNG on the district website.

Computer Technology

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

Counseling Services

Counselors are available to counsel with students about career choices, school work, course selection, personal problems and higher education aspirations. Other guidance services include orientation of students to new situations, information services, and classroom guidance. Counseling and guidance services are available both to the students and parents. Parents may call for appointments; normally, students may see the counselors by prearranged appointments. Parents who wish to confer with a counselor about their child should contact the office by phone and arrange a conference. Counselors encourage collaboration between home and school to achieve student success.

Cheating/Plagiarism/Academic Dishonesty

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

Conferences with Teachers

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

Desks & Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

Directory Information for School-Sponsored Purposes

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

Driver License Attendance Verification

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

Early Release Option – Seniors Only [H]

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

- Completed a minimum of 6 semesters in high school;
- Passed all sections of the exit level TAKS or required End-of-Course Exams
- Obtained a minimum of 17 credits;
- On track to graduate by the end of the school year;
- Able to leave campus immediately at the end of 6th period;
- Signed a contract along with their parents agreeing to the above criteria.

Please note the following exceptions:

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

Enrollment of New Students

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

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

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

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

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

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

Homeless Students

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

Nondiscrimination Statement

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

Pledge of Allegiance/Moment of Silence

In the summer of 2003, the 78th Legislature mandated that each school district shall require students during each school day at each school in the district to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas state flag. In addition, each school is required to provide for the observance of one minute of silence following the recitation of the pledges of allegiance. During the one-minute period, each student, may, as the student chooses, meditate or engage in any other silent activity that is not likely to interfere with or distract another student. All Crosby ISD schools will observe this mandate. All students are required to be respectful during the pledges and moment of silence.

Prayer

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

Release of Student Information to Military Recruiters & Higher Learning Institutions

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached in the Appendix for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

Tardiness

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

Telephone

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

Textbooks

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

Transfer Credit [H]

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

Transfer Students [H]

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

Crosby Elementary School Transfer Policy [E]

With the addition of Crosby Elementary School (CES) in 2011-2012, grade levels 1st – 5th are now offered at multiple campuses. In previous years, there was no need for a transfer policy due to each grade level being offered at only one campus. Beginning with the 2014-2015 school year, please adhere to the following procedures regarding transfer requests to enter or exit CES.

Transfer Request to Enter CES

Current CISD students who wish to enroll at CES must submit an application and enter a lottery selection process. Applicants who are not chosen through the lottery process are placed on a waiting list. Also, any new student to CISD who wishes to attend CES must be placed on the waiting list and enroll at the other campus that offers their grade level, which may be Barrett Primary (1st & 2nd Grade), Newport Elementary (3rd & 4th Grade), or Drew Intermediate (5th & 6th Grade). Students are considered new to the district if they are transferring from any school outside of Crosby ISD **or have not been enrolled in a CISD school for at least 1 full semester.**

Transfer Request to Exit CES

CES parents sign an agreement making the commitment that their child will remain at CES through 5th grade. Parents are expected to adhere to this agreement. In order for a student to be considered new and eligible to enroll at another CISD campus, they must have not been enrolled in a CISD school for at least 1 full semester. However, in cases involving extenuating circumstances as determined by the principal, a parent may submit a written request to the principal for an exit transfer from CES. Decisions will be based on individual circumstances and whether the receiving campus student enrollment is at capacity. Parents will be notified in writing of the decision to approve or deny their request.

Visitors

Parents and other visitors are welcome to visit schools. All visitors must first report to the office, and will be required to furnish a picture ID. Visitor badges will be issued for anyone going into any part of the building. No visitors will be allowed in any part of the building without approval from the office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Trespassing on school premises is strictly prohibited in accordance with Section 37.107 of the Texas Education Code. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Violation of these guidelines may result in the loss of privilege to visit Crosby ISD schools.

Volunteers

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

Withdrawing From School

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

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

Health & Safety Information

Asbestos Management

The District is required to keep in its Administrative Office a copy of the Asbestos Management Plans for each school. The Management Plan is available, without cost or restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents, as well as by representatives of EPA and the State. For more information contact the Director of Operations Chuck Murray, at 281 328 9200.

Contagious Diseases/Conditions

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

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

Bacterial Meningitis

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

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes or cigarettes. There are vaccines for some strains of bacterial meningitis. The Texas Department of State Health Services issued new vaccine requirements beginning in August 2009 that require 7th grade students to be immunized with meningococcal vaccine (MCV4). Older students may also benefit from vaccination, especially those living in resident halls or dorm settings and those entering the military.

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

Seek prompt medical attention.

For more information

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

Child Abuse

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

Clinic Procedures

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

Emergency School Closings

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

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

Immunizations

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

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

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

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

Law Enforcement Agencies On Campus

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

The primary duties of the officers are to provide assistance for students and staff, and provide security at certain school-sponsored events. An action that may be taken by the officers may be arrests for serious violations.

Parking Lot Security Guards [M] [H]

Increased security measures to monitor the exterior grounds and parking lots of both CMS and CHS. Security guards will monitor visitors as they come and go through the CHS & CMS parking lots during the school day. After the school day has begun, all cars entering these campuses will have to be cleared by the security guards.

Medication Policies

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

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

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

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

Asthma and Anaphylaxis Medication

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

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

Diabetes Management

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

Psychotropic Drugs

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

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

Pest Control Policy

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

Steroids

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

Academics & Curriculum Programs

Academic Programs

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

Academic Honors [H]

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking as determined by the District's class-ranking procedures. To qualify to give the valedictorian or salutatorian speech, a student shall not have committed any serious discipline offenses. For further details, refer to the Crosby High School student-parent handbook.

Top Ten Percent

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

Class Rank Calculation [H]

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

1. Students shall receive weighted grade points corresponding to the level of the course taken.
2. The District shall include in the calculation of class rank only grades earned for high school credit in the following subjects: English, mathematics, science, social studies, languages other than English, and Economics.
3. GPA will exclude summer school, night school, credit-by-exam, correspondence course with or without prior instruction, courses taken for acceleration, home school courses, Crosby Crossroads Academy, foreign study, and dual credit not offered at CHS (unless approved by campus principal).
4. The GPA is based on high school courses taken in grades 9-11 and the first 9-week grading periods of the senior year.
5. Weighted grades points earned through another accredited high school institution will be accepted and awarded only for courses designated as Pre-AP/AP in Crosby ISD. A grade point scale can be obtained from the CHS Academic Planning Guide.

Credits Earned [H]

A student may be awarded credits only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. Please be aware that a student's satisfactory performance on state exams will be required for graduation. A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and he/she will also have additional opportunities to take the test.

Credit by Examination

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

Final Exam Exemption Policy [H]

Crosby High School junior and senior students will be granted the option of exempting final exams. Refer to the campus handbook for detailed information regarding the qualifications to be eligible for exemption.

Grade Classification [H]

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

CLASSIFICATION*	CREDITS
Freshman (Ninth Grade)	0 – 4
Sophomore (Tenth Grade)	5 – 11
Junior (Eleventh Grade)	12 - 17
Senior (Twelfth Grade)	18 credits or more**

Grading Guidelines

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

1. An average of two (2) grades per week per 9 week grading period will be assigned to reflect students' levels of mastery. (At least 2 major assignments will be recorded that will receive a greater weight than daily grades.) (M), (H)
2. Teachers will record their grades within 3 days unless the assignment involves major writing which takes more time to grade. Major writing assignments should be recorded within 5 days.
3. Teachers are required to keep a weekly paper copy backup in case of computer problems. The grade book for each semester should be printed and kept as a hard copy on each campus at the end of each school year.
4. Students will not grade each other's papers. Activities such as peer editing are permitted, but students may not score papers that are recorded as part of their grade for any reporting period.
5. Grades are to be recorded for work related to the TEKS (Texas Essential Knowledge and Skills) taught during each reporting period. Grades will not be given for disciplinary issues or compliance with classroom rules. Teachers will assign grades reflective of students' mastery of an assignment.
6. Students who receive a failing grade on an assignment will be given one (1) opportunity to demonstrate mastery of the assigned objective(s).
 - Students will have three (3) days to demonstrate mastery of the assigned objective(s) of the failing grade. The time begins when students are notified of the failing grade.
 - It is the responsibility of the student to approach the teacher and request permission. (H)
 - The new grade will replace the failing grade up to a grade of 70 for that assignment.
 - To be eligible for a re-do, student must participate in relearning opportunities such as attending a tutorial, completing test corrections, or participating in other remedial opportunities prior to the date of the new assignment/ and or retest.

7. Students will be allowed an opportunity to make up work within three (3) days after returning from an absence.
8. Late Work- Any assignment turned in late cannot receive full credit. No late work will be accepted after three (3) class days.
9. Teachers will contact parents or guardians of those students who have a 69 or below average for each reporting period.
10. Before teachers assign a grade of less than 50 for any reporting period, they will show that all of the following steps were taken:
 - Parent/guardian was contacted more than once.
 - Student was offered a relearning opportunity provided by the teacher.
 - Student was given an opportunity to makeup assignments / exams.
11. Gifted and Talented and advanced courses may include more rigorous and stringent expectations. Refer to campus handbook and/or academic planning guide for specific requirements.
12. MECA (Modified Early College Academy) and Dual Credit participation requirements fall under the guidelines of the college that oversees their respective programs.

Graduation Information

Requirements for a Diploma for a Student Enrolled in High School Prior to the 2014–15 School Year

To receive a high school diploma from the district, a student who was enrolled in high school prior to the 2014–15 school year must successfully:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law.

Requirements for a Diploma Beginning with the 2014–15 School Year

Beginning with students who enter grade 9 in the 2014–15 school year, as well as any currently enrolled high school student who decides to graduate under the new foundation graduation program, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

Testing Requirements for Graduation

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

Minimum, Recommended, and Advanced/Distinguished Achievement Graduation Programs

For students who were enrolled in high school prior to the 2014–15 school year, the district offers the graduation programs listed in this section. Students enrolled in high school prior to the 2014–15 school year also have the option to pursue the foundation graduation program as described below. Note that permission to enroll in the Minimum Program as described in this section will be granted only if a written agreement is reached among the student, the student’s parent or person standing in parental relation, and the school counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

All students who were enrolled in high school prior to the 2014–15 school year must meet the following credit and course requirements for graduation under the programs listed or may choose to pursue the foundation graduation program as described on page 17:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies, including Economics	4	4	4
Physical Education*	1	1	1
Speech	0.5	0.5	0.5

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
Language other than English		2	3
Fine Arts	1	1	1
Electives**	6.5 credits	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures***
TOTAL	23 credits	26 credits	26 credits

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

** State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit requirement. However, the district will allow a student to satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

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

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

3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Foundation Graduation Program

Every student in a Texas public school who enters grade 9 in the 2014–15 school year and thereafter will graduate under a new program called the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on page _21_. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s diploma and transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy; in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam, which are national exams; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to that student. See the school counselor for additional information.

The foundation graduation program requires completion of the following credits:

Course Area	Number of credits Foundation Graduation Program	Number of credits Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3

Course Area	Number of credits Foundation Graduation Program	Number of credits Foundation Graduation Program with an Endorsement
Physical Education**	1	1
Language other than English***	2	2
Fine Arts	1	1
Locally required courses	0.5 credit in Speech	0.5 credit in Speech
Electives	5	7
Miscellaneous		Available Endorsements****: Science, Technology, Engineering, and Math Business and Industry Public Services Arts and Humanities Multidisciplinary
TOTAL	22.5 credits	26.5 credits

* In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student's transcript and diploma and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the four mathematics credits.

** A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

*** Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

**** A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

Personal Graduation Plans for Students Under The Foundation Graduation Program

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of

the distinguished level of achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

A student may amend his or her personal graduation plan after this initial confirmation. The school will send written notice of any such amendment made by the student to the student's parent.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

Students with Disabilities

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

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

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, if that program is applicable based on the school year in which the student entered high school, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Alternate is the alternative assessment currently allowed by the state.

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional and assessment decisions for these students in accordance with state law and rules.

Homework

Homework has a definite place in the learning process. Skill mastery in the basic and fundamental subjects is essential to the student. As the student progresses into the higher grades, the need increases for extended study to attain

competency as well as breadth and depth of knowledge. In the natural development of a student's activities, the time necessary to complete homework becomes greater as the pupil moves into areas of higher learning.

Make-Up Work

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

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

Progress Report & Report Card

At the completion of the three week mark and six week mark of each grading period, a progress report shall be issued to the student. It is the obligation of the teacher to inform the parent of a student whose grade falls below 70 during any reporting period.

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

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

Promotion & Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In grades 1-8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas. Students must pass math and ELA / Reading to be promoted in grades 1 through 8. Students also must have a combined average of 70 in all core subjects to be promoted in grades 1 through 8. Students in grades 1 through 5 must be reading at the required level as specified in campus handbooks for their grade level in order to be promoted. In grades 9-12, credit for courses for high school graduation may be earned only if the student received a grade equivalent of 70 on a scale of 100, based upon essential knowledge and skills of each course.

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

- For the 2014 -2015 school year, in order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the reading sections of the grade 5 assessment in English or Spanish.
- For the 2014 -2015 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which

the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

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

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, 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 and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at 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.

SAT/ACT Testing [H]

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Plan are the corresponding preparatory and readiness assessments for the SAT and ACT. Beginning in April 2014, the ACT-Plan has been replaced by the ACT-Aspire, and more information can be obtained on these assessments from the school counselor.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her diploma and transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances.

Scholarships & Grants [H]

Students who have financial need according to federal criteria may seek further information from a school counselor or the college and career advisor on campus. Parents and students may obtain scholarship and grant information posted on the CISD Guidance Counseling/College and Career Readiness Department web page.

Special Programs

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

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

Special Education

If a child is experiencing learning difficulties, the parent should begin by contacting the student's teacher in order to determine next steps. Students having difficulty in the regular classroom should first consider attending tutorial and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 45 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding a referral for evaluation for special education is: *Karla McGee, Director of Special Education, phone: 281-328-9200 ext. 1105.*

Gifted & Talented

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

A selection committee shall evaluate each nominated student according to the established criteria and shall identify those students for whom placement in the gifted and talented program is the most appropriate educational setting. The committee shall be composed of at least three professional educators who have received training in the nature and needs of gifted students, as required by law, and shall be established at each campus. The district will provide written notification to parents of students who qualify for services through the district's gifted and talented program. Participation in any program or services provided for gifted students shall be voluntary, and the district must obtain written permission from the parents before placing a student in a gifted program.

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

State Assessments

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8:

In addition to routine tests and other measures of achievement, students in grades 3 – 8 will take state-mandated assessments, such as the STAAR, in the following subjects:

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

For the 2014 -2015 school year, successful performance on the reading assessments in grade 5 and 8 is required by law, unless the student is enrolled in a reading intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

Beginning with the 2014 – 2015 school year, STAAR Accommodated and STAAR Alternate versions, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain Limited English Proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation, as determined by the students LPAC committee.

For students who take the STAAR assessments required for grades 3-8 in spring 2015, parents will be informed of their child's performance once the results of these assessments are received by the district.

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

As defined by House Bill 5, beginning with ninth graders in the 2011-12 school year, end-of course (EOC) assessments are administered for the following courses:

- Algebra I
- English I, English II
- Biology
- United States History

Satisfactory performance on all EOC assessments will be required for graduation and will also affect the plan under which the student may graduate. For the 2014 – 2015 school year, a student who does not achieve the Level II satisfactory score on any individual assessment will be required to retake that assessment.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. Parents may view the 2014 – 2015 state testing calendar posted on the CISD Assessment Department web page.

Beginning with the 2014- 2015 school year, STAAR Accommodated and STAAR Alternate versions, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

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

For students who take the STAAR assessments required for grades 9-12 in spring 2015, parents will be informed of their child's performance once the results of these assessments are received by the district.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation at no cost to the student in the content area for which the performance standard was not met.

TAKS (Texas Assessment of Knowledge and Skills)

For a student in grade 12 during the 2014-2015 school year, the student will be assessed with what is termed the “exit-level” TAKS in the subject areas of mathematics, English/language arts, social studies, and science, for which satisfactory performance is required for graduation. Any student in grade 12 who has not met the passing standard on the exit-level TAKS will have an opportunity to retake the exam in accordance with timelines established by TEA. Beginning with the 2014- 2015 school year, all TAKS tests will be offered in the online format only. Parents may view the 2014 – 2015 state testing calendar posted on the CISD Assessment Department web page.

For students who take the TAKS assessments required for grade 12 during the 2014 – 2015 school year, parents will be informed of their child’s performance once the results of these assessments are received by the district.

For more information regarding the state assessment program, parents may refer to the CISD Assessment Department web page.

Summer School Programs

Bilingual

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

Compensatory Education

Identified students in grades K through 6 receive remediation in math and reading. Availability is limited to identified students. Students are encouraged to attend in order to be considered for promotion to the next grade level.

Student Success Initiative (SSI)

For the 2014 -2015 school year, the program will target students who did not pass the second STAAR administration in Grades 5 and 8 in reading. It provides accelerated instruction in reading to encourage success on the third administration of STAAR, which is administered in the summer at the end of the program.

Middle School Academic Recovery

In grades 7-8, promotion to the next grade level shall be based on an overall average of 70 for all subject areas and a grade of 70 or above in Language Arts and Math. Attendance in this program and successful efforts will ensure that the student will earn promotion to the next grade level. Tuition is charged to students who enroll.

High School Credit Recovery

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

High School Credit Academy

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

High School End of Course Exam Prep

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

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

Extracurricular Activities, Clubs & Organizations

Class and School Officer Eligibility [M] [H]

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

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

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

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

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

Extracurricular Eligibility

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

Fund Raising and Collecting Money

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

Letter Jacket Policy

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

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

Academics

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

Athletics

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

Band

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

Cheerleading

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

Choir

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

Debate

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

Dance Team

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

National Honor Society [H]

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

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

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

National Junior Honor Society [M]

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

New Clubs

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

Appendix

Clinic and Health Services

This section identifies clinic policies regarding medication on campus as well as procedures for illness and accidents on campus.

QUICK REFERENCE:

See information below:

- Clinic Service
- Emergency Information
- Medical Records
- Clinic Passes
- Student Screening
- Communicable Diseases
- Medication on Campus
- Illness and Injury

Medical; Procedures
Student Accidents
Bacterial Meningitis
Head Lice

Clinic

Every campus is staffed to provide school health services to all students.

A. Clinic Services

1. Providing direct student health related services.
2. Rendering of first aid.
3. Evaluating student illness and health needs.
4. Monitoring ill students until they are well enough to return to class or be released to their parents.
5. Administering medication that is medically necessary during the school day.
6. Administering medical procedures that are medically necessary during the school day.
7. Screening for problems in vision, hearing, posture, Diabetes risk, Body Mass Index (BMI) and other health problems relevant to the school population.
8. Creating and implementing a plan of care for students who require health interventions to be successful in school.
9. Reviewing and interpreting immunization records for compliance with Texas immunization requirements.
10. Consulting and providing guidance regarding health concerns for students, parents and teachers.
11. Referring students with identified health problems.
12. Working to prevent and control communicable diseases.

B. Emergency Information

All enrolled students have emergency information on file in the clinic. This information must include all necessary information to locate the parent or guardian of the student. The instructions should give permission to the school to send the child to the most accessible doctor or hospital in case of severe illness or injury. In all cases, every attempt will be made to contact the parents of the child. **This information must be updated annually and when changes occur.**

C. Medical Records

Student's health records are maintained in the campus clinic. Student health information will be available to other staff on "a need to know" basis. This will be determined by the nurse in consultation with the parent.

D. Clinic Passes

Passes are required for all visits to the clinic.

E. Student Screening

Texas Law requires the following Health Screenings for students in the following grades:

Vision and Hearing: Grades Pre-K3, Pre-K4, K, 1, 3, 5, 7 as well as new students entering the district.

Scoliosis: Girls and boys grades 5 and 8.

Diabetes Risk Assessment: Grades 1, 3, 5, and 7

The following Health Screenings are recommended by Texas Department of State Health Services (TDH)

Height, Weight and BMI:

Fitness Gram grade 3-12

Parents, students, and staff may request a screening at any time. Students who fail the screening will receive a referral notice for further evaluation.

A parent/ guardian can present proof of vision, hearing, and scoliosis evaluations from private sources, in lieu of this screening.

Communicable Disease

A. Exclusion from School

Crosby ISD shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the condition are met. Crosby ISD shall follow the Texas Department of State Health Services Recommendations for Prevention and Control of Communicable Diseases in a Group Care Setting as listed below.

1. Amebiasis - exclude until treatment is initiated;
2. Campylobacteriosis - exclude until after diarrhea and fever subside;
3. Chicken Pox - exclude until after seven (7) days from onset of rash or until all lesions are dry or scabbed over. This requirement applies to 'break through' varicella also. Exception: Immunocompromised individuals may be longer than seven days;
4. Common Cold - exclude until fever subsides;
5. Conjunctivitis - bacterial - exclude until written permission and/or permit is issued by a physician or local health authority;
6. Conjunctivitis - viral - check with nurse;
7. Cryptosporidiosis - exclude until diarrhea subsides;
8. Coxsackie Virus Disease (Hand, Foot and Mouth) not excluded unless fever;
9. Cytomegalovirus (CMV) not excluded;
10. Escherichia coli (E coli) - excluded until diarrhea and fever subside;
11. Fever - exclude until fever subsides; student must be fever free without the aid of fever reducing medications.
12. Fifth disease - exclude until fever subsides;
13. Gastroenteritis, viral - exclude until diarrhea subsides;
14. Giardiasis - exclude until diarrhea subsides;
15. Head Lice - exclude until one medicated shampoo or lotion treatment has been given, and the child is free of lice when examined by the school nurse;
16. Hepatitis, viral, type A - exclude until 1 week after onset of illness;
17. Hepatitis B - not excluded;
18. Herpes Simplex (cold sores) - not excluded;
19. Impetigo - exclude until treatment has begun;
20. Influenza - exclude until fever subsides;
21. Measles (rubella) - exclude until 4 days after rash onset or, in the case of an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs;
22. Meningitis, bacterial - exclude until written permission and/or permit is issued by a physician or local health authority;
23. Meningitis, viral – exclude until fever subsides and/or permit is issued by a physician or local health authority;
24. Mononucleosis - exclude until physician decides or fever subsides;
25. Mumps - exclude until 9 days after the onset of swelling;
26. Pertussis (whooping cough) - exclude until completion of 5 days of antibiotic therapy;
27. Pinworms - not excluded;
28. Ringworm - not excluded - must be covered;
29. Ringworm of the scalp - excluded until treatment has begun, then area must be covered.

30. Rubella (German measles) - exclude until 7 days after rash onset, or in the case of an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs;
31. Salmonellosis - exclude until diarrhea and fever subside;
32. Scabies - exclude until treatment has begun;
33. Shingles – 7 days after onset of rash or all blisters are crusted over. Immuno-compromised individuals may take longer than 7 days. ;
34. Shigellosis - exclude until diarrhea and fever subside;
35. Streptococcal sore throat and scarlet fever - exclude until 24 hours after antibiotic is started and fever has subsided;
36. Tuberculosis - pulmonary - exclude until antibiotic treatment has begun and a physician's certificate or health permit is obtained.

Students excluded for communicable diseases not listed (with the exception of lice) may be readmitted by submitting a certificate from the attending physician attesting that: the child does not currently have signs or symptoms of a communicable disease; or the disease is non-communicable in a school setting; or the child has a permit for readmission issued by a local health authority. Any student excluded for reason of head lice may be readmitted after being rechecked by the school nurse and found to be free of live lice and nits.

Parents will be notified and students will be sent home if the student has a temperature of 100.4 or above. Student must be free of fever before returning to school. Parents of students with a contagious disease or infection are asked to telephone the school nurse or principal. Students are not allowed to attend school while contagious.

B. Parental Notification of Communicable Health Problems

The school nurse will notify the entire campus population (faculty and parents) if there is an occurrence of a reportable communicable disease and has been advised to do so by the Texas Department of State Health Services and/or the Crosby I.S.D. administration.

Medication on Campus

A. Guidelines that apply to all medications: For the purposes of subparagraphs A, B, and C a health care provider is defined as an individual licensed to practice medicine in the state of Texas.

1. Must be supplied in their original containers
2. Must be delivered to the clinic by the parent or an adult authorized by the parent
3. Must have written permission from the parent for administration (including transdermal patches)
4. Will be provided by the parent
5. Will inform the school immediately of any changes in administration
6. Will expire at the end of the school year in which the request was made
7. Must be retrieved by the parent/guardian at the end of the school year
8. Will be discarded at the end of the school year if not retrieved by the parent
9. Given more than 10 consecutive school days will require a medication order from a health care provider.
10. Will *not* be sent home with the student
11. Must be FDA approved

Medication administration should be scheduled for non-school hours if possible. Should it be necessary to accommodate proper time intervals between doses and full participation in the school program, requests can be made to the school nurse. These should be scheduled during class breaks and lunch. For other times, consultation between the nurse, parent and physician will be required.

B. Guidelines that apply to Prescription Medication

1. Meet all requirements listed under *Guidelines that apply to all medications*:
2. Must be labeled by a pharmacist with the student's name, name of prescribing health care provider, strength of medication, amount to be given, reason for administration, instructions for storage and

administration.

3. Must be prescribed by a health care provider
4. Prescription PRN medications must have a written order from a health care provider before administration.

C. Guidelines that apply to Over the Counter Medication

1. Must meet all requirement listed under *Guidelines that apply to all medications*.
2. Must have documentation from parent/guardian indicating the student's name, name of medication, reason for administration, time to be administered, the dates the medication is to be administered.
3. Cannot exceed the labeled dosage.
4. Will require a written order from a health care provider.

D. Requests to Carry Medication during the school day (Consult the campus nurse)

E. Medication from Foreign Countries or Health Food Stores

1. Will not be accepted or administered by the school nurse or principal's designee.

F. Field Trip Medication Procedure

1. Must complete the Field Trip Permission form which includes the following information:
 - a. Medication needed while the student is on the field trip
 - b. Whether the parent will or will not be on the field trip
 - c. Parent consent for someone other than the nurse to administer medication or treatment on a field trip.
2. Field Trip medication must be provided by the parents or guardian and given directly to the child's teacher along with instructions for administering. Arrangements for medication to be available while a student is participating in a field trip must be made at least one (1) day prior to the field trip.

Field Trip Medication: Crosby ISD does not provide any medications! Medications to be administered during school hours must remain at school locked in the nurse's cabinet. Medication must be brought to school and kept in its original container. No exceptions! Transporting of medicines by students is not permissible. Medications must be brought to the nurse's office by a parent/ guardian.

Illness and Injury

- A. (1) Students who are ill or injured at school must be seen by the nurse. Teachers may choose to handle minor injuries in the classroom. The nurse or principal will notify the parent. **Students are not permitted to call their parents for release.** Child Protective Services will be notified and an ambulance called if a parent does not respond in a reasonable time.

(2) Illness: Injury: When the nurse calls to let you know your child is sick and needs to be picked up, please make arrangements to pick up the child as soon as possible. It may be necessary for you to take the child to a doctor for medical care. Also, there are no facilities for keeping students isolated for health reasons, so they cannot remain at school. If it is the judgment of the nurse, principal, or his/ her designee that 911 be called, the student will be taken to the nearest hospital. The district is not responsible for medical expenses associated with a student's injury.

B. It will be the nurse's decision to return the student to class or to exclude the student from school. School exclusions include, but are not limited to, the following:

1. A temperature of 100.4° or higher.
2. Undetermined skin rashes.
3. Draining wound that cannot be adequately covered enough to prevent spread of bacteria to other students.
4. Lice infestation.
5. Conjunctivitis.
6. Observed vomiting and diarrhea.

C. To maintain health and wellness, students who feel poorly are asked to remain at home the entire school day. For the student this allows for rest and faster recuperation. For the staff and students, this prevents the spread of the illness.

D. In general, clinic visits should not exceed 20 minutes.

Medical Procedures

Requests for medical procedures, i.e., glucose testing, suctioning, nebulizer treatments, must be signed by the physician and parent and received by the nurse prior to initiation of the procedure.

Student Accidents

Although every attempt is made to ensure a safe learning environment for our students, accidents do occur. Parents and guardians should be aware that in the event your child is injured at school, the district does not carry insurance and will not cover the medical expenses of a possible accident whether at school or at home. At the time your child enrolls, you should receive an enrollment brochure for OPTIONAL student accident insurance. This will be especially important to you if your child is not adequately covered by full health insurance. Even if insurance exists, you may wish to purchase accident insurance to cover deductibles for your current coverage. As you review the brochure, you will note that both at school and 24 hour protection is offered. Benefits under the plans are on a scheduled basis and will not necessarily cover 100% of expenses. Claim forms for the optional student insurance are available at the school.

CROSBY INDEPENDENT SCHOOL DISTRICT

Student and Parent Summary Signature Form 2014 – 2015

Student First Name	Last Name	Middle Name	Grade & Campus
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My child and I have been offered the option to receive a paper copy of or to electronically access at www.crosbyisd.org the Crosby ISD Student Handbook (SH), the District Student Code of Conduct (SCoC) and the Campus Handbook.

I have chosen to:

_____ Receive a paper copy of the Student Handbook and the Student Code of Conduct.

_____ Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I affirm I have read and received the District and Campus Handbooks and Code of Conduct including the following documents:

___Yes	___No	Parent’s Release of Student Information – School Sponsored Purposes
___I do give	___I do not give	<i>The district permission to release the information in this list (pg. 42 of SCoC) for the specified school-sponsored purposes.</i>

___Yes	___No	Parent’s Release of Student Information – Purposes other than School-Sponsored Purposes
___I do give	___I do not give	<i>The district permission to release the information in this list (pg. 43 of SCoC) in response to a request unrelated to school-sponsored purposes.</i>

___Yes	___No	Parent’s Release of Student Information – Military Recruiters & Institutions of Higher Education – pg. 44 of SCoC
___ Release	___ Not Release	<i>I request that the district (release / not release) my child’s name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.</i>

___Yes	___No	Responsible Use Guidelines (for students) pg. 33 of SCoC
<i>Place a check mark in the appropriate boxes below to complete permission for his or her participation in activities involving the Crosby Electronic Network.</i>		

May Access the Internet	___Yes	___No
May have their work displayed on the Internet	___Yes	___No
May participate in distance learning activities	___Yes	___No
May access the Intranet	___Yes	___No
May have work displayed on the Intranet	___Yes	___No

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code, I should direct those questions to the principal.

_____ Student Signature _____ Date _____
Print Student Name

_____ Parent Signature _____ Date _____
Print Parent Name