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The Crosby I.S.D. Parent / Student Handbook and the supplement of district Newport Elementary procedures can be found by going to [crosbyisd.org](http://crosbyisd.org) . **If you do not have internet access, you will receive a request form from your child's teacher on the first day of school. Simply fill out the form and return it to your child's teacher to request a paper copy.**

To Students and Parents:

Welcome to school year 2015–2016! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The **Newport Elementary School Supplement to The District Parent / Student Handbook** is designed to provide a resource for some of the basic information that you and your child will need during the school year.

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

Both students and parents must be familiar with the Crosby Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. The Student Code of Conduct can be found with the CISD District Handbook for parents and students.

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

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

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

A copy of the District’s policy manual is available in the school office <http://www.crosbyisd.org>.

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

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

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 281.328.9330 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 11.]
- Becoming a school volunteer. [For further information, see policy in the district handbook and contact the Counselor at 281.328.9330.]
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see the district handbook, and contact the Principal at 281.328.9330.
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

### ***SCHOOL DAY***

**All students should arrive on campus before 8:15 a.m. However, we request that students not arrive on campus before 7:30 a.m. and students who do not ride the buses be picked up**

by 3:45 p.m. There must be a written note or phone call from parent or guardian for any change of afternoon procedure for students. To assure proper delivery of messages, calls should be made no later than 2:30 p.m.

## ***SCHOOL TELEPHONE***

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

## ***SCHOOL TIMES***

**8:15 a.m. School begins (tardy bell rings).**

**3:35 p.m. School dismissed.**

All students who arrive on campus before 8:10 a.m. should report to the gym. If, however, they plan to eat breakfast, they should report to the cafeteria upon arrival at school.

## ***RELEASE OF STUDENTS FROM SCHOOL***

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

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

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

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

**Between 2:45 and 3:30 p.m. parents may pick up students only if a scheduled appointment requires the student to leave.** All instruction is important and our teachers are expected to plan a full instructional day. Please help us minimize classroom interruptions by waiting to receive your student until after the school day is completed.

## **Late Arrival to School**

Students should be ready to begin the school day according to the schedule. Practicing punctuality at the elementary level will result in the establishment of positive habits necessary in life. A student is considered tardy if he/she arrives at school after 8:15 a.m. When a student is tardy, he/she must report to the office with a parent and receive a tardy slip. **Excessive tardiness (more than 5) may result in disciplinary action.**

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

[See **Attendance for Credit** in the district handbook]

## **Deliveries to students:**

For the safety of your child, students are not permitted to receive deliveries of any kind to the front office. This includes flowers, balloons, or any type of food. When deliveries are made by a third party, it is not possible to positively identify the sender and balloons and glass vases are a safety hazard on the bus.

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

This section of the handbook contains pertinent requirements for academics and activities. This is only a supplement to The District Handbook.

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

At the conclusion of every semester, Newport Elementary will hold an assembly to present awards to students who have earned them. Awards will be presented for academic achievements, character education, and other special accomplishments.

### ***HOMEWORK***

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

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

The purpose of the assignment should be meaningful practice to reinforce concepts or skills taught in class. Homework is a part of the grading process. At the third and fourth grade levels, a child that does not complete his homework at home will be given time to complete it during

recess. A student's repeated failure to complete homework will result in a parent-teacher conference.

## **STUDENT AGENDAS**

All third and fourth graders will be given an agenda at the start of the school year. The agenda is to serve as a communication tool between the school, the student, and the parent. Daily assignments and special notices will be recorded in the agendas by your child's teacher(s) and/or administrator(s). Parents are asked to review and sign their student's agenda daily. Please contact your child's teacher if you do not receive frequent communication by way of the student agenda. **The replacement fine for lost agendas is \$10.00.**

## **WEEKLY FOLDERS**

All third and fourth graders will be given a red weekly folder that will be sent home once a week. Your child will bring home graded work and a weekly conduct grade in this folder. Parents are asked to review and sign the acknowledgement form on the night you receive the folder and return it to school with your child the following day. If you have any questions about the graded work or conduct grade, please contact your child's teacher to set up a conference. **The replacement fine for a lost folder is \$5.00.**

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

Topics in this section of the handbook contain important information regarding school operations and requirements. This section is only a supplement to the full explanation of policies outline in The District Parent / Student Handbook.

### **Perfect Attendance**

Perfect attendance certificates will be awarded to those students who are in attendance each school day from 8:15 a.m. until 3:35 p.m. A student must be in attendance all day every day to receive a perfect attendance award at the end of the school year. If a student checks into school after the opening bell or checks out of school prior to the end of the school day, he/she will be ineligible for the award. Late arrival/early dismissal will not be treated as an absence when accompanied by a physician's note, but the child will not be able to receive a perfect attendance award at the end of the school year.

### **Radios, CD Players, Cell Phones, and Other Electronic Devices and Games – (See District Handbook)**

At the elementary level, students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, MP3 players, iPods, cameras, or electronic devices or games at school. Teachers will

collect the item and turn it in to the principal's office and the parent may pick up the item. **Because these items are strictly prohibited, the school will not be responsible for their loss, theft, or destruction even if this occurs after the teacher takes up the item.**

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

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

1<sup>st</sup> offence – Parent Conference

2<sup>nd</sup> offence - Parent Conference, 24 hour waiting period for return, \$15 fee

3<sup>rd</sup> offence – Parent Conference, \$15 fee, Device returned on the last day of school, disciplinary action

## **SAFETY**

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

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

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

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

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency

medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **SCHOOL FACILITIES**

### **Library**

- The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.
- Paperback books are made available periodically to students at low cost. The books are distributed by reputable companies, such as Scholastic, Xerox, or Troll. It is recommended that parents help their children make appropriate selections.
- Fines may be charged for overdue library books at the rate of five cents per day up to a maximum of the price of the book. Books more than a month overdue or books that are not found by the end of the semester are presumed lost and must be paid for. If the book is found, the money (less the amount of the fine) is returned.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

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

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

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors that do not follow these guidelines may lose the privilege of visiting the school.

### **Birthdays**

I know birthdays are important at this age. If you would like to send a treat for the class during your child's recess, that would be appropriate. However, please do not bring in "goodies" during regular class time or lunch. Please contact your child's teacher and arrange a day to send the treat during recess time



## WAYS TO HELP YOUR CHILD AT HOME

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