

**Crosby Independent School District  
Elementary Student Supplementary  
Handbook  
2023-2024**



**Main # (281) 328-9200  
Fax extension #1242  
14670 F.M. 2100  
Crosby, Texas 77532-8009**

# **Crosby Independent School District**

**Barrett Elementary School**  
**Principal: Ahimé Ornelas**  
815 FM 1942

**Crosby Elementary School**  
**Principal: Dana Kratky-Fox**  
14705 FM 2100

**Crosby Kindergarten School**  
**Principal: Herlinda Minor**  
805 Runneburg Road

**Drew Elementary School**  
**Principal: Christy Tisdom**  
223 Red Oak

**Newport Elementary School**  
**Principal: Ann Price**  
430 North Diamondhead

Campus	Name & Title	Email
BES	Ahimé Ornelas, Principal	aornelas@crosbyisd.org
BES	Andrea McArthur, Asst. Principal	amcarthur@crosbyisd.org
BES	Katherine Senior, Counselor	ksenior@crosbyisd.org
CKC	Herlinda Minor, Principal	hminor@crosbyisd.org
CKC	Stacey Williams, Asst. Principal	stmwilliams@crosbyisd.org
CKC	Lakittah Eagleton, Counselor	leagleton@crosbyisd.org
CES	Dana Kratky-Fox, Principal	dkratky@crosbyisd.org
CES	Erin LeBrock, Asst. Principal	elebrock@crosbyisd.org
CES	Elizabeth Green, Counselor	egreen@crosbyisd.org
DES	Christy Tisdom, Principal	ctisdom@crosbyisd.org
DES	Tara Rogers, Asst. Principal	tbrogers@crosbyisd.org
DES	Noemi Martinez, Counselor	nmartinez@crosbyisd.org
NES	Ann Price, Principal	amprice@crosbyisd.org
NES	Kay Henley, Asst. Principal	khenley@crosbyisd.org
NES	Mackenzie Spencer, Counselor	mspencer@crosbyisd.org

The Crosby I.S.D. Parent / Student Handbook and the Elementary Supplemental Handbook can be found by going to [crosbyisd.org](http://crosbyisd.org).

**If you do not have internet access, you may request a copy from the school.**

# **CROSBY I.S.D. BOARD OF EDUCATION**

The Crosby I.S.D. Board of Education is composed 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:

## **President**

JR Humphries

## **Vice President**

Jennifer Roach

## **Secretary**

Heather Barrett

## **Asst. Secretary**

Kea Lynn Lewis

## **Trustees**

Phillip Chapman

Lisa Kallies

Karen Thomas

## **CROSBY I.S.D. ADMINISTRATION**

### **Superintendent of Schools**

Paula Patterson

### **Assistant Superintendent of Administration**

Jewel Whitfield

### **Chief Financial Officer**

Yvonne Johnson

### **Executive Director of Human Resources**

Christy Covan

### **Executive Director of Operations**

Todd Hicks

### **Director of Communications and Public Relations**

Brett Birkinbine

### **Director of Student Services**

Katrina White

## **ATTENDANCE/ABSENCES/TARDIES**

### **School Hours 8:00am - 3:50pm**

#### **Attendance**

- Attendance is vital to our students' overall academic success. All elementary campuses will follow the district and state attendance guidelines. All students are encouraged to attend school every day.
- Perfect attendance will be recognized. If a student checks out of school prior to the end of the school day or checks into school after the opening bell, he/she will be ineligible for the award.

#### **Absences**

- When a student returns from being absent, a written note of explanation or a doctor's note must be submitted **within 3 school days**. After a significant amount of absences, a student may be required to submit a doctor's note for all future absences.
- In accordance with CISD Policy, **3 days per semester** will be excused if a signed parent note is provided stating the reason for the absence.

#### **Tardies**

- When a student arrives after the tardy bell has rung, a parent/guardian **must** escort the student to the office.
- If the student arrives at school after 10:20 a.m., he/she will be reported as absent. The absence will be excused if he/she has been to the doctor prior to arriving at school; however, the student must present a note from the doctor. Although the absence will be excused for state attendance purposes, the child will not be eligible for the campus Perfect Attendance Award.
- Checking the student out prior to dismissal time should be reserved for doctor's appointments and family emergencies. If a student must be picked up before the dismissal bell rings, written notice should be provided to the teacher. Although the early out will be excused for state attendance purposes, the child will not be eligible for the campus Perfect Attendance Award.
- Only people listed by the parent on the Emergency Contact Form will be allowed to remove the student from campus. No Exceptions.
- Failure to pick students up at dismissal in a timely manner could result in requests for assistance from the local law authorities.

#### **Legal Custody**

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

## **Early Dismissal**

- Crosby ISD has early dismissal days scheduled throughout the school year. Due to the shortened instructional day, we will adhere to an alternative schedule. Each grade level's daily schedule (including lunch, Art/PE/Music/Library, etc.) will be adjusted as needed. Parents and visitors will not be allowed to join their students for lunch due to the altered lunch schedule and limited seating available. The dates for early dismissal are listed below.

December 21, 2023

May 30, 2024

## **Change of Address and Phone Number Procedures**

The parent/guardian must notify the attendance clerk in writing of the new phone numbers, address, etc. with proof of residency.

## **BIRTHDAYS**

If you would like to provide birthday treats, please make arrangements with the teacher. Treats must be store bought and delivered to the front office by a listed contact in Skyward. Please provide enough treats for the entire class. Recess is the only time when birthday treats may be served to the class. Please do not bring in treats during instruction time, and school law prohibits the serving of treats during lunchtime to the class in the cafeteria.

For birthday parties outside of the school day, invitations can be distributed to the entire class. Individual invitations will not be distributed. Student addresses are not available.

## **CLASS PARTIES**

Elementary and CKC campuses will have two class parties – Christmas Celebration and End of Year Celebration. The teachers will contact parents for assistance with these parties. Parents are invited to attend their child's parties. Two adult visitors per student are allowed. Siblings are not allowed to participate in class parties.

## **COMMUNICATION**

Elementary campuses use a variety of tools to keep parents and the community informed of activities and events.

- Website & Calendar: Log onto [www.crosbyisd.org](http://www.crosbyisd.org) and click the link for campuses
- Text/Email/App Alerts
- Follow us on Social Media
- Family-Access Posts through Skyward

## **CONFISCATION OF ITEMS**

As a discipline management technique, school personnel may temporarily confiscate items that disrupt the educational process and/or are prohibited by campus or classroom rules. This includes cell phones and other electronic devices. Any items which are illegal to possess such as controlled substances, alcohol or weapons may be turned over to law enforcement authorities. Please refer to the Crosby ISD Code of Conduct for a list of prohibited items.

## **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 third party food deliveries. When deliveries are made by a third party, it is not possible to positively identify the sender. Balloons and glass vases are a safety hazard on the bus.

## **DISCIPLINARY PROCEDURES**

All elementary campuses will follow the Crosby ISD Student Code of Conduct.

## **DRESS CODE**

Dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following:

- Dress code prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene. No clothing can be worn that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL).
- Hair: Hair must be neat, clean and well-groomed. No type of head covering, bandana, cap or hat may be worn in the building. Hair rollers or long-handled combs may not be worn in the hair.
- Dresses/Skirts: Skirts must reach below mid-thigh when arms are at full extension down by one's side. Slits in dresses/skirts must conform to the mid-thigh rule. Spaghetti straps are not allowed unless covered by a sweater or jacket.
- Pants: Pants must be worn at the waist. Oversized pants are not allowed.
- Shorts: Shorts must reach below mid-thigh when hands and arms are at full extension along one's sides.
- Shirts: Shirt length must be so that no torso skin is visible when the elbows are raised shoulder high. Spaghetti strap shirts are not permitted. Holes or openings in garments may not reveal one's body or undergarments.
- Garment/Jewelry Content: Garments/jewelry bearing any insignia, writing or emblems representing alcohol, drugs, or tobacco products are not permitted. Artist shirts or any other garment/jewelry depicting offensive, violent, or profane writing or designs are not permitted. Any garment/jewelry that causes a class disruption will be deemed

inappropriate. No face or mouth jewelry.

- Footwear: Shoes must be appropriate for school. Any shoes that present a safety hazard are not permitted. (i.e. flip-flops, sandals, or shoes without a back or straps) Students must wear athletic shoes with laces/Velcro on PE days. Wheels and lights on footwear are prohibited.

**Any form of dress or appearance determined by the principal to be disruptive to the learning environment will be prohibited.**

## **FIELD TRIPS**

Field trips are educational opportunities for the students. In order for a student to participate, he/she must have a signed permission slip. Each grade level sets the guidelines for the field trip. All students must begin and end the field trip with their classmates. Parents who wish to participate as a chaperone on the field trip, must contact the teacher. All chaperones must undergo a background check.

## **GRADES**

**Grades will be reported based on Nine-Week Periods.**

- Progress Reports and Report Cards are accessible through Family Access. Parents are required to enroll in **Family Access**. Parents who do not have access, can obtain Family Access log-in by presenting a valid ID to the campus. Teachers will post student grades weekly, providing parents a current assessment of academic performance.
- See District Handbook for grading and promotion policy.

## **Transferring Student**

Yearly averages will include grades from the previous school if that school is accredited or is a Texas Public School.

## **GRADE ACCELERATION BY EXAMINATION FOR ELEMENTARY STUDENTS**

Crosby ISD believes that great care and consideration should be taken with student acceleration in the elementary grade levels. The credit by examination process will be considered for students whose parents request acceleration and complete the application process for their child prior to district deadlines. The parent application and parent checklist for grade acceleration may be obtained at the elementary campuses. Students may not test in any grade in which he/she is currently enrolled in kindergarten – fifth grade.



- If you are interested in your child accelerating a grade level by examination, please contact your school's counselor.

## **LIBRARY BOOKS**

Library books will be issued to students. Once issued, these items become the student's responsibility. If a library book is damaged or lost, it is the parents' responsibility to pay for these items to be repaired or replaced.

## **NURSE**

- When it is suspected a student is ill he/she obtains a nurse referral form from his/her teacher.
- Nurse evaluates those referred to him/her and either calls a parent to come for the student or has the student return to class.
- There are no facilities for keeping students isolated for health reasons. Upon receiving a phone call from the nurse, parents or an emergency pick up designee should arrive within the hour.

## **ORGANIZATIONS**

Student leadership and student input are very important aspects of a successful school. Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation; however, is a privilege, not a right. Please note: Sponsors of student clubs and performing groups and other organizations may establish standards of behavior – including consequences for misbehavior. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

## **PROMOTION**

In grades 1-8, 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 Reading and Math. In addition, all K- 2<sup>nd</sup>-grade students must have met the grade-level standards for Reading performance. These are:

Kindergarten: DRA Level 4     First Grade: DRA Level 16     Second Grade: DRA Level 22

- In addition, students must meet the 90% attendance rule as required by Section 25.092 of the Texas Education Code (to receive credit for class, a student is required to attend school for at least 90 percent of the days the class is offered).

## **SCHOOL SAFETY**

To increase security on every CISD campus, parents, visitors, and guests must sign in and out at the receptionist's desk by presenting a valid Texas driver's license or a Texas identification card each time they visit a campus. Office staff will scan the ID to print a visitor's badge indicating the visitor's name and destination. For safety reasons parents driving their children to and from school are requested to load and unload them using a single lane of traffic. Students are not allowed to be dropped off in the front or back parking lots. Due to numerous buses and daycare vans/vehicles, students are not to be dropped off or picked up in the bus drive at the back of the school. It is not safe for our students to be dropped off unsupervised and/or between parked vehicles.

## **SHELTER IN PLACE**

Certain emergencies (for example, a chemical leak in the area) may require a shelter in place. In the event of a shelter in place, no one is allowed to leave or enter the building under any circumstances for the safety and security of all children and employees. During this time, you may obtain information by tuning to your local radio and television stations, by visiting our website at [www.crosbyisd.org](http://www.crosbyisd.org), or by calling the school. Students will only be released after clearance has been received from law enforcement or emergency management officials.

## **SKYWARD ~ FAMILY & STUDENT ACCESS**

Crosby ISD-Skyward student system is a secure internet-based website that will allow you to monitor your child's attendance, progress, grades, and view important teacher and administrator messages. You may access Skyward on the Crosby ISD webpage. It is imperative that parents notify the school of any changes to contact information, addresses and current emergency contacts. For assistance with Skyward, you may call and speak to your campus attendance clerk.

## **STUDENT INFORMATION**

It is important that the school be able to contact the parent or guardian at all times. From time to time, telephone numbers or employment information may change. Please notify the office of any changes.

# **TECHNOLOGY**

## **Mobile Device Handbook**

### **CISD Acceptable Use Regulations**

iPads will be issued to students in Grades 1-5. Students in 3rd-5th Grade will be allowed to bring their iPads home each day. These items become the student's responsibility. If an iPad, iPad charger or book is damaged or lost, it is the parents' responsibility to pay for these items to be repaired or replaced.

Crosby ISD believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. Students using telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Crosby ISD network. Students at the elementary level are not allowed to use personal devices at school. These electronics include but are not limited to: cell phones, smartwatches, tablets, games and the like. If a student brings a personal device to school, it must be turned off and remain in their backpack. Any personal electronics used at school will be taken up and must be retrieved by a parent.

### **GUIDELINES:**

- In order for students to use technology at school, students and a parent or legal guardian must review and sign the Acceptable Use Policy form. The Acceptable Use Policy (AUP) will be considered a legally binding agreement.
- The student is fully responsible, at all times, for the personally owned device brought to school. Crosby ISD is not liable for any loss, damage, or theft of a personally owned device.
- The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted.
- Students may not use any device or service for non-educational purposes during school hours. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Crosby ISD, except for approved projects with the permission of the teacher.
- If reasonable belief exists that the student has violated the terms of this policy, or other school policies, the student's device may be inspected and/or confiscated. Subsequent or

additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by Crosby ISD.

- Students who violate the Crosby ISD Acceptable Use Policy are subject to disciplinary action at the campus and/or district level.

**Replacement/Repair Cost:** Please note, if a Device is damaged or lost either intentionally or recklessly, the student will be charged 100% of the cost to replace or repair the Device.

**Replacement Cost:** The Devices are in good working order and are issued with CISD could result in out-of-pocket costs summarized in the tables on pages 8-9.

**Repair Cost:** All repairs must be made by CISD Technology personnel or their representative.

**Monies Owed:** All monies owed must be paid in full before a Device will be issued. Report card holds will apply to all Device monies owed.

## iPad Approximate Fees

<b>Accidental Damage</b>	<b>Cost</b>
First Incident	\$50.00
Second Incident	\$100.00
Three or more Incidents - Replacement Cost of Device	\$300.00

<b>Deliberate Damage, Neglect or Missing</b>	<b>Cost</b>
Power Adapter (missing, damage or neglect)	\$26.00
Power Cable (missing, damage or neglect)	\$17.00
Power Adapter Duckhead (missing, damage or neglect)	\$9.00
Protective Non-Keyboard Case (missing, damage or neglect)	\$35.00
Protective Keyboard Case (missing, damage or neglect)	\$92.00
Device wipe due to violation of Acceptable Use Regulations OR other damages (graffiti, illegal applications, etc.)	\$50.00
iPad Replacement Cost	\$300.00

## **TRANSPORTATION**

### **STUDENT DROP-OFF & PICK-UP**

- Drop-Off Time – **7:20 to 8:00 a.m.**
- **Do not drop the students off earlier than 7:20 a.m.**  
Staff members are not on duty until 7:50 a.m.
- If a child is not in the building by 8:00a.m., he/she is considered tardy.
- Pick-up Time – 3:50 p.m.  
Parents will inform the homeroom teacher at the beginning of the year if their student is a bus rider or car rider. If arrangements for pick-up change, notify the office of the change by 2:30 p.m. No transportation changes will be accepted after this time. Failure to pick students up at dismissal in a timely manner could result in requests for assistance from the local law authorities.
- Early Pick-Up: No early pick-ups after 3:15pm through the end of the day.  
For the safety of the students and adults, parents will not be allowed to walk-up to the Car or Bus Rider Area to pick up their child.
- If your child is a car rider, we will issue a car tag for your vehicle. You must have a car tag with the child's name (visible on your mirror) for us to release your child through the car pick-up line. If you do not have a tag, you will be asked to park, enter the office, and check-out your child after your ID is verified.

### **BUS TRANSPORTATION:**

- CISD does not allow daily changes to be made to students' bus pick-up or drop-off location. CISD students may designate a pick-up location that is different from their drop-off location within the zone. However, they must be the same every day. Any change of address throughout the year will be considered a permanent change.
- Please contact the Transportation Department directly should you have concerns. (281) 328-9240

## **VISITORS**

- All parents are welcome to visit. For the safety of the children, faculty, and staff, all visitors must report to the office, present a form of picture identification, and receive a badge.
- All visitors to the campus must wear a visitor badge at all times while on campus.
- 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.

During the school year, students will participate in various state and district assessments. In an effort to prepare students for the testing day routines and procedures, we will close our campus to all visitors on designated days. Students will be adhering to a flex schedule and testing will be taking place throughout the building. Through a collaborative effort of parents, teachers and students, we can ensure success! We appreciate your support!

### **LUNCH VISITORS:**

- Parents are welcome to have lunch with their child. For the safety of all students, parents may only eat lunch with their own child.
- **Non-parental lunch visitors must be on the Emergency Contact list in order to eat lunch with a student.**
- For safety purposes, there will be no visitors for lunchtime during: the first two weeks of school; predetermined days when our students are taking a Milestone exam; the weeks of STAAR testing; and, the last week of school.
- Parents will have a designated area/room where they may eat lunch with their child.
- Parents are expected to exit the designated area and leave through the office, rather than walking students back to class.

Once allowed, we welcome lunch visitors. The students enjoy the treat of having a family member join them for lunch. Visitors may not provide food to a child other than their own. Visitors also may not take pictures of or with a child other than their own.

- Parents and lunch guests will eat with their child in the designated area during lunch. Students cannot choose a friend to join them to eat lunch. Thank you for your cooperation with this procedure.

Meal Prices for the 2023-2024 School Year:

Paid Breakfast: \$3.00

Reduced Breakfast: \$0.40

Paid Lunch:\$3.25

Reduced Lunch: \$0.40

### **LUNCH PAYMENT OPTIONS:**

#### **Pre-Payment Options**

Please take advantage of the options to prepay your student's meal account in the SchoolCafe' system. . Prepaid meal accounts help the lunch lines go faster and gives students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for

breakfast or lunch money every day or worry that it might get lost, stolen or used for other things other than meals.

<https://www.schoolcafe.com/crosbyisd>

Online payments are a simple, safe and secure way to make payments to your students account 24 hours a day at your convenience.

## **Send Check or Cash**

You can always bring money personally or send it with your student. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the \$ amount and the check #. Turn in prepaid deposits to the cafeteria cashier(s) or school office.

If you choose to bring money to school personally or send it with your student, please put it in an envelope clearly marked with the student's first and last name, their ID #, their teacher's name, and the amount enclosed.

## **FIRST DAY of SCHOOL:**

- Parents of elementary students are welcome to walk students to class on the first day of school, Monday, August 7.
- Parents of CKC, BES, and DES prekindergarten and kindergarten students will be able to walk their children to class on Monday, August 7, and Tuesday, August 8.

## **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 interest in serving as a volunteer with the school. In addition, we will provide an orientation to all volunteers before service begins. Volunteers are expected to follow all policies and procedures while working in the building

## **WITHDRAWALS**

Please notify the school office and your child's teacher as soon as you know you will be withdrawing your student. This may be done in person. All textbooks and library books must be returned or a fee will be assessed. Please come to the office to sign the withdrawal form on your child's last day.

Note: All textbooks and library books must be returned and all records must be cleared before student's withdrawal papers can be released.

## **WORKING TOGETHER**

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 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.
- Becoming a school volunteer. For further information, see policy in the district handbook and contact the Counselor
- 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.

## **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.