

CROSBY INDEPENDENT SCHOOL DISTRICT

**Elementary Student
Supplementary Handbook
2018-2019**



Crosby Independent School District

Barrett Elementary School
Principal: Karen Walthall
815 FM 1942

Crosby Elementary School
Principal: Dana Kratky
14705 FM 2100

Crosby Kindergarten School
Principal: Jennifer Roach
805 Runneburg Road

Drew Elementary School
Principal: Christy Tisdom
223 Red Oak

Newport Elementary School
Principal: Christy CoVan
430 North Diamondhead

Campus	Name & Title	Email
BES	Karen Walthall, Principal	kwalthall@crosbyisd.org
BES	Darla Bumgardner, Asst. Principal	dbumgardner@crosbyisd.org
BES	Rita Roy, Counselor	rroy@crosbyisd.org
CKC	Jennifer Roach, Principal	jroach@crosbyisd.org
CKC	Bamby Antone, Asst. Principal	bantone@crosbyisd.org
CKC	Rebecca Butler, Counselor	rbutler@crosbyisd.org
CES	Dana Kratky, Principal	dkratky@crosbyisd.org
CES	Herlinda Minor, Asst. Principal	hminor@crosbyisd.org
CES	Shimetra Dirden, Counselor	sdirden@crosbyisd.org
DES	Christy Tisdome, Principal	ctisdome@crosbyisd.org
DES	Operium Baldwin, Asst. Principal	ojackson@crosbyisd.org
DES	Melody Cantu, Counselor	mcantu@crosbyisd.org
NES	Christy CoVan, Principal	ccovan@crosbyisd.org
NES	Ann Price, Asst. Principal	amprice@crosbyisd.org
NES	Mackenzie Spencer, Counselor	m Spencer@crosbyisd.org

The Crosby I.S.D. Parent / Student Handbook and the Elementary Supplemental Handbook can be found by going to crosbyisd.org.

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

CROSBY INDEPENDENT SCHOOL DISTRICT

Main # (281) 328-9200

Fax extension #1242

706 Runneburg Rd/P.O. Box 2009

Crosby, Texas 77532-8009

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:

President

Carla Mills-Windfont cwindfont@crosbyisd.org

Vice President

John Swinney jswinney@crosbyisd.org

Secretary

Cathi Hughes cejda@comcast.net

Asst. Secretary

Tanya Eagleton teagleton@crosbyisd.org

Members

John Lindsey jlindsey@crosbyisd.org

David Porter dporter@crosbyisd.org

Randy Condra rcondra@crosbyisd.org

CROSBY I.S.D. ADMINISTRATION

Superintendent of Schools

Dr. Scott Davis

Chief Financial Officer

Lesa Jones

Assistant Superintendent of Administration

Karen Grey

Assistant Superintendent of Student Services

Dr. Patricia Kay

Executive Director of Secondary Education

Todd Hicks

Executive Director of Elementary Education

Sherri Long

ATTENDANCE/ABSENCES/TARDIES

School Hours 8:20am - 3:45pm

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 request of 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.

BIRTHDAYS

If you would like to provide birthday treats, please make arrangements with the teacher. 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 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. Crosby Kindergarten Center will have three class parties - Fall, Christmas, and End of Year.

COMMUNICATION

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

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

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. 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 FNCFL (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. Hair cannot be dyed any color other than a natural color (i.e. no green, blue, purple, pink, etc.).
- 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. Boys are not permitted to wear earrings at school. 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.

DISCIPLINARY PROCEDURES

We follow the Crosby ISD Student Code of Conduct.

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 encouraged 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.

LIBRARY BOOKS

Library books will be issued to students. These books become the student's responsibility. If a book is lost, it is the parents' responsibility to pay for the book. If you do not want your child to check books out, please let us know in a written, signed and dated note.

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 / 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 Language Arts and Math. In addition, all 1st & 2nd-grade students must have met the grade-level standards for Reading performance. These are:

1st-Grade: Rigby Level 16 or DRA Level I

2nd-Grade: Rigby Level 22 or DRA Level M

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.

STUDENT PLANNER/AGENDA

Students in 3rd, 4th and 5th grade will receive a Student Planner at the beginning of the school year. The purpose of this planner is to provide the students with a tool to be organized in his/her learning. This is also a useful tool for the parent and the teacher to maintain communication. The student is required to record assignments and projects in the planner. The first planner is provided to the student at no cost. If the student loses the planner, he/she will be required to pay \$5.00 for a new one.

TECHNOLOGY GUIDELINES:

- Any & all technology devices that students bring to school will be their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen. Limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with District Policy.
- Students are to keep their technology devices secure at all times and not loan to others.
- Students must keep technology devices in their backpacks and on silent or vibrate mode.
- Elementary students are not allowed to use cell phones, smart watches, or other personal devices at school. If used during school hours, these devices will be taken up and a parent must come to school to pick up the device.

TRANSPORTATION

STUDENT DROP-OFF & PICK-UP

- Drop-Off Time – **7:50 to 8:20 a.m.**
- **Do not drop the students off earlier than 7:50 a.m.**
Staff members are not on duty until 7:50 a.m.
- If a child is not in the building by 8:20a.m., he/she is considered tardy.
- Pick-up Time – 3:45 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 request of assistance from the local law authorities.
- Parents must designate one mode of afternoon transportation.
- Walk-Up Pick-ups:
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 the child's designated car tag (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 will no longer 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) 328-9248

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.

LUNCH VISITORS:

- Parents are welcome to have lunch with their student. For the safety of all students, parents may only eat lunch with their child.
- **Non-parental lunch visitors must be on the Emergency Contact in order to eat lunch with a student.**
- There will be special seating for parents to dine with their child.
- 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.
- For safety purposes, there will be no visitors during lunchtime during the first two weeks of school, during STAAR testing weeks, and during PreK and Kindergarten registration weeks. Notification will be sent out to inform parents of these dates.
- Parents are expected to exit the cafeteria, rather than walking students back to class.

FIRST DAY(S) of SCHOOL:

- Parents of elementary students are welcome to walk students to class the first day of school.
- Parents of PreK & Kindergarten students are allowed to walk students to class the first week of school.

VOLUNTEERS

- The Crosby Independent School District is authorized by the state law to obtain criminal history record information on a person who as 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.

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 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.

