

CROSBY INDEPENDENT SCHOOL DISTRICT

**Elementary Student  
Supplementary Handbook  
2021-2022**



# **Crosby Independent School District**

**Barrett Elementary School**

**Principal: Karen Walthall**

815 FM 1942

**Crosby Elementary School**

**Principal: Dana Kratky-Fox**

14705 FM 2100

**Crosby Kindergarten School**

**Principal: Operium Baldwin**

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	Karen Walthall, Principal	kwalthall@crosbyisd.org
BES	Darla Bumgardner, Asst. Principal	dbumgardner@crosbyisd.org
BES	Rita Roy, Counselor	rroy@crosbyisd.org
CKC	Operium Baldwin, Principal	obaldwin@crosbyisd.org
CKC	Bamby Antone, Asst. Principal	bantone@crosbyisd.org
CKC	Becca Butler, Counselor	rbutler@crosbyisd.org
CES	Dana Kratky-Fox, Principal	dkratky@crosbyisd.org
CES	Herlinda Minor, Asst. Principal	hminor@crosbyisd.org
CES	Elizabeth Green, Counselor	egreen@crosbyisd.org
DES	Christy Tisdorn, Principal	ctisdorn@crosbyisd.org
DES	Lizette Armenta	larmenta@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	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](http://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  
14670 F.M. 2100  
Crosby, Texas 77532-8009

**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**

Tanya Eagleton

**Vice President**

JR Humphries

**Secretary**

Heather Barrett

**Asst. Secretary**

Jennifer Roach

**Trustees**

KeaLynn Lewis

John Swinney

Christina Castillo

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

**Superintendent of Schools**

Paula Patterson

**Chief Financial Officer**

Yvonne Johnson

**Executive Director of Human Resources**

Christy Covan

**Director of Student Services**

Katrina White

**Executive Director of Secondary Education**

Todd Hicks

**Executive Director of Elementary Education**

Sherri Long

**Executive Director of Operations**

Dustin Bromley

**Director of Communications and Public Relations**

Brett Birkinbine

**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 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.

## **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 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.

## **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

## **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 3rd 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. 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.**

## **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.

### **Grading Guidelines**

Approved grading guidelines for each grade level or course will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed; and
- Procedures for a student to follow after an absence.
- These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal.

The following guidelines establish the minimum requirements for each reporting period.

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. All grade levels.
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 print a weekly paper copy of student grades for backup purposes. 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, compliance with classroom rules, or bringing supplies to class. Teachers will assign grades reflective of students' mastery of an assignment.
6. Students who receive a failing grade on a major assignment may request a reassignment.
  - 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.
  - The new grade will replace the failing grade up to and not exceeding a grade of 70 for that assignment.
  - To be eligible for a retest, students 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 reassessment.
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, as outlined in the campus handbook and/or academic planning guide.
12. MECA (Modified Early College Academy) and Dual Credit participation requirements fall under the guidelines of the college that oversees their respective programs.
13. Students in grades 1 and 2 must meet reading proficiency requirements in order to be considered for promotion. Additionally, the Campus Grade Placement Committee will make decisions about promotion based on the student's final averages in math and reading. The cumulative average of all subjects must be a 70 or higher.



## **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 1st – 5th grade.

- If you are interested in your child accelerating a grade level by examination, please contact your school's counselor.
- Preliminary grade acceleration testing will be conducted during a designated time during April for current Kindergarten through 5th grade students who wish to accelerate by a grade level.
- A completed Grade Acceleration Application form including a parent signature must be submitted to their child's counselor. Reminder letters and testing results will be mailed to the parent at the address on the application form.
- Parents are required to complete and return to their child's campus a Grade Acceleration Application and Parent Checklist for Grade Acceleration by March 18, 2022.
- April 18-22, 2022, all students that request to take exams to accelerate a grade level will be assessed with local screening assessments on campus during school hours.
- If your child is approved to test, all other required tests will be conducted June 20-24, 2022.
- University of Texas at Austin-UT High School Credit by Examination is the testing resource that will be utilized for acceleration testing. All study guides and instructional materials are available by visiting: [https://highschool.utexas.edu/cbe\\_study\\_guides](https://highschool.utexas.edu/cbe_study_guides)
- Elementary students who want to accelerate by a grade level must earn at least an 80% on ALL four University of Texas at Austin-UT High School Credit by Examination assessments (Mathematics, Language Arts/English, Science, and Social Studies). Each subject area exam requires approximately 2-3 hours of testing.
- Students must submit the completed application form to his/her counselor, including parent signature by the stated deadline on the Grade Acceleration Application.
- There will be no make-up sessions for any grade acceleration examination. All tests will be administered on the assigned date. If a problem does arise, please contact your counselor immediately.
- Score reports are generally available 4-5 weeks after testing. Score reports are sent to school counselors and parents will be notified of the results.
- There is no fee for Grade Acceleration Examinations.

Credit by Examination for Kindergarten Acceleration is offered for students whose parents request acceleration from kindergarten to first grade. Parents who believe their child may be a candidate for acceleration must enroll their child in kindergarten and complete the Grade Acceleration Application by week three of the school year. Grade Acceleration Application for acceleration may be obtained at the campus. The process for assessing students to determine need for acceleration will occur during the first

nine weeks of the current school year. Deadline to submit applications for Kindergarten Acceleration is September 3, 2021.

The kindergarten program in Crosby ISD is designed to accommodate student needs for acceleration within the kindergarten classroom. It is, therefore, the philosophy of Crosby ISD to accelerate only students who cannot be effectively served through district programs at their current grade level. At this early grade level, the district will require the student to demonstrate performance well above average for first grade, so that a student's success in that grade level can be assured.

If you have questions or need additional information, please contact the school 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: Rigby Level 4

1<sup>st</sup>-Grade: Rigby Level 16 or DRA Level I

2<sup>nd</sup>-Grade: Rigby Level 22 or DRA Level M

- 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).

## **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 repair.

**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

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

Deliberate Damage, Neglect or Missing	Cost
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 – **7:50 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 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.

### **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.

### **FIRST DAY of SCHOOL:**

- Parents of elementary students are welcome to walk students to class on the first day of school, Thursday, 8/12.
- Parents of CKC students will be able to walk their children to class on Thursday, 8/12, and Friday, 8/13.

## **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

## **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.