

CROSBY HIGH SCHOOL

2021-2022

STUDENT-PARENT CAMPUS HANDBOOK



2021-2022 CROSBY INDEPENDENT SCHOOL DISTRICT

Board Approved
02/22/2021



Total Days for Teachers: 187
First Day of School for Students: August 12, 2021
Last Day of School for Students: May 26, 2022

1st Semester: 83 days 2nd Semester: 93 days

Total Instructional Days = 176 Days

HOLIDAYS

| | |
|--------------------|---------------------------|
| Independence Day | July 4 |
| Labor Day | September 6 |
| Thanksgiving Break | November 22 - 26 |
| Winter Break | December 20 - December 31 |
| MLK Day | January 17 |
| Spring Break | March 14 - 18 |
| Good Friday | April 15 |
| Memorial Day | May 30 |

STUDENT & TEACHER HOLIDAYS

(Administrative Staff Work Days)

October 7, 8, 11 February 10, 11

NEW TEACHER ORIENTATION

July 28, 29

STAFF DEVELOPMENT DAYS (No School for Students)

August 2-11 February 9
January 3 May 27

ELEMENTARY PLC DAYS (No School For PreK - 5th Grade)

September 17 February 21
November 12 April 18

* Secondary PLC Days will continue to be on Wednesdays unless otherwise communicated.

BAD WEATHER MAKEUP DAYS

February 10, 11

SCHOOLS PHONE

| | |
|----------------------------|--------------|
| Crosby Kindergarten Center | 281-328-9370 |
| Barrett Elementary School | 281-328-9320 |
| Newport Elementary School | 281-328-9330 |
| Crosby Elementary School | 281-328-9360 |
| Drew Elementary School | 281-328-9306 |
| Crosby Middle School | 281-328-9264 |
| Crosby High School | 281-328-9237 |

KEY

- Regular Monthly Board Meetings
- Holiday
- Holiday for Students & Employees on 187-day contracts (Administrative Staff Work Day)
- Semester Stop/Start Days
- Staff Development Day
- New Teacher Orientation
- Early Release Day
- Elementary PLC Days





Crosby High School

2020-2021 Bell Schedule (PLC)

| Monday/Tuesday | Wednesday | Thursday | Friday |
|---|--|--|---|
| First Period 7:15 – 8:09 (54 min) | Second Period 9:00 – 10:45 (100 min+5 min) ADA 10:30 Announcements | First Period 7:15 – 8:54 (99 min) | First Period 7:15 – 8:09 (54 min) |
| Second Period 8:15 – 9:08 (53 min) | Fourth Period 10:51 – 1:00 | Third Period 9:00 – 10:45 (100min+5 min) ADA 10:30 Announcements | Second Period 8:15 – 9:08 (53 min) |
| Third Period 9:14 – 10:12 (53 min + 5min) Announcements | Lunch A 10:45 – 11:14 (29 min) | Fifth Period 10:51 – 1:00 | Third Period 9:14 – 10:12 (53 min + 5min) Announcements |
| Fourth Period 10:18 – 11:11 (53 min) ADA 10:30 | Lunch B 11:18 – 11:47 (29 min) | Lunch A 10:45-11:14 (29 min) | Fourth Period 10:18 – 11:11 (53 min) ADA 10:30 |
| Fifth Period 11:17 – 12:46 | CLASS 11:51 | Lunch B 11:18 – 11:47 (29 min) | Fifth Period 11:17 – 12:46 |
| Lunch A 11:11 – 11:40 (29 min) | Lunch C 12:31 – 1:00 (29 min) | CLASS 11:51 | Lunch A 11:11 – 11:40 (29 min) |
| Lunch B 11:44 – 12:13 (29 min) | Sixth Period 1:06 – 2:45 (99 min) | Lunch C 12:31 – 1:00 (29 min) | Lunch B 11:44 – 12:13 (29 min) |
| Lunch C 12:17 – 12:46 (29 min) | | Seventh Period 1:06 – 2:45 (99 min) | Lunch C 12:17 – 12:46 (29 min) |
| Sixth Period 12:52 – 1:46 (54 min) | | | Sixth Period 12:52 – 1:46 (54 min) |
| Seventh Period 1:52 – 2:45 (53 min) | | | Seventh Period 1:52 – 2:45 (53 min) |

HELP AT A GLANCE

| | |
|--|-------------------------|
| Admit to class following absence | Attendance Office |
| Bus Problems..... | Transportation |
| College Day Visit Forms (Jrs/Srs) | Next Level Center |
| Enrollment/Withdrawal | Registrar’s Office |
| Fee Waiver for SAT or ACT (Jrs/Srs)..... | Next Level Center |
| Illness or accident..... | Nurse’s Clinic |
| Lost items..... | Front Office |
| Parking permits | Online Form/RH 2 |
| Schedule or Credit..... | Your Counselor’s Office |
| Tardies | RH2 or WH1 |
| Temporary ID Badge..... | RH2 or WH1 |
| Transcript..... | Registrar’s Office |
| VOE Form (Driver License) | Registrar’s Office |

Advanced Placement and Pre-Advanced Courses

Students enrolled in an AP course are expected to take the corresponding AP exam. Schedule changes for Pre-AP and AP drops will **ONLY** be considered at the END of the first 3-weeks; END of the first 9-weeks and/or at the end of the 1st semester. AP/PAP drops require written request by the student, parent, teacher, counselor and Principal approval. When approved, the grade earned in the Pre-AP or AP course will be transferred to the on-level class. Pre-AP and AP level drops will not be approved after the fall semester.

Announcements, Posters, Signs

All advertisements, campaigns, and similar purpose signs/posters must be approved by the appropriate sponsor and also be authorized by the campus principal or designee before being posted on the campus. Sponsors are to have such items removed when they have served their purpose. Check with sponsor and administration on the appropriate adhesive options.

Announcements of general interest are made each day over the intercom (typically at the beginning of 3rd period with the exception of Wednesdays where announcements are made at the beginning of 6th period). Items to be announced must come from the teacher, sponsor, or staff member.

Affection (Displays of)

Inappropriate demonstrations of affections while on school grounds or at a school-sponsored event may result in parent contact and/or school discipline consequences.

After-School

If students are on campus after school for official business such as tutorials, club activities, or athletic events they **MUST** be supervised by a CHS staff member. The hallways will be cleared and gates may be lowered by administration at 3:00 PM each day. Students waiting for a ride must remain outside the building barring dangerous, inclement weather. **For safety reasons, students who do not have official business on campus must be off school property by 3:00 PM.**

Attendance Policies

Please refer to the CISD Student Handbook for additional Attendance Policies and Procedures

- **College Visit Absences-** Juniors and Seniors are allowed to take **one** College Day in the fall semester and **one** College Day in the spring semester. Specific guidelines are listed on the College Visit Form and must be followed before a student may take this day. Students may pick up a College Visit Form inside the Next Level Center.
- **Procedures Following an Absence-** Documentation for the absence/absences must be submitted to the attendance office. The student's name, date of absence, reason for absence, contact number, and parent/guardian signature are requested. **Documentation must be brought within 3 days of the student's return to school.**
- **School Activity Absences-** Students who will miss school due to a school activity should get all assignments from his/her teacher **prior** to the absence. School activity absences are excused absences.
- **Attendance – Signing In-** Classes begin at 7:15 AM each day with the exception of late arrival Wednesdays where classes begin at 9:00 AM. Students must come through the attendance office and sign-in when arriving to school after 7:30 AM on regular school days and after 9:15 AM on late arrival days. Students will be considered tardy upon arriving after the first bell. There are no excused tardies to the first period of the day for those students who do not ride the bus. After the first fifteen minutes of the school day or after the first fifteen minutes of any class period, the student's attendance will be recorded as an absence and these absences will count against the student on exemptions and the 90% state attendance requirements.
- **Attendance – Signing Out-** To receive an early dismissal during the school day, a student is required to present a written request/excuse that includes the student's name, reason for leaving, contact number, and parent/guardian signature to the attendance office. The parent must also telephone the attendance clerk as far in advance as possible. Students checked out at the end of the day must do so by 2:15 pm and on Pep Rally Scheduled days by 1:45pm

Parent/guardian permission must be received before a student may leave campus. The parent/guardian should come to the office and personally sign out the student.

Students who are assigned in-school suspension (ISS) and check out during the school day will have to repeat that day of ISS.

Bring Your Own Device (BYOD) Policy-

CHS will open a filtered, wireless network through which students will be able to connect privately owned electronic devices. Students using personal electronic devices must follow the school guidelines while on school property, attending any school-sponsored activity, or using the Crosby ISD network.

Students are allowed to bring personal electronic devices that can access the Internet for educational purposes **as determined by the classroom teacher**. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner.

Class Rank

Please refer to the Academic Planning Guide

Deliveries to Campus

Student deliveries may be dropped off at a designated location near the front entrance. Crosby High School is **not** responsible for lost/stolen items.

Dress Code

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the administrator's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The district prohibits pictures, emblems, or writings on clothing backpacks, folders, etc. that:

1. Are lewd, offensive, vulgar or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under CISD Board Policy.

Discretion in all situations is reserved for the principal or designee in cases of appropriateness for school. The student and parent may determine the student's personal dress and grooming standards, provide that they comply with the general guidelines below:

Hair

- No type of head covering, cap or hat is to be worn;
- Distracting hairstyles are not permitted;
- Distraction will be defined by the principal or designee.

Dress/Skirts

- Dresses/Skirts must be no shorter than 3 ½ inches (vertical length of the student ID badge) from the top of the knee;
- Slits must conform to the 3 ½ inch rule;
- Strapless dresses that are sleeveless or with spaghetti straps are not allowed;
- Appropriateness will be defined by the principal or designee.

Garment/Accessories/Jewelry

- Students may not wear any clothing or accessories that identify the student as a gang member or a member of an unauthorized group;
- Any garment/accessory/jewelry that causes a class disruption will be deemed inappropriate.
- Appropriateness will be defined by the principal or designee.

Pants

- Slits/cuts, holes or fringed openings also must follow the 3 ½ inches above the knee rule.
- Pants must fit at the waist or a student must wear a belt, no sagging
- *Leggings/jeggings/tights are only permitted with long sweater/long shirt at least 3 ½ inches above the knee rule.*
- No pajamas or sleepwear allowed.
- Appropriateness will be defined by the principal or designee.

Shorts

- Shorts must be at least 3 ½ inches above the knee;
- Wind shorts or biker shorts/tights are not allowed.
- Appropriateness will be defined by the principal or designee.

Shirts

- Length must be so that no torso skin is visible;
- Tank tops, muscle shirts, or cut-off shirts are not permitted;
- Off-the-shoulder, see-through or sheer shirts are not permitted (without appropriate under clothing);
- There should be no holes
- Appropriateness will be defined by the principal or designee

Footwear

- Shoes must be appropriate for school;
- House shoes are not appropriate;
- Appropriateness will be defined by the principal or designee

Coats/Costumes

- Wearing a costume, cape, mask, gown, etc. is not permitted
- Appropriateness will be defined by the principal or designee

Sunglasses

- Sunglasses of any type are not to be worn

Body Rings/Tattoos

- Students displaying tattoos or other body markings may be asked to cover them at the discretion of campus administration
- Stud nose and ear piercing are acceptable— Not allowed- Septum, Eyebrow, Lip, or Dermal piercings
- Chains, spikes, choke collars, dog collars, etc. are deemed inappropriate and are not permitted
- Appropriateness will be defined by the principal or designee

Additionally, dress codes will apply for students re-entering the building after school for tutorials and/or meetings. If you are in an academic setting you will need to be dressed appropriately.

The principal, in cooperation with the sponsor, coach, or other personal responsible of an extracurricular activity may regulate the dress and grooming of students who participate in the activity. Students who violate the dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary actions, as specified in the Student Code of Conduct.

Early Graduation

Please refer to the Academic Planning Guide

Early Release/Late Arrival (Seniors only)

Students who have early release must leave campus at the beginning of the designated period. Any student who receives ISS due to disciplinary action will lose their late arrival/early release for the ISS days assigned.

If special circumstances arise (tutoring, using the library, etc.) and a student needs to remain on campus during the early release time, the student must obtain a pass from his/her house principal prior to the date/time it is needed.

Early release/late arrival students must have his/her own transportation. **Early release/late arrival is a privilege, not a right, and may be revoked as defined by the principal or designee.

Extracurricular Activities, Clubs and Organizations

Student shall be permitted to participate in extracurricular activities subject to the following restrictions:

1. During the initial six-week period of the school year, students are eligible to participate in contests provided the following standards have been met:
 - Students beginning in grades 9 and below must have been promoted from a lower grade prior to the beginning of the current school year.
 - Students beginning their second year of high school must have earned a minimum of five credits which count toward the state high school graduation requirements.
 - Students beginning their third year of high school either must have earned a total of ten credits which count toward the state high school graduation requirements or graduation requirements must have been earned during a total of five credits which count toward state high school the twelve months preceding the first day of the current school year.
 - Students beginning their fourth year of high school either must have earned a total of fifteen which count toward high school graduation credits or a total of five credits which count toward state high school graduation requirements must have been earned during the twelve months prior to the first day of the current school year. See UIL website at ww.uil.utexas.edu for exceptions for migrant students or high school students transferring from out-of-state.
2. A student who receives a grade below 70 at the end of the UIL eligibility period in any academic class, other than a class identified as honors or advanced either by the State Board of Education or by the local Board of Trustees, may not participate in extra-curricular activities for at least three school weeks, as set forth by UIL "No Pass No Play." If a student makes below a 60 and is enrolled in a course on a 5.0 or 6.0 grading scale or pre-calculus, the student loses eligibility according to "No Pass

No Play” as set forth by UIL. If a student makes below a 70 but at least a 60 and is enrolled in a course on a 5.0 or 6.0 grading scale or pre-calculus, the student does not lose eligibility.

3. A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

4. An ineligible student may continue to practice or rehearse with other students for an extracurricular activity but may not participate in competition or other public performance. The student is not permitted to travel with the organization, team, etc. to the event while suspended from participating due to grades.

5. Students who have not completed required work prior to the end of the grading period due to an excused absence will receive an “Incomplete.” Students with an “incomplete” grade are ineligible until the “Inc” is replaced with a passing grade. Students with an incomplete in a course may regain eligibility when the “Inc” is replaced with a passing grade provided:

- The “Inc” is due to an excused absence.
- The work is made up within one week of the student’s return to school.

6. A student is allowed up to ten absences in a school year for school-related or school-sanctioned activities on or off campus, not related to post-district competition. A maximum of five absences is allowed for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities or other activities approved by the Board, are subject to those restrictions.

7. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

8. Students must be in attendance at least 4 class periods on the day of the activity to participate in any extracurricular activity unless prior approval is given by the principal.

9. Students who are placed in ISS may not participate in extracurricular activities during the time of their assignment. They may attend after school rehearsals/practices; however, may not compete in events/games. A student cannot leave during the school day for an extra-curricular event if in ISS but may participate after school at sponsor/coach’s discretion.

10. A student, who is placed in District Alternative Education Placement (DAEP) or expelled for any length of time, loses the right to participate in any extracurricular activity for the duration of the alternative school placement. Students in DAEP may not come on campus or attend any school-related event for any reason without prior approval from the principal or his/her designee. Any DAEP student on campus or at any school-related activity will be considered trespassing.

Exam Exemption Policy

Seniors may exempt all classes in both the fall and spring semester if all requirements below are met. Juniors are not allowed to exempt any classes in the fall semester. Juniors in the spring semester are eligible for exemption from all finals if all requirements below are met:

- A student must have a grade average of 80 or above in the course for which he/she is seeking a final exam exemption.
- A student cannot have any office referrals for cheating- Reference CHS Honor Code
- A student must have no more than three absences in the course for which he/she is seeking a final exam exemption. Absences are counted up to the day the exam is administered. School-related/extracurricular absences do not count for purposes of this rule.
- A student cannot be exempt from a final exam if during the semester the student is sent to a 3-hour detention more than once, serves any time at the alternative school (DAEP), or receives any suspension (ISS or off-campus) or expulsion.
- A student must have paid all school related fines and fees.
- Transfer students have the responsibility to provide attendance and disciplinary information from previous school to be considered for exemptions.
- A student enrolled in a dual credit course with Lee College or San Jacinto College may not exempt those classes based on the above-mentioned criteria.

Any student regardless of grade level, enrolled in an AP course who takes the College Board Advanced Placement (AP) exam may be exempt from the final exam for that AP course if they are passing the course (70 or above) and meet all other criteria for exam exemptions.

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.

Honors/Pre-Advanced Placement Courses

The grading policy for Honors/PAP courses aligns with the grading policy for all Crosby ISD general education courses.

- An average of 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.
- Students who receive a failing grade on a major assignment may request a reassessment.
 - 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 to request a reassessment.
 - The reassessment grade will replace the failing grade up to and not exceeding a grade of 70 for that assignment.
 - To be eligible for a reassessment, students must participate in relearning opportunities such as attending a tutorial, completing test corrections, or participating in other remediation opportunities prior to the date of the reassessment, as determined by the student's teacher.
 - Students will be provided 1 reassessment opportunity per major assignment.
- Students may be reassessed on the objective(s) they missed and in the modality the teacher selects, i.e., a different test, oral defense, written modes, explanations, demonstrations, etc.

Advanced Placement Courses

The grading policy for Advanced Placement courses aligns with the grading policy of all general education courses, with the exception of the number of major assignments that are available for reassessment per 9 week grading period.

- An average of 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.
- Students who receive a failing grade on a major assignment may request the opportunity to reassess on 1 major assignment per 9 week grading period.
 - 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 to request a reassessment.
 - The reassessment grade will replace the failing grade up to and not exceeding a grade of 70 for that assignment.

- To be eligible for a reassessment, students must participate in relearning opportunities such as attending a tutorial, completing test corrections, or participating in other remediation opportunities prior to the date of the reassessment, as determined by the student's teacher.
- Students will be provided 1 reassessment opportunity for the designated major assignment.
- Students may be reassessed on the objective(s) they missed and in the modality the teacher selects, i.e., a different test, oral defense, written modes, explanations, demonstrations, etc.

Dual Credit Courses

- All grading procedures align to the requirements prescribed by the affiliated College/University.

Graduation

The date, time and location is announced at the beginning of each academic school year. All eligible students are required to attend graduation practice. Exemptions for this policy must be pre-approved through the Associate Principal. Practice date and time will be posted during the spring semester.

There will be one graduation ceremony normally scheduled at the conclusion of the spring semester.

Students will receive information regarding graduation expenses early in the fall semester of their graduating year.

Health-Medical Emergency/Emergency Care

If a student should have a medical emergency at school or at a school-related activity when the parent/guardian cannot be reached, the school will need to have written parent/guardian consent on file to obtain emergency medical treatment.

If it is the judgment of the school nurse, principal, or his/her designee that 911 be called, the student will be taken to the nearest hospital. Should a student need to be transported from campus to medical facility, a member of the staff will remain with the student until a parent/guardian arrives.

The campus and/or district is not responsible for medical expenses associated with a student's injury or illness.

It is important that you complete the emergency care information during the annual Cougar Camp Verification process. After the verifying process has ended, please complete the emergency information as part of the online process through the campus registrar's office.

Health- Medication Policy

Please refer to the Crosby ISD Student Handbook on Medication Policies.

Homecoming Court / Prom Court

Requirements:

- A CHS student for at least one year;
- No discipline beyond a 3 hour detention;
- Homecoming Court--- discipline is based on current semester and previous spring semester;
- Prom Court--- discipline based on the current school year.

Nominations:

- Each court member is nominated by the appropriate grade/class.
- Four highest will be considered the nominees.

Presentation of Winners:

- Homecoming Court- Homecoming Game
- Prom Court- Prom

Homework Policies

Please refer to the individual teacher's syllabus for specific homework policies and the CISD Student Handbook.

Late work and make-up work will be evaluated based on the grading policies set forth in the CISD Student Handbook.

Identification Badges

All students will be issued a school identification badge and lanyard that must be worn at ALL times. The current year badge must be kept on a lanyard and worn in plain sight around the neck. Students without an ID badge will not be allowed to enter the class and will be charged \$1.00 for a one-day temporary badge to be worn on the chest. The badges

are not to be drawn on, decorated or defaced in any way. Students who lose, damage, or deface their badge will be assessed a \$5.00 replacement fee for the badge and \$2.00 for a replacement lanyard. Failure to wear the ID badge will result in disciplinary consequences.

Library- Media Center

The library is open for student use during specified times that are posted to the doors of the library. There are some instances when the library will be closed due to state testing, final exams, classroom reservations, etc.

- Library books are checked out for two weeks.
- A fine of \$0.05 per day per book will be charged on overdue books
- Food and drink are prohibited
- Printing is available, a fee may be required

Parent/Guardian – Teacher Conferences

Parent/Guardians are encouraged to conference with their child’s teacher(s) to discuss student progress. In order to do so, the parent/guardian should contact the teacher through an email or a phone call. To schedule a telephone or in-person conference, please call the front office at 281-328-9237.

Parent/Guardian Student Complaints/Concerns

Student or parent/guardian complaints or concerns can be addressed by a phone call or a conference with the teacher. We expect parents to contact the teacher involved. If no resolution is met, the parent/guardian is asked to meet with his/her student’s counselor, and/or assistant principal.

If unresolved with the counselor and/or assistant principal the student and/or parent/guardian should discuss the complaint with the Associate Principal.

For more information refer to the Crosby ISD Student Handbook and Crosby ISD Board Policy.

Pledges and Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Texas Pledge each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. *See the Crosby ISD Student Handbook for more information.*

A minute of silence will follow the recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Prom Rules

Guests or dates must be a Junior or Senior or under 21 and must follow the guidelines.

- Formal attire is required.
- Student ID is required for CHS students.
- Valid ID is required for off-campus guests.
- All students must register their guests and themselves by the administrative deadline.
- Once a student enters the prom, if he/she leaves for any reason, he/she will NOT be permitted to return.
- A student may NOT attend prom if:
 - * He/she is an underclassman 9th or 10th grade - ISS or suspended at the time of prom (Seniors who are in ISS may attend prom with prior approval from the campus principal. However, they must have been classified as a senior at the beginning of the school year).
 - * He/she is enrolled in DAEP at the time of prom.

Schedule Changes

See CHS Academic Planning Guide for more information

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. School officials may search a student or student's property with reasonable suspicion. This would include a student's purse, backpack, locker, vehicle, school issued devices, etc.

Special Education Services

See the Crosby ISD Student Handbook for more information

Student Fees

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his/her own pens/pencils, paper, erasers, notebooks and may be required to pay certain other fees or deposits depending on the course and/or extracurricular activity including, but not limited to:

- Membership dues in voluntary clubs or organizations
- Class project materials
- Personal athletic or PE equipment
- Voluntarily purchased student accident insurance
- Musical instrument rental and uniform maintenance
- Personal apparel used in extracurricular activities that become the property of the student
- Fees for lost, damaged or overdue library & text books
- Fees for lost or damaged technology devices
- Fees for optional courses (dual credit)

See the Crosby HS Academic Planning Guide for more information

Student Records

See Crosby ISD Student Handbook for more information

Tardy Policy

Students are given 6 minutes in between each class period. Any student that is not in class when the bell rings will be considered tardy and will be required to report to a house office to obtain a tardy slip. Tardies are counted per 9 weeks

- 1st-4th Tardy = Warning;
- 5th-6th Tardy= D-Hall;
- 7th-9th Tardy= Thursday/Saturday class (3-hour)
- 10th+ Tardy= ISS/Possible OSS assignments

Excessive tardies may result in ISS. Tardies to first period may result in a student's parking privileges being revoked. Tardy passes excuse the consequence, but do not eliminate the tardy for the student's overall tardy count.

Tutorial Program

CHS offers tutorial sessions from 2:45 PM – 3:30 PM on Tuesdays and Thursdays. There will be no extracurricular practices held during tutorial time without prior approval of the principal or his/her designee. Participation in tutorials is voluntary; however, we encourage all students to take advantage of the program being offered. Transportation after the tutorial session will be the responsibility of the student.

Vehicles/Parking

Vehicles brought on campus are the personal responsibility of the driver/owner. The school is NOT responsible for accidents, thefts, vandalism, etc.

All students' motor vehicles (auto, truck, cycle) must be registered in the office within one week of the beginning of school, or immediately upon enrollment during the year or the first time a new vehicle is driven to school. Before a student can obtain a school parking

decal, a valid Texas Driver's License, parent consent form, a proof of the current insurance coverage must be presented. A school parking decal must be displayed while the vehicle is on campus. The price of each sticker will be \$20.00 plus 4% for paying with a credit card.

Students who bring vehicles on campus must observe the following rules:

1. Students are not allowed to park in faculty/staff lots.
2. Students are not to sit in parked cars at any time after arrival, between classes, or before departure from school.
3. Motorcycles are to be parked in the student parking area.
4. Students are not to congregate around vehicles.
5. Students driving a vehicle other than the one registered should report to the _____ to receive a temporary permit; however, this will not excuse if the student is tardy.
6. Once a car is parked, the student should exit and not return to the vehicle until ready to leave campus for the day. A student may only return to his/her vehicle by receiving a pass from his/her assistant principal.
7. Leaving campus without permission will result in disciplinary consequences and possible loss of driving privileges to school for the remainder of the school year. If the offense occurs any time during the last six weeks of the semester, loss of driving privileges may extend until the following school year.
8. Student vehicles may be searched by campus administrators, if reasonable suspicion exists.
9. Students are not allowed to drive to the practice fields, field house, baseball/softball fields, Agriculture Center, etc. during the school day.
10. Failure to register a vehicle, improper parking, and/or disobedience of parking rules will result in disciplinary consequences and/or the vehicle being towed away at the owner's expense.
11. Students who drive recklessly may be subject to loss of driving privileges up to the remainder of the year and appropriate legal action will be taken.
12. After School students must move his/her vehicle out of the band practice area on the specified days.

Driving a vehicle or motorcycle to school is a continuously earned privilege and not a right. Students abusing this privilege forfeit the privilege of driving a vehicle to school.

Video Cameras

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and in common areas on campus. The transportation department and/or campus administration will review video routinely and document student misconduct. Discipline will be in accordance to the Crosby ISD Student Code of Conduct.

Visitors

For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office. Parents/guardians are always welcome, but are encourage to make an appointment prior to arrival. To better protect our students, staff and visitors, our campus screens for registered sex offenders. A valid state issued identification is required in order to enter our campus during regular school hours. Visitors must visibly display the visitor's badge. School policy is to accept only those visitors who have legitimate business at school. Guests and visitors must have the approval of a school administrator. Students from another district and other visitors are not permitted in classrooms, the commons, or hallways.

When visiting the school all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Additionally, all visitors are expected to observe the same regulations concerning dress and conduct as is required of students. Any person not following these regulations will be considered in violation of the Texas Penal Code of Loitering- appropriate action will be taken.

Withdrawing from School

A student under the age of 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the registrar's office. A student who is 18 or older, who is married, or who has been declared by a court to be emancipated minor, may withdraw without parental signature. An attempt will be made to phone the parent to notify them that the student is withdrawing.

No grades will be given to any student whose records are not cleared. No transcripts will be sent until proper withdrawal procedures are carried out and all accounts settled.