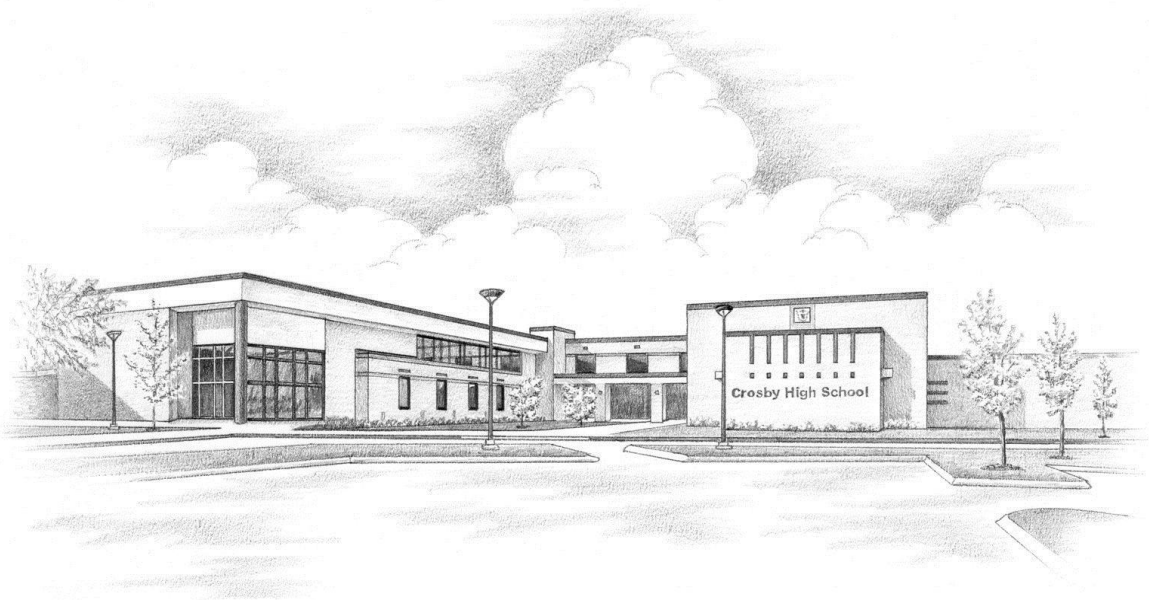


Crosby High School



**2015 – 2016
Student-Parent Handbook**

CROSBY HIGH SCHOOL ADMINISTRATION

Mr. Greg Bower, Principal
Angie Darbonne, Associate Principal
Kelly Hall, Assistant Principal
Laura Haynes, Assistant Principal/Testing Coordinator
Robert Destin, Assistant Principal
Mary Jenkins, Assistant Principal, Ninth Grade Initiative (NGI)

GUIDANCE OFFICE COUNSELORS

Amy Leos, Counseling Chair
Jared Stice, Counselor
Alice Hoy, Counselor
Dianna Anderson, Counselor, NGI

Daron Mann, College and Career Readiness Advisor/Scholarship Coordinator

Contact Information

Main # (281) 328-9200

CHS Receptionist's Desk – ext. 1802
Assistant Principal's Office – ext. 1809
Ninth Grade Initiative Office – ext. 1807
Guidance Office – ext. 1816
Attendance Office – ext. 1822

.....

Mission Statement

At Crosby High School, our mission is to provide a safe, positive environment for challenging academic, vocational, and technical learning that motivates students to reach their full potential in a culturally diverse and ever-changing world.

Alma Mater

Hail to Thee, our Crosby High School
Guide and guardian thou shalt be;
Through the years our memories linger
Ever trusting, true to thee.

Love and guide us and protect us
With thy endless loyalty;
Hail to Crosby's Alma Mater,
Ever true we'll be to thee.

School Mascot

Cougar

School Colors

Red & White

Fight Song

Onward to victory, never give in;
Fight to the finish, that's how to win.
Only the best, boys, with all your might;
For Crosby and Alma Mater
Fight, fight, fight, fight!

Onward and upward
Let's all begin
With such a motto
We'll always win.
We'll never falter
We'll always fight
For Crosby's Red and White!

District Calendar



Crosby Independent School District 2015-2016 Academic Calendar

www.crosbyisd.org

July						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Begins: August 24, 2015
School Ends: June 1, 2016

1st Semester	Days
Aug. 24 - Oct. 16	39
Oct. 19 - Dec. 18	40
Total	79

2nd Semester	Days
Jan. 5 - Mar. 11	47
Mar. 21 - Jun. 1	51
Total	98
Total Days	177

Holidays

Sep. 7	Labor Day
Nov. 23 - 27	Thanksgiving Break
Dec. 21 - Jan. 4	Christmas/Winter Break
Jan. 18	M.L. King Day
Mar. 14 - 18	Spring Break
Mar. 25	Good Friday
May 30	Memorial Day

Staff Development /Prep Days
(no school for students)

Aug. 14-21
Jan. 4
Feb. 15
Jun. 2, 3

New Teacher Orientation

Aug. 11 - 13

Bad Weather Make-Up Days

Feb. 15
Jun. 2 (w/Staff Development on Jun. 4)

Early Release Days

Dec. 18
Jun. 1

Testing Calendar
<http://tea.texas.gov/student-assessment/calendars/>

January						
S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	Th	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Key:**
- Holiday
 - [] Grading Period Begins/Ends
 - Staff Development
 - New Teacher Orientation
 - ☆ Early Release

Schools:	Hours:	Phone #
Crosby Kindergarten Center	8:15-3:20	281-328-9370
Barrett Primary School	8:15-3:35	281-328-9320
Newport Elementary School	8:15-3:35	281-328-9330
Crosby Elementary School	8:05-3:25	281-328-9360
Draw Intermediate School	8:15-3:35	281-328-9306
Crosby Middle School	7:15-2:45	281-328-9264
Crosby High School	7:15-2:45	281-328-9237

CAMPUS BELL SCHEDULES

(bus arrival by 6:45am)

Monday, Tuesday, & Friday			
	Regular Schedule	Afternoon Activity Schedule	CHS Mentor Schedule
6:00am		Zero Hour Begins	
7:05am		Hallways open for students, first bell to report to class	
1 st Period	7:15 - 8:09	7:15 - 8:05	7:15 - 8:07
2 nd Period	8:14 - 9:07	8:10 - 9:00	8:12 - 9:04
3 rd Period Announcements	9:12 - 10:08	9:05 - 9:55	9:09 - 10:01
4 th Period	10:13 - 11:07	10:00 - 10:50	Mentors - 10:05-10:20 10:25 - 11:17
5 th Period	11:12 - 12:48	10:55 - 12:26	11:22 - 12:52
A Lunch	11:12 - 11:42	10:50 - 11:20	11:22 - 11:52
B Lunch	11:45 - 12:15	11:23 - 11:53	11:52 - 12:22
C Lunch	12:18 - 12:48	11:56 - 12:26	12:22 - 12:52
6 th Period	12:53 - 1:47	12:31 - 1:21	12:57 - 1:49
7 th Period	1:52 - 2:45	1:26 - 2:16	1:54 - 2:45
	Tutorials 2:50-3:30	Activity 2:20-2:45	

Wednesday – Even Block Classes	
PLC Time	7:00 – 8:45
Hallways Open	8:50am
2 nd Period	9:01 - 10:41
4 th Period	10:46 – 1:01
A Lunch	10:46 – 11:16 tardy bell @ 11:20
B Lunch	11:20 – 11:50 tardy bell @ 11:55
C Lunch	12:31-1:01
6 th Period	1:06-2:45
Afterschool Activity Period	2:50-3:30

Thursday – Odd Block Classes	
6:00am	Zero Hour Begins
Hallways open & bell for first class	7:05am
1 st Period	7:15 – 8:56
3 rd Period	9:01 – 10:41
5 th Period	10:46 – 1:01
A Lunch	10:46 – 11:16 tardy bell @ 11:20
B Lunch	11:20 – 11:50 tardy bell @ 11:55
C Lunch	12:31-1:01
7 th Period	1:06-2:45
Tutorials	2:50-3:30

Table of Contents

Advanced Placement and Pre-Advanced Courses.....	8	Graduation Ceremony.....	14
Announcements, Posters and Signs	8	Graduation Expenses	14
Assemblies	8	Health-Medical Emergency/Emergency Care.....	14
Athletic Code	8	Health – Medications during School Hours.....	15
Attendance - College Release Absences.....	8	Health-Guidelines for Administering Medications	15
Attendance – Perfect.....	8	Health-Guidelines for Asthma Inhalers at School	15
Attendance - Procedures Following an Absence	8	Homecoming Court/Prom Court	16
Attendance - School Activity Absences.....	8	Homework Policies	16
Attendance – Signing In	8	Honor Roll – Distinguished and Merit Students	16
Attendance - Signing Out	9	Library	16
Bring Your Own Device (BYOD) Policy.....	9	Parent/Legal Guardian Conference	16
Career and Technology Programs	9	Parent/Student Complaints/Concerns	16
Class Rank Breaking Ties for Top Honors.....	9	Pledges of Allegiance and a Minute of Silence	17
Class Rank Early Graduation	9	Prom Rules	17
Class Rank Calculation	9	Schedule Changes.....	17
Correspondence Courses	11	Searches	17
Counseling - Personal	11	Senior Superlatives.....	17
Credit by Exam - If a Student Has Taken the Course	11	Student Fees.....	17
Credit by Exam - If a Student Has Not Taken the	12	Student Records	18
Course	12	Tutorial Programs	18
Deliveries to Campus	12	Vehicles/Parking	18
Dress Code	12	Vending Machines	19
Dual Credit Courses	13	Video Cameras	19
Extracurricular Activities, Clubs and Organizations ..	13	Visitors to the School	19
Exam Exemption Policy – Juniors/Seniors	14	Withdrawing from School.....	19
Graduation - Early	14		
Graduation Exercises	14		

Crosby Independent School District is committed to providing an exemplary education for all students. The district's vision is to provide each student an academically excellent and individually responsive learning community. A strong partnership between school and home is essential to achieving this goal and the district is committed to working with students and their parents to forge that partnership. Whenever this handbook references a "parent", the term includes a student's biological, adoptive, or foster parent as well as a legal guardian or any other person who has legal control over a child. Collaboration among these groups fosters effective education and academic success.

Listed below are the expectations for each group in this educational partnership:

Students *are expected to:*

- 🐾 Attend after school tutorials to ensure that I master the standards.
- 🐾 Communicate with my parents about my assignments, my progress in school and monitor on-line grade access for all of my classes.
- 🐾 Believe that I can and will learn; also, ask for assistance when I do not understand.
- 🐾 Attend school regularly and arrive on time, ready to learn with all necessary books and supplies.
- 🐾 Complete and return all homework assignments, complete all projects, essays, and other class work in a timely manner.
- 🐾 Demonstrate courtesy and respect for my school, classmates, staff, family, community, and myself.
- 🐾 Show responsible behavior by following the school rules.
- 🐾 Set aside time every day to complete homework, including 30 minutes of reading.

Crosby High School *will:*

- 🐾 Provide after school tutorials on Tuesdays and Thursdays, from 2:50 p.m. - 3:30 p.m. Additionally, offer alternatives for schedule conflicts.
- 🐾 Notify parents via automated phone call system about important events.
- 🐾 Communicate regularly about the school programs, student progress, after school tutoring, and student achievement data to parents and students.
- 🐾 Set high expectations and provide high-quality curriculum and instruction that will enable students to meet and exceed state standards.
- 🐾 Participate in shared decision making with other school staff and families for the benefit of students.
- 🐾 Maintain on-line grade access on programs such as Skyward Family Access.
- 🐾 Provide a safe, positive, friendly, and welcoming environment for students and parents.

Parents *can support the educational partnership by:*

- 🐾 Requiring my child to attend after school tutorials to ensure that my child has mastered the standards. If for some reason my child cannot attend, I will notify the school.
- 🐾 Talking to my child regularly about the value of education.
- 🐾 Respecting the school, staff, students, families, and community.
- 🐾 Supporting the school's discipline.
- 🐾 Monitoring my child's progress in school with on-line grade access and communicating with the school if I have a concern.
- 🐾 Ensuring that my child gets to school on time, attends regularly in dress code with all supplies.
- 🐾 Making every effort to attend school events, such as parent/teacher conferences, Open House, Counselor Nights, etc.
- 🐾 Providing my child with the necessary materials, space and time needed to complete his/her schoolwork.

Advanced Placement and Pre-Advanced Courses

The purpose of AP courses is to allow students to attempt college credit at the conclusion of the course. For a student to qualify for the AP exams they must be enrolled in the appropriate AP course that they are requesting to take and students must maintain at least a 75 average for the first semester before being allowed to test, exceptions may be considered with administration's approval. Students enrolled in any pre-advanced or advanced placement classes must remain in the class until the end of the first 9 weeks, unless the teacher recommends the change. If the student is failing at that time, he/she must meet with the appropriate counselor in order to begin the approval process necessary to move to another class. Final approval is determined by the principal.

Students must maintain certain standards detailed in the course contract in order to remain in a Pre-Advanced or Advancement Placement class. Students and parents will be advised of the course requirements. Guidelines may vary among departments, therefore, students and parents are advised to review the guidelines carefully each year, before scheduling into these classes.

Announcements, Posters and Signs

All advertisements, campaigns, and similar purpose signs and posters must be approved by the appropriate sponsors and also be authorized by the campus principal before being posted on campus. Sponsors are to have such items removed when they have served their purpose.

Announcements of general interest are made each morning over the intercom at the beginning of third period with the exception of Wednesdays where announcements are made at the beginning of sixth period. Announcements are also posted on the CHS webpage daily. Items to be announced must come from the teacher, sponsor, or staff member.

Assemblies

Students are expected to sit in assigned sections and to observe good manners in assemblies. Those who cause a disturbance or disruption are subject to appropriate disciplinary action. The following examples of good conduct should be observed by all:

1. Enter quickly and quietly and take seats in assigned sections in an orderly manner.
2. Give courteous attention to the program.
3. Express courtesy and/or approval by polite applause when appropriate.
4. Refrain from talking during the entire assembly.

Athletic Code

The aim of all athletes at Crosby High School is to play the game in the spirit of fairness and clean sportsmanship and to observe all rules and regulations of the game. We must accept decisions of officials without protest and treat our opponents as our guests, putting clean play and sportsmanship above victory. We must realize the ability to win without boasting and to lose without complaining. The important elements in sports are the

striving to excel and the good feelings fostered among participants who have no excuse when they lose.

Attendance - College Release Absences

Seniors may be allowed to take two College Days during their senior year. Specific guidelines must be followed before a student may take this day:

- Only one day a semester may be used for either a college day or a military processing day. Exceptions to this guideline will be approved by the campus principal on a case by case basis. This will count as an excused absence.
- Students must obtain the necessary paperwork from the Guidance Office secretary at least 3 school days before their desired absence.
- The student must have all required campus signatures on their form, complete it, and turn in all work that would be missed during their absence before taking their College Day.
- The form requires that a college professional sign the form indicating their name, position, and phone number at the college and verify that the CHS student did meet with them.
- Upon return the following day, the signed form must be turned in to the attendance office.
- No college days will be allowed during final/semester exams without the approval of the principal.

Attendance – Perfect

A student must attend all seven-class periods each day to receive a perfect attendance award at the end of the school year. If a student checks out of school prior to the end of the school day, he/she will be ineligible for the award.

Attendance - Procedures Following an Absence

Documentation for the absence/absences must be submitted for the student's absence(s) to be considered for an excused absence. The student's name, date of absence, reason for absence, home telephone, parent's work telephone, and parent's/guardian's signature are requested. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. **Documentation must be brought within three days.** Documentation will be placed in the student's file. Students are allowed a maximum of three parent notes per semester. **Students must take care of turning in attendance notes before the tardy bell for first period. Any student who receives a pass after the bell to attend class will receive a tardy and the appropriate disciplinary action will be assigned.**

Attendance - School Activity Absences

Students who will miss school because of a school activity should get all assignments from their teachers **prior** to the absence. School activity absences are excused absences.

Attendance – Signing In

Classes begin at 7:15 a.m. each day with the exception of late arrival Wednesdays where classes begin at 9:01 a.m. Students

must come through the attendance office and sign in when coming to school after 7:30 a.m. on regular school days and after 9:16 on late arrival days. Students will be considered tardy upon arriving after the beginning of the school day. There are no excused tardies to the first period of the day for those students who assume responsibility for transportation by driving to school or riding with others instead of riding the bus. After the first fifteen minutes of the school day or after the first fifteen minutes of any class period, the student will be counted absent for that period.

Attendance - Signing Out

To receive an early dismissal during the school day, a student is required to present a written excuse that includes the student's name, reason for leaving, home telephone, parent's work telephone, and parent's signature to the attendance clerk. The parent must also telephone the attendance clerk as far in advance as possible.

Parental permission must be received before a student may leave campus. Whenever possible the parent should come to the office and personally sign out the student.

Students who are assigned in-school suspension and check out during the school day will not have that day count as a day of in-school suspension.

Bring Your Own Device (BYOD) Policy

Crosby High School believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. 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.

If a student is out of compliance with the BYOD guidelines or other applicable rules during the school day, their electronic device may be confiscated. The school will not be responsible for damage, loss or theft of these items. Once a device has been taken up, the following procedure will be used to return the device:

Electronic devices taken up during the school day will result in an administrative fee of \$15 being charged before the device can be returned. The device can be picked up at the end of the school day between 2:45 p.m. and 3:15 p.m. Devices will only be returned after school or during the school day if approved by the principal. Devices being taken up multiple times will result in increased discipline.

Any device not claimed by September 1 following the end of the school year will be disposed of at the discretion of the district.

Any student refusing to give the device to school personnel will be subject to Class III discipline.

Career and Technology Programs

Many Crosby students find their secondary school programs enriched by Career and Technology programs. Crosby ISD offers excellent instruction in a range of Career and Technology programs. Through partnerships with Lee College and San Jacinto College, students are offered various courses, see course guide for a complete list. Please see your child's guidance counselor for more details.

Admission to these programs is based on grade level and student performance including attendance, discipline, and grades. Crosby ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and career and technology programs.

Class Rank Breaking Ties for Top Honors

In case of a tie in weighted GPAs, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:

1. Compute the weighted GPA to a sufficient number of decimal places until the tie is broken.
2. Compute the GPA of weighted courses taken by each student involved in the tie.

Class Rank Early Graduation

A student's class ranking shall be determined within the graduation class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. Students wishing to graduate in fewer than four years shall notify the counselors' office by the end of their sophomore year or no later than the first ten days of their junior year in order to receive adequate academic counseling. Written parental approval shall be submitted with the application. Three-year graduates shall be eligible for all honors positions except valedictorian and salutatorian.

Class Rank Calculation

The following criteria apply to all students in calculating GPAs used in determining class rankings:

1. Students shall receive weighted grade points corresponding to the level of the courses taken.
2. The District shall include in the calculation of class rank only grades earned for high school credit in the following subjects:

English, mathematics, science, social studies, languages other than English, and Economics.

3. GPA will exclude summer school, night school, credit-by-exam, correspondence courses with or without prior instruction, courses taken for acceleration, home school courses, Crosby Crossroads Academy, foreign study, and dual credit not offered through CHS (unless approved by campus principal).

4. The GPA is based on high school courses taken in grades 9-11 and the first three 9-week grading periods of the senior year.

5. Weighted grades points earned through another accredited high school institution will be accepted and awarded only for courses designated as Pre-AP/AP in Crosby ISD. A Grade point scale can be obtained from the CHS Academic Planning Guide.

Beginning with students who graduate in 2018

Grade	Regular (4.0) Courses	Honors (5.0) Courses	Advanced (6.0) Courses
100-96	4.0	5.0	6.0
95-90	3.5	4.5	5.5
89-85	3.0	4.0	5.0
84-80	2.5	3.5	4.5
79-75	2.0	3.0	4.0
74-70	1.5	2.5	3.5
69-0	0.0	0.0	0.0

For students who graduate in 2015, 2016, or 2017

Letter Grade	Numeric Grade	4 Point Scale	5 Point Scale	6 Point Scale
A	100	4.0	5.0	6.0
	99	3.9	4.9	5.9
	98	3.8	4.8	5.8
	97	3.7	4.7	5.7
	96	3.6	4.6	5.6
	95	3.5	4.5	5.5
	94	3.4	4.4	5.4
	93	3.3	4.3	5.3
	92	3.2	4.2	5.2
	91	3.1	4.1	5.1
90	3.0	4.0	5.0	
B	89	2.9	3.9	4.9
	88	2.8	3.8	4.8
	87	2.7	3.7	4.7
	86	2.6	3.6	4.6
	85	2.5	3.5	4.5
	84	2.4	3.4	4.4
	83	2.3	3.3	4.3
	82	2.2	3.2	4.2
	81	2.1	3.1	4.1
80	2.0	3.0	4.0	
C	79	1.9	2.9	3.9
	78	1.8	2.8	3.8
	77	1.7	2.7	3.7
	76	1.6	2.6	3.6
	75	1.5	2.5	3.5
	74	1.4	2.4	3.4
	73	1.3	2.3	3.3
	72	1.2	2.2	3.2
	71	1.1	2.1	3.1
70	1.0	2.0	3.0	
F	69 or below	0.0	0.0	0.0

Beginning with Incoming Freshmen of 2013 – 2014

6.0 Scale	5.0 Scale	4.0 Scale
AP Biology	Anatomy& Physiology	All other classes
AP Calculus	Bible Literacy	
AP Chemistry	PAP Algebra II	
AP Economics	PAP Biology	
AP English III, IV	PAP Chemistry	
AP Euro History	PAP English I, II	
AP Physics	PAP Geometry	
AP Spanish	PAP Physics	
AP US Govt	PAP Pre-Calculus	
AP US History	PAP Spanish	
DC English IV	PAP W. History	
DC Environmental Science	PAP World Geo	
DC U. S. History		
Eligible MECA Courses		

Current Seniors

6.0 Scale	5.0 Scale	4.0 Scale
AP Biology	Anatomy& Physiology	All other classes
AP Calculus	Bible Literacy	
AP Chemistry	DC English IV	
AP Economics	DC Environmental Science	
AP English III, IV	DC U. S. History	
AP Euro History	PAP Algebra II	
AP Physics	PAP Biology	
AP Spanish	PAP Chemistry	
AP US Govt	PAP English I, II	
AP US History	PAP Geometry	
	PAP Physics	
	PAP Pre-Calculus	
	PAP Spanish	
	PAP W. History	
	PAP World Geo	
	Eligible MECA Courses	

Correspondence Courses

A student may take a maximum of four semesters of correspondence courses provided the two credits are taken from Texas Tech University and prior approval is obtained from the appropriate counselor and administrator.

Counseling - Personal

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the Counseling Department.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

Credit by Exam - If a Student Has Taken the Course

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. In all instances, the district will determine whether any opportunity for credit by exam will be offered.

Eligibility

To be able to earn credit by examination, the student must have had prior instruction in the subject or course, as determined by a review of the student’s academic record. Students are eligible for this option in order to gain credit for a course or subject they have taken previously.

Restrictions

Credit by examination shall not be used to gain credit for a course in which they are presently enrolled.

Test

The instrument used for credit by examination at Crosby I.S.D. is provided by Texas Tech University, University of Texas, the District, or another entity certified by the District. This is a State Board-approved criterion-referenced test for use as a CBE exam. These tests are by subject and each test only covers a semester or half credit. For example, a student failing the first semester of Algebra I would take the test for Algebra IA. A student who failed both semesters of Algebra I must take two tests for credit (Algebra IA and Algebra IB).

Fees

Parents or students must pay for an examination for a course in which a student has received prior instruction. At present, Crosby I.S.D. orders these tests from Texas Tech. The forms and fee information can be obtained in the guidance office.

Procedures

All CBE’s will be ordered on the 15th of each month. All exams ordered will be administered twice during the month. No tests will be ordered after March 15th each year. The dates will be posted after each order is received. Students will be notified of their test date. If a student is unable to attend either test date during the month, his/her test will be returned to the testing agency. Students should make every effort to test on posted dates to avoid loss of test fees paid. Additional information may be obtained through the guidance office.

Credit by Exam - If a Student Has Not Taken the Course

The District will give a student credit for an academic subject in which the student has received no prior instruction if the student scores 80 percent or above on a criterion-referenced examination provided by Texas Tech for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript.

The tests are for each subject by semester. For example, a student wanting to skip English I must take the tests for English 1A and English 1B, and make 80 percent or better on each test. Students must also meet the laboratory or additional (research/term paper, etc.) requirements if it is a major or required component of the subject in order to receive credit.

Annual Administration

The examinations for acceleration will be given the second week in June and the last week in July. Testing will be scheduled for three days during these weeks, usually Tuesday, Wednesday, and Thursday. The District will not honor a request by a parent to administer a test on a date other than the published dates. Students and parents may pick up registration forms at the campus guidance office or at the Crosby ISD Administration Building. The deadline for registering for the June administration is May 1. The deadline for the July administration is June 15.

Fees

No fee shall be charged for an examination for acceleration provided by the District. If a parent or student requests an alternate examination, the District may administer a test purchased by the parent or student from a State Board-approved university (The University of Texas and Texas Tech are State Board-approved.)

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date.

Deliveries to Campus

Food, flowers and/or gifts for students are not to be delivered to the school by any company or individual.

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 principal'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, provided that they comply with the general guidelines below.

Hair

- Hair must be neat, clean, and well-groomed;
- 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.

Dresses/Skirts

- Dresses/skirts must come to the middle of the front and back of the thigh or longer, applicable when seated and standing;
- Slits must conform to the mid-thigh rule;
- Strapless dresses that are sleeveless or with spaghetti straps are not allowed;
- Appropriateness will be defined by the principal or designee.

Garment/Jewelry

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

Pants

- Slacks and jeans are appropriate;
- Slits/cuts, holes or fringed openings above mid-thigh are not permitted.
- Excessively baggy pants that prohibit students from moving in a regular manner or that require the student to hold up his/her pants will not be permitted;
- Leggings/jeggings are permitted if they are covered by a skirt, shorts, dress, or shirt of the appropriate length.
- No pajamas or sleepwear are allowed.
- Appropriateness will be defined by the principal or designee.

Shorts

- Shorts must come to the middle of the thigh or longer;
- Wind shorts or biker shorts/tights are not allowed.
- Appropriateness will be defined by the principal or designee.

Shirts

- Shirts should be buttoned except for the neck button or zipped to the same appropriate height;
- 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;
- Body piercings are not permitted, except in the ears; i.e. nose, eyebrow, tongue, etc.;
- 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 during after school activities. If you are in an academic setting you will need to be dressed appropriately.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate 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 action, as specified in the Student Code of Conduct.

Dual Credit Courses

A student in either academic or CTE dual credit course will be removed from the course and placed in an on-level course if he/she is referred to DAEP. Any monies spent for the dual credit course will not be reimbursed.

Extracurricular Activities, Clubs and Organizations

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.

Students 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 nine 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 five credits which count toward 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 state high school graduation credits 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 credits which count toward state 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 www.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 a UIL eligibility period in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular 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 a 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 "I" is replaced with a passing grade. Students with an incomplete in a course may regain their eligibility when the "I" is replaced with a passing grade provided:
 - The "I" 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 and public performances, whether UIL activities or other activities approved by the Board, are subject to these 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.
10. A student, who is placed in 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 – Juniors/Seniors

CHS juniors/seniors who pass all of their state assessments will be granted the option of exempting exams. Strict policies will be followed regarding qualifications, they are listed below:

- Students must not have discipline of more than one 3-hour detention.
- Students must have a clear library and textbook record and no other fines;
- Extracurricular or school-related absences do not count against exemptions.

FALL Exemption Policy:

For the Fall semester, seniors who have at least a 90 semester average for 4.0 classes and 85 semester average for 5.0/6.0 classes and no more than 3 absences will be able to exempt 4 exams. Absences are determined from the day school begins each semester. Seniors who have at least an 85 semester average for 4.0 classes and 80 semester average for 5.0/6.0 classes and no more than 2 absences will be able to exempt 4 exams. Absences are determined from the day school begins each semester. (See table below)

	<u>4.0 Classes</u>	<u>5.0/6.0 Classes</u>
2 or less absences	85 Sem. Avg	80 Sem. Avg
3 or less absences	90 Sem. Avg	85 Sem. Avg

Spring Exemption Policy:

For the Spring semester, seniors and juniors who have at least a 75% semester average for 4.0 classes and 70 semester average for 5.0/6.0 classes and no more than 3 absences may exempt all their final exams.

Graduation - Early

Students who are applying for early graduation should apply by the end of their sophomore year or no later than the first 10 days of their junior year. Early graduates will be ranked with the graduation class of the school year in which the student completes all requirements for a diploma. Early graduates must earn all required credits and pass ALL SECTIONS OF STATE ASSESSMENTS in order to be eligible to walk at graduation.

Graduation Exercises

Students who have successfully met the state requirements by the graduation date are eligible to participate in graduation exercises held only at the end of the second semester.

Seniors who are eligible for graduation exercises will be ranked after the third 9-week grading period of their senior year. The top ten percent of the graduating class will be classified as Honor Students with the first ten students having the highest grade point average being designated as High Honor Students. Class ranks will be given to the students at the end of their junior year and at midterm of their senior year for college admission only.

Graduation Ceremony

- The location for graduation is announced at the beginning of each academic school year. All students wishing to participate in graduation ceremonies are required to attend graduation practice. Exemptions for this policy must be pre-approved through the building principal. Practice dates and times will be posted during the spring semester.
- There will be one graduation ceremony normally scheduled in June.
- **A graduating student will be allowed to walk who meets the criteria established by the Texas Education Agency (TEA) and the graduation criteria in regards to earning appropriate credit as well as passing all state assessments.**

Graduation Expenses

Students will receive information regarding graduation expenses early in the fall of their graduating year. Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, cap and gown, and senior pictures, both student and parent should monitor progress toward completion of all requirements for graduation.

Health-Medical Emergency/Emergency Care

If a student should have a medical emergency at school or at a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked each year to complete an emergency consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergic reactions to medications, etc.). Having current information will be of critical

importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information and submit new information in writing.

It is important that you complete both front and back of the Emergency Care Card. Please list relatives or friends in Crosby or surrounding areas who may be called if parents are not available to pick up the student. If you do not have a telephone, it is important to list someone who will be able to pick up your child.

Please list all physical conditions or allergies in the Emergency Care Update, regardless of how small you think they are. It is advisable to let teachers know of any special physical conditions your child may have.

When the nurse calls to let you know your child is sick and needs to be picked up, please make arrangements to pick up the child as soon as possible. It may be necessary for you to take the child to a doctor for medical care. Also, there are no facilities for keeping students isolated for health reasons, so they cannot remain at school.

If it is the judgment of the nurse, principal, or his/her designee that 911 be called, the student will be taken to the nearest hospital.

The district is not responsible for medical expenses associated with a student's injury.

Health – Medications during School Hours

Parents should make EVERY effort to schedule student's medication in a manner that reduces the frequency of taking medicine at school.

EXAMPLE:

- Medication two (2) times daily: Before school and bedtime
- Three times daily: Before school, after school and bedtime
- Four times daily: ONE dose at school (Noon)

Parents should make a note as to when his/her child will run out of medication. It is not always possible for the nurse to alert you when your child's medication is running low.

When medications are brought to the clinic, it should be explained to the student and/or parent, that there is a partnership requiring responsibility from both the student and the nurse. It is the student's responsibility to come to the clinic at the correct time to receive medication. Due to the numerous daily lunchtime medications, the nurse is prohibited from leaving the clinic to find students who have forgotten their medication.

School district employees shall not be required to administer any medication that exceeds recommended dosages, or administer any procedure that conflicts with standard medical practice, as described in recognized medical references on these issues.

In the event that the school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the nurse shall so notify the principal or his/her designee. Upon receiving such notification from the school nurse, the principal shall notify the parent in writing that no further administering of the medication shall be done by school employees without a written authorization from a person licensed to practice medicine.

Health-Guidelines for Administering Medications

Employees of the district (Nurse, Principal, or the Principal's designee only) may administer medication to a student, provided the following requirements are met;

1. All medications must be delivered to the school nurse (or a person designated by the principal) by the student or parent **immediately upon arrival to school.**
2. The district's **"Authorization and Permission for Administration of Medication"** form must be filled out and signed by a parent or legal guardian. This form will be presented to the responsible party when the medication is brought to the nurse. Within two days of receiving this form, it must be on file in the nurse's office in order for your child to continue to receive the medication.
3. The medication must be in the original container as dispensed or the manufacturer's labeled container.
4. The medication label must contain the student's name, name of medication, directions for use and the date.
5. Over-the-counter medications will be administered up to five days. Any over-the-counter medications being taken 5 days or more requires physician's signature. Any medication not picked up will be DISCARDED.
6. Any prescription being taken 10 days or more requires physician's signature.
7. Students are not to have any prescribed or over-the-counter medications in their possession during the school day, or while attending school events.
8. Unused medications must be picked up by a parent or a legal guardian. Medications that are not picked up by the end of the school year will be discarded.

Health-Guidelines for Asthma Inhalers at School

1. The District must have received a written request from a physician in order for a student to carry his/her inhaler. The request must then be approved by the nurse, principal or his/her designee.
2. The district's Authorization and Permission for Administration of Medicine form must be filled out and signed by a parent or legal guardian. In addition, an asthma information form must be completed to be filed in the nurse's office.
3. Student should be experienced at using the inhaler properly.
4. Student may not share or play with inhaler during school day.
5. Student must inform the teacher of breathing difficulty and the need to use inhaler. If swelling is not relieved by use of inhaler, teacher will call for assistance.

Crosby ISD does not provide any medications. Medications to be administered during school hours must remain at school locked in the nurse's cabinet. Immediately upon arrival to school medication must be brought to school and kept in its original container. No exceptions. Students not adhering to these guidelines will receive disciplinary consequences.

Homecoming Court/Prom Court

Requirements:

- A CHS student for at least one year;
- No discipline beyond a 3 hour detention;
- Homecoming Court – discipline based on current semester and previous spring semester;
- Prom Court – discipline based on the current school year
- Academic Average – 2.0 or higher

Nominations:

- Each court member is nominated by the appropriate 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.

Make-up Work after Suspension

When a student is suspended, class assignments for the assigned suspension will be the student's responsibility. Students may make up assignments either before or after school or during tutorials after suspension is completed. CHS shall not impose a grade penalty for make-up work completed within the specified timelines after an absence due to suspension, except in the case of academic dishonesty.

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

Honor Roll – Distinguished and Merit Students

Distinguished Scholar: Grade point average (GPA) will be calculated for each student at the end of each semester. The top 5% of students from each grade level will be listed as a *Distinguished Scholar*. Seniors must take a minimum of four courses. This recognition is not cumulative; rather, it is calculated on a semester by semester basis.

Merit Scholar: Grade point average (GPA) will be calculated for each student at the end of each semester. Students whose GPA is in the top 5.1 to 10% range will be listed as a Merit Scholar. This recognition is not cumulative; rather, it is calculated on a semester by semester basis.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times: 15 minutes before the first period of each day, during lunch and after school until 3:30 p.m. Exceptions to library hours include before holidays, during state testing and during finals. If using a computer, the student is responsible for that computer during the time he or she is using it.

1. Students must know their student number in order to check out a book.
2. Regular library books are checked out for two weeks.
3. A fine of \$0.05 per day per book will be charged on overdue books. The maximum fine per book is \$1.00. If a student must pay for a lost or damaged book, the fine is waived. If a lost and paid for book is found and returned in good condition, the cost of the book is refunded.
4. Quiet behavior is expected.
5. Food and drink are not permitted.

Parent/Legal Guardian Conference

The parent/legal guardian is encouraged to conference with their child's teacher(s) to discuss student progress. In order to do so, the parent should contact the teacher through either an email or a phone call. Go to www.crosbyisd.org to obtain a teacher's email address. To schedule a telephone or in-person conference, please call the school office at 281-328-9237.

Parent/Student Complaints/Concerns

Student or parent 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 is then 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 should discuss the complaint with the associate principal. If unresolved with the associate principal the student and/or parent should schedule a meeting to discuss their concern with the campus principal.

Specialized complaint procedures exist regarding:

Identification, evaluation, or educational placement of a student with a disability

Loss of credit because of excessive absences

Removal of a student by a teacher for disciplinary reasons

Removal of a student to a disciplinary alternative education program

Expulsion of a student

Discrimination on the basis of sex

Harassment of a student on the basis of race, color, religion, national origin, or disability

Sexual abuse or sexual harassment of a student

Instructional materials

On-campus distribution of non-school materials to students

Complaints against district peace officers

Pledges of Allegiance and a Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow 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 in high school or under 21 and must follow dress code guidelines.

- 1) Formal attire is required.
- 2) Valid ID is required for off-campus guests.
- 3) All students must register their guests and themselves by the administrative deadline.
- 4) Once a student registers and enters prom, if he/she leaves for any reason, he/she will not be permitted to return.
- 5) A student MAY NOT attend prom if:
 - a) He/she is an underclassmen and in ISS or suspended at the time of prom. (Seniors who are in ISS may attend with prior approval from the campus principal. However, they must have been classified as seniors at the beginning of the school year.)
 - b) He/she is enrolled in DAEP at the time of the prom.

Schedule Changes

Students are enrolled into classes based on their selection of courses. The master schedule is prepared based upon the number of students requesting a class. A change in one student's schedule can result in overcrowding of other classes. Therefore, schedule changes are rarely permitted. In the rare event that a class schedule change is necessary, a student must follow the steps below:

1. Obtain "Request for Schedule Change" form from his/her counselor;
2. Meet with the appropriate teacher along with student's parent to discuss possible course change;
3. Return completed approved form to his/her counselor.
4. Final approval is at the discretion of the campus principal.

For more details regarding Advanced-Placement and Pre-Advanced Placement course changes see the AP section on page 8 of this handbook.

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.

Senior Superlatives

The Senior Superlatives election is sponsored by the yearbook staff. The winners will appear in the yearbook. The nomination and election process is open only to seniors. Students MUST be classified as seniors as of the first day of the current school year. Any senior who has received ISS or higher disciplinary consequences during his/her senior year for anything other than tardies will also be eliminated from this competition.

One male and one female senior will be chosen per category. Students will be limited to only one Superlative title. Those students who win more than one title will receive the one with the highest number of votes.

The categories will be:

- Most Likely To Succeed
- Most Likely to Rule the World
- Best Dressed
- Most Athletic
- Friendliest
- Most Spirited
- Most Intelligent
- Most Talented
- Most Admired
- Best Smile
- Most Unique
- Funniest
- Most Outspoken
- Best Personality
- Most Attractive

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 or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library & textbooks.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about Crosby ISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year.

The district often needs to use student information for the following purposes: *student name, address, telephone listing, photograph, date of birth, honors & awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight & height of members of athletic teams.*

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the district not to release their child’s information without prior written consent.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered part of confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights.

Federal law requires that, as soon as a student becomes eligible, control of the records goes to the student. The parents may continue to have access to the records if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant). The following would also have a legitimate educational interest: various governmental agencies or in response to a subpoena or court order, a school to which a student transfers or in which he or she subsequently enrolls, or a person or agency—such as a prospective employer

or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal or designee is custodian of all records for currently enrolled students at the assigned school. The Superintendent or designee is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 706 Runneburg, Crosby, TX 77532. The address of the principal’s office is 14703 FM 2100, Crosby, TX 77532.

Copies of student records are available at a cost of twenty cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Tutorial Programs

Crosby High School offers tutorial sessions from 2:45 p.m. to 3:30 p.m. on Tuesday and Thursday. 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 parent.

Vehicles/Parking

Vehicles brought on campus are the personal responsibility of the driver/owner. On-campus is defined as all school property west of FM 2100. The school is NOT responsible for accidents, thefts, vandalism, etc. Students who bring vehicles on campus must observe the following rules:

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, and proof of current insurance coverage must be presented. A school parking decal must be displayed on the inside of the lower right front window (the passenger side). The price of each sticker will be \$20.00.

1. All student vehicles are required to be parked in assigned student parking areas. These parking areas are numbered, and the student parking decal will correlate with each student’s assigned parking spot. Seniors may park in the senior lot and underclassmen will park in the stadium lot. Students are not allowed to park in faculty lots.

2. Students are not to sit in parked cars 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 cars or vehicles.
5. Students driving a vehicle other than the one registered should report to the associate principal's office once arriving at school to receive a temporary permit; however, this will not excuse students from a 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 the assistant principal's office. 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 to the following school year.
7. Students are not allowed to drive to the practice field, field house, etc. during the school day.
8. 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.
9. Students who drive recklessly may be subject to loss of driving privileges up to the remainder of the year and all appropriate legal action may be taken.

Driving a car 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.

Vending Machines

The district has adopted policies and implemented procedures to comply with agency and food serviced guidelines for restricting student access to vending machines.

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 director or his/her designee or principal or his/her designee will review the tapes routinely and document

student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Visitors to the School

For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office. Parents are always welcome, but they should report to the main office first. To better protect our students, visitors and staff, 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 will visibly wear a visitor's badge. School policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must have the approval of a school administrator. Students from another district and other visitors are not permitted in the 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 State Penal Code of Loitering. Appropriate action will be taken.

Withdrawing from School

A student under 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 an 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.

Enrollments and withdrawals will be handled between the hours of 7:30 a.m. and 3 pm on regular school days.