

Charles R. Drew Intermediate School

Walter Berringer, Principal

School Hours: 8:15 a.m. -3:35 p.m.



2015 – 2016

**Campus Handbook for
Students and Parent**

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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.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition.

Please note: Sponsors of student clubs and performing groups and other organizations may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

ATTENDANCE POLICY

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in a serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Please read attendance guidelines in the Crosby ISD Handbook.

Perfect attendance certificates will be awarded to those students who attend all day, every day 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. Students must be in attendance at the designated time of attendance recording to be counted present. If a student checks into school after the opening bell, he/she will be ineligible for the award.

CHECKING OUT OF SCHOOL/RETURNING TO SCHOOL

If it is necessary for a student to be checked out of school, the parent or parent-approved person will provide a photo I.D. to the staff member at the front desk. The staff member will scan the photo I.D. and verify the identity of the person requesting the student be checked out of school. An authorized adult must sign out all students in the office. **Only people listed by the parent on the checkout list will be allowed to remove the student from campus.** Upon arrival back at the campus, the child needs to be signed in by an adult.

A student who becomes ill during the school day should, with the teacher’s permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.

Legal Custody: Legal documents must be on file regarding any custody issue. Current legal documents must be provided and on file in the school office. It is the parent’s responsibility to provide the school with current legal documents when custody rights have been determined by a court of law.

Between 3:00 p.m. and 3:35 p.m. parents may pick up students only if a scheduled appointment requires the student to leave and documentation of that appointment needs to be returned the next school day. All instruction is important and our teachers are expected to plan a full instructional day. Please help us minimize classroom interruptions by waiting to receive your student until after the school day is completed.

CAFETERIA INFORMATION

Breakfast

Students who eat breakfast at school should report to the cafeteria between 7:35 a.m. and 8:10 a.m. Students may not enter the cafeteria after 8:10 a.m. for breakfast.

Lunch – Seating in the Cafeteria

- Teachers will escort students to the cafeteria. Students will sit in the first available seat within the teacher’s designated area.
- Once a student is seated, the student may not get up without permission.
- If a student needs a napkin, silverware or the attention of the duty person for any reason, the student is to raise his/her hand from his/her seat.

The Cafeteria Line

Students wishing to buy a lunch or purchase a snack must get in line when the class enters the cafeteria. Students who are in line may not talk with students at the tables, and students who are at the tables may not talk with students in the line.

Behavior in the Cafeteria

In the interest of safety, students may visit quietly with the students seated nearby. It is the responsibility of the student to face front, remain seated, and refrain from yelling and loud laughter. Use of electronics, hand-games and arm wrestling are not permitted in the cafeteria. Students should keep hands, feet, and belongings within their own space.

Food and Health Concerns

Students may not share food. Each student is to eat the food purchased or brought from home. Students may not trade food items nor finish unwanted foods from others. Food in sealed packaging brought from home and bottled water is the only food items that may be taken from the cafeteria.

Parents to the Cafeteria

Parents are welcome to have lunch with their child after receiving a pass from the office. Parents will enjoy lunch with their child in the designated area for visitors. To protect the security of state assessments, parents are not permitted to have lunch with their child on these days.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as band/music rehearsal, club meetings, and special study groups or tutorials. Students are subject

to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards or behavior for extracurricular participants established by the sponsor in accordance with Board policy.

DELIVERIES TO STUDENTS

No deliveries will be accepted for students at school. The only exception will be student lunch, lunch money, and/or cupcakes to students on their birthday. Cupcakes will be delivered to the classrooms for distribution to the students by the classroom teacher.

DRESS AND GROOMING CODE

The district's dress code is established to teach hygiene, instill discipline, prevent disruption and avoid safety hazards. Students shall come to school clean, neat, well-groomed and wearing clothing that will not endanger the health or safety of the student or others.

The campus and district reserves the right to ban from school clothes and accessories that are disruptive to the educational process and to the orderly operation of the school. The Dress and Grooming Code includes the following requirements:

1. **The primary goal:** Students must dress neatly and modestly. Clothing should be worn as the manufacturer intended.
2. **Hair:** Hair must be neat, clean and well groomed. No type of head covering, bandana, cap or hat may be worn in the building. Hair rollers or long-handled combs may not be worn in the hair. Hair cannot be dyed any color other than a natural color (i.e. no green, blue, purple, pink, etc.).
3. **Dresses/Skirts:** Skirts must reach below mid-thigh when arms are at full extension down by ones side. Slits in dresses/skirts must conform to the mid-thigh rule. Garments should not fit tightly. Sleeveless dresses, blouses, or tops including spaghetti straps and tank tops are not allowed unless covered by a sweater or jacket. Sleepwear or pajamas are not allowed.
4. **Pants:** Slacks and jeans are appropriate. Slits/cuts or fringed openings are not permitted above the knee even when other garments are worn underneath. Pants must be worn at the waist. Oversized pants are not allowed. Pants should not be form fitting (i.e. tights). Form fitting pants will be considered hosiery and must be worn with a skirt or dress of the appropriate length.
5. **Shorts:** Shorts must reach below mid-thigh when hands and arms are at full extension along ones sides. Walking shorts or dress shorts are advisable. Wind shorts, boxer shorts, or bike shorts/tights are not allowed.
6. **Shirts:** Shirts should be buttoned except for the neck button or zipped to the same degree. Shirt length must be so that no torso skin is visible when the elbows are raised shoulder high. Tank tops, muscle-shirts, shimmed shirts, or cut-off shirts are not permitted. All blouses, shirts, or tops must have sleeves. Sheer or see-through blouses

may not be worn. Holes or openings in garments may not reveal one's body or undergarments.

7. **Garment/Jewelry Content:** Garments/jewelry bearing any insignia, writing or emblems representing alcohol, drugs, or tobacco products are not permitted. Artist shirts or any other garment/jewelry depicting offensive, violent, or profane writing or designs are not permitted. Boys are not permitted to wear earrings at school. Any garment/jewelry that causes a class disruption will be deemed inappropriate. No face or mouth jewelry.
8. **Footwear:** Shoes must be appropriate for school. Any shoes that present a safety hazard are not permitted. (i.e. flip-flops, sandals or shoes without a back or straps)
9. **Coats/Costumes:** Heavy outdoor coats or overcoats should not be worn in the classroom. Wearing a costume, cape, mask, gown, etc. is not allowed.
10. **Sunglasses:** Non-prescription glasses with dark lenses or sunglasses are not to be worn inside the building.

It is the responsibility of the student to ensure compliance with dress code regulations. Failure to do so will result in disciplinary action.

EMERGENCY MEDICAL TREATMENT AND INFORMATION

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked **each year** to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

FIELD TRIPS

Occasionally, students will have opportunity to participate in an instructional field trip to a location outside the school district. If personal items, such as cameras, are brought on the trip, the students bringing the items will be responsible for their appropriate use and safekeeping. The principal may designate the items that are appropriate to bring on the field trip.

For trips outside the district, a complete Crosby I.S.D. Travel Release will be required before the student can leave the campus. Transportation will be provided on school buses for all school-sponsored trips.

When students travel to a school-sponsored activity on a school bus, they must return to the school on the bus. The parent may write a letter in advance of the field trip.

HOMEWORK POLICY

In order to maintain high academic standards and to provide opportunities and encouragement for elementary students to meet those standards, the Crosby Independent School District

Administration has adopted the following policy regarding the assignment of homework for elementary grade students is as follows:

- Elementary students may be assigned homework in at least one of the basic subjects (reading, mathematics, language, science, or social studies) on each school night that does not precede a weekend or holiday. The homework will be over material that has been previously introduced in class.
- The purpose of the assignment should be to provide meaningful practice and to reinforce concepts or skills taught in class. Homework is a part of the grading process. A student's repeated failure to complete homework will result in a parent-teacher conference.

LIBRARY

The library is open for student use from 7:45 a.m. until 2:45 p.m. with a teacher permit. All library books checked out by the student become the student's responsibility.

A book more than a month overdue which is not found by the semester's end is presumed lost and must be paid for by the student. If the book is found, the money is returned.

LOST AND FOUND

Lost and found articles should be placed in the designated lost and found area. At the end of each semester, unclaimed items are given to a charitable organization. It is advisable that all sweaters, coats, jackets, and hats be marked with the student's name.

OTHER HEALTH-RELATED MATTERS

Pest Control Policy

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the Director of Operations at 281-328-9200.

Asbestos Management Information

The District is required to keep in its Administrative Office a copy of the Asbestos Management Plans for each school. The Management Plan is available, without cost or restriction, for inspection by the public, including teachers, other school personnel and their representatives, and parents, as well as by representatives of EPA and the State. For more information contact the Director of Operations at 281-328-9200.

SAFETY

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the administrators, teachers,

paraprofessionals, bus drivers, or any other district employees who are overseeing the welfare of students.

- Remain alert to and promptly report to a teacher or administrator any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Immediately follow the instructions of teachers, paraprofessionals, bus drivers, and other district employees who are overseeing the welfare of students.

SCHOOL TIMES

7:30 Students enter the building and report to their designated areas
8:05 Students enter their classrooms
8:15 Tardy bell
3:35 School dismissed

Students are not allowed on campus before 7:30 a.m. Students should not be left after 3:45 p.m. unless requested by school personnel.

STUDENT AGENDAS

All fifth and sixth graders will be given an agenda at the start of the school year. The agenda is to serve as a communication tool between the school, the student, and the parent. Daily assignments, conduct reports, and special notices will be recorded in the agendas by your child's teacher(s) and/or administrator(s). Parents are asked to review and sign their student's agenda daily. Please contact your child's teacher if you do not receive frequent communication by way of the student agenda. The replacement cost for lost agendas is \$10.

STUDENT BEHAVIOR EXPECTATIONS & DISCIPLINE

Students are expected to adhere to the district student code of conduct at all times while on school/district property, whether during school hours or outside of school hours. This extends to participation in and attendance of co-curricular activities. Students who use the district transportation bus system are also expected to adhere to the rules and regulations of that entity of Crosby ISD. Students who violate class, campus, and/or district rules will be subject to disciplinary action deemed appropriate by campus administration and commensurate with Crosby ISD policies.

STUDENT MESSAGES AND TELEPHONE USE

Students may receive telephone messages at school from their parents/guardians. On the rare occasion when a student needs to use the telephone, he/she may use the office telephone during his/her elective time. If a student feels ill, he/she may go to the nurse's office. The nurse will determine if the parent should be contacted. Student cell phones are to remain in student's backpack and turned off for the entire school day. Cell phones collected from students are subject to CISD cell phone/electronic entertainment device policy in the CISD Student Code of Conduct.

TARDINESS

A student is considered tardy if he/she arrives at school after 8:15 a.m. If a student is tardy he/she must check in at the office and receive a tardy slip. Students should be ready to begin the school day according to schedule to alleviate unnecessary repetition of classroom instruction. There are no excused tardies for those students whose parents assume responsibility for transportation by driving their child to school or if your child rides with another driver. Practicing punctuality in the early years will result in the formation of positive habits.

The following discipline action will be followed for tardies:

First Tardy	Warning
Second Tardy	Warning
Third Tardy	Lunch detention
Fourth Tardy	Lunch detention and parent contacted by teacher. After the fourth tardy, students will be assigned two lunch detentions or after school detention. Tardies are cumulative for each six weeks period. Tardies are subject to the compulsory attendance regulations.

TRANSPORTATION

Students who ride Crosby ISD transportation services before and after school will be picked up and dropped off from/at the address documented with the Crosby ISD Transportation Department. Daily changes to student's bus pickup or drop-off locations will not be allowed.

Please note that we will continue to allow students to be changed from a bus rider to a car rider. These changes need to be made before 2:30 p.m. the day of the requested change.

VISITORS TO THE SCHOOL Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office. To better protect our students, visitors and staff, our campus screens for registered sex offenders. A valid state issued ID is required to enter our campus. Visitors are required to sign in at the office and obtain and visibly wear a visitor's badge. Visitors are also required to sign out after their visit.

Visits to individual classrooms during instructional time are permitted only with approval of the principal or designee and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. We request you give a 24-hour notice for classroom observations. Conferences with teachers should be planned with at least a one (1) day advance notice.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Only parents and those individuals designated by the parent will be allowed to eat lunch with the student. Individuals are required to show proof of identification before he/she will receive a visitor's pass to have lunch with the student.