



## CROSBY ELEMENTARY SCHOOL

“Teaching Today’s Kids for Tomorrow’s Future”

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## CAMPUS HANDBOOK 2015 - 2016

The purpose of this student handbook is to provide parents with a clear understanding of policies and procedures at Crosby Elementary School. The faculty and staff members want every student, parent and/or visitor to feel welcomed and appreciated at CES.

### **Mission Statement**

Crosby Elementary School seeks to create a challenging learning environment that encourages high expectations for success through developmentally appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring and supportive environment. Each student’s self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers and community members actively involved in our students’ learning.

## **CROSBY INDEPENDENT SCHOOL DISTRICT**

Main # (281) 328-9200

Fax extension #1242

706 Runneburg Rd/P.O. Box 2009

Crosby, Texas 77532-8009

### **CROSBY I.S.D. BOARD OF EDUCATION**

The Crosby I.S.D. Board of Education is comprised of seven elected members who serve staggered four-year terms. School Board meetings, which are open to the public, are held on the third Monday of the month at 7:30 p.m. in the Operations Center, 14670 F.M. 2100.

Members of the Board of Education are:

#### **President**

Dr. James Hofmann                      [jhofmann@crosbyisd.org](mailto:jhofmann@crosbyisd.org)

#### **Vice President**

David Porter                              [dporter@crosbyisd.org](mailto:dporter@crosbyisd.org)

#### **Secretary**

Carla Mills-Windfont                      [cwindfont@crosbyisd.org](mailto:cwindfont@crosbyisd.org)

#### **Asst. Secretary**

Tanya Eagleton                              [teagleton@crosbyisd.org](mailto:teagleton@crosbyisd.org)

#### **Members**

John Lindsey                                [jlindsey@crosbyisd.org](mailto:jlindsey@crosbyisd.org)

Cathi Witworth                              [cejda@comcast.net](mailto:cejda@comcast.net)

John Swinney                                [jswinney@crosbyisd.org](mailto:jswinney@crosbyisd.org)

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

#### **Superintendent of Schools**

Dr. Keith Moore

#### **Assistant Superintendent of Instruction**

Dr. Patricia Kay

#### **Assistant Superintendent of Finance**

Carla Merka

#### **Assistant Superintendent of Administration**

Karen Grey

## Attendance/Absences/Tardies

### \*Attendance

- Attendance is vital to our students' overall academic success. Crosby Elementary will follow the district and state attendance guidelines. All students are encouraged to attend school every day.
- Perfect attendance will be recognized each nine weeks and at the end of the school year. If a student checks out of school prior to the end of the school day or checks into school after the opening bell, he/she will be ineligible for the award.

### \*Absences

- When a student returns from being absent, a written note of explanation or a doctor's note must be submitted **within 3 school days**. After a significant amount of absences, a student may be required to submit a doctor's note for all future absences.
- In accordance with CISD Policy, CES will allow **3 days per semester** to be excused if a signed parent note is provided stating the reason for the absence.

### \*Tardies

- The school day is from 8:05 a.m. – 3:25 p.m. When a student arrives in the building after 8:05 a.m., he/she will report to the office for a tardy slip, and then proceed to class. Should a child arrive at school after 8:05, a parent/guardian **must** escort the student to the office.
- If the student arrives at school after 10:00 a.m., he/she will be reported as absent. The absence will be excused if he/she has been to the doctor prior to arriving at school; however, the student must present a note from the doctor. **Although the absence will be excused for state attendance purposes, the child will not be eligible for the campus Perfect Attendance award for the nine-week period nor the Perfect Attendance award for the school year.**
- Because the school day begins promptly at 8:05 a.m., it is important that all students arrive prior to that time, ready for the school day. After two tardies, a parent phone conference will take place. After the fifth tardy, the principal will have a conference with the student's parent.
- The school day ends at 3:25 p.m. Checking the student out prior to dismissal time should be reserved for doctor's appointments and family emergencies. If a student must be picked up before 3:25, written notice should be provided to the teacher. **Although the early out will be excused for state attendance purposes, the child will not be eligible for the campus Perfect Attendance award for the nine-week period nor the Perfect Attendance award for the school year.**
- Failure to pick students up at dismissal in a timely manner could result in request of assistance from the local law authorities.

## Birthdays

Birthdays are celebrated at Crosby Elementary by recognizing the student during the morning announcements. If parents wish to continue the celebration by providing cupcakes for the class, the parents may send them for the class to enjoy during recess. Arrangements must be made with the classroom teacher prior to the birthday. All cupcakes must be store-bought.

For birthday parties outside of the school day, invitations can be distributed to the entire class. Individual invitations will not be distributed. Student addresses are not available.

## **Class Parties**

The students will have three class parties – Christmas Celebration, Valentines and End of Year Celebration. The teachers will contact parents for assistance with these parties. Parents are invited to attend their child's parties.

## **Communication**

Crosby Elementary School uses a variety of tools to keep our parents and community informed of activities and events at CES.

1. CES Website & Calendar: Log onto [www.crosbyisd.org](http://www.crosbyisd.org) and click the link for campuses and go to Crosby Elementary.
2. Text/Email/App Alerts through Parentlink
3. Follow us at [www.twitter.com/CrosbyElem](https://www.twitter.com/CrosbyElem)
4. Facebook – Like us on FB at Crosby Elementary School
5. Family Access Posts and Weekly Newsletter Emails through Skyward

## **Dress Code**

Crosby Elementary's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following:

- Crosby Elementary School prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene. No clothing can be worn that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL).
- Hair: Hair must be neat, clean and well-groomed. No type of head covering, bandana, cap or hat may be worn in the building. Hair rollers or long-handled combs may not be worn in the hair. Hair cannot be dyed any color other than a natural color (i.e. no green, blue, purple, pink, etc.).
- Dresses/Skirts: Skirts must reach below mid-thigh when arms are at full extension down by ones side. Slits in dresses/skirts must conform to the mid-thigh rule. Spaghetti straps are not allowed unless covered by a sweater or jacket.
- Pants: Pants must be worn at the waist. Oversized pants are not allowed.
- Shorts: Shorts must reach below mid-thigh when hands and arms are at full extension along ones sides.
- Shirts: Shirt length must be so that no torso skin is visible when the elbows are raised shoulder high. Spaghetti strap shirts are not permitted. Sheer or see-through blouses may not be worn. Holes or openings in garments may not reveal one's body or undergarments.
- Garment/Jewelry Content: Garments/jewelry bearing any insignia, writing or emblems representing alcohol, drugs, or tobacco products are not permitted. Artist shirts or any other garment/jewelry depicting offensive, violent, or profane writing or designs are not permitted. Boys are not permitted to wear earrings at school. Any garment/jewelry that causes a class disruption will be deemed inappropriate. No face or mouth jewelry.
- Footwear: Shoes must be appropriate for school. Any shoes that present a safety hazard are not permitted. (i.e. flip-flops, sandals or shoes without a back or straps)

**Any form of dress or appearance determined by the principal to be disruptive to the learning environment will be prohibited.**

## **Disciplinary Procedures**

We follow the Crosby ISD Student Code of Conduct.

## **Field Trips**

Field trips are educational opportunities for the students. In order for a student to participate, he/she must have a signed permission slip. Each grade level sets the guidelines for the field trip. All students must begin and end the field trip with their classmates.

Parents who wish to participate as a chaperone on the field trip, must contact the teacher. All chaperones must undergo a background check.

## **Grades**

**Grades will be reported based on Nine-Week Periods.**

- The teacher will provide a progress report for each student every 3 weeks. Weekly progress reports shall be issued for all students. Parents are also encouraged to enroll in **Family Access**. Teachers will post student grades weekly, providing parents a current assessment of academic performance.
- See District Handbook for grading and promotion policy.

## **Organizations**

Student leadership and student input are very important aspects of a successful school. Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation; however, is a privilege, not a right.

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

## **Student Awards**

Students have an opportunity to receive the following awards and recognitions:

1. **Perfect Attendance** – Students with **Perfect Attendance** (no absences, tardies, or early outs; student must be in the building from 8:05-3:25 each day for the nine week period) will be recognized each nine weeks and at the end of the school year. Students with Perfect Attendance for the entire school year will receive a “Perfect Attendance” award and prize.
2. **“A” Honor Roll and “A/B” Honor Roll** – Students are recognized for having all “A’s” or “A’s and B’s” for the nine-week grading period.
3. **Student Birthdays** – Student birthdays are announced daily during the morning announcements. Summer birthdays are celebrated the last month of the school year.

Award ceremonies will take place at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters.

## **Student Information**

It is important that the school be able to contact the parent or guardian at all times. Parents are asked to complete a registration form at the beginning of the school year. From time to time, telephone numbers or employment information may change. Please notify the office of any changes.

## **Student Planner/Agenda**

Each student in 4<sup>th</sup> and 5<sup>th</sup> grade will receive a Student Planner at the beginning of the school year. The purpose of this planner is to provide the students with a tool to be organized in his/her learning. This is also a useful tool for the parent and the teacher to maintain communication. The student is required to record assignments and projects in the planner. The first planner is provided to the student at no cost. If the student loses the planner, he/she will be required to pay \$10.00 for a new one.

## **Transfer Policy**

With the addition of Crosby Elementary School (CES) in 2011-2012, grade levels 1st – 5th are now offered at multiple campuses. In previous years, there was no need for a transfer policy due to each grade level being offered at only one campus. Beginning with the 2013-2014 school year, please adhere to the following procedures regarding transfer requests to enter or exit CES.

### **Transfer Request to Enter CES:**

Current CISD students who wish to enroll at CES must submit an application and enter a lottery selection process. Applicants who are not chosen through the lottery process are placed on a waiting list. Also, any new student to CISD who wish to attend CES must be placed on the waiting list and enroll at the other campus that offers their grade level, which may be Barrett Primary (1st & 2nd Grade), Newport Elementary (3rd & 4th Grade), or Drew Intermediate (5th Grade). Students are considered new to the district if they are transferring from any school outside of Crosby ISD or have not been enrolled in a CISD school for at least 1 full semester.

### **Transfer Request to Exit CES:**

CES parents sign an agreement making the commitment that their child will remain at CES through 5th grade. Parents are expected to adhere to this agreement. In order for a student to be considered new and eligible to enroll at another CISD campus, they must have not been enrolled in a CISD school for at least 1 full semester. However, in cases involving extenuating circumstances as determined by the principal, a parent may submit a written request to the principal for an exit transfer from CES. Decisions will be based on individual circumstances or whether the receiving campus student enrollment is at capacity and there are students on the waiting list to fill the vacancy. Parents will be notified in writing of the decision to approve or deny their request.

## **Transportation**

### **Student Drop-off and Pick-up**

- All car riders will be dropped off and picked up in the front of the school.
- Drop-Off Time – 7:20-8:05 a.m.
- **Please do not drop the students off earlier than 7:20 a.m.**  
Staff members are not on duty until 7:20 a.m.
- If a child is not in the building by 8:05am, he/she is considered tardy.
- Pick-up Time – 3:25-3:35 p.m.

Parents will inform the homeroom teacher at the beginning of the year if their student is a bus rider or car rider. ***If arrangements for pick-up change, please notify the office of the change by 2:30 p.m. in order to ensure that the notice of change is communicated with the teacher.*** Emergencies arise from time to time. Please contact the office if the student will not be picked up by 3:25 p.m. Failure to pick students up at dismissal in a timely manner could result in request of assistance from the local law authorities.

- Walk-Up Pick-up  
For the safety of the students and adults, parents will not be allowed to walk-up to the Car Rider Area to pick up their child.

### **Bus Transportation:**

- CISD will no longer allow daily changes to be made to students' bus pick-up or drop-off location. CISD students may designate a pick-up location that is different from their drop-off location; however, they must be the same every day. Any change of address throughout the year will be considered a permanent change.

### **Visitors**

1. All parents are welcome to visit Crosby Elementary School. For the safety of the children, faculty, and staff, all visitors must report to the office.
2. **LUNCH VISITORS** - Parents are invited to have lunch with their student from time to time. Because of test security, outside visitors will not be allowed on scheduled state-mandated STAAR testing days.
3. In an effort to ensure students and staff a secure environment, parents and visitors will be required to present a form of picture identification to the campus secretary. She will scan the identification card, which will automatically make a record of the visit. The system will automatically print out a name tag, identifying the visitor and the purpose of the visit. The secretary will hold your identification until you have concluded your visit.
4. All visitors to the campus must wear a visitor badge at all times while on campus.
5. For the safety of all Crosby Elementary students, parents may only eat lunch with their child. There will be special seating for parents to dine with their child.
6. For the safety of all of the students at Crosby Elementary, parents are not allowed to escort their child to the classroom after the first day of school.

## **PARENT INVOLVEMENT OPPORTUNITIES**

### **DATE**

### **EVENT**

**August 19**

**Meet the Teacher**

**September 14**

**Grandparents' Luncheon**

**October 30**

**Field Day**

**November 10**

**Open House**

**January 15**

**Awards Ceremony**

**March 8**

**Family Fun Night**

**May 6**

**Pastries with Parents**

**May 20**

**Talent Show**

**May 26**

**5<sup>th</sup> Grade Graduation**

**May 31**

**Awards Ceremony**