

**CROSBY MIDDLE SCHOOL**  
***STUDENT HANDBOOK***  
***2013-2014***



**BELIEVE**

**ACHIEVE**

**SUCCEED**

# Crosby Middle School Administration

**281-328-9264**  
Todd Hicks, Principal

Holli Pharis, 7<sup>th</sup> Grade Assistant Principal

Eric Price, 8<sup>th</sup> Grade Assistant Principal

Dianna Anderson, 8<sup>th</sup> Grade Counselor

## CROSBY INDEPENDENT SCHOOL DISTRICT

**Main # (281) 328-9200**

**Fax extension #1242**

**706 Runneburg Rd/P.O. Box 2009, Crosby, Texas 77532-8009**

*web address: [www.crosbyisd.org](http://www.crosbyisd.org), email: [crosbyschools@crosbyisd.org](mailto:crosbyschools@crosbyisd.org)*

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

Dr. Keith Moore.....Superintendent of Schools (ext. #1202)  
Dr. Patricia Kay.....Assistant Superintendent of Instruction (ext. #1220)  
Dianne Fleming.....Assistant Superintendent of Finance (ext. #1210)  
Karen Grey.....Assistant Superintendent of Administration (ext. #1230)  
Dr. Rob Tatman.....Director Federal and Special programs (ext. #1241)  
Karla McGee.....Director of Special Education (ext. #1105)  
David Hapala.....Director of Information Systems (ext. #1260)  
Chuck Murray.....Director of Operations (ext. #1272)  
Brian Aubin.....Director of Child Nutrition (ext. #1250)  
Nikki Blanchat.....Director of College and Career Readiness (ext. #1236)  
Jeff Riordan.....Athletic Director (ext. #1902)  
Donna Davenport.....Elementary Math Coordinator (ext. #1222)  
Dr. Brenda Aleman.....Secondary Math Coordinator (ext. #1225)  
Becky Lindsey.....Secondary Science Coordinator (ext. #1223)  
Sharon Kamas.....Elementary Science Coordinator (ext. #1234)  
Renee' Guillory.....K-6 Reading Coordinator (ext. #1224)  
Kelly E. Tummy.....K-12 Writing Coordinator (ext. #1101)  
Faith Longorio.....K-12 Social Studies Coordinator (ext. #1226)  
Marla Meriano.....District Testing Coordinator (ext.#1235)

## DIRECTORY OF SCHOOLS

### CROSBY KINDERGARTEN CENTER

805 Runneburg Rd.  
Ph# (281) 328-9370 / Fax (281) 328-9379  
Principal: Ronnie Davenport  
Grades: Early Childhood, Pre-K Kindergarten  
School Hours: 8:15-3:20

### BARRETT PRIMARY SCHOOL

815 FM 1942  
Ph# (281) 328-9317 / Fax (281) 328-9374  
Principal: Karen Walthall  
Grades: 1-2  
School Hours: 8:15-3:35

### CROSBY ELEMENTARY SCHOOL

5910 Pecan Street  
Ph# (281) 328-9360 / Fax (281) 328-9213  
Principal: Paula Patterson  
Grades: 1-5  
School Hours: 8:05-3:25

### NEWPORT ELEMENTARY SCHOOL

430 North Diamondhead Blvd.  
Ph# (281) 328-9330 / Fax (281) 328-9378  
Principal: Christy CoVan  
Grades: 3-4  
School Hours: 8:15-3:35

### DREW INTERMEDIATE SCHOOL

223 Red Oak  
Ph# (281) 328-9306 / Fax (281) 328-9376  
Principal: Walter Berringer  
Grades: 5-6  
School Hours: 8:15-3:35

### CROSBY MIDDLE SCHOOL

14705 FM 2100  
Ph# (281) 328-9264 / Fax (281) 328-9356  
Principal: Todd Hicks  
Grades: 7-8  
School Hours: 7:15-2:45

### CROSBY HIGH SCHOOL

14703 FM 2100  
Ph# (281) 328-9237 / Fax (281) 328-9219  
Principal: Greg Bower  
Grades: 9-12  
School Hours: 7:15-2:45

**School Closing Information** – In the event of adverse weather conditions, an announcement will be released from the Office of the Superintendent through Connect Ed, our district call out system, and through radio and television stations.

**Employment** – The Crosby Independent School District does not discriminate on the basis of race, color, religion, sex, age national origin, or handicap in admission, access, treatment, or employment in its programs and activities, in compliance with applicable federal and state laws.

# **CROSBY INDEPENDENT SCHOOL DISTRICT**

## **BOARD OF TRUSTEES 2013-2014**

### **President**

John Lindsey  
2303 N. Krenek  
Crosby, TX. 77532

S-M Dist. 3 (2014)  
e-mail: [jlindsey@crosbyisd.org](mailto:jlindsey@crosbyisd.org)

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### **Vice President**

Dan Kasprzak  
2808 North Ramsey Loop  
Crosby, Texas 77532

At-Large Position. 6 (2014)  
e-mail: [dkasprzak@crosbyisd.org](mailto:dkasprzak@crosbyisd.org)

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### **Secretary**

Carla Mills Windfont  
402 Wisdom Ave.  
Crosby, TX. 77532

S-M Dist. 5 (2016)  
e-mail: [cwindfont@crosbyisd.org](mailto:cwindfont@crosbyisd.org)

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### **Assistant Secretary**

JoAnn Crawford  
734 Nautilus  
Crosby, Texas 77532

S-M Dist. 2 (2014)  
e-mail: [jcrawford@crosbyisd.org](mailto:jcrawford@crosbyisd.org)

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### **Members**

Tanya Eagleton  
701 Red Oak Ave.  
Crosby, TX. 77532

S-M Dist. 1 (2014)  
e-mail: [teagleton@crosbyisd.org](mailto:teagleton@crosbyisd.org)

Dr. James Hofmann  
615 West Stroker Rd  
Crosby, TX. 77532

S-M Dist. 7 (2016)  
e-mail: [jhofmann@crosbyisd.org](mailto:jhofmann@crosbyisd.org)

David Porter  
1930 Topside Court  
Crosby, Texas 77532

S-M District 4 (2016)  
e-mail: [dporter@crosbyisd.org](mailto:dporter@crosbyisd.org)



## Crosby Independent School District 2013-2014 Academic Calendar [www.crosbyisd.org](http://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
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 26, 2013**  
School Ends: **June 5, 2014**

1st Semester	Days
Aug. 26 - Oct. 18	38
Oct. 21 - Dec. 20	40

Total 78

2nd Semester	Days
Jan. 7 - Mar. 28	52
Mar. 31 - Jun. 5	47

Total 99

Total Days 177

#### Holidays

Sep. 2	Labor Day
Oct. 14	Columbus Day
Nov. 11	Veterans' Day
Nov. 28	Thanksgiving Day
Dec. 25	Christmas Day
Jan. 1	New Year's Day
Jan. 20	M L King Day
Feb. 17	Presidents' Day
Mar. 10-14	Spring Break
Apr. 18	Good Friday
May 26	Memorial Day

#### Staff Development /Prep Days

(no school for students)

Aug. 16-23

Oct. 14

Jan. 6

Feb. 17

#### Bad Weather Make-Up Days

Feb. 17

Jun. 6 (w/Staff Development on Jun. 7)

#### Early Release Days

Dec. 20

Jun. 5

Testing Calendar

[http://www.tea.state.tx.us/index3.aspx?id=3635&menu\\_id=793](http://www.tea.state.tx.us/index3.aspx?id=3635&menu_id=793)

January						
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	

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	

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
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	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					

- Key:**
- Holiday
  - Early Release
  - [ ] Grading Period Begins/Ends
  - Staff Development
  - Crosby Kindergarten Early Release ONLY
  - New Teacher Orientation
  - No late start for secondary (early release for Grades 1-12)

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
Drew 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

*School Board Meetings -  
3rd Monday of Every Month*





Thursday-Periods 1,3,5,7		
<b>Team Periods (1-3)</b>	(1 <sup>st</sup> Period) (3 <sup>rd</sup> Period)	<b>Group 1</b> 7:15-8:56 <b>Group 2</b> 9:00-10:40
<b>Team Periods (2-4)</b>	(3 <sup>rd</sup> Period only, 3 <sup>rd</sup> Period will be split)	<b>Group 1</b> 9:00-9:50 <b>Group 2</b> 9:51-10:41
<b>Team Periods (4-6)</b>	(5 <sup>th</sup> Period only, 5 <sup>th</sup> Period will be split)	<b>Group 1</b> 10:45-11:35 <b>Group 2</b> 11:36-12:31 (C Lunch 12:31-1:01)
<b>Team Periods (5-7)</b>	(5 <sup>th</sup> Period)  (7 <sup>th</sup> Period)	<b>Group 1</b> 10:45-1:01 ( A Lunch 10:47-11:17) ( B Lunch 11:39-12:09)  <b>Group 2</b> 1:05-2:45



Dear Parent and Student:

Welcome to the 2013-2014 school year! Education is a team effort and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students. The Crosby Middle School Parent/Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

- **Section I—IMPORTANT INFORMATION FOR PARENT/GUARDIAN**—with information that all parent/guardian(s) will need about assisting their child and responding to school-related issues
- **Section II—CURRICULUM-RELATED INFORMATION**—to provide information to students and their parent/guardian about required courses, extracurricular and other activities, and awards, etc.
- **Section III—GENERAL INFORMATION AND REQUIREMENTS**—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged. Please be aware that the term “the student’s parent” is used to refer to the parent/guardian, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Both students and parent/guardian(s) must be familiar with the Crosby Middle School Handbook, required by state law and intended to promote school safety and an atmosphere for learning. The Crosby Middle School Handbook is posted on the Campus website. The student handbook is designed to be in harmony with Board policy and the District Student Code of Conduct, found on the District website. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year.

We encourage parents to review the entire handbook with their child. This handbook can be used as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, counselor, or school administration. **Also, please complete and return Appendix V (Parent Summary Signature Form) by August 30, 2013. Thank you in advance for your cooperation in returning this form. If nothing is marked for Appendix III and Appendix IV, it will be assumed that permission is granted and that you answered yes. Your child will not receive a locker until all paperwork has been returned.**

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**Quick Reference – Section II**

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- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at **281-328-9264** for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**]
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the middle school principal at **281-328-9264**.
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

**GRADING GUIDELINES & DEPARTMENT POLICIES**

Each department has grading guidelines for students. Listed below are the departmental policies for each subject area. Your child will be given a syllabus from each class noting any differences and more detailed explanation of the grading guidelines when they enroll in the class.

Math Department	Social Studies Department	Science Department
<b>7<sup>th</sup> Grade Math</b> Tests -50% Daily- 50%  <b>8<sup>th</sup> Grade Math</b> Tests - 60% Daily- 40%	<b>7<sup>th</sup>Grade</b> Tests - 50% Daily - 50%  <b>8<sup>th</sup>Grade</b> Tests - 60% Daily - 40%	<b>7th grade:</b> Tests-50% Daily-50%  <b>8th grade:</b> Tests – 60% Daily – 40%
<b>7<sup>th</sup> Grade ELA</b>	<b>8<sup>th</sup> Grade ELA</b>	
<b>All Classes:</b> Tests - 50% Daily - 50%	<b>All Classes:</b> Tests - 60% Daily - 40%	

**SECTION I – IMPORTANT INFORMATION FOR PARENTS**

This section of the Crosby Middle School Student Handbook includes information on topics of particular interest to you as a parent.

**PARENTAL INVOLVEMENT**

**Working Together**

Both experience and research tell us that a child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects.
- Ensuring your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the District.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.

**Grading Guidelines**

These guidelines establish the minimum number of grades and assignments required for each grading period. In addition, these guidelines outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

1. An average of two (2) grades per week per 9 week grading period will be assigned to reflect students’ levels of mastery. (At least 2 major assignments will be recorded that will receive a greater weight than daily grades.)
2. Teachers will record their grades within 3days unless the assignment involves major writing which takes more time to grade. Major writing assignments should be recorded within 5 days.
3. Teachers are required to keep a weekly paper copy backup in case of computer problems. The grade book for each

semester should be printed and kept as a hard copy on each campus at the end of each school year.

4. Students will not grade each other's papers. Activities such as peer editing are permitted, but students may not score papers that are recorded as part of their grade for any reporting period.
5. Grades are to be recorded for work related to the TEKS (Texas Essential Knowledge and Skills) taught during each reporting period. Grades will not be given for disciplinary issues or compliance with classroom rules. Teachers will assign grades reflective of students' mastery of an assignment.
6. Students who receive a failing grade on an assignment will be given one (1) opportunity to make up or redo the assignment.
  - Students will have three (3) days to redo to make up the failing grade. The time begins when students are notified of the failing grade.
  - The redo/retest grade will replace the failing grade up to a grade of 70 for that assignment.
  - To be eligible for a re-do, student must participate in relearning opportunities such as attending a tutorial, completing test corrections, or participating in other remedial opportunities prior to the date of the redo.
7. Students will be allowed an opportunity to make up work within three (3) days after returning from an absence.
8. Late Work- Any assignment turned in late cannot receive full credit. No late work will be accepted after three (3) class days.
9. Teachers will contact parents or guardians of those students who have a 69 or below average for each reporting period.
10. Before teachers assign a grade of less than 50 for any reporting period, they will show that all of the following steps were taken:
  - Parent/guardian was contacted more than once.
  - Student participated in a relearning opportunity provided by the teacher.
  - Student was given an opportunity to makeup assignments / exams.

### Grading Guideline for Advanced Courses

Contracts for GT (Gifted and Talented) and advanced courses outline class procedures and guidelines. Contracts are required for participation in GT and advanced academic coursework since more rigorous and stringent expectations will apply compared to on-level coursework.

Contracts are currently required to participate in the following programs: Challenge Math, Gifted and Talented, Pre-Advanced Placement classes, Advanced Placement classes.

**MECA (Modified Early College Academy) and Dual Credit participation requirements fall under the guidelines of the college that oversees their respective programs.**

### STATE-MANDATED ASSESSMENTS

Students at certain grade levels will take state assessment tests (such as STAAR) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, in grades 7 & 8

- Reading, in grades 7 & 8
- Writing in grade 7
- Science & Social Studies in grade 8

Successful performance on the reading and math assessments in grade 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. For the 2011-12 school year only, this requirement will be waived. See Promotion and Retention on page 19 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

**Refer to the testing calendar for the dates of testing to be given at Crosby Middle School. Please make note of the days that students will not be allowed to check out of school early. We request that no appointments be scheduled on these days. These dates are subject to change according to the Texas Education Agency.**

Testing Calendar	
Test Dates	Testing
Tuesday, April 1 <sup>st</sup>	Grade 8- STAAR Math Grade 7- STAAR Writing Day 1
Wednesday, April 2 <sup>nd</sup>	Grade 8- STAAR Reading Grade 7- STAAR Writing Day 2
Tuesday, April 22 <sup>nd</sup>	Grade 7- STAAR Math Grade 8-Social Studies
Wednesday, April 23 <sup>rd</sup>	Grade 7- STAAR Reading Grade 8- STAAR Science
Tuesday, May 5-9	Grade 8-STAAR Algebra I EOC testing window

### TESTING

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child. Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

### STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. We are requesting parents contact the school and conference with the teacher involved. If no resolution is met, you may schedule an appointment by calling 281-328-9264 ext. 1711 to meet with your student's counselor.

If no resolution is met after meeting with the counselor and/or an assistant principal, the parent or student will be given a copy of Local Policy FNG. A copy of this policy may be obtained on the District's Web site at [www.crosbyisd.org](http://www.crosbyisd.org). The student or parent should then discuss the complaint with the campus principal.

#### **General Provisions of Complaint Policy FNG (LOCAL)**

The student may be represented by an adult at any level of the complaint. For purposes of this policy, "days" shall mean calendar days. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

**Level One.** A student or parent who has a complaint shall request a conference with the principal within 15 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall hold a conference with the student or parent within seven days of the request. The principal shall have seven days following the conference within which to respond.

**Level Two.** If the outcome of the conference with the principal is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may request a conference with the Superintendent or designee. The request must be made within seven days following receipt of a response or, if no response is received, within seven days of the response deadline. The Superintendent or designee shall have seven days following the conference within which to respond.

Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of any complaint, any evidence in its support, the solution sought, and the date of the conference with the principal. The Superintendent or designee shall have seven days following the conference within which to respond.

**Level Three.** If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction and the infraction may result in the student's expulsion from school, the student or parent may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing and must be filed within seven days of the response or, if no response is received, within seven days of the response deadline.

The Superintendent shall inform the student or parent of the date, time, and place of the meeting. The presiding officer shall establish a reasonable time limit for complaint presentations. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

**Closed Meeting.** If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

**NOTE:** School board members will not be able to handle problems except when the above procedure has been followed, and then, only in a board meeting.

**Some complaints require different procedures as listed below.** The campus office or the Assistant Superintendent's office can

provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal's and Superintendent's offices or on the District's Web site at [www.crosbyisd.org](http://www.crosbyisd.org).

Specialized complaint procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB. Loss of credit because of excessive absences: policy FDD
- Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct. Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.
- Expulsion of a student: policy FOD and the Student Code of Conduct. Discrimination on the basis of sex: policy FB.
- Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct.
- Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct.
- Instructional materials: policy EFA. On-campus distribution of non-school materials to students: policy FMA.
  - Complaints against District peace officers: policy CKE.

#### **ARRIVAL AND RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. 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.

#### **Arrival and Departure**

Students must remain on campus after arrival each morning or when involved in school-sponsored activities. Students leaving campus without permission will be considered truant. Students are to be dropped off on the east side of the building and remain within the boundaries of the campus or in designated supervised areas.

#### **Signing In & Signing Out**

Students must come through the attendance office and sign in when coming to school after 7:15 a.m., regardless of the time of day. Students will be considered tardy upon arriving after the beginning of the school day. There are no excused tardies to first period classes for those students who assume responsibility for transportation to school. 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. If your child is counted absent, please send a note to the attendance office as stated under Procedures Following an Absence from School on page 17 of the handbook. Anyone not signing in with the office will be considered truant for any class he/she missed. [See **Compulsory Attendance, Attendance for Credit, and Tardy policy**]

To receive an early dismissal during the school day, parents must enter the school, check in with the attendance office and sign-out the student. Only those on the emergency card will be allowed to remove a student from campus. Driver's license/state identification card must be presented to the attendance clerk for verification. Students who are assigned in-school suspension and

check out during the school day will not receive credit the day when signed out early unless approved by an administrator.

## SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 8th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations, awards, and honors.

### AWARDS AND HONORS

Each year numerous students receive recognition and honors in a variety of areas. Some of the honors students receive are based on academic accomplishments, some by popularity, and some because of accomplishments in specific areas.

#### Class and School Officer Eligibility

Class and school officers are defined as officers of each classes and the student council. To run for one of these offices, candidates must meet the following:

1. Must have had at least a “C” average for the previous semester and be maintaining at least a “C” average in the current semester (summer school not included).
2. Must have been enrolled in this school at least three of the last four months of school and be officially registered at the same time of filing for office.
3. The student must maintain a good disciplinary record by not having a Category II or greater offense. If the student has one Category II or greater offense, he/she will then be removed from the office as determined by the principal and sponsors.
4. Should an officer drop below a “C” average during the semester, he/she will be placed on probation until the next grading period. If he/she still has less than a “C” average, he/she will be removed from office in a manner determined by the principal and sponsors. An officer who is failing a subject at the end of the first semester regardless of his overall average, is ineligible to hold office during the subsequent semester.

It is the duty of the sponsor to check the eligibility of each candidate for office. If the student should be elected to an office for which he/she is not eligible, it is his/her responsibility to resign immediately upon learning of his/her ineligibility. The office vacated will then be filled by the student who had the next highest votes in the election.

#### Class and School Officer Election Procedures

Students who meet the qualifications for office as set forth herein may pick up an application form from the Student Council sponsor and file for the office they seek. The eligibility of each applicant will be verified and a ballot containing the names of all eligible candidates who filed for each office will be prepared. In the event no single candidate receives a majority of the votes cast, a run-off election will be held between the top vote getters for the office.

### National Junior Honor Society

The National Junior Honor Society recognizes students who have an average of 90 or better in all the core classes (language arts, reading, math, science, and social studies) and students cannot have any failures in any classes. Eligible members must have good conduct records from teacher recommendations and must complete a written essay. Names of applicants are submitted to the entire faculty for approval. Students must also have passed all sections of the STAAR. A committee consisting of an assistant principal, counselor, NJHS sponsor(s), and teachers will then review each application for approval. The principal has the final approval. After the induction ceremony, members must maintain their 90 average and comply with all NJHS rules as specified in the NJHS Constitution which may supersede any of the handbook information pertaining to the NJHS. Inclusion in the National Junior Honor Society is not a right of any student, but instead a continually earned privilege.

**\*NOTE:** A student may not hold more than one major office at one time, and not more than two offices of a major and minor rank. Major offices are President and Vice President of the two classes, Student Council, and clubs with a national affiliation (such as F.H.A., F.C.A., V.I.C.A., D.E.C.A., T.F.T.A., National Junior Honor Society). All other offices shall be classified as minor offices, including cheerleaders and drill team.

#### Honor Roll

To make the “A” honor roll, a student must make all “A’s” that nine weeks regardless of the level of the class. To make the “All A/One B” honor roll, a student must make only one B in one class during one nine weeks with the rest of the grades being all A’s. To receive the All A Honor Roll award at the end of the school year, a student must make all “A’s” in all classes, all year long, regardless of the level of the class. To receive the end-of-year honor roll award, students must maintain all “A’s” and no more than one “B” in all classes taken.

### CLASS SCHEDULES

All students from each grade must be scheduled into six (6) classes including two (2) electives each year. Class schedules are issued through the counselors’ office.

#### Regular Class Schedule Changes

Students are enrolled into classes based on their selection of courses. The master schedule is prepared around the number of students requesting a class. A change in one student’s schedule can result in overcrowding of other classes. **Students are discouraged from changing a class.** In the rare event that a class schedule change is necessary, changes must be submitted on a schedule change form and signed by a parent. Students may obtain forms from the counselors’ office. The procedure for schedule changes may include the following:

- Student and/or parent must conference with the teacher
- Teacher approval (dropping)
- Department chair approval
- Principal approval

#### Pre-Advanced Placement Schedule Changes

Students enrolled in any pre-advanced placement classes must remain in the class until the end of the semester unless the teacher recommends the change. However, students enrolled in Pre-AP Math courses will be removed from the course if they fail a grading period. Students can be removed from other Pre-AP

courses if they do not maintain satisfactory performance, at the discretion of the principal. Students must maintain certain standards that are explained in the course contract in order to remain in a Pre-Advanced Placements class. Students and parents will be advised of the course requirements. Please be advised that guidelines may vary among departments, so students and parents are advised to review the guidelines periodically.

### Credits Earned

A student may be awarded credits only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

A student who does not perform satisfactorily in class or on the State of Texas Assessments of Academic Readiness (STAAR), will participate in special instructional programs designed to help improve performance and he/she will also have additional opportunities to take the test. [For further information, see policies at EHBC, EI, and EIE.]

### Promotion & Retention

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.

To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1-8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STARR).

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments.

A student in grade 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

## COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (Located in the District Code of Conduct) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff. [For additional information, see policy CQ.]

### BYOD (Bring Your Own Device)

Crosby ISD is now offering a **filtered** CISD Wi-Fi for Crosby High School and Crosby Middle School. Students in grades 7-12 may bring a personal device to school and use for educational purposes. Students are expected to connect to the filtered CISD Wi-Fi to ensure access to the best online resources.

### Important Facts

- Students in grades 7-12 may now bring their own technology devices (laptop, netbook, cellphone, tablet, etc.) to Crosby High School and Crosby Middle School and they will be utilized in the classroom at the **discretion of the teacher**.
- Users of the CISD Wi-Fi network have **filtered** Internet access just as they would on a district owned device.
- Crosby ISD offers many educational resources via the Internet. These resources can be accessed anytime, anywhere the student has access to the Internet; therefore, learning is extended beyond the classroom.
- By Connecting to the CISD Wi-Fi, users accept the terms of Crosby ISD Responsible Use Guidelines (RUG).
- Use of technology is a privilege and not a right.
- Students are expected to exhibit digital responsibility and follow the Responsible Use Guidelines (RUG) while using technology.

The Responsible Use Guidelines (RUG) may be found on [crosbyisd.org](http://crosbyisd.org) and a copy will be provided to your student.

### Responsibility for Devices

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with District Policy.

- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices on silent or vibrate mode

**Appropriate Student Use**

As with any tool, there are appropriate places and times for the use of devices on the CISD Wi-Fi network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day.

**Devices are only to be used:**

- When designated for learning by teacher or other school official.
- During lunch/before school

**Devices are not to be used:**

- Without direction from teacher of school official.
- **During passing periods**

**Grading of Student Work**

Students who do not have access to personal devices will be provided with an alternative way of completing the assignment or a district owned device may be provided based on availability.

**Tips for Success with CISD Wi-Fi**

- Clearly label all devices and power cords with your student’s name
- Set a password or passcode on the device
- Bring devices to school fully charged and in good working order
- Record the serial number and model information at home
- Students may bring headphones to use with their device as many digital resources have audio
- Your homeowner’s or renter’s insurance policy may cover lost or damaged personal electronic devices
- Students should silence or place devices on vibrate while working in class.

**Responsible Use of Technology**

Other important guidelines to share with your child about Digital Citizenship and safety are:

- Use strong passwords
- Do not share passwords
- Keep addresses, phone numbers, and other personal information private
- Be respectful when communicating

- Do not connect with people you do not know personally
- Students are expected to connect to the filtered Crosby ISD Wi-Fi while on campus
- Report any suspicious information to an adult immediately
- Photos are to be taken only when directed by the classroom teacher
- Students must not loan or share personal device with others

**COUNSELING**

**Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings. Each spring, students in both grades will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic opportunities.

**Personal Counseling**

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 Guidance Department secretary.

**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.  
[For more information, refer to policy FFE and FFG(EXHIBIT).]

**Child Abuse**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). A student who has been a victim of physical or sexual abuse can obtain assistance and intervention from the school counselor. Counselors are aware of resources available to assist students needing support.

**Homeless Students**

For information on services for homeless students, contact your school counselor.

**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.

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. The following requirements apply to all

extracurricular activities, clubs and school organizations at CMS:

1. A student who receives at the end of a grading period a grade below 70 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.
2. 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.
3. An ineligible student may practice or rehearse.
4. A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences 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.
5. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams 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. [For further information, see policies FM and FO.]

### Participation in Extracurricular Activities

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

1. During the initial nine-week period of the school year, students are eligible to participate in contests provided the following standards have been met:
  - Students beginning grades nine and below must have been promoted from a lower grade prior to the beginning of the current school year.
2. During subsequent nine-week periods, students who receive a nine-week grade below 70 in any course or subject other than a class identified as advanced by either the State Board of Education or by the local Board or a student with disabilities who fails to meet the standards in the Individualized Education Program (IEP) may not participate until they regain eligibility according to TEA/UIL guidelines.
3. Students suspended due to grades may continue to practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.
4. 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.
5. Students must be in attendance at least 4 class periods on the day of the activity to participate in any extracurricular activities, unless prior approval is given by the principal.

6. A student is allowed in a school year up to ten absences in school-related or school-sanctioned activities on or off campus, not related to post-district competition, a maximum of five absences 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. Students who are placed in ISS may participate in practices but may not participate in games or performances during the time of their assignment.
8. If a student who participates in extracurricular activities is referred to ISS the second time during a year for any major ISS offenses, they may forfeit the right to participate in any extracurricular activity during the semester when the second placement in ISS occurs, starting the day they are referred.
9. A student, who is placed in Alternative School 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 Alternative School 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 Alternative School student on campus or at any school-related activity will be considered trespassing.
10. Students participating in extracurricular activities who are apprehended by a law enforcement officer, and for whom a reasonable belief exists that the student was in possession of or using illegal substances or alcohol, shall be prohibited from participating in the activity(s) for the duration of the school year.

### Posters, Signs, and Announcements

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

[See **Student Publications**].

### School Social Functions, Activities and the Eighth Grade Social Rules

1. Crosby Middle School sponsors this event.
2. Attendees must be enrolled at Crosby Middle School. For the Social, an eighth grade student may invite one seventh or one eighth grade guest, provided they are students of Crosby Middle.
3. Church clothes or Sunday best attire is acceptable. No formal/semi-formal attire for boys or girls. The use of a limousine or party bus is not allowed. Students will only be released to their parent/guardian. Inappropriate attire will not be admitted.
4. At the Social, we strongly urge those attending to dress according to the theme.
5. Mr. & Ms. CMS will be announced.
6. All students must register their guests and themselves at the time tickets are purchased.
7. Once a student registers and enters the dance, if he/she leaves for any reason, he/she will not be permitted to return.
8. Student MAY NOT attend the social events if:
  - He/she is assigned ISS, suspended, or receives a citation during the nine-weeks prior to the event. (Level II offense). If a student purchases a ticket and



his/her behavior warrants an assignment to ISS, he/she forfeits the cost of the tickets. No refund will be made.

- Parents should be available to pick-up students at the end of the dance. If transportation is not available, students should not attend the dance.
- He/she has any outstanding debts.
- He/she checks out early on the day of the dance.
- He/she is enrolled in alternative school at the time of the dance.

## TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Students are required by law to care for and cover all textbooks issued to them at all times. The teacher will issue covers, or students may purchase them privately. Students will receive disciplinary action for not having books covered. Once issued, all textbooks become the responsibility of the student and his/her parent(s). Students CANNOT transfer responsibility for a textbook by loaning it to another student. A student who is issued a damaged textbook should report the damage to the teacher immediately. Damage to textbooks by students will be assessed a fine as determined by administration.

A student must return all textbooks to the teacher or principal's designee at the end of the school year or when the student withdraws from school. Each student, or the student's parent, is responsible for each textbook not returned by the student. **A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued, but not returned, is paid for by the student or parent. However, a student will be provided textbooks for use at school during the school day.** Fines and replacement fees will be collected in the main office.

## TUTORIAL PROGRAM

Tutorials will be offered Monday-Thursday from 2:45-3:45.

## SECTION III GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues, fees, the school's expectations for student conduct (other than Student Code of Conduct requirements), and use of facilities, such as the cafeteria, library, and transportation services.

## 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 Middle 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 grudging. The important elements in sports are striving to excel and the good feelings fostered among participants who have no excuse when they lose.

## ATTENDANCE

### Perfect Attendance

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.

### Procedures Following an Absence from School

Following an absence from school, a student should report immediately to the attendance office to receive an absence pass to class. A note or 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 **The note or documentation must be brought within three days.** The note, along with any documentation, will be placed in the student's file. Students are allowed a maximum of three parent notes per semester. Medical notes are accepted at any time; however, medical notes not sent within the three day time period will be verified with the appropriate doctor. **Students must take care of the absence pass 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.**

### 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.

### Enrollments and Withdrawals from School

A student may only be withdrawn from school by a parent or guardian. On the student's last day, the student must obtain a withdrawal form from the registrar's office and follow established procedures. The withdrawal form must be presented to each teacher for current grade averages; to the librarian to assure a clear library record; to the clinic for health records; to the counselor; to the principal or his/her designee; and finally, to the administrator in charge of textbooks to assure that textbooks have been returned.

Upon complete clearance of school property and appropriate signatures, the student shall return the withdrawal form to the Registrar's Office. At that time a copy of the completed form shall be given to the student to enter another school, and the original withdrawal form shall be placed in the student's cumulative file. 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 7:30am – 2:00pm on regular school days. This allows ample

time to clear fees and check out with each teacher and make certain that textbooks, library books, school equipment, and uniforms are returned prior to final withdrawal.

## DELIVERIES TO CAMPUS

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

## HEALTH-RELATED MATTERS

### Admittance/Access to Nurse

Access to the school nurse is as follows:

- Student obtains a nurse referral form from his/her teacher.
- Nurse evaluates those referred to him/her and either calls a parent to come for the student or has the student return to class.

### Care Cards for Emergency Medical Treatment

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 don't 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 on the Emergency Care Card, 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.

### Communicable Disease/Conditions

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

All students who are sent home with contagious diseases must report to the school nurse before re-entering class. The following regulations, as set forth by the Texas Department of Health 1987, apply to the re-admission of students who have had a contagious disease.

### • BACTERIAL MENINGITIS

State law requires the District to provide the following information:

- *WHAT IS MENINGITIS?*
- Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- *WHAT ARE THE SYMPTOMS?*
- Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- *HOW SERIOUS IS BACTERIAL MENINGITIS?*
- If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal, or a person may be left with a permanent disability.
- *HOW IS BACTERIAL MENINGITIS SPREAD?*
- Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).  
The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- *HOW CAN BACTERIAL MENINGITIS BE PREVENTED?*
- Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the

disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- **WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**  
You should seek prompt medical attention.
- **WHERE CAN YOU GET MORE INFORMATION?**
- Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.
- **CHICKEN POX** - Many return on seventh day after onset of rash except immune compromised individuals who should not return until all blisters have crusted over (may be longer than seven days).
- **STREPTOCOCCAL INFECTIONS** - Readmit after 24 hours from date antibiotic treatment begins.
- **HEPATITIS** - Readmit one week after onset of illness
- **HEPATITIS B** - No exclusion from attendance
- **IMPETIGO** - Readmit when treatment begins
- **MEASLES** - Exclude anytime symptoms develop and for seven days after appearance of rash. Contacts—No restrictions.
- **GERMAN MEASLES** - No restrictions, except that any student who has fever and does not feel well should not be in school. Contacts—No restrictions.
- **MENINGITIS MENINGOCOCCAL** - Exclude until statement from physician that person is NONINFECTIOUS. No restrictions on contacts except family (**epidemic type**) unless they have a physician's statement that they are noninfectious. Notify parents of classroom contacts.
- **MONONUCLEOSIS** - Exclude until recovered. Contact – No restrictions.
- **RASHES** - Students with rashes of unknown origin are excluded from school until the rash clears or until the nurse receives a written statement from the doctor that he/she is not contagious.
- **RINGWORM OF SCALP** - May attend school provided person stays under treatment by a physician and areas are

covered. Contact – No restrictions. Evidence of treatment is by a written statement from a physician.

- **RINGWORM OF SKIN** - May attend school provided person stays under treatment by a physician and areas are covered. Contact – No restrictions. Evidence of treatment is by a written statement from a physician.
- **COMMON COLD** - Readmit when fever subsides.
- **INFLUENZA** - Readmit when fever subsides.
- **SCABIES** - Readmit when treatment begins.
- **CONJUNCTIVITIS** - Written certificate from a physician or by the local health authority.
- **DIARRHEA** - Exclude from school until diarrhea subsides.
- **FEVER** - Students with a temperature of 100.4 degrees or above must not be sent to school. Students who come to the school nurse during the school day and have 100.4 degrees or above will be sent home. It is advisable to keep your child home for at least 24 hours before he/she returns to school.
- **FIFTH DISEASE** - Readmit when fever subsides.
- **LICE** - Exclude until medicated shampoo or lotion treatment has been given. **Students must be nit free before returning to school and parent must accompany student to the nurse's office to be checked before readmission to class.**
  - **Procedures for the Control of Head Lice**  
All early childhood, pre-kindergarten students will be checked for head lice in September, January, and March. New students entering after September will be checked by the school nurse. Students who are identified as having head lice are excluded from class and their parents are notified. The school nurse gives the parents (of students found with head lice or nits) information on the treatment and prevention of head lice.

#### The Most Common Questions Concerning Head Lice

There are 8-10 million cases of head lice in our country each year. The following will help you answer some questions you may have about the detection and elimination of lice.

1. **What do you do if you discover your child has lice?** Don't panic or get embarrassed. A lice infestation is not a sign of lack of cleanliness. It is an easily treatable condition.
2. **How do I recognize lice?** Lice are tiny insects that survive on human blood. Head lice are about as big as a sesame seed and may live on the human scalp.
3. **How do lice live?** Lice hatch from eggs called nits. Nits are extremely tiny, yellowish or grayish white and will not wash out or blow away. They must be combed out of the hair using a special comb designed for this purpose. Lice hatch in about one week and are fully mature in about seven to ten days.
4. **How did my child get lice?** Head lice cannot fly or jump from person to person – they can only crawl. They are usually passed from child to child through shared combs, hats, and other

personal items.

5. What are symptoms? One of the most common symptoms is itching. If you notice your child repeatedly scratching, you should check for lice.
6. How do I look? Live lice can be difficult to locate because they move quickly and don't like bright light. But their nits are easy to see. Closely examine the scalp in natural light and look for the eggs attached to the hair shaft. Also, inspect under the child's fingernails.
7. Can I prevent lice from returning? Yes, lice can survive up to two days off the human scalp, on personal items and household surfaces, clothing or bed linen. Soak all washable items in hot water (about 150 degrees) for 5 to 10 minutes. Wash clothing and linens in hot water (at least 130 degrees) and then place the clothes in a hot dryer for 20 minutes. Place all non-washable items in a tightly sealed plastic bag for 2 weeks, then open outdoors and shake vigorously. Vacuuming is the safest and best way to control lice on furniture, mattress and rugs.

### Medications during School Hours

Parents should make EVERY effort to schedule student's medication in a manner that medication brought to school will be kept at a minimum.

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.

### 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 designated person) by the parent or legal guardian ONLY. The student is NOT to bring medication to the school at any time.
2. The district's "*Authorization and Permission for Administration of Medication*" form must be filled out and signed by the student's parent or legal guardian ONLY. This form will be presented to the responsible party when the medication is brought to the nurse. It must be on file in the nurse's office in order for medication to be given.

3. The medication must be in the original container.
4. The medication label for prescriptions must contain the date, student's name, medication name, and directions for use.
5. Over-the-counter medications must be unopened and will be administered up to 5 days ONLY. After 5 days the medication will be discarded if not picked up by the parent or legal guardian. Any medical problem not resolved in 5 days need to be evaluated by a physician. If an over the counter medication is needed for longer than 5 days, a physician signature is required to be returned to the nurse's office within the 5 day period or the medication 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 at ANY time, including at any school sponsored events. This includes cough drops.
8. Any medications not picked up in the time allotted WILL be discarded. This is the parent or legal guardian's responsibility to pick up these medications. No notifications will be sent regarding medicine disposal.

### 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. A request for administering of medication must be completed, along with an additional form on information of the student with asthma, 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.

[For further information, see policies at FFAC.]

**CROSBY ISD DOES NOT PROVIDE ANY MEDICATIONS. MEDICATIONS TO BE ADMINISTERED DURING SCHOOL HOURS MUST REMAIN AT SCHOOL LOCKED IN THE NURSE'S CABINET. MEDICATION MUST BE BROUGHT TO SCHOOL AND KEPT IN ITS ORIGINAL CONTAINER. NO EXCEPTIONS. STUDENTS NOT ADHERING TO THESE GUIDELINES WILL RECEIVE A MINIMUM DISCIPLINARY ACTION OF DETENTION.**

### Other Health Related Matters

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. [See the Student Code of Conduct and policy GKA.]

### CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Avoid violations of the Student Code of Conduct.

## **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. You may access the District Code of Conduct on the District's website.

## **School Events**

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **Hall Conduct**

Students should be in the halls only at the beginning and close of school and when moving from one class to another, unless they have special permission or special duties that require them to be there. Students are to be courteous at all times and keep to the right when moving in the halls. Running, loitering, and shouting in the halls is not permitted.

## **Laser Pens**

Use of laser pens may be subject to criminal prosecution. They will be confiscated and retained until the last day of school by the front office staff.

## **Cheating**

Cheating, copying the work of another, etc. is not tolerated. Students who violate this policy are subject to appropriate disciplinary measures, which may include the loss of grade for that assignment.

## **Bullying/Hazing**

Texas Laws prohibit students from engaging in, encouraging, aiding or assisting in bullying or hazing. Hazing is defined as harassment, humiliation, and/or embarrassment of other students, which may or may not include some physical abuse. Bullying is defined as written, verbal or physical conduct that, in the judgment of the administrator, is sufficiently severe, persistent or pervasive enough to create an intimidating, threatening or abusive educational environment for the student and is harmful to a student or a student's property. A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a hazing or bullying incident will be subject to appropriate disciplinary action.

## **Citizenship / Discipline in the School**

In addition to the regular curriculum, the principles and practices of good citizenship must be taught and demonstrated; this includes an appreciation for the rights of others. However, no school

system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons.

Student conduct at all times should reflect the good upbringing you have had. You should show respect for the property, rights, and privileges of others, just as you expect and appreciate this respect when others show it to you. You are responsible to the school authorities and teachers for your conduct while you are a school citizen. Good behavior can make your school life a happy and rewarding one.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the school district. The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all those in the educational process.

In order to function properly, the schools must provide equal learning opportunities for all students. In order for an individual to exercise his/her rights as afforded by our Federal and State Constitutions, he/she must be able to exercise self-discipline which will allow all individuals to exist in a changing world. The entire foundation and success of public education depends on the basic concept of self-discipline.

## **Cameras, Radios, CD Players, Pagers, IPOD, MP3, and Other Electronic Devices and Games**

Students are not permitted to possess such items as cameras, radios, CD players or CDs, tape recorders/players, camcorders, DVDs, DVD/VCR players/movies, cameras, IPOD, MP3, playing cards, dice, dominoes, electronic devices or games, or other items that disrupt the educational process unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the assistant principal's office.

## **Cellular Phone Use**

**Please refer to the Bring Your Own Device (BYOD) policy on page 14-15 of the Student Handbook**

Student consequences for violating this policy:

1. The telephone will be confiscated and the parent has an option of paying a \$15.00 fine to retrieve the phone early or it will be held in the administrative office for a period of 7 calendar days.
2. At the end of the 7 days, the phone will be released back to the parent.
3. Parent can request that their child be placed in ISS for 3 days in lieu of having phone held for 7 days or paying \$15.
4. Repeated occurrences of the same issue will result in further punishment.
5. The bus is an extension of the classroom and the same cell phone rules apply to students while on the bus.

Any phones in our possession will be given back to the student on the last day of the school year. Any disciplinary action will be in accordance with the Student Code of Conduct.

### Damage To Computers/Electronic Components

No student shall intentionally cause damage to any electronic equipment including hardware and software. This includes, but is not limited to the following acts:

1. Removing or exchanging any hardware or software component from any electronic system
2. Deleting, renaming, moving, copying or changing any file or its properties, other than their personally owned files
3. Violating copyright laws by duplicating software, and/or
4. Installing, copying, or knowingly infecting a computer system with a "virus" program.

considered for more severe disciplinary measures (suspension or alternative school).

3. Provide the student the opportunity to be disciplined without any scholastic penalties

Upon assignment, the student will be provided with a code of conduct regulating his/her behavior while in ISS. The student must adhere to this code of conduct during his/her period of assignment, as well as all other school rules. Failure to comply with the rules will result in further disciplinary action as deemed by the principal.

In the rare cases that ISS does not prove to be a deterrent to one's persistent misbehavior, placement in the Alternative School will be the next step. **Once a student has accumulated 20 days in ISS, they will automatically be considered for alternative placement.** For more information about disciplinary consequences see the District Code of Conduct.

In addition to the District Code of Conduct, the following subsections set forth your rights and responsibilities to individuals and property.

### General Classroom Procedures

Students will follow these general classroom procedures while on campus. However, these procedures do not exclude any additional classroom rules that the individual teacher might establish.

1. Be in the classroom when the tardy bell rings.
2. Always have the necessary books and materials ready to begin work.
3. Stop talking when the teacher calls the room to attention.
4. Address all teachers and staff members as Miss, Mrs., or Mr., and in no case by their first or last name.
5. Each student is expected to show respect and courtesy, and follow the direction of those in charge by raising his/her hand and being recognized before speaking.
6. Students will maintain a neat and clean classroom at all times. The responsibility for good housekeeping will be shared by all who use the same desk and classroom. Do not be guilty of writing on walls, desks, or other furniture.
7. When the bell rings ending a class period, the teacher will dismiss the students. Students will remain seated until dismissed, and then file out in an ORDERLY manner.

### Recommended Disciplinary Actions for Specific Violations of the Student Code of Conduct (Incomplete List – See District Code of Conduct):

#### Racial Slurs

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Parent will be contacted.<br>Three days ISS assignment |
| 2 <sup>nd</sup> Offense | Parent will be contacted.<br>Five days ISS assignment  |
| 3 <sup>rd</sup> Offense | Three days OSS, Assignment to Alternative School       |

Any subsequent offense would result in recommendation of expulsion from school.

#### Threats Upon a Person, Sexual Harassment (including possession of sexual materials), Profanity Directed Toward a Staff Member, or Abusive Language

- |                         |                           |
|-------------------------|---------------------------|
| 1 <sup>st</sup> Offense | Parent will be contacted. |
|-------------------------|---------------------------|

## DISCIPLINARY CONSEQUENCES

### Lunch Detention

Lunch detention may be assigned by administrators and staff for minor disciplinary infractions. Failure to show for lunch detention will result in further disciplinary actions.

### After-School & Teacher Detentions

For minor classroom infractions students may be assigned to a teacher detention, to be served before or after school **with that specific teacher**. Teachers will notify the student and the parent, whether in writing or phone call. If a student does not make prior arrangements to attend the detention and misses the assigned detention, the student will then be written up to the front office to serve a minimum of a one-hour detention. In cases where the student has missed multiple times for the same teacher, a two-hour detention will be assigned. If a student misses a 2 hour detention then an ISS assignment may be issued to the student.

When a student is assigned to a detention, attempts are made to contact the parent, whether by phone call or notice sent home with the student. Detention times can be changed by the parent notifying the discipline office at 281-328-9264 ext. 1705, whether by phone call or note sent with the student. Detentions will be held at the following times:

Monday & Wednesday-	2:45 – 3:45pm
Wednesdays-	2:45 – 4:45pm

In the event that a student is assigned a detention and he/she misses the detention for the assigned date, he/she may be assigned to ISS the following day. In rare instances other accommodations may be made by directly contacting the principals (i.e. isolated lunch, cafeteria duty, community service hours, etc.).

### In-School Suspension

This program serves students in both grades who have committed offenses that are categorized as serious or persistent. The ISS classroom is located within the school building, and students may be placed in ISS for an indefinite period of time (length of assignment is determined by Board Policy, seriousness of offense, and the attitude of the student). If the conduct occurred during the final nine weeks report, the removal may extend beyond the end of the next semester.

The objectives of the ISS program are to:

1. Place the student in a highly structured environment so that he/she will not have as great an opportunity to persist in continued misbehavior.
2. Provide the student an opportunity to realize that his/her behavior is unacceptable; and if it persists, the student will be

Depending on severity of sexual harassment discipline can range from 1 day to 10 days in ISS and/or citation

2<sup>nd</sup> Offense ISS, assignment to Alternative School and/or citation, or expulsion from school

**NOTE:** THE MAXIMUM CONSEQUENCE WILL BE ASSIGNED EXCEPT IN UNUSUAL CIRCUMSTANCES.

### **Profanity Directed Toward a Student**

This includes all profanity or abusive language directed toward another student.

1<sup>st</sup> Offense Parent will be contacted.  
Three day ISS assignment and/or a citation

2<sup>nd</sup> Offense Parent will be contacted.  
Five day ISS assignment and/or a citation

3<sup>rd</sup> Offense Three days OSS, Assignment to Alternative School and/or a citation

### **Profanity Directed Toward a Staff Member**

1<sup>st</sup> Offense Parent will be contacted.  
Ten day ISS assignment and/or citation

2<sup>nd</sup> Offense Expulsion from school or assignment to Alternative School and/or citation

### **Physical Contact/Altercations**

(This includes minor pushing, horseplay, etc.)

1<sup>st</sup> Offense Parent will be contacted.  
Three day ISS assignment

### **Fighting & Physical Contact with Malicious Intent**

1<sup>st</sup> Offense Parent will be contacted.  
Ten day ISS assignment and/or citation

2<sup>nd</sup> Offense Three days OSS, 30+ days assignment to alternative school and/or citation

### **Stealing/Theft**

This includes theft or stealing on any school property or an extension of school property (i.e. bus, locker room, sporting event, field trip, etc.)

#### **Stealing/Theft of \$50 or less**

1<sup>st</sup> Offense Parent will be contacted.  
Three day ISS assignment

2<sup>nd</sup> Offense Parent will be contacted  
Ten day ISS assignment

3<sup>rd</sup> Offense Three days OSS, Alternative School Placement

#### **Stealing/Theft of \$51 to \$1500**

1<sup>st</sup> Offense Parent will be contacted.  
Seven day ISS assignment

2<sup>nd</sup> Offense Three days OSS, Alternative School Placement

All of the above offenses could include a Class C misdemeanor (\$50 or less) or a Class B misdemeanor (\$51-\$1500) charge contingent on the complainant pressing charges on the person responsible for the theft.

**NOTE:** THE MAXIMUM CONSEQUENCE WILL BE ASSIGNED EXCEPT IN UNUSUAL CIRCUMSTANCES.

### **Law Enforcement Agencies on Campus**

Law enforcement authorities may be contacted when deemed necessary to assist school officials in enforcing these provisions. When appropriate, judicial proceedings may be instituted.

Students are subject to disciplinary action as provided by this code regardless of whether judicial proceedings are instituted.

## **TOBACCO DRUG AND ALCOHOL/WEAPONS (Please refer to the District Student Code of Conduct)**

### **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

#### **School Materials**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

#### **Student Non-school Materials**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

#### **Non-student Non-school Materials**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal for specific prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.
- All non-school materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

## DRESS AND GROOMING

The district's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and assert authority. 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 staff of the school is charged with enforcement of the District's Dress and Grooming Code. Interpretation of these codes is entirely within their judgment. Final determination of acceptable dress and grooming rests with the principal or his/her designee. The Dress and Grooming Code includes the following requirements:

1. **The primary goal:** Students must dress neatly and modestly.
2. **Hair:** The hair must be neat, clean, and well groomed. No type of head covering, cap or hat is to be worn. Hair rollers or combs may not be worn in the hair. Hair cannot be dyed any color other than a natural color (i.e., green, blue, orange, purple, pink, etc.) and distracting hair styles will not be permitted.
  - a. \*\*\*NOTE: Distracting hair styles will be defined by the principal.
3. **Facial Hair:** Mustaches are allowed, that do not extend beyond the corners of the mouth; however, the wearing of a beard/goatee is not acceptable. Sideburns may not extend below the bottom of the earlobe. Students are expected to shave as often as the situation dictates in order to maintain good grooming. **NO CUTS OR RAZOR MARKS CAN BE MADE IN THE EYE BROWS!**
4. **Dresses/Skirts:** Skirts must reach below **mid-thigh** when arms are at full extension down by one's side. Slits in dresses/skirts must conform to the mid-thigh rule. When seated, skirts must remain at **mid-thigh**. Garments should not fit tightly. Sleeveless dresses, blouses, or tops are not allowed (this includes spaghetti straps and tank tops even if covered by another garment). No pajamas or sleepwear allowed.
5. **Pants:** Slacks and jeans are appropriate. Slits/cuts or fringed openings are not permitted above the knee, even with garments underneath, holes must be patched. Pants must be worn at the proper waist. Excessively baggy pants that prohibit students from moving in a regular manner or that require the student to hold their pants up will not be permitted. Athletic suits with pockets are permitted. Pants should not be form-fitting (i.e. tights). Form-fitting pants are considered hosiery and must be covered by a skirt, shorts, or dress of the appropriate length. All pants must have pockets in the front/side. **No leggings** are allowed. Words on the rear end section of pants are not allowed.
6. **Shorts:** Shorts must reach below **mid-thigh** when hands and arms are at full extension along one's sides and when seated. No slits/cuts or fringed openings are allowed. Walking shorts or dress shorts are advisable. Wind shorts, boxer shorts or biker shorts/tights are not allowed. All shorts must have pockets in the front/side. Words on the rear end section of shorts are not allowed.
7. **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. All blouses, shirts, or tops must have sleeves. Sheer or see-through type blouses may not be worn. Shirts cannot be tied in the back where skin will be showing. There should be no holes in shirts and any opening should not reveal private parts of one's body or undergarment. Off the shoulder shirts are not

permitted. Shirts with references to violence, drugs, gangs, obscene gestures, lewd suggestions, etc. will not be permitted. Discretion is reserved for the principal.

8. **Garment/Jewelry:** Students may not wear any clothing or accessory that identifies that student as a gang member or member of an unauthorized group. Garments/jewelry bearing any insignia, writing or emblems representing alcohol, drugs, or tobacco products are not permitted. Any garment/jewelry depicting offensive, suggestive, lewd, illegal, violent, or profane writing, emblems, comments or designs are not permitted. Any garment/jewelry that causes a class disruption will be deemed inappropriate. Rosary beads are not allowed to be worn visibly on campus.
9. **Footwear:** Shoes must be appropriate for school, beachwear, casual shoes, such as house shoes, slippers, water shoes, etc., are not appropriate. Backless sandals can be worn at school provided they are appropriate.
10. **Coats/Costumes:** Heavy outdoor coats or overcoats should not be worn in the commons or classroom but stored in the locker. Wearing a costume, cape, mask, gown, etc. is not allowed.
11. **Backpacks:** All backpacks **must** be stored in one's locker throughout the school day. A backpack is defined as any item that can be used to store a student's books or notebooks. Backpacks may not display profanity or vulgar language, obscene gestures, or symbols signifying gang affiliations.
12. **Sunglasses:** Non-prescription glasses with dark lenses, shades or sunglasses are not to be worn.
13. **Body Rings/Tattoos:** Students with body markings must have them covered. No student shall wear jewelry such as nose rings, tongue rings, eyebrow rings or other items (i.e., chains, spikes, choke collars, dog collars, etc.) deemed inappropriate by the principal or his/her designee.
14. **Hats:** All hats must be placed in student's locker throughout the school day.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE COMPLIANCE WITH DRESS CODE REGULATIONS. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION. PERSISTENT DRESS CODE VIOLATIONS WILL RESULT IN THE APPROPRIATE DISCIPLINARY ACTION FOR REFUSAL TO COMPLY WITH SCHOOL POLICIES AND DISRUPTION OF THE LEARNING ENVIRONMENT.**

**THE ADMINISTRATION MAINTAINS THE RIGHT TO DETERMINE ACCEPTABLE FORMS OF DRESS BASED ON DISRUPTION OR DISTRACTION OF THE LEARNING ENVIRONMENT.**

### **Dress Code Violations**

When possible, students will be given the opportunity to correct the violation, when possible the school will offer CMS t-shirts to replace inappropriate clothing, parents can be contacted to bring more appropriate attire, or students can change into other clothing if they have it. However, if nothing can be done to correct the student's violation they will be assigned to ISS for the school day, to limit the distraction to the educational process.

When a student becomes a persistent dress code violator, additional days of ISS will be assigned.



## 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 books.
- Fees for optional courses offered for credit that require 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. [For further information, see policy FP.] quickly, quietly, and in an orderly manner.

## SCHOOL FACILITIES

### Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school beginning at 7:00 a.m.: cafeteria, commons, classrooms, library, and clinic.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### 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 play rehearsal, club meetings, athletic practice, 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 code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

## Cafeteria Services

The district participates in the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced meals are available based on financial need. Information about a student's participation is confidential. Information on the program and to apply can be obtained from Brian Aubin, Director of Child Nutrition, at 218-328-9200 ext. 1250. The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

The Child Nutrition Program Applications are issued to each student in the first week of school. For faster approval, return the application to your school cafeteria cashier located in the cafeteria office. For immediate response, you may apply at the Administration Office. Even though you may receive an application from each child; please return only **ONE** application with **ALL** your children in this school district listed on the application. Please return blank applications at this time also.

For the first 30 calendar days of school, a student may receive meal benefits if they were receiving these benefits at the end of the prior school year at Crosby I.S.D. If a new application is not received within 30 days, students will have **no meal benefits**.

Our automated system allows students to prepay at anytime. Parents will be responsible to know when their child's prepayment plan is expired.

### Breakfast

Breakfast is served on Monday, Tuesday, Thursday, and Friday from 6:50 a.m. – 7:20 a.m. and on Wednesday from 8:40 a.m. – 9:00 a.m.

### Lunch

Regular Bell Schedule: Monday, Tuesday, Friday

A Lunch	11:17-11:47
B Lunch	11:49- 12:19
C Lunch	12:21-12:51

Block Bell Schedule: Wednesday & Thursday

A Lunch	10:47-11:17
B Lunch	11:39-12:09
C Lunch	12:31-1:01

### Cafeteria Policies

1. All students will be escorted to the cafeteria and seated by their 4<sup>th</sup> or 5<sup>th</sup> period teacher.
2. Keep place in line, but **DO NOT SAVE PLACES OR GIVE CUTS**.
3. Feel free to talk or visit with friends, but avoid shouting or "horse-play."
4. Trays and paper must be removed from the table by the student who used them or by the last student to leave the table. **STUDENTS NOT ADHERING TO THESE GUIDELINES WILL RECEIVE A MINIMUM DISCIPLINARY ACTION OF A DETENTION.**
5. Place all garbage in the containers provided in the commons.
6. Students at no time may take food or drink into a classroom or corridor.
7. Food deliveries are not to be delivered to the school. Students should strive to keep the commons neat and clean for their own sake and in appreciation of those who provide these facilities and services.

## 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: before school after 7:00 a.m., during lunch, and after school until 3:30 p.m. A pass from a teacher or administrator is required to enter the library.

1. Upon arrival, students must present their pass and sign their names and arrival time on the Library Sign-In Log. When leaving, the student must write the time of departure. Each student needs to have an individual pass.
2. If using a computer, the student is responsible for that computer during the time he or she is using it.
3. Students must know their student number in order to check out a book.
4. Regular library books are checked out for two weeks. The teacher sets the due date of class sets of books used by the English or history classes, but housed and issued through the library.
5. A fine of \$.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 (less the fine accumulated from the due date until the date the book was paid for) is refunded.
6. Quiet behavior is expected.
7. No food or drink is allowed.

## Meetings of Non-curriculum-Related Groups

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

## Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## Drug Detection Dogs

At times drug detection dogs are on campus. Students must comply with directives of the principal or his/her designee if the drug detection dogs alert on any of their items.

## TARDY POLICY

Students will be considered tardy upon arriving after the beginning of the school day. A student will be considered tardy to class when the tardy bell rings and he/she is not in the assigned classroom, following the teacher's instructions. It will be the student's responsibility to have a pass to be in the hallway after the tardy bell rings.

Tardies will be cumulative per semester. Consequences for excessive tardies per semester are as follows:

- 5<sup>th</sup> Tardy-----1 hr. after school detention
- 6<sup>th</sup>-9<sup>th</sup> Tardy-----2 hr. after school detention(Wed.)
- 10<sup>th</sup> Tardy-----1 day of ISS

Following the 10<sup>th</sup> tardy, discipline will be left up to the discretion of the administration.

## TEACHER PLANNING PERIOD

Each teacher has a regularly scheduled planning period during the school day when personal conferences may be held with the parents. Parents may arrange for a conference with the teacher by calling the attendance office at 281-328-9264 or emailing the teacher directly.

## TELEPHONES

Students are not allowed to receive personal phone calls during school. A message will be delivered only from a parent or guardian. To leave a message, call 281-328-9264. A student may call home from the front office. A student will not be permitted to leave class to use the phone unless it is an emergency. All other calls may be made between classes or at lunch. In case of sickness or an emergency, the nurse's phone will be available.

## TRANSPORTATION

### School-Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### Buses and Other School Vehicles

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Director of Transportation at 281-328-9200 ext. 1279.

## VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used.

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. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

## 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 attendance office. Parents are always welcome, but they must report to the main office first. All visitors must have a valid

driver's license to enter into the school. For safety purposes, licenses will be scanned and identification badges will be printed. 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.**

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. We ask that parents give 24-hour notice to teachers before visiting the classroom. All visitors are also expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

When visiting the school 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.

### **VOLUNTEERS**

The Crosby Independent School District is authorized by state law to obtain criminal history record information on a person who has indicated, in writing, an indication to serve as a volunteer with the school. In order to conduct a criminal history check, personal information such as name, social security, birthdate, etc. will be required.

### **PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

In the summer of 2003, the 78th Legislature mandated that each school district shall require students during each school day at each school in the district to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas state flag. In addition, each school is required to provide for the observance of one minute of silence following the recitation of the pledges of allegiance. During the one-minute period, each student, may, as the student chooses, meditate or engage in any other silent activity that is not likely to interfere with or distract another student. All Crosby ISD schools will observe this mandate. All students are required to be respectful during the pledges and moment of silence.

### **PRAYER**

Each student has a right to individually, voluntarily and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

### **CROSBY ISD HANDBOOK AND STUDENT CODE OF CONDUCT**

Parents and students should also refer the Crosby ISD Handbook and Student Code of Conduct for further information regarding Crosby ISD policy.



# CROSBY MIDDLE SCHOOL



## Appendix I

### **Acknowledgment of Receipt of *Crosby Middle School Handbook* 2013 – 2014**

Parents and students may access the 2013-2014 Crosby Middle School Handbook by following the steps below or can request a copy from Crosby Middle School.

- A. Go to [crosbyisd.org](http://crosbyisd.org)
- B. Click Schools
- C. Click Crosby Middle School
- D. Click School Policies

My signature below certifies that my child and I have viewed and/or received a copy of the 2013-2014 Crosby Middle School Handbook.

I understand that the Crosby Middle School Handbook contains important information that my child and I may need during the school year. I also understand that the school will follow the District Student Code of Conduct in managing student behavior and administering disciplinary consequences for all students.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please record your acknowledgement that you have received the received a Crosby Middle School Handbook on the Parent Summary Signature Form (Appendix V) and keep this page for your records.***



**CROSBY MIDDLE  
SCHOOL  
Appendix II**



***Parent's Release of Student  
Information – School Sponsored Purposes***

For the following school-sponsored purposes, Crosby ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Image (e.g., photograph, digital/video image)
- Date of birth
- Honors and awards received
- Dates of attendance
- Grade level
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

***Please indicate your decision on the parent summary form (Appendix V) and keep this page for your records.***



**CROSBY MIDDLE  
SCHOOL**  
Appendix III



***Parent's Release of Student  
Information – Purposes other than School-Sponsored Purposes***

For all other purposes, Crosby ISD has designated the following information as directory information:

- Student's name
- Address
- Grade level

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), (**do give**) (**do not give**) the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

***Please indicate your decision on the parent summary form (Appendix V) and keep this page for your records.***



# CROSBY MIDDLE SCHOOL

## Appendix IV



### Responsible Use Guidelines (Internet/Network)

*Students and parents must sign and complete the Responsible Use Guideline portion of the Student and Parent Summary Signature Form on page 2, and return to your school.*

Crosby Independent School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

**Mandatory Review.** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines as part of their review of the *Student Code of Conduct*.

Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

**Definition of District Technology System.** The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers;
- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;

- Internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- District-provided Internet access;
- District-filtered public Wi-Fi; and
- New technologies as they become available.

### Availability of Access

**Acceptable Use.** Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

**Privilege.** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to Computer/Network/Internet.** Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and public Wi-Fi (available for students who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Student Access.** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

**Students 13 or younger.** For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are Discovery Education, wikis, blogs, and Edmodo. These tools can be accessed through the District's student Webpage.

**Use of Personal Telecommunication Devices.** The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District will open a filtered, wireless network through which students in specific age groups will be

able to connect privately owned (personal) telecommunication devices. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Crosby ISD network.

**Middle School**– Students are allowed to bring personal telecommunication devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will not be allowed to use the devices during passing periods. Taking pictures and/or videos for non-educational purposes is strictly prohibited.

**Security.** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District’s system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school’s electronic environment will be subject to suspension of access and/or revocation of privileges on the District’s system and will be subject to disciplinary action in accordance with the Board-approved *Student Code of Conduct*.

**Content/Third-Party Supplied Information.** Students and parents of students with access to the District’s system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

#### **Subject to Monitoring.**

All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

#### **Student Computer/Network/Internet Responsibilities**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District’s system and will be subject to disciplinary action in accordance with the Board-approved *Student Code of*

#### **Conduct.**

**Use of Social Networking/Digital Tools.** Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

**Use of System Resources.** Students are asked to purge email or outdated files on a regular basis.

**Password Confidentiality.** Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person’s system account.

**Reporting Security Problem.** If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

#### **The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student’s personal telecommunication device.
- Telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for



educational purposes at the direction of a classroom teacher or as stated for specific age groups.

- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.
- 

### **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

**Violations of Law.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material;
- material protected by trade secret; or
- blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer.** Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

**Transmitting Confidential Information.** Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.

**Commercial Use.** Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

**Marketing by Non-CISD Organizations.** Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

**Vandalism/Mischief.** Any malicious attempt to harm or destroy District equipment, materials or data, or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. **[See the Board-approved *Student Code of Conduct.*]**

**Intellectual Property.** Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

**Copyright Violations.** Downloading or using copyrighted information without following approved District procedures is prohibited.

**Plagiarism.** Fraudulently altering or copying documents or files authored by another individual is prohibited.

### **Impersonation.**

Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in Revocation of the student's access to computer/network/Internet.

**Illegally Accessing or Hacking Violations.** Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

**File/Data Violations.** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

**System Interference/Alteration.** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

## **Email and Communication Tools**

Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

All students in grades 7-12 will be issued email accounts. Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed. Students should keep the following points in mind:

**Perceived Representation.** Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

**Privacy.** Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

**Inappropriate Language.** Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

**Political Lobbying.** Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

**Forgery.** Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

**Junk Mail/Chain Letters.** Generally students should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

## **Student Email Accounts and Electronic Communication Tools**

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business. Students in grades 7 - 12 are given access to a District student email account. Students must abide by the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades 7-12 while they are currently enrolled in the District. Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher. Student email accounts may be provided directly by the District, through the content management system of an approved online course, or through a District-approved provider.

## **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

## **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

**Disclaimer**

The District’s system is provided on an “as is, as available” basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user’s requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District’s electronic communications system.

**BYOD (Bring Your Own Device)**

Crosby ISD is now offering a **filtered** CISD Wi-Fi for Crosby High School and Crosby Middle School. Students in grades 7-12 may bring a personal device to school and use for educational purposes. Students are expected to connect to the filtered CISD Wi-Fi to ensure access to the best online resources.

**Important Facts**

- Students in grades 7-12 may now bring their own technology devices (laptop, netbook, cellphone, tablet, etc.) to Crosby High School and Crosby Middle School and they will be utilized in the classroom at the **discretion of the teacher.**
- Users of the CISD Wi-Fi network have **filtered** Internet access just as they would on a district owned device.
- Crosby ISD offers many educational resources via the Internet. These resources can be accessed anytime, anywhere the student has access to the Internet; therefore, learning is extended beyond the classroom.
- By Connecting to the CISD Wi-Fi, users accept the terms of Crosby ISD Responsible Use Guidelines (RUG).
- Use of technology is a privilege and not a right.
- Students are expected to exhibit digital responsibility and follow the Responsible Use Guidelines (RUG) while using technology.




The Responsible Use Guidelines (RUG) may be found on [crosbyisd.org](http://crosbyisd.org) and a copy will be provided to your student.

**Responsibility for Devices**

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with District Policy.
- Students are to keep their devices secure at all times and not loan to others.
- Students must keep devices on silent or vibrate mode.

**Appropriate Student Use**

As with any tool, there are appropriate places and times for the use of devices on the CISD Wi-Fi network. Below are the levels and permissible situations for use. Campus administrators and teachers have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performance, or guest speaker) that occur during the school day.

Usage	Middle School
When designated for learning by teacher	
During Passing Periods	
During Lunch /Before school	
Specific Procedures will be announced by campuses	

**Grading of Student Work**

Students who do not have access to personal devices will be provided with an alternative way of completing the assignment or a district owned device may be provided based on availability.

## **Tips for Success with CISD Wi-Fi**

- Clearly label all devices and power cords with your student's name.
- Set a password or passcode on the device.
- Bring devices to school fully charged and in good working order.
- Record the serial number and model information at home
- Students may bring headphones to use with their device as many digital resources have audio.
- Your homeowner's or renter's insurance policy may cover lost or damaged personal electronic devices.
- Students should silence or place devices on vibrate while working in class.

## **Responsible Use of Technology**

Other important guidelines to share with your child about Digital Citizenship and safety are:

- Use strong passwords.
- Do not share passwords.
- Keep addresses, phone numbers, and other personal information private.
- Be respectful when communicating.
- Do not connect with people you do not know personally
- Students are expected to connect to the filtered Crosby ISD Wi-Fi while on campus
- Report any suspicious information to an adult immediately
- Photos are to be taken only when directed by the classroom teacher
- Students must not loan or share personal device with others

# Crosby Independent School District Acceptable Use Guidelines

**(For Students)**

**First Name** \_\_\_\_\_ **(M)** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Grade level** \_\_\_\_\_

We \_\_\_\_\_ and \_\_\_\_\_  
(Printed parent name) (Printed student name)

have read the Acceptable Use Guidelines, understand it, and agree to adhere to the principles and procedures detailed within. We understand and accept the conditions stated in the Acceptable Use Guidelines and agree to hold blameless, and release from any liability, the Crosby Independent School District, the sponsoring school, its subcontractors, and employees. We understand that the Acceptable Use Guidelines may be revised by the district to respond to the changing environment of web based computer technology; We agree to any revised conditions of the AUG.

We understand that a network user is expected to use good judgment and follow the Acceptable Use Guidelines printed in the student handbook published by the school. We further understand that any student who violates any provision of the Acceptable Use Guidelines will lose all network privileges on the Crosby ISD network and may be disciplined, as appropriate, for violations of the Student Code of Conduct. We also understand that displaying work on the Internet makes the work available for viewing by any person around the world that has Internet access.

**Place a check mark in the appropriate boxes below to complete permission for his or her participation in activities involving the Crosby Electronic Network.**

May access the Internet

May have their work displayed on the Internet

May participate in distance learning activities

*The Intranet is an internal network of Crosby ISD. This network is not available for public access.*

May access the Intranet

May have work displayed on the Intranet

Parents signature: \_\_\_\_\_

Date: \_\_\_\_\_

Students signature: \_\_\_\_\_

Name of School: \_\_\_\_\_

**NOTE: If any areas are left unchecked or if this form is not returned to the school, it will be assumed that permission is granted. You must specifically check and sign this form or the Student and Parent Summary Signature Form 2013 – 2014 to deny any access**

*Please indicate your decision on the parent summary form (Appendix V) and keep this page for your records.*



