

# CRENSHAW ELEMENTARY & MIDDLE SCHOOL STUDENT HANDBOOK



416 Hwy 87  
Crystal Beach, Tx 77650  
OFFICE - (409) 761-6350  
FAX - (409) 684-7916

ANNETTE DAILEY, PRINCIPAL

# *Crenshaw Elementary & Middle School*

## *Campus Mission Statement*

We believe Crenshaw...

- ✓ Is here to serve all students
- ✓ Is accountable to the community for the education of all students
- ✓ Is a cooperative effort among students, parents, staff, and community members
- ✓ Must meet the unique needs of each student so that each student can reach her/his potential
- ✓ Must develop intellectual curiosity, critical thinking skills, problem solving abilities, and appreciation to function successfully in a changing, competitive world
- ✓ Helps students learn and be taught according to their individual learning preferences
- ✓ Helps students develop habits and skills necessary to maintain life-long learning, self-esteem, physical fitness, and mental health
- ✓ Has tolerance towards students, teachers, and staff and celebrates the uniqueness and diversity of students, staff, and community
- ✓ Is an environment that challenges students, teachers, and staff to meet high expectations that produce high achievement
- ✓ Possesses curriculum that is responsive, current, proactive, and flexible
- ✓ Integrates technology into instruction and curriculum to enhance student learning and teaching.
- ✓ Must anticipate and be responsive to the changes and needs of society.

## **DAILY ARRIVAL AND DISMISSAL**

Students may enter the building at 7:15 A.M. via the cafeteria entrance or drop off area for buses. The first bell rings at 7:30.

Parents dropping off students in the morning are asked to go through the drive UNDER THE BUILDING. Students will eat breakfast from 7:30-7:45. Students will not be allowed to eat breakfast in the classrooms after 8:00. If a student brings a breakfast from home, it must be consumed prior to 8:00 am. No student may bring breakfast into the classroom if they arrive after 8:00 am.

School will be dismissed at 3:15 P.M.

## **DISMISSAL PROCEDURES**

Students will be escorted by 3:15 to the buses on the north side of the building to begin loading and will leave the building as soon as loading is complete.

Car riders will be dismissed underneath the building at 3:15. Cars will enter the double lanes from the west and exit through the east parking area. An adult must escort students to their car. Students (Pre-K to 4<sup>th</sup>) are not allowed to walk by themselves to the cars.

MS Team –5<sup>th</sup>-8<sup>th</sup> grade students will be dismissed from the MS hallway. Teachers will walk the bus riders and car riders out the front doors. One teacher will remain upstairs with the after school program students.

## LOCKERS

Lockers remain under the jurisdiction of the school even when assigned to an individual student. Campus Administration reserves the right to inspect all lockers at any time. A student has full responsibility for the security of the locker and is responsible for making certain their locker is locked and that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present. Sharing of lockers is not permitted.

Combination locks will be issued to students. Students will go to lockers between 7:45-7:50 each morning to put away their things. Students will then go to the lockers again prior to 9th period. Students will be allowed to go at the end of the day to their lockers to retrieve their belongings before leaving the building. To enhance a positive school climate, teachers are asked to please monitor the hallways when students are at their lockers.

## PERSONAL PROPERTY

Students shall not bring lasers, cameras, radios, tape/CD players, iPods, MP3 players, electronic games, cards, or toys of any kind to school. Please check with an administrator if there is a question on any personal property item before bringing it to school. Confiscated items must be picked up by a parent and will cost \$15.00 to be returned.

**Cell phones are not to be seen or heard inside the building.** Confiscated cell phones must be picked up by the **student's parent only**, after paying the required \$15 fee.  
**Confiscated items not claimed by June 10, 2018 will be discarded.**

## GRADING AND REPORTING PROCEDURES

<u>Academic</u>	<u>Conduct</u>
A 90 – 100	E Excellent
B 80 - 89	S Satisfactory
C 70 - 79	N Needs Improvement
F 69 or below	U Unsatisfactory

Student progress reports will be completed every three weeks and will be distributed to student upon processing. Student report cards will be issued every six weeks. If a student receives a six-weeks grade of less than 70 in any class or subject, the parent will be requested to schedule a conference with that teacher. ***Progress reports and report cards must be signed by a parent or guardian and returned to their 1st period teacher no later than 3 days after receipt by student.***

## PROMOTION/ RETENTION IN GRADES 5 & 8

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (Texas essential knowledge and skills) for all subject areas. **State mandates require students in grade 5 and 8 to pass the English/Reading STAAR and Math STAAR tests to be eligible for promotion to the next grade. Science and Social Studies tests must also be passed or students will be placed in remedial classes the following year and lose an elective in High School.**

## **COUNSELING**

Academic Counseling: Students are encouraged to talk with the school counselor, teachers, and principals about course offerings.

Personal Counseling: The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, and chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. The Teen Health Clinic (UTMB) can also assist students with counseling needs on campus.

## **ACADEMIC DISHONESTY / HONOR POLICY**

Academic dishonesty includes cheating or copying the work of another student, plagiarism, copying from the Internet and unauthorized communication such as text messaging, or cell phone use. Determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties.

## **STATE TESTING**

**State guidelines prohibit the use of cellular phones or other electronic devices during testing. Students who violate these guidelines will have their test voided and will receive a 0 for the test.**

## **ASSIGNMENTS REQUESTED**

Students are responsible for making up work they have missed due to absences, including absences as a result of suspension. If the absences exceed two school days, parents may call to request lesson assignments. Teachers may have 24 hours to comply with a parent's request for assignments. The request for assignments must be made through the main office. These assignments should be handed to the teacher upon returning to the class.

If assignments have not been requested, students are to request make-up assignments from their teachers the day they return to class. Students will normally have the same number of days as the absence to complete all make-up assignments. Teachers may use discretion in situations with extenuating circumstances. If a student fails to turn in make-up assignments by the date due, teachers do not have to accept the assignment for credit.

## **ATTENDANCE**

In Texas, a child between the ages of 5 and 17 is required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance laws to GISD police.

To receive credit in a class, a student must attend at least 95% of the days the class is offered. The actual number of days will vary, depending on whether the class is for a semester or a full year. A student who attends fewer than 95% of the days the class is offered may petition for credit pending the total number of absences. Credit may not be given unless the attendance committee finds that the absences are the result of legitimate and extenuating circumstances.

## PROCEDURES FOR ABSENCES

Parents are to call the office to notify the school that the student is out for the day and the reason for the absence. Upon return, the student should report to the office with a parent/guardian note. **The note should contain the following items:**

- **Student's first and last name and ID number**
- **Date and reason for absence**
- **Parent/guardian signature**
  - **Phone number where parent can be reached**

**Notes signed by the student, even with the parent's/ guardian's permission, will be considered forgery and the student will be subject to discipline.**

After the third consecutive absence a doctor's note will be required in order for the absence to be excused. Unexcused absences shall be investigated by the school social worker, administration, GISD police and the attendance office.

## PROCEDURE WHEN TARDY TO SCHOOL

Any student arriving at school past 7:45 A.M. must report to the attendance office and obtain a tardy slip in order to be admitted to class. Tardies during the school day do not require a tardy slip from the office. A student will be given mandatory tutoring (Thursdays 3:30-5:00 pm) after 5 tardies.

## PERMITS TO LEAVE SCHOOL

Students needing permission to leave school for medical, dental or other appointments **must come to the main office and sign his/her child out before the student will be permitted to leave. Parents must also have a valid ID with them to check the student out from school.**

## STUDENT SUSPENSION OR IMMEDIATE REMOVAL

If a student has a discipline issue resulting in immediate removal from the building, then a parent/guardian will be contacted and he/she must come to the school or designate an emergency contact person and pick up the student. The person picking up the student must be 18 years or older and bring a valid ID to check the student out. A student will not be allowed to leave the building to walk home. If a student has been suspended, then ***a parent must come to the school on the day the student is allowed to return and remain with the student until a conference with the administrator has been held.***

## BUS TRANSPORTATION

Permission to ride a bus, change buses, ride with a friend, change bus stops, or any other change in transportation will **not** be approved at the school campus. Requests for change must be made with the transportation department at 409-740-1208 or by completing a transportation request for change of address.

If a student is removed from the bus for disciplinary action, it is the parent's/guardian's responsibility to find transportation for the student to and from school.

## **CLOSED CAMPUS POLICY**

Once students arrive on campus, they may not leave without checking out through the main office. For the protection of our students, all persons entering the school must use the outside buzzer to enter the school. Upon entering the school all visitors must report directly to the main office for further assistance. No one will be allowed beyond the main office without proper identification and a valid visitor's pass. Those persons failing to abide by this official notice are subject to prosecution.

## **VISITORS**

Parents and other visitors are welcome to visit the campus. Visits to individual classrooms during instructional time shall be permitted only with the approval of the principal and teacher, and such visits are only permitted if their duration or frequency does not interfere with instruction or disrupt the school environment. Visitations by students from other campuses are prohibited unless prior arrangements have been approved by the campus administration. Teacher conferences can be scheduled by calling the school.

## **CAMPUS BOUNDARIES**

It is important that students and parents/guardians are aware that school district jurisdiction includes any areas within 300 feet of school property, including playing fields.

## **CLINIC**

Students must have a pass from their teacher to visit the nurse except in an emergency situation.

## **MEDICINE AT SCHOOL**

A student who takes prescription and/or nonprescription drugs during the school day must bring a written request from his/her parent/guardian and/or the doctor. The medicine must be given, in its properly-labeled container to the nurse. The nurse will either give the medicine at the proper time or give the student permission to take the medication as directed. The nurse will provide each student a pass to show the designated time to take his/her medications.

## **LIBRARY**

To visit the library without a teacher, a student must have the appropriate pass from the teacher and show the pass to the librarian, and must sign in for himself/herself on the library sign-in-sheet. Library hours are 8:00 am to 3:15 pm.

## **EXTRA-CURRICULAR ACTIVITIES**

Students who participate or plan to participate in extra-curricular activities must meet state, UIL and local academic, behavioral, and physical guidelines. Students must be present on the day of the event to be eligible to participate in the activity.

## **SCHOOL ACTIVITIES**

School activities such as dances and field trips are considered a privilege. A student's discipline and attendance file may be reviewed before he/she will be allowed to attend a school dance, field trip, or other related activity. **Students with discipline issues or students that have any outstanding debts to the school may not be allowed to attend school-related activities.** Students must wear ID badges to all events. Students must be present on the day of the event to be eligible to participate in the activity. The decision to allow students to attend any school-related activity will be at the discretion of campus administration.

## **STUDENT DRESS CODE**

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the District, all students shall be required to meet the expectations of the dress and grooming code. Dress and apparel that unduly attract the attention of other students often precipitate comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered in the establishment of this dress/grooming and personal standards code.

1. Student's hair shall be neatly cut, clean, and/or combed so as to be kept out of the eyes. Odd colored hair dyes and hairstyles or cuts, which are distracting to others, shall not be permitted.
2. Appropriate footwear must be worn.
3. Shirts of underwear type, see-through clothing, muscle shirts, halters, spandex clothing or any clothing which exposes a bare midriff, back (below the shoulder blades), chest or underwear **MAY NOT BE WORN**. Shoulders, back, chest and midriff must be covered.
4. Shorts and skirts should be no shorter than fingertip length when the arm is at the side. Biker (spandex) shorts, boxer shorts, wind shorts, hats, and pajamas are not allowed.
5. Clothing or possessions which promote/display inappropriate messages shall not be permitted. Apparel should not display risqué prints or symbols, gang graffiti or monikers, lewd, vulgar, obscene or suggestive language/design. Advertisements or symbols that promote or depict drugs, alcohol, tobacco products, violence or Satanism are prohibited on all apparel, jewelry and accessories. No chains, handcuffs or any other accessories that suggest weaponry will be allowed.
6. Any clothing, which is identified by the administration as gang-related or a safety concern, will not be permitted.
7. Pants or shorts must be worn at a natural waistline.
8. **SPECIAL EXCEPTION** – This code is not to be construed so as to apply to those pupils in certain elective subjects such as band, organized sports, or to students in voluntary student organizations which are called upon from time to time to represent their school in public events. Teachers and sponsors of these subjects and organizations will continue to require those standards of dress and appearance that they deem appropriate and which have served in the past to mark those school representatives with honor and distinction.
9. Students will not be allowed to wear visible body piercing jewelry except earrings. Earrings, if worn, must be worn in the ear. Tongue ornaments will be considered visible.
10. No pupil shall engage in any inappropriate public display of affection.

**ANY CLOTHING, PERSONAL APPEARANCE, OR PERSONAL STANDARD, WHICH IN THE JUDGEMENT OF ADMINISTRATOR DISRUPTS THE EDUCATIONAL ENVIRONMENT SHALL NOT BE PERMITTED.**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension or be required to wear school provided clothing for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

## **TEXTBOOKS**

State approved textbooks are provided for students free of charge. A student who is issued a damaged book should report that fact to the teacher. Any student who damages or loses a textbook must pay for the damage and/or replacement.

## **TELEPHONES**

Office phones are to be used for school business only. Students will be allowed to use the school phone for emergency purposes only. Please do not call to have your child come to the telephone. Messages will be given to students.

## **RESTROOMS**

Students are to go to the restroom during transition times between classes. Students are provided 3 minutes between each class to go to the restroom and get to class on time.

## **FIRE DRILLS / EMERGENCY DRILLS**

Students, teachers and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly, quietly and in an orderly manner.

## **POSTERS**

A school administrator must approve election posters, advertisements or publicity posters of any kind. Posters and flyers must be removed after the completion of an event.

## **LOST AND FOUND**

A lost and found storage area is maintained in both the front office area and the PE offices in the gym. Items not claimed at the end of each semester will be donated to charity.



**For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links student to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorials, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the Notice of Procedural Safeguards—Rights of parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Annette Dailey—Principal  
Phone Number: 409 761 7350

District Contact: Special Education Director  
Phone Number: 409 766 5188