

Crosby Independent School District
Elementary Handbook
2026-2027



Main Phone Number (281) 328-9200
14670 F.M. 2100
Crosby, Texas 77532-8009

Crosby Independent School District

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Elementary Campuses:

Barrett Elementary School

815 FM 1942 Crosby, TX 77532

(PHONE) [281-328-9320](tel:281-328-9320)

Principal: Ahime Ornelas

Principal Secretary: Terri Glover

Crosby Elementary School

14705 F.M. 2100 Crosby, Tx 77532

(PHONE) [281-328-9360](tel:281-328-9360)

Principal: Dana Kratky-Fox

Principal Secretary: Kari Fabian

Crosby Kindergarten School

805 Runneburg Rd. Crosby, Tx 77532

(PHONE) [281-328-9370](tel:281-328-9370)

Principal: Stacey Williams

Principal Secretary: Crystal Chesser

Charles R. Drew Elementary School

223 Red Oak Avenue Crosby, Tx 77532

(PHONE) [281-328-9306](tel:281-328-9306)

Principal: Ann Price

Principal Secretary: Mayra Hill

Newport Elementary School

430 N. Diamondhead Blvd. Crosby, Tx 77532

(PHONE) [281-328-9330](tel:281-328-9330)

Principal: Herlinda Minor

Secretary: Ileana Garza

Campus	Name & Title	Email
BES	Dr. Ahimé Ornelas, Principal	aornelas@crosbyisd.org
BES	Destiny Phillips, Asst. Principal	dphillips@crosbyisd.org
BES	Erika Lopez, Counselor	elopez@crosbyisd.org
CKC	Stacey Williams, Principal	stmwilliams@crosbyisd.org
CKC	Samantha Visor, Asst. Principal	svisor@crosbyisd.org
CKC	Rebecca Butler, Counselor	rbutler@crosbyisd.org
CES	Dana Kratky-Fox, Principal	dkratky@crosbyisd.org
CES	Erin LeBrock, Asst. Principal	elebrock@crosbyisd.org
CES	Elizabeth Green, Counselor	egreen@crosbyisd.org
DES	Ann Price, Principal	amprice@crosbyisd.org
DES	Tiffany Whitaker, Asst. Principal	twhitaker@crosbyisd.org
DES	Noemi Martinez, Counselor	nmartinez@crosbyisd.org
NES	Herlinda Minor, Principal	hminor@crosbyisd.org
NES	Ashley Callis, Asst. Principal	acallis@crosbyisd.org
NES	Mackenzie Spencer, Counselor	mspencer@crosbyisd.org

The Crosby I.S.D. Parent / Student Handbook and the Elementary Supplemental Handbook can be found by going to crosbyisd.org. **If you do not have internet access, you may request a copy from the school.**

CROSBY I.S.D. BOARD OF EDUCATION

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

President

Kea Lynn Lewis

Vice President

Jennifer Roach

Secretary

Heather Barrett

Asst. Secretary

Karen Thomas

Trustees

Phillip Chapman

Lisa Kallies

J. R. Humphries

CROSBY I.S.D. ADMINISTRATION

Superintendent of Schools

Paula Patterson

Assistant Superintendent of Human Resources and Administration

Christy Covan

Chief Financial Officer

Robert Heniff

Executive Director of Operations

Lemond Mitchell

Executive Director of Curriculum and Instruction

Brandi Gosnay

Executive Director of Communications and Public Relations

Katrina White

Director of Student Services

Colette Vallot

2026 - 2027 CROSBY INDEPENDENT SCHOOL DISTRICT

JULY 2026						
S	M	T	W	T	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	

JANUARY 2027						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Days for Teachers: 176

First Day of School for Students: August 5, 2026

Last Day of School for Students: May 27, 2027

1st Semester: 79 days

2nd Semester: 84 days

Total Instructional Days = 163 Days

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
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21	22	23	24	25	26	27
28						

HOLIDAYS

Independence Day	July 4
Labor Day	September 7
Thanksgiving Break	November 23-27
Winter Break	December 18 - January 4
MLK Day	January 18
Spring Break	March 8-12
Good Friday	March 26
Memorial Day	May 31
Juneteenth	June 18

SEPTEMBER 2026						
S	M	T	W	T	F	S
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MARCH 2027						
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21	22	23	24	25	26	27
28	29	30	31			

NEW TEACHER ORIENTATION

July 27

STAFF DEVELOPMENT DAYS (No School for Students)

July 28, 29, 30, 31	January 4	May 28
August 3, 4	February 19	
September 18	March 19	
October 30	April 2	

BAD WEATHER MAKEUP DAYS

September 18	March 19
October 30	April 2
February 19	

OCTOBER 2026						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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25	26	27	28	29	30	31

APRIL 2027						
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NOVEMBER 2026						
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29	30					

MAY 2027						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2026						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

KEY

	Regular Monthly Board Meetings
	Holiday
	Holiday for Students & Employees on 187-day contracts
	Semester Stop/Start Days
	Staff Development Days (No School for Students)
	New Teacher Orientation
	Bad Weather Makeup Day
	Early Release Day

ATTENDANCE/ABSENCES/TARDIES

School Hours 7:45 a.m. – 3:35 p.m.

Attendance

- Attendance is vital to our students’ overall academic success. All elementary campuses will follow the district and state attendance guidelines. All students are encouraged to attend school every day.
- Perfect attendance will be recognized. If a student checks out of school before the end of the school day or into school after the opening bell, they will be ineligible for the award.

Absences

- When a student returns from being absent, a written note of explanation or a doctor’s note must be submitted **within 3 school days**. After a significant number of absences, a student may be required to submit a doctor’s note for all future absences. The principal makes final decisions regarding excused and unexcused absences. Parent notes can only excuse up to 3 days of absences per semester.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

Absences Considered	Except as otherwise provided by law, all absences incurred while enrolled in the District shall be considered in determining whether a student has attended the required percentage of days under this policy.
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Attendance Committees	The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.
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The Superintendent shall make the specific appointments in accordance with legal requirements.

Parental Notice of Excessive Absences	A student and the student’s parent or guardian shall be given written notice prior to and at such time when a student’s attendance in any class drops below 90 percent of the days the class is offered.
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Methods for Regaining Credit or Awarding a Final Grade	When a student’s attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must allow the student to meet the class instructional requirements as determined by the principal.
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If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than 10 days before the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

A student who has lost credit or has not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

**Personal
Illness**

The principal or attendance committee may require verification from a health-care provider in accordance with administrative regulations as a condition of classifying an absence for personal illness as one for which there are extenuating circumstances.

**Best Interest
Standard**

In reaching consensus regarding a student's absences and how the student can be awarded credit or a final grade, the attendance committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent shall develop administrative regulations to document the attendance committee's decision.

**Guidelines on
Extenuating
Circumstances**

The attendance committee shall consider whether a student has mastered the essential knowledge and skills and maintained passing grades in the course or subject.

When makeup work is completed satisfactorily, the attendance committee shall consider extracurricular absences and other excused absences as days of attendance for award of credit or a final grade. [See FEA]

The attendance committee shall consider whether the reasons for the absences were out of the parent's or student's control and whether documentation for the absence is acceptable.

The student or parent shall be given an opportunity to present any information to the committee about absences and to discuss ways to earn or regain credit or be awarded a final grade.

Imposing Conditions for Awarding Credit or a Final Grade The attendance committee shall consider the student's unique circumstances and, if necessary, shall impose conditions for awarding credit or a final grade that permit the student to meet the instructional requirements of the class rather than assigning a student to attend a specified program for an amount of time equivalent to the student's absences. Conditions may include:

1. Maintaining attendance standards for the rest of the semester.
2. Completing additional assignments, as specified by the committee or teacher.
3. Attending tutorial sessions as scheduled.
4. Completing other instructional programs, as specified by the committee.
5. Taking an examination to earn credit. [See EHDB]

Appeal Process In all cases, the student must earn a passing grade to receive credit.
A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL).

Tardies

- **NO TRANSPORTATION CHANGES OR EARLY OUTS AFTER 3:00 PM, PLEASE PLAN ACCORDINGLY.**
- If a student arrives after the tardy bell at 7:45 a.m., a parent/guardian **must** escort the student to the office.
- If the student arrives at school after 10:20 a.m., he/she will be reported as absent. The absence will be excused if he/she has been to the doctor prior to arriving at school; however, the student must present a note from the doctor. Although the absence will be excused for state attendance purposes, the child will not be eligible for the campus Perfect Attendance Award.
- Checking the student out prior to dismissal time should be reserved for doctor's appointments and family emergencies. If a student must be picked up before the dismissal bell rings, written notice should be provided to the teacher. Although the early out will be excused for state attendance purposes, the child will not be eligible for the campus Perfect Attendance Award.
- Only people listed by the parent on the Emergency Contact Form can remove the student from campus. No Exceptions.

- Failure to pick students up at dismissal after 4:00 p.m. could result in requests for assistance from the local law authorities.

Legal Custody

- It is the parent's responsibility to provide the school with current legal documents when custody rights have been determined by a court of law. Current legal documents must be provided and on file in the school office.

Early Dismissal

- Crosby ISD has early dismissal days scheduled throughout the school year. Due to the shortened instructional day, we will adhere to an alternative schedule. Each grade level's daily schedule (including lunch, Art/PE/Music/Library, etc.) will be adjusted as needed. Parents and visitors will not be allowed to join their students for lunch due to the altered lunch schedule and limited seating available. The dates for early dismissal are listed below.
- December 17, 2026 at 11:55 a.m.
- May 27, 2027 at 11:55 a.m.

BIRTHDAYS

If you would like to provide birthday treats, please plan with the teacher. Treats must be store bought and delivered to the front office by a listed contact in Skyward. Please provide enough treats for the entire class. School law prohibits the serving of treats during lunchtime to the class in the cafeteria. For birthday parties outside of the school day, invitations can be distributed to the entire class. *Individual invitations will not be distributed. Student addresses, class lists, or any other student information will not be provided.*

CHANGE OF ADDRESS & PHONE NUMBER PROCEDURES

The parent/guardian must notify the attendance clerk in writing – preferably by email with proof of new residency of the new phone numbers, address, etc. Please allow three school business days for any transportation changes to be made for the student. *Note: A change of address could potentially affect the designation of a student's home campus. See next page for your campus contact.*

CLASS PARTIES

Elementary and CKC campuses will have two class parties – Christmas Celebration and End of Year Celebration. The teachers will contact parents for assistance with these parties. Two adult visitors per student are allowed. The adult who participates must be on the emergency contact of the student they are visiting. Children ages 0-17 are not allowed to participate in class parties.

Please note that you are not allowed to photograph children at the school/in the classroom during school activities.

COMMUNICATION

Elementary campuses use a variety of tools to keep parents, and the community informed of activities and events.

- Website & Calendar: Log onto www.crosbyisd.org and click the link for campuses
- Parent Square will be Crosby ISD's Platform for all Text/Email/App Alerts -please see below
- Please follow us on all Social Media Platforms
- Family-Access Posts through Skyward

Our School is Using ParentSquare!

ParentSquare is a simple and safe way to connect and communicate.

Register now so you can:

- customize email, text and/or app notifications,
- RSVP for classroom and school activities,
- sign permission slips, and
- securely receive important student documents.



CONFISCATION OF ITEMS

As a discipline management technique, school personnel may temporarily confiscate items that disrupt the educational process and/or are prohibited by campus or classroom rules. This includes cell phones and other electronic devices. Any illegal items such as controlled substances, alcohol or weapons will

be given to law enforcement authorities. Please refer to the Crosby ISD Code of Conduct for a list of prohibited items.

DELIVERIES TO STUDENTS

For the safety of your child, students are not permitted to receive deliveries of any kind to the front office. This includes flowers, balloons, or any type of third-party food delivery companies. Please note when deliveries are made by a third party, it is not possible to positively identify the sender. Also, balloons, large stuffed animals, glass vases, and other items are safety hazards on the bus.

DISCIPLINARY PROCEDURES

All elementary campuses will follow the Crosby ISD Student Code of Conduct.

DRESS CODE

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

- Dress code prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene. No clothing can be worn that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL).
- Hair: Hair must be neat, clean and well-groomed. No type of head covering, bandana, cap or hat may be worn in the building. Hair rollers or long-handled combs may not be worn in the hair.
- 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. Spaghetti straps are not allowed unless covered by a sweater or jacket.
- Pants: Pants must be worn at the waist. Oversized pants are not allowed.
- Shorts: Shorts must reach below mid-thigh when hands and arms are at full extension along one's sides.
- Shirts: Shirt length must be so that no torso skin is visible when the elbows are raised shoulder high. Spaghetti strap shirts are not permitted. Holes or openings in garments may not reveal one's body or undergarments.
- Garment/Jewelry Content: Garments/jewelry bearing any insignia, writing or emblems representing alcohol, drugs, or tobacco products are not permitted. Artist shirts or any other

garment/jewelry depicting offensive, violent, or profane writing or designs are not permitted. Any garment/jewelry that causes a class disruption will be deemed inappropriate. No face or mouth jewelry.

- Footwear: Shoes must be appropriate for school. Any shoes that present a safety hazard are not permitted (i.e. flip-flops, sandals, or shoes without a back or straps). Students must wear athletic shoes with laces/Velcro on PE days. Wheels and lights on footwear are prohibited.
- To maintain safety and order on campus, metal cups, including those from brands such as Stanley, are strictly prohibited. This measure is implemented to prevent potential hazards and ensure the well-being of all students and staff. We appreciate your cooperation in adhering to this policy.

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

STUDENT IDENTIFICATION BADGE AND LANYARD POLICY

The school identification badge must be noticed, as it plays a vital role in ensuring the safety of all students. It offers clear visual identification for easy monitoring and access control, creating a secure and protected learning environment for students and staff. Student PK-2 must wear their ID badges on their backpacks, grades 3-5 must always wear their identification badges around their necks.

- Issuance of Identification: All students will receive a school identification badge and lanyard, which must be consistently worn.
- Badge Display: Grades 3-5 must display the current year's badge secured on the lanyard and displayed around the neck. Grades PK- 2 must have their ID badge displayed on their backpack.
- Temporary Badge Protocol: In cases requiring a one-day temporary badge, \$1.00 will be charged, and parents will be duly informed.
- Preservation of Badges: Badges must remain unaltered; no drawing, decoration, or defacement is permissible.
- Lost or Damaged Badges: Students responsible for lost, damaged, or defaced badges will incur a replacement fee of \$5.00 for the badge and \$2.00 for the lanyard.
- Consequences for Non-Compliance: Neglecting to wear the ID badge will lead to disciplinary repercussions.

Special events/Field Days – Due to campus variations of building spaces, campus administrators have discretion in setting limits to number of visitors.

FIELD TRIPS

Field trips are educational opportunities for the students. For a student to participate, he/she must have a signed permission slip. Each grade level sets the guidelines for the field trip. All students must ride district-provided transportation to and from the field trip location. Parents who wish to participate as a chaperone on the field trip, must contact the teacher. To ensure the safety of Crosby ISD students, chaperones may not bring additional children ages 0-17 on the fieldtrip. All chaperones must complete Crosby ISD's volunteer program GKG board policy. Please allow 14 business days before you are needed to assist on campus. More information can be found at [Human Resources/Personnel / Volunteers \(crosbyisd.org\)](https://www.crosbyisd.org/HumanResources/Personnel/Volunteers)

FIRST DAY of SCHOOL:

- Parents of elementary students are welcome to walk students to class on the first day of school.
- Parents of prekindergarten and kindergarten students at CKC, BES, and DES will be able to walk their children to class on the first two days of school.

GRADING GUIDELINES

Purpose

The purpose of grading is to communicate each student's progress toward mastery of the Texas Essential Knowledge and Skills (TEKS) in a clear, consistent, and developmentally appropriate manner. At the beginning of each course, teachers will provide students with a course syllabus outlining grading guidelines and expectations. The school year is divided into four nine-week grading periods. During each grading period, families can view one report card and two progress reports in Skyward.

Frequency of Grades

- A minimum of two (2) grades per week will be recorded for each subject during each 9-week grading period.
- At least two (2) major grades per grading period will be included.

How Student Progress Will Be Evaluated

Students may be assessed through:

- Daily classwork
- Quizzes and tests
- Projects and presentations
- Writing assignments
- Teacher observations and performance tasks (as appropriate for grade level)

Grading Expectations

- Students will not evaluate or assign recorded grades to the work of other students.
- Peer grading may be used for instructional purposes only and will not be used to determine recorded grades.
- Grades will be a reflection of the student's mastery of the TEKS.

Reassessment & Reteach Opportunities

Students will be provided opportunities to relearn and demonstrate mastery:

- Students receiving a failing grade on a major assignment can be reassessed.
- Students who receive a failing major grade will have three (3) school days from the date they are notified of the grade to reassess and demonstrate mastery of the assessed learning objective(s).
- The reassessed grade will replace the original grade, not to exceed a 70.
- Students must participate in reteaching opportunities (e.g., small-group instruction or intervention) prior to reassessment.

Make-Up Work

- Students will be allowed an opportunity to make up work within three (3) school days after returning from an absence.
- Teachers will provide reasonable support for completion.

Late Work

- Any assignment turned in late may not receive full credit.
- Late work will not be accepted after 3 school days unless extenuating circumstances exist.

Grading Structure

- Grades will be calculated using district grading guidelines:
 - **Major Grades (Assessments, Projects, Writing): 40%**
 - **Minor Grades (Classwork, Quizzes, Practice): 60%**

Teachers will assign grades that reflect student mastery of TEKS-based instruction.

Minimum Grade Procedures

Before assigning a grade below 50 for a grading period (progress reports/report cards), teachers must document that:

- The teacher will document multiple communications with the parent/guardian regarding the student's academic progress.
- The student was provided relearning opportunities provided by the teacher.
- The student was given an opportunity to make-up assignments/exams.

Parent Communication

- Teachers will notify parents/guardians when a student's average is 69 or below for each grading period (progress reports/report cards).
- Parents are encouraged to monitor grades through Skyward.
- Ongoing communication will occur through conferences, phone calls, or written communication.

Homework

- Specific expectations will be outlined by each teacher in their course syllabus.

Transferring Student

Yearly averages will include grades from the previous school if that school is accredited or is a Texas Public School.

GRADE ACCELERATION BY EXAMINATION FOR ELEMENTARY STUDENTS

Crosby ISD believes that great care and consideration should be taken with student acceleration in the elementary grade levels. The credit by examination process will be considered for students whose parents request acceleration and complete the application process for their child prior to district deadlines. The parent application and parent checklist for grade acceleration may be obtained at the elementary campuses. Students may not test in any grade in which he/she is currently enrolled in kindergarten – fifth grade.

- If you are interested in your child accelerating a grade level by examination, please contact your school's counselor.

HEALTH

- When it is suspected a student is ill, he/she obtains a nurse referral form from his/her teacher.
- The nurse evaluates those referred to him/her and either calls a parent to come for the student or has the student return to class.
- There are no facilities for keeping students isolated for health reasons. Upon receiving a phone call from the nurse, parents or an emergency pick up designee should arrive within the hour. Failure to pick students up in a timely manner could result in requests for assistance from the local law authorities.

Medicine at School (All Grade Levels)

If a student must take medication during school hours, the student's parents must complete the required form and provide the medication. All medication, whether prescription or nonprescription, must be kept in the nurse's office and be administered by the nurse or another authorized district employee. A student may be authorized to possess their own medication because of asthma, or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student.

In accordance with policy FFAC, authorized employees may administer:

- Prescription medication in the original, properly labeled container, provided by the parent along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container provided by the parent along with a written request.
- Nonprescription medication in the original, properly labeled container, provided by the parent along with a written request. **Note:** Insect repellent is considered nonprescription medication.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

An elementary or secondary student may possess and self-apply sunscreen to avoid overexposure to the sun. An elementary student's teacher or other district personnel will apply sunscreen to the student's exposed skin if the student brings the sunscreen to school and asks for help applying it. If a

secondary student needs assistance with sunscreen application, please address the need with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by this or other District policy.

The District shall seek appropriate emergency care for a student as required or deemed necessary.

Lice (All Grade Levels)

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones.

The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning.

The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice is available on the DSHS website [Managing Head Lice in School Settings and at Home](https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school) (<https://www.dshs.texas.gov/texas-school-health/skilled-procedures-texas-school-health/managing-head-lice-school>) and the Centers for Disease Control and Prevention's website [About Head Lice](https://www.cdc.gov/lice/about/head-lice.html) (<https://www.cdc.gov/lice/about/head-lice.html>).

[See policy FFAA for more information.]

LIBRARY BOOKS

Library books will be issued to students. Once issued, these items become the student's responsibility. If a library book is damaged or lost, it is the parents' responsibility to pay for these items to be repaired or replaced.

ORGANIZATIONS

Student leadership and student input are very important aspects of a successful school. Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege, not a right. Please note: Sponsors of student clubs and performing groups and other organizations may establish standards of behavior – including consequences for misbehavior. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

PROMOTION

In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 for all subject areas and a grade of 70 or above in Reading and Math. In addition, all K- 2nd-grade students must have met the grade-level standards for Reading performance. These are:

Kindergarten: DRA Level 3 First Grade: DRA Level 16 Second Grade: DRA Level 28

In addition, students must meet the 90% attendance rule as required by Section 25.092 of the Texas Education Code (to receive credit for class, a student is required to attend school for at least 90 percent of the days the class is offered).

SCHOOL SAFETY

To increase security on every CISD campus, parents, visitors, and guests must sign in and out at the receptionist's desk by presenting a valid Texas driver's license or a Texas identification card each time they visit a campus. Office staff will scan the ID to print a visitor's badge indicating the visitor's name and destination. For safety reasons, parents driving their children to and from school must load and unload them using a single traffic lane. Students are not allowed to be dropped off in the front or back

parking lots. Due to numerous buses and daycare vans/vehicles, students are not to be dropped off or picked up in the bus drive. It is not safe for our students to be dropped off unsupervised and/or between parked vehicles at any time of the day. **Employees of Crosby ISD are required to always wear their badges during all school activities and events.**

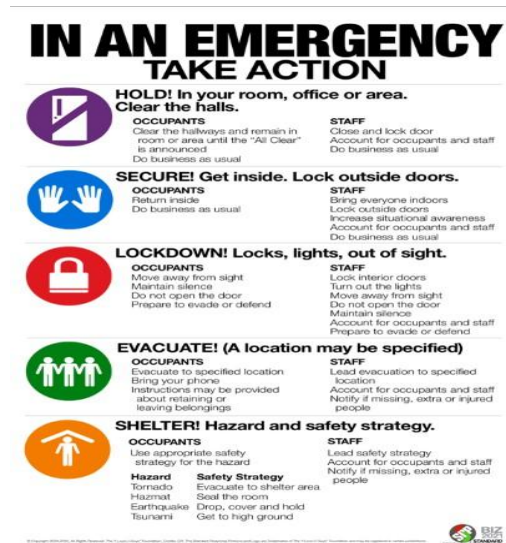
Safety Response Protocol

Please be aware that certain emergencies, such as a chemical leak in the area, may require a SHELTER protocol (see graphic below). During a SHELTER, no one will be allowed to enter or leave the building to ensure the safety and security of all students and staff.

In the event of a shelter-in-place, you can obtain information by tuning in to your local radio and television stations, visiting our website at www.crosbyisd.org, or calling the school. Students will only be released once clearance is received from law enforcement or emergency management officials.

Below are the safety protocols observed by Crosby ISD to ensure the safety of your students, staff, and the community. Please note that these drills and safety protocols may occasionally interfere with the school day and your ability to drop off or pick up your student. We apologize in advance for any inconvenience and appreciate your cooperation and patience, as these measures are crucial for everyone's safety.

Please reference chart below for information on other standard safety protocol's that Crosby ISD utilize.



SKYWARD ~ FAMILY & STUDENT ACCESS

Crosby ISD-Skyward student system is a secure internet-based website that will allow you to monitor your child's attendance, grades, and view important teacher and administrator messages. Parent, it is your responsibility to manage all announcements and notify the school of any changes to contact

information, addresses, and current emergency contacts. For assistance with Skyward, you may call and speak to your campus attendance clerk.

STUDENT INFORMATION

It is important that the school be able to contact the parent or guardian at all times. Sometimes, telephone numbers or employment information may change. Please notify the registrar/attendance office of any changes.

TECHNOLOGY

Please refer to the District's [Student Mobile Handbook](#).

How does GoGuardian help protect my child's privacy?

To help your child remain focused and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the [2020 Student Privacy Pledge](#), and has been awarded certifications by [iKeepSafe](#) for complying with both Family Education Rights and Privacy Act and California student privacy laws (which have served as a model for many other states' student privacy laws).

TRANSPORTATION

STUDENT DROP-OFF & PICK-UP

- Drop-Off Time – **7:15 a.m. to 7:45 a.m.**
- **Do not drop the students off earlier than 7:15 a.m.**
- If a child is not in the building by 7:45 a.m., he/she is considered tardy.
- Pick-up Time: 3:35 p.m.
- Parents will inform the homeroom teacher at the beginning of the year if their student is a bus rider or car rider. **If arrangements for pick-up change, notify the office of the change by 3:00 p.m. No transportation changes will be accepted after this time. *Failure to pick students up at dismissal by 4:00 could result in requests for assistance from the local law authorities.***
- **Early Pick-Up: No early pick-ups after 3:00 p.m.**
For the safety of the students and adults, parents will not be allowed to walk-up to the car or bus rider area to pick up their child.

- If your child is a car rider, we will issue a car tag for your vehicle. You must have a car tag (visible hanging from your rearview mirror) for us to release your child through the car pick-up line. *If you do not have a tag, you will be asked to park, enter the office, and check-out your child after your ID is verified after 4:00 p.m.*

BUS TRANSPORTATION:

- CISD does **not** allow daily changes to be made to students' bus pick-up or drop-off location.
- CISD students may designate a pick-up location that is different from their drop-off location within the zone, however, the stop must be the same every day. Any change of address throughout the year will be considered a permanent change and must be communicated to the campus attendance/registrar. **Please allow three school business days for any transportation changes to be made for the student.** *Note: A change of address could potentially affect the designation of a student's home campus*
- Please contact the Transportation Department directly should you have concerns (281) 328-9240.

VISITORS

Classroom

- 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.
- For the safety of the children, faculty, and staff, all visitors must report to the office, present a form of picture identification, and receive a badge.
- All visitors to the campus must always wear a visitor badge while on campus.
- All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors that do not follow these guidelines may lose the privilege of visiting the school.

During the school year, students will participate in various state and district assessments. To prepare students for the testing day routines and procedures, we will close our campus to all visitors on designated days. Students will be adhering to a flex schedule and testing will be taking place throughout the building. Through a collaborative effort of parents, teachers and students, we can ensure success! We appreciate your support!

Lunch

- Parents are welcome to have lunch with their child on the designated day set by the campus. For the safety of all students, parents may only eat lunch with their own child.
- **Non-parental lunch visitors must be on the Emergency Contact list to eat lunch with a student.**
- Visitors may only bring food for their own child; sharing food with other students is not permitted.
- There will be no visitors for lunchtime during the first two weeks of school. The lunch visitor schedule will begin the third Monday of the school year.
- Lunch visits will not be allowed on predetermined days, including Milestone testing days, STAAR testing days, the last week of school, and any other dates designated by the campus principal. Please contact your child's campus for specific dates.
- Parents will have a designated area/room where they may eat lunch with their child.
- Visitors also may not take pictures of or with a child other than their own.
- Parents and lunch guests will eat with their child in the designated area during lunch. Students cannot choose a friend to join them to eat lunch.
- Parents are expected to exit through the front office after lunch and should not walk students back to class or exit through any other doors.

LUNCH PAYMENT OPTIONS

Pre-Payment Options

Please take advantage of the options to prepay your student's meal account in the School Cafe system.

<https://www.schoolcafe.com/crosbyisd>

Online payments are a simple, safe and secure way to make payments to your students account 24 hours a day at your convenience.

Send Check or Cash

You can always bring money personally or send it with your student. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the \$ amount and the check #.

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 interest in serving as a volunteer with the school. In addition, we will provide an orientation for all volunteers before service begins. Volunteers are expected to follow all policies and procedures while working in the building. Please adhere to our district policy GKG concerning all persons wanting to volunteer at any Crosby ISD campus. More information on completing the volunteer program for Crosby ISD, please visit: [Human Resources/Personnel / Volunteers \(crosbyisd.org\)](http://crosbyisd.org/HumanResources/Personnel/Volunteers)

WATER BOTTLES

Water fountains are located throughout each campus. For this reason, personal non-metal clear water bottles or clear containers with lids are permitted.

WITHDRAWALS

Please notify the school office and your child's teacher as soon as you know you will be withdrawing your student. All district material must be returned to the campus; this includes all campus equipment – student issued iPad and charger, any readers assigned to the student, and all library books must be returned or a fee will be assessed. Please come to the office to sign the withdrawal form on your child's last day and turn in all equipment.

Note: All items listed above must be returned, and all records must be cleared before student's withdrawal papers can be released.

WORKING TOGETHER

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 prioritize education and working with them daily to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.

- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.
- 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 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For more information on completing the volunteer program for Crosby ISD, please visit: [Human Resources/Personnel / Volunteers \(crosbyisd.org\)](http://crosbyisd.org/HumanResources/Personnel/Volunteers)
- 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 the district handbook, and/or contact the principal.

WAYS TO HELP YOUR CHILD AT HOME

- Have your child read 20 minutes every night.
- Make sure your child has a quiet place to do homework with necessary supplies.
- Encourage your child to get their backpack and papers organized the night before school.
- Review and practice math facts regularly.
- Check your child's homework daily.
- Contact your child's teacher and ask what you should work on with them.