

Crosby Elementary School



Parent Handbook

**5411 Wren
El Paso, TX 79924
(915) 236-5450**

SCHOOL COLORS/MASCOT

Our school colors are Royal Blue and Red.
Our school mascot is the Cougar.

VISION STATEMENT

Crosby Elementary will create a cooperative and challenging environment in which students will be inspired and prepared to be productive, responsible citizens, and life-long learners.

MISSION STATEMENT

Crosby Elementary will lead by example while creating a culture of collaboration with our school community to create a safe environment where students are motivated, engaged, and challenged to aspire toward life-long academic success. We will meet students' needs through active learning, cross-curricular lessons, and 21st century technology.

Administrative Personnel
Yvette Hernandez - Principal
Micaela Moncada – Assistant - Principal
Lourdes Henry-Valenzuela - Counselor

PRINCIPAL'S MESSAGE

Welcome to Crosby Elementary School! We are happy to have your child attending our school. We look forward to meeting our parents and working together closely for the success of your child. We hold high expectations for all of our students both academically and in character.

The information contained in this handbook is a condensed version of campus and district policies and procedures that will assist you with any questions you might have. For further information, please contact the school at 236-5450 or reference the Student Code of Conduct on the district webpage www.episd.org.

We look forward to working with you in partnership in making today's learners tomorrow's future. Enjoy your year at Crosby. We are so glad you are here!



Yvette Hernandez,
Principal

ATTENDANCE POLICY

ATTENDANCE IS ENFORCED FOR ALL STUDENTS ENROLLED! The State of Texas requires each student to attend school. Please call the school office at **236-5450** before **9:00am** to notify the staff if your child will be absent. If you do not call, the absence will be noted as unexcused, pending a note from you or the child's doctor the next day. After three consecutive absences, a doctor's note is **REQUIRED**. If your child will be out for more than two days with an excused absence, please call the school office to request your child's make-up work. By doing so, your child may be able to keep up with the class work.

Your child will receive a partial day absence if they arrive after 8:15 a.m., or are taken before 3:25 p.m. Partial day absences will be considered unexcused. The only exception to this rule is returning for a portion of the school day with a medical note stating that he or she was at the doctor's office. This absence will be noted as "medical-excused present." **Crosby Elementary has the right to require a doctor's note for every absence.**

Every child is required by law to attend school. A child who has an unexcused absence will be given a zero for each assignment completed that day in class. Any child who leaves school early is absent without excuse unless the parent presents a note from the doctor the following day or the school nurse sends the child home for illness. Make-up work is not allowed for unexcused early pick-ups. Three unexcused early pick-ups will result in the loss of a student's perfect attendance status.

TARDIES

Tardies are disruptive. A student is tardy if he/she is not in class when the **8:15** bell rings. Students must stop by the office for an entrance pass prior to going to class and must be accompanied by a parent. Three unexcused tardies will result in disciplinary action plus the loss of perfect attendance status (to include status for end of year awards). In the event of excessive tardies, parents will be referred to the administration. A student's grade in conduct (follows school rules) may be affected by excessive tardies.

CHECKING STUDENTS OUT EARLY

When a student is to be signed out from class during school hours, at least one parent or designated person from the emergency contact list must come to the office and sign the child out of class. **THE ADULT SIGNING OUT THE STUDENT MUST PRESENT A VALID ID- NO EXEPTIONS.** The office attendant will call your child to meet you in the office. Please be prepared to present your picture identification to our staff. This procedure is meant as a safety precaution. Parents are required to wait in the office area and will not be allowed in any of the hallways. It is highly encouraged that parents not pick up students minutes before the release time as this is a very busy time of the day and might require a longer wait time. We highly discourage pulling your child out after 3:00 p.m. and ask rather that you wait for dismissal at 3:25 p.m. Teachers are providing closure to the day and issuing homework instructions at this time. A child may never leave the school grounds during school hours unless the parent picks up the child in the office. A note from a doctor must be presented to the attendance clerk in order for the missed class time to be excused.

STUDENT ARRIVAL TIME AND PICK-UP PROCEDURES

Students are not allowed to be dropped off at school before 7:30 a.m. Student supervision begins at 7:30 a.m. Students must be picked up by 3:45 p.m. at the latest. Daycare is not offered by the school, but is the responsibility of the parents. Please work with your daycare providers in ensuring that your child is picked up on time, we do not have daycare/supervision

for students who are picked up by daycare past 3:45 p.m. If your child care provider repeatedly arrives late, parents will be notified. Late pick-ups are documented and parents must meet with Administration if a student is picked up late. Local authorities will be contacted for all students who are not picked up on time on a frequent basis. We will also notify local authorities if we are unable to locate the family of a child that is not picked up by 3:45 p.m.

ELECTRONIC DEVICES/CELL PHONES/TOYS

Students may not bring electronic devices to school. Electronic devices including paging devices, electronic games, or music systems such as MP3 players are not allowed. Cell phones are not allowed during the instructional day. Cell phones must be in the off position and put away in the student's backpack. Students are not to use their cell phones to take photos and/or record video while on campus. If a cell phone is visible during the school day, the phone will be taken away and parent will be called.

A fee of \$15.00 will be charged for the return of any electronic devices and/or cell phones taken away from students.

EMERGENCY INFORMATION

Parents will be asked to complete an emergency card so that parent or a responsible adult can be contacted at all times. Please keep your emergency card information up-to-date. This includes notifying the office of any change of address, telephone number, place of employment, or person(s) to contact in case of emergency. This information is necessary to safeguard your child in the event of an illness or emergency. If you do not have a telephone, indicate on the emergency card how you can be reached. Your child will not be released to anyone other than his/her parent or adult listed on the emergency card, no exceptions.

FIELD TRIPS

Each grade level will be provided one field trip during the year. If parent chaperones are needed, those chaperones must be registered in our VIPS program (See **Volunteers**). Parents must provide their own transportation.

DRESS CODE

Students at Crosby are required to wear a uniform. The basic uniform is as follows:

- Royal blue or red shirt with or without a collar. Shirts must be the student's appropriate size and **must be tucked in at all times**.
- Undershirts can **only** be white, red or blue.
- Plain blue jeans (no designs, including on the pockets) or Khaki-styled pants, skirts, shorts or skorts.
- Students are required to wear a solid black or brown colored belt on pants/shorts that have belt loops.
- Students must wear athletic shoes or a casual dress shoe. (No open toe shoes)
- Jackets or sweaters must be able to be unzipped to display proper uniform. Pull-over sweaters (i.e., hoodies) and jackets must be removed when in the building.
- Other than the ears of girls, no piercing is allowed.
- Size of jewelry should be appropriate to the development of the child & not distract from learning.

During winter months, please send your child to school dressed appropriately with warm clothing, jacket, and gloves, depending on the weather conditions. Parents are encouraged to take an active role in determining how their child dresses for school. Inappropriate clothing will be brought to the attention of the child and the parent(s). We gladly accept gently used uniforms that can be used by other kids in need.

Your assistance in enforcing this policy will provide a better learning environment and curtail discipline problems within the campus. Parents will be called to bring proper attire for students dressed inappropriately.

Non-standard School Attire Code

The following fashions are prohibited at all times:

- Baggy/sagging pants or too tight pants (i.e., skinny jeans and leggings). Pants must be no more than two inches larger than the student's waist. No torn pants/jeans or cut-offs.
- Cotton web belts with square initial brass buckle (any color) or buckles that are oversize.
- Hats, caps, or sunglasses of any type are not to be worn in the building.
- Bandanas, chains and arm bands.
- Shirts that show any part of the abdomen or back, spaghetti straps or halters are not allowed.
- Skirts or shorts must not be shorter than three inches from the top of the knee, or must be longer than longest fingers when arms are dropped to the sides.
- Cosmetics of any kind, including false nails. Only non-tinted lip balm will be allowed.
- Items that advertise or depict tobacco products, alcoholic beverages, drugs or any other substance, or affiliation with any gangs, unauthorized clubs or organizations.
- Tattoos, permanent or temporary.
- Bare feet! Shoes must be worn at all times (no flip-flops).
- Rolling back packs unless needed due to medical reasons (documentation required).
- Unnatural colored hair (i.e., green, blue, orange, etc.) **Geometric or unusually patterned, shaved or cut hair (such as Mohawks, shaved patterns, hair that covers the face), as well as inappropriate color or color variations, are against school policy or any other styles that the administration deems as inappropriate.**

Any fashion not addressed in this policy, but is deemed a safety issue or distraction to the learning process is prohibited and will be addressed by the administration.

There are a few times during the year when students are allowed a **“free dress” day**. On these days, students must adhere to the non-standard school attire code.

HEALTH/NURSING SERVICES

Our school has a full-time nurse and is available to care for our children during school hours. The protocol that is followed is done according to the Director of Nursing and the Licensing Protocols established by the state of Texas. Nurse's hours are from 7:45 – 3:45. Please notify the nurse if you have a change of address or phone number.

If a child runs a temperature or requires medical treatment, the nurse or administrative staff will contact the parent/guardian and request the child be picked up. This policy is to protect your child's health, as well as the health of the others. Please do not send your child to school if he/she is vomiting, has diarrhea, fever, an earache, eye irritation with redness, itching, pain, discharge, swollen or crust on his/her eyelashes, or any unexplained rash.

District regulations do not allow the school to administer medications without a written doctor's note (from Texas doctor) and parental consent. Consent must be completed on a yearly basis. Medications must be in the original bottle with the pharmacist label with instructions from the doctor. Students are not allowed to self-medicate. Students are not allowed to have in their possession any cough drops, eye drops or any other over the counter medications.

During the school year, in-class instruction and special programs will be presented to children in grades 1 through 5 by the school nurse. Topics will include the proper care of teeth, cleanliness, maintaining good health, tobacco awareness and the changing adolescent body. Other health-related programs will focus on fire safety and drug awareness.

SCHOOL HOURS

Grades K-5	8:00 a.m. – 3:25 p.m.
Pre-K A.M.	7:45 a.m. – 11:00 a.m. (lunch 11:00 – 11:40 a.m.)
Pre-K P.M.	12:25 p.m. – 3:25 p.m. (lunch 11:45 – 12:25 p.m.)

Students may arrive on the school grounds between 7:30 and 8:00 a.m. during which time outside supervision is available. When students arrive at school, they must proceed to his/her line-up area. They may not roam the hallways. Students in PK classes will be picked up in the cafeteria by their classroom teacher.

The bell/music will ring/play at 7:50 a.m., signaling the time for students in grades K – 5 to line up outside with their classmates to prepare to enter their classroom. A student is tardy (late) after 8:15 a.m. He or she must report to the office to receive a tardy pass and must be accompanied by an adult.

Prompt pickup of students at dismissal time is required. If you are unable to pick up your child promptly, please make prior arrangements with a child care provider. The librarian, office staff, and teachers are NOT to be called upon to supervise your child before or after school. Parents who consistently neglect to provide supervision for their children before and after school will be referred to Child Protective Services and/or local law enforcement agencies.

PHOTO POLICY

Parents will be required to give written permission for their child to be photographed in any classroom or campus activity. Students will not be included in classroom or campus photos/videos without signed permission from parents.

PHYSICAL EDUCATION

All children in the state of Texas are required to participate in physical education classes. If your child is ill or injured, you may write a note to the nurse that will excuse your child from physical education classes for no more than three (3) school days. After that, your child MUST have a note from the doctor to be excused from P.E. Make certain that you see the nurse in such cases.

Your child must wear appropriate footwear to participate in P.E. Sandals, open-toed shoes, hard leather shoes, etc. are not acceptable.

LOST AND FOUND

Encourage your child to bring a minimum of personal belongings to school. Any items brought should be well marked with the child's name. Lost and found items are stored near the stage in the cafeteria. At the end of each semester, all unclaimed items will be donated to a local charity.

The school and its employees will not be held responsible for any personal items, including electronics, that are lost by any student.

MEALS

The Food and Nutrition Services Department is pleased to provide your child with nutritious meals. School meals are planned by registered dietitians. We are proudly a community school which means that all students receive lunch at no cost. The Eat Smart Café allows students to make the choice (Offer Versus Serve). Children can choose from a variety of healthy foods and have the privilege of refusing any pre-plated item.

If your child brings his or her lunch from home, we encourage you to pack a healthy lunch. Parents are not allowed to eat lunch with their child in the cafeteria for the safety of all students. We will have designated days where parents will be invited to eat with their child.

BREAKFAST IN THE CLASSROOM

Crosby proudly participates in the Breakfast in the classroom program. This means that ALL students regardless of meal plan status receive breakfast daily at no cost to the student. Breakfast is served in the classroom daily. We have a BREAKFAST CLUB comprised of 4th and 5th grade students that meet daily at 7:30 a.m. and assist our cafeteria staff with delivering the meals.

PARTIES

School parties are allowed 3 times during the year: the last day of school in December, Valentine's Day, and the last day of school. Those are the only days that FMNV (Foods of Minimal Value) may be served. Birthday parties are not allowed. If you wish to bring cupcakes, etc. for your child's birthday, they may only be handed out at the end of the day as the children are leaving class. **Please note that all goodies must be store bought and not home made.** Please refer to the Texas Public School Nutrition Policy at www.squaremeals.org for more information.

GRADES, PROMOTION/RETENTION POLICIES

In order to be promoted to the next grade, students in grades 2-5 must attain an average of 70 or better in each major subject and an overall average of 70 in all subjects. In the first grade, a student must achieve levels of proficiency in math and reading areas.

In order for students to be considered for an honor roll recognition, students must have A's and B's in all classes and maintain good conduct grades.

PTA (PARENT TEACHER ASSOCIATION)

The Crosby PTA is associated with District 19, the Texas PTA, and the National PTA. The goal of the PTA is to better the lives of all children. The PTA provides interesting and enriching educational programs for parents, in addition to programs that are for entertainment. A membership form will be sent home with your child at the beginning of school. If you are interested in leading the PTA or being a member, please contact the Secretary to the Principal.

TUTORING

Tutoring is available to students who may require extra help in reading and math. Parents who feel their child is in need of such tutoring should contact the homeroom teacher.

VISITING OUR SCHOOL

Student safety is our priority. All visitors must sign in at the front office. Student lunch times are closed to all parents to ensure student safety. Monthly parent lunch dates will be announced and allowed once a month. Parents will not be allowed in the building unless a scheduled parent/teacher conference has been pre-arranged. The building will open up to parents shortly after the student release time, 3:25 p.m. however we ask that you report to the front office and an office staff member will notify your child's teacher that you are waiting.

VOLUNTEERS

We welcome and encourage individuals to volunteer at Crosby Elementary. Any adult (18 years and older) wishing to volunteer at Crosby Elementary must complete the Volunteer In Public Schools (VIPS) application. The application must include a copy of a state or federal identification (i.e., Drivers License or Passport). The application must be completed online. Applications will be sent to the district Human Resources office for completion of a background check; it takes approximately 2 weeks for completion. You may not start volunteering until the background check is completed and the school receives confirmation from the district office of clearance. This includes volunteering as a chaperone for a field trip.