



Coulson Tough  
Student/Parent  
Handbook Addendum  
2017/2018 School Year

Coulson Tough School  
11660 Crane Brook Dr.  
The Woodlands, TX 77382

Dear Coulson Tough Parents,

Welcome to Coulson Tough K-6 School and the 2017-2018 school year!  
Detailed information about Conroe ISD policies and procedures are explained in the "Conroe ISD Elementary/Intermediate Student Handbook" online.

<https://www.conroeisd.net/about/policies-procedures/>

We ask that all parents please register for a Parent Access Account for each child. Parent Access contains important information on your child and is very useful. When you access your account you will be prompted to read and electronically sign the Conroe ISD Student Handbook. This is the link for Parent Access:

<http://www.conroeisd.net/parents/>

This addendum covers information specific to our campus. Our Coulson Tough Titans are our top priority. Our procedures and routines have been established to ensure the safety of our students, staff, and visitors. We recommend that you familiarize yourself with district and campus policies and procedures. Should you have any questions, please feel free to call or email. We look forward to an amazing school year.

Shawn Creswell  
Principal

## Coulson Tough Reference Information

Shawn Creswell- Principal

<b>Sunnye Nowlin</b> Assistant Principal K-3 <sup>rd</sup> Grade	<b>Carolyn Duncan</b> Registration & Attendance
<b>Christy Julien</b> Assistant Principal 4 <sup>th</sup> -6 <sup>th</sup> Grade	<b>Cyndi Schulken</b> Nurse
<b>Jessica Waters</b> Counselor - K-6 <sup>th</sup> Grade	<b>Sue Gillmore</b> Receptionist
<b>Susan McLean</b> Secretary	<b>Lei Eppler</b> -Receptionist
<b>Robert Misak</b> Licensed Specialist in School Psychology	<b>Rama Kaushik</b> Professional Speech Language Pathologist

### Helpful Links:

2017-2018 CISD School Calendars- <http://conroeisd.net/calendars/>

Volunteer in CISD Application- <http://conroeisd.net/parents/get-involved/>

School Mascot- Titan  
School Colors: Navy, Green & Yellow  
School Motto- Learn. Grow. Excel.

## Arrival and Dismissal Procedures:

Our **front driveway** is used for **bus** arrival and dismissal.

**Please be sure to never park in the fire lane marked with a red painted curb.**

The driveway in the back **off Cranebrook** is used for **car rider** arrival and dismissal.

## Arrival in the Morning

**Children may enter the building beginning at 7:35a.m.** and will wait in the Commons area. Supervision is not available for our students before 7:35 a.m. so **please do not drop off your child and leave them unattended on the school grounds.**

Students are dismissed to their classrooms at 7:45a.m. and begin class activities. Although our official school day begins at 8:05a.m., we ask that children **be in their classrooms no later than 8:00a.m.** to have a great start to their school day.

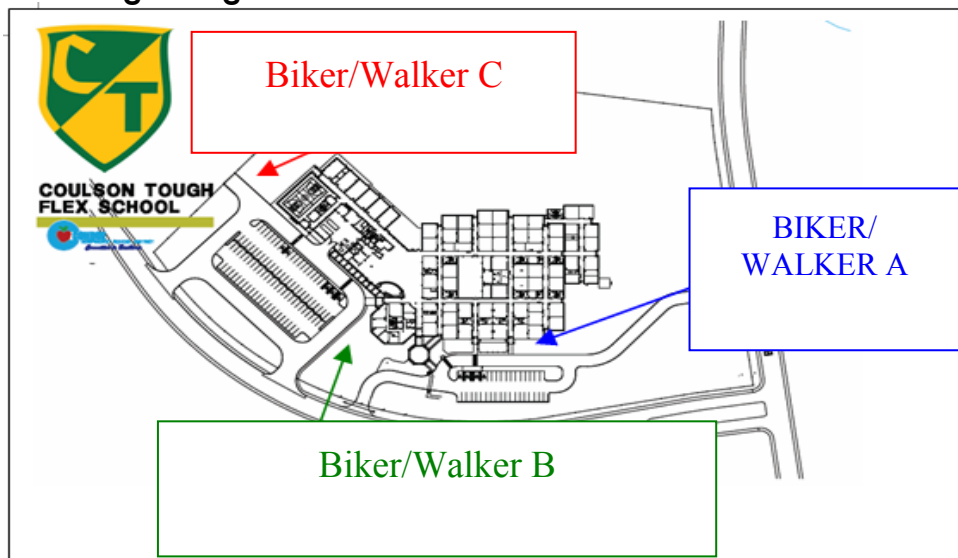
**Children who arrive to the classroom after 8:05a.m. will be considered tardy.** Students arriving after 9:00a.m. will be marked absent unless they have a note from a health care provider for an appointment on that day.

## Biker/Walkers- Students are either a Biker/Walker A, B, or C

**Biker/Walker A** is designated for students traveling to and from the north side of campus on Branch Crossing. This would include LedgeStone, Cheswood Manor, Shale Creek, and all neighborhoods north of Woodlands Parkway. **Students will enter the building through the front doors under the rotunda.**

**Biker/Walker B** is located adjacent to the car rider line, next to the flag pole. Students access this area on a sidewalk from Cranebrook Dr. that runs parallel to the car line entrance. This set of bike racks will be used by students in Abram Woods, Archwyck, Artist Grove, Carmeline, Degas Park, French Oaks, Regan Mead, Rembrandt Way, Rhapsody Bend and Scribewood. **Students will enter the building through the front doors under the rotunda.**

**Biker/Walker C** is located behind the gym and is accessed from a sidewalk that runs parallel to the car line exit from Cranebrook Dr. This set of bike racks will be used by students from Queenscliff and anyone who would travel west on Cranebrook drive. It will also include students coming and going through Cranebrook Park. **Students will enter the building through the doors in the commons.**



**Car riders** will enter the building through the commons upon arrival to school in the morning. **For the safety of our students, car traffic is not allowed in the bus area (the front drive).** If your child is a car rider, please enter the school from Cranebrook Drive.

**Buses** will enter the campus from Branch Crossing Drive to use the front entrance. **Bus riders** will enter through the front door.

CISD Police will be directing car line traffic on Cranebrook Dr. CISD Crossing Guards and Coulson Tough staff members will be monitoring bikers and walkers at the bus exit and car line exit on Cranebrook Drive.

Students may not report to their classrooms earlier than 7:45a.m. unless their teacher has scheduled a specific date and time with them for tutorials or class assignments.

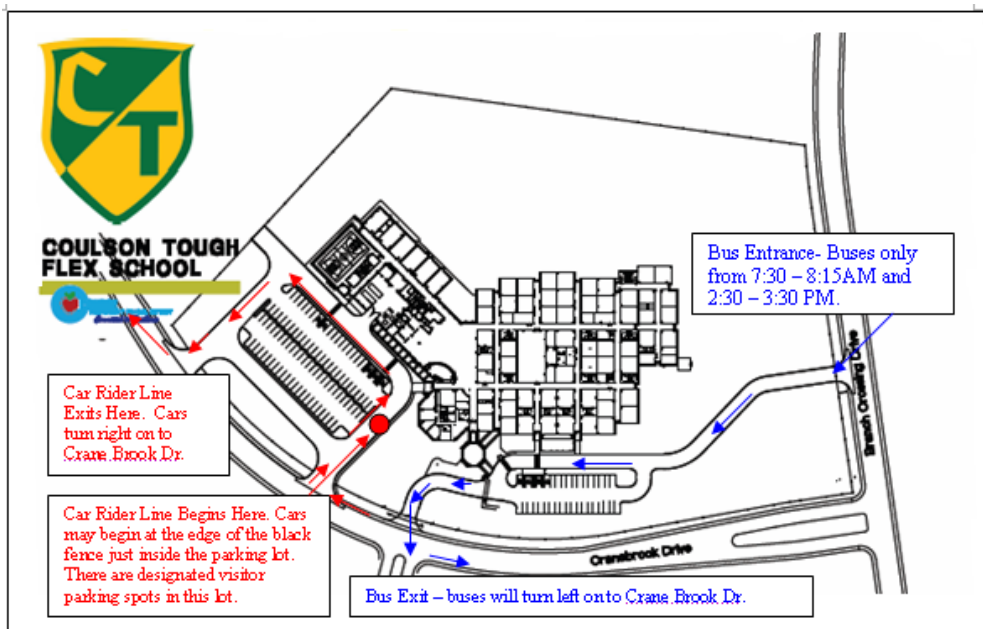
If you need to visit the building in the morning, please park in the large visitor/faculty parking lot. There are several parking spots marked specifically for visitors. The front parking lot has assigned spaces for faculty and should not be used for parking. In addition, our small front lot is for our buses. All car riders are to be dropped off only in the car rider line.

## **Bus Riders**

Buses will drop off and pick up students at the front of the school. As can be expected, buses will not be on schedule for the first couple of weeks until bus routes have been finalized. The transportation department will be monitoring the average number of bus riders per bus prior to making any permanent changes. They are unable to finalize routes if students are not on the bus. Therefore, we recommend if your child will be a regular bus rider that they begin riding the bus on the first day of school. If after two weeks, you have concerns regarding transportation we recommend you contact the **Transportation Department at 832-592-8800**. Be prepared to communicate specific information such as route number, and pick up and drop off times.

Map for Car Line and Bus Run

CISD Police will direct car traffic on Cranebrook Drive. Cars will turn right on to Cranebrook Drive to exit.



## **Dismissal in the Afternoon**

**Dismissal will begin at 3:10p.m. – The first week of school dismissal is at 3:00p.m.**

All students will receive a bar code tag that will be scanned before leaving the building. (Bikers, Walkers, Bus, Day Care, Car Riders & YMCA) Please be sure this tag remains on your child's backpack all year. Contact your child's homeroom teacher if they need a replacement tag.

### **Transportation Changes:**

For the safety of the children, all transportation changes need to be sent to your child's teacher in writing. Teachers will not allow your child to go home a different route without a signed note from their parent. Please plan in advance for transportation changes and send a note with your child. **Please do not email your child's teacher during the day to change your child's transportation.** Teachers will not check email during instruction and will not get the message. If a change is made after your child is at school due to an emergency, contact the front office receptionist. We ask that you reserve making changes after your child has arrived at school for emergencies only.

**Transportation changes must be made before 2:00p.m. This includes parent walk-ins at the end of the day, so please plan accordingly.**

### **The maps for afternoon dismissal are the same as those shown in arrival procedures.**

Bikers and walkers will be dismissed prior to car riders and bus riders to make sure they are on the bike paths before the traffic flow. Older children will be dismissed ahead of the younger children. Our older children tend to walk a little faster than the younger children. This gives them time to exit the building safely and also allows the older siblings the opportunity to stand and wait for their younger brother or sister. We strongly recommend students wear helmets while riding a bicycle, scooter, rip stick, etc.

**Biker/Walker A** students will exit through the combined 1<sup>st</sup>/ Kindergarten hallway (inside the fenced area adjacent to the front driveway). Students exiting from the Biker/Walker A door will all turn left.

**Biker/Walker B** students will exit through the front doors under the rotunda. Parents meeting their children can greet them at the bike rack area.

**Biker/Walker C** students will exit the side door of the building near the school gym. Parents meeting their children can do so at the end of the sidewalk before Cranebrook Park.

**Kindergarten students will not be allowed to walk home without their parent/guardian, other adult previously designated by parent in writing or older sibling.** Parents are to meet the teacher at designated Kindergarten pickup locations near their exit door.

**Day care riders** will be dismissed to the gym hallway to wait for the arrival of their bus in the car line. If your child is absent or not riding day care transportation, please notify the day care of the change. Day care drivers must account for all children before leaving the school.

**Car riders** will exit the building through the Commons doors after the bikers and walkers

have been dismissed.

In order to ensure the safety of all and to speed up the car rider line, please do the following:

- You must be in your car to have your child dismissed through the car rider line.
- Yellow car rider signs, provided by the school, must be displayed in the car's front windshield (driver's side corner). Please use a thick black marker to write your child's name (or names if you have more than one child), grade level & teacher's name on the sign so it can be read easily from a distance. The sign also ensures that we are placing each child in the car of the person authorized to pick him/her up from school. Children are called to a specific numbered sign when we see you drive into the car rider pick up lane. We are able to load nine (9) cars at a time. Please watch Coulson Tough personnel so you will know when to stop and someone will open the door for your child.
- If your child requires a carseat/boosterseat, please try and have it located on the passenger side and they are able to buckle themselves in.
- Please remain in your car and assist with backpacks & instruments from inside your vehicle.

**It is illegal to use your cell phone while in the car rider line or while driving in an active school zone. Laws regarding cell phone use in school zones took effect on September 1, 2009.**

**Bus riders** will exit the building from the front doors at the rotunda.

**Please note: Pets are not allowed on school property.**

### **Severe Weather Day Dismissal**

In the event of severe weather, determine what you would like your child to do if they are typically walkers or bikers. We do not allow children to walk or ride bikes if there is heavy rain and/or lightning. Occasionally there is a slight drizzle or light rain that is harmless, and walkers and bike riders are dismissed as usual. You will be asked to fill out a form indicating how your child will go home during "Severe Weather Day Dismissal." The options are: Bus Rider, Car Rider OR Parent walk-up.

**Parents will receive a text message if they are signed up for "Remind 101" to notify them of a Severe Weather Dismissal.**

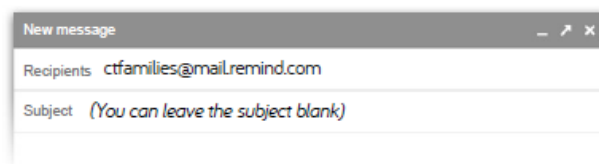
## How to sign up for Mrs. Creswell's Coulson Tough Families messages:



To receive messages via text, text @ctfamilies to (281) 769-1530. You can opt-out of messages at anytime by replying, 'unsubscribe @ctfamilies'.



Or to receive messages via email, send an email to ctfamilies@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.



We have worked hard to plan specific procedures for severe weather dismissal. Our number one priority is the safety of all our Titans. We realize you have activities after school and need to leave campus as soon as possible. We will do everything possible to make sure we are as efficient as we can be and get all children home safely.

Every parent will be provided with two (2) yellow car rider signs. This sign must be displayed in your windshield (left corner) for afternoon pick-up. This allows us to see the name of the child from a distance so we will have them ready to meet you at a specific numbered sign.

**Parents must also have the yellow car rider sign if they wish to walk up to the school to pick up their child when a "Severe Weather Dismissal" is called.** Please remember to bring this sign. We will not be able to dismiss your child without it. Parents wishing to walk up to the school will pick up their child at the gym door.

We realize that dismissal takes a little longer on these days but it's necessary to maintain an orderly and safe environment for our students. Our staff works very hard to make this process safe and efficient for everyone.

### **Coulson Tough Arrival and Dismissal Reminders**

Safety is a priority at Coulson Tough. We have devised arrival and dismissal procedures for the safety of our Titans. Until dismissal routines have been established, it will take

approximately two weeks before typical dismissal times can be expected. Expect delays during a severe weather day dismissal.

- **The front drive is designated for Buses ONLY from 7:30a.m. -8:15a.m. and 2:30p.m-3:30p.m.**
- Please do not stop along the sidewalk when you see your child unless the cars are stopped. We have 9 PICK-UP signs placed along the curb where members from the Coulson Tough staff will be there to help your child open the car door. As you drive up closer to the building you will be asked to stop at a particular numbered sign to pick up your child. This will help us load as many cars as possible. As a courtesy to staff on duty and children waiting, please do not honk when you see your child.
- Please do not park your car in the parking lot and walk between the car line and the sidewalk to pick up your child. Once the car line routine has been established it will end in less than 15 minutes.
- Please observe all "No Parking" signs along Cranebrook Drive and avoid parking in the neighborhood entrances of Carmeline and Queenscliff. Several parents park in the parking lot at Cranebrook Park and walk over to the sidewalk to meet their child. There have been situations occurring on Cranebrook where children's safety was a concern.
- Please do not make U-turns on Cranebrook Drive as this causes safety concerns for our students as well.
- If you need to conduct school business at the end of the day, you can park in the large visitor/faculty parking lot. There are special spaces designated for visitor parking.
- The bus route numbers are provided by the Conroe ISD Transportation department's webpage under the section, "What Bus Do I Ride?" It is recommended that each child know his/her bus route number in the event of an emergency or severe weather dismissal.

### **Early Dismissal**

Conroe ISD has 4 Early Dismissal days. Coulson Tough students **will be dismissed at 12:05 p.m. on October 6<sup>th</sup>, December 20<sup>th</sup>, March 9, and on May 31<sup>st</sup>.** A modified lunch schedule will be implemented prior to dismissal. The cafeteria will be open but students are encouraged to bring a lunch from home.

### **Attendance**

Attendance is one of the main indicators of student success. **School starts at 8:05a.m.** Students arriving to school between 8:06a.m. and 9:00a.m. are Tardy. **Attendance is taken at 9:00a.m.** A child is absent if they arrive at 9:01a.m. or later unless they have a signed note from a health care provider for an appointment on that date. In the event a student is absent, parents must contact the school office as soon as possible. **Following an absence, parents must send a note with the reason for the absence to their child's teacher.**

State law requires that students must be in attendance for a minimum of 90 percent of the instructional days for which they are enrolled during a school year in order to be promoted. The law goes on to state that it is the parent's duty to monitor the student's attendance and require the student to attend school. It is important for students to remain in school until the close of each school day at 3:10p.m. unless illness has caused



a child to leave earlier.

Please refer to the Conroe Independent School District Elementary/Intermediate Student Handbook regarding guidelines for excused absences.

**Regular school attendance is important. Please make vacation arrangements during holidays and weekends to avoid students missing important classroom instruction.**

### **Leaving School for an Appointment**

If you need to pick up your child for an appointment, please do so **no later than 2:30 p.m.** Most of the time, you know your appointment schedule in advance. Please send a note with your child indicating the time you will pick up your child. The child will not be called from their classroom until you arrive in the front office.

### **Communication**

Students in 1<sup>st</sup> – 6<sup>th</sup> grade are issued student planners which are used to help develop strong organizational skills. Parents are encouraged to review their child's planner on a daily basis.

### **Conferences:**

All teachers in Kindergarten-4<sup>th</sup> grade will be contacting parents to schedule conferences shortly after school has begun. Teachers needing to conference with parents in 5<sup>th</sup> and 6<sup>th</sup> grade will schedule an appointment as needed.

Many times your questions can be answered via email or a phone call. However, parents are welcome to request a teacher/parent conference at any time. Partner teachers like to meet together so they can provide a comprehensive overview of the child's progress. To schedule a conference, you may call and leave a message in the front office for your child's teachers. You can also send a note or email to the teachers to request a conference.

#### Teacher Planning/Conference Times

Kindergarten & 1<sup>st</sup> 12:00-12:55p.m.

2<sup>nd</sup> Grade- 9:20-10:15a.m.

3<sup>rd</sup> Grade- 10:20-11:20a.m.

4<sup>th</sup> Grade- 8:15-9:15a.m.

5<sup>th</sup> Grade- 1:00-2:00p.m.

6<sup>th</sup> Grade-2:05-3:05p.m.

### **CISD Parent Access**

We ask **all parents** to sign up for a Conroe ISD Parent Access account. After registering for a Parent Access account, the parent will be sent an email with a password. After logging in, the parent will need to electronically sign the CISD Elementary/Intermediate Student Handbook. After electronically signing, the parent will have access to their child's schedule, assignments, core content grades, progress reports, report cards, attendance, lunch account balance, and annual STAAR results.

Each parent will need to register for **each child** enrolled in Conroe ISD. We also send out the Titan Tribune Newsletter every other Tuesday. You must have a Parent Access account to receive the newsletter and other important information from our school.

Visit the Conroe ISD website at [www.conroeisd.net](http://www.conroeisd.net) and follow the directions on the pull down menu under "Parents/Students – Resources for Parents – Parent Access Center" <http://www.conroeisd.net/parents/>

This is valuable because parents can request to be sent an email to notify them if their child's grade drops below a specified standard that is established by the parent.

## **Grading Guidelines**

All students will receive a progress report midway through each quarter. Report cards are sent home one week following the end of each quarter. In each core content area (Language Arts, Math, Social Studies, and Science), the overall quarterly average is based on an average of daily and major grades.

## **Lunch/Snack Guidelines**

**Lunch Menu:** The CISD lunch menu is posted on the Coulson Tough website.

There are several state laws that pertain to nutrition for children in the public schools. The most recent highlights the "foods of minimal nutritional value" or FMNVs. FMNVs may not be served by school personnel or by parents. Examples of FMNVs include, but are not limited to: hard candies, jelly beans, gum, marshmallow candies, popsicles, cotton candy, and candy-coated popcorn. As part of nutrition guidelines, parents may only provide food to their child and not serve food to other children. (Birthday treats and special holiday foods are excluded.) Parents are welcome at lunch time and may bring lunch for their child only. This guideline includes bringing pizza or trays of chicken nuggets, for example, to share with children at your child's table. We are required by state law to make sure children only eat meals their parents provide or have their child purchase from the school cafeteria.

### **Lunch/Recess Times**

<b>GRADE LEVEL</b>	<b>LUNCH</b>	<b>RECESS</b>
Kindergarten	10:50-11:20	10:20-10:50
1 <sup>st</sup> Grade	10:50-11:20	10:20-10:50
2 <sup>nd</sup> Grade	11:10-11:40	12:30-1:00
3 <sup>rd</sup> Grade	12:30-1:00	12:00-12:30
4 <sup>th</sup> Grade	11:30-12:00	11:00-11:30
5 <sup>th</sup> Grade	11:50-12:20	11:20-11:50
6 <sup>th</sup> Grade	12:10-12:40	11:40-12:10

## **Visiting Your Child for Lunch**

Parents are definitely welcome to visit their child during their scheduled lunch time. We have a special area in the Commons designated for the student and their visitor(s). Due to space availability, we ask that you limit the total number of visitors to three (3) per student. Only your student will be able to sit with you at the visitor table.

## **Birthday Celebrations**

The United States Department of Agriculture (USDA) approved new student nutrition guidelines on July 1, 2014. We must adhere to these guidelines very carefully. Here are the highlights of the guidelines: Parents wanting their child to distribute **birthday treats** **may only send in "store bought" treats**. Homemade treats are not permitted due to

allergy issues, safety, and sanitation concerns. Flowers and balloons are not allowed due to allergy and safety issues.

**Kindergarten– 5<sup>th</sup> grade**: Treats may be brought to the Commons during your child's lunch period. Treats may only be distributed during the **last 10 minutes of the lunch period**. Parents may visit during lunch and help their child's teacher pass out the birthday treat.

**6<sup>th</sup> grade**: Birthday treats will be shared in their homebase class during Block 1.

All treats may be brought to school with your child or you can bring them to the front office. Your child's homeroom teacher will be able to provide you with more details about our procedures to make sure your child celebrates their special day.

## **Parent Teacher Organization (PTO)**

The Coulson Tough PTO is a vital component at our school. Participation is a terrific way to support our school and meet people in this outstanding community. Heather Pine is the Coulson Tough School PTO President. She would love to visit with you and share PTO involvement opportunities. Her contact information is on the PTO website at <http://www.ctpto.org/>

## **Security**

The Tough faculty and staff have your child's safety as our number one priority. You filled out an Emergency Card and Health Form for the school year. Please make sure we always have current contact information for parents/guardians and at least 2 emergency contacts who are not the parents/guardians on the back of the Emergency Card and on the Health Form who would be able to pick up your child. There is also a section for parents to indicate if someone is not permitted to pick up your child. In this case, legal documentation needs to be provided.

It is imperative that you update any changes in your address or phone numbers if they change once the school year has begun. All visitors will have their driver's license scanned and will be logged into our Visitor's Database. In addition, our building is equipped with security cameras.

## **Volunteer in CISD**

All volunteers and visitors to classrooms at Coulson Tough are required to fill out information for a Criminal History check. **This must be done every school year and only takes a few minutes to fill out.** You can access this through the CISD website at <http://www.conroeisd.net/parents/get-involved/>

## **Dress Code at Coulson Tough**

We follow the CISD dress code as outlined in the CISD Student Handbook which can be found online at <http://www.conroeisd.net/about/policies-procedures/>

The following guidelines are consistent with the CISD K-12 philosophy.

- Shorts not permitted: bicycle shorts, boxer shorts, cut-off shorts, and shorts that fit too tightly or do not provide adequate coverage.
- Since our students have PE daily, students are allowed to wear athletic shorts as long as they are long enough to provide adequate coverage during activities.
- No student may wear articles of clothing which display obscenities, advertise

alcoholic beverages, narcotics or other prohibited substances. Clothing that depicts violence, weapons, and/or death, are prohibited. The same applies to badges, patches, decals or emblems of any kind or in any place that may be offensive to others or that advocate the use of prohibited substances or actions.

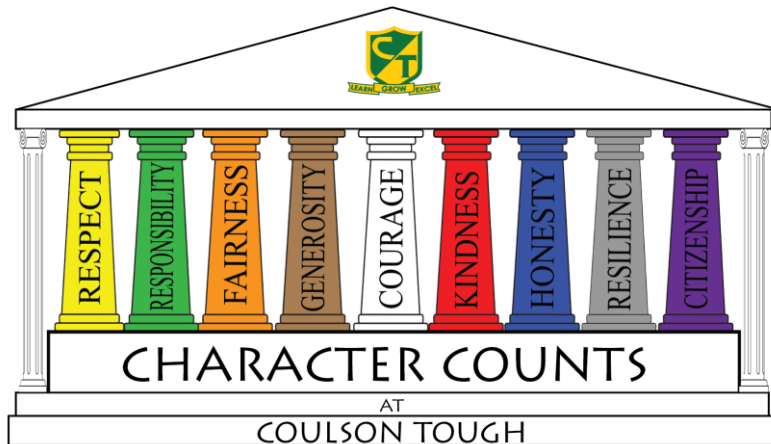
- Clothing that exposes the midriff in any way is not allowed.
- Athletic-type tennis shoes are required for physical education classes.
- Jeans, shorts, or long pants with holes are not allowed at school.
- Undergarments must be covered at all times.
- Our students at Coulson Tough are natural beauties so make-up of any sort is not necessary, nor is it allowed. Students will be asked to wash off any makeup worn to school.

In short, our Coulson Tough dress code emphasizes comfort and modesty, acknowledging respect for the educational environment.

### **Student Electronic Devices:**

If a student brings electronic devices (cell phone, reader, iWatch, etc.) they bring them at their own risk. The school is not responsible for any damaged, lost or stolen electronic devices. The expectation is that cell phones are powered off during the school day and stored in a backpack for elementary grades or a locker for 5<sup>th</sup> & 6<sup>th</sup> grades through dismissal. Any messages between parents and students during the school day must go through the office or teacher. We ask that for student safety, if e-readers, iWatches or other electronics are being used in the classroom that the internet access is turned off. Students who do not comply with school procedures will have the device given to the grade level assistant principal who will contact the parent to discuss consequences.

### **Character Counts at Coulson Tough**



Here at Coulson Tough we strive to teach and enrich the “whole” child, not only academically, but also through character education and opportunities for personal growth and development. We believe strongly that “academics + character = SUCCESS” and our counseling program is designed to support this goal. Each month we focus on one of our nine “Pillars of Character” during classroom guidance lessons. The 9 Pillars are Respect, Responsibility, Fairness, Generosity, Courage, Kindness, Honesty, Resilience, and Citizenship.

The entire school community builds upon these traits through modeling and reinforcing positive behaviors using our “Yellow Ticket” program and “Habit of the Week”. One student is chosen each month by his/her teacher to be honored at a “Spotlight on

Character" ceremony. Family members are invited to this special event to celebrate the success of these students and the impact they are having on their school community. The entire school celebrates on these Spotlight days by wearing the color of that particular pillar.

There are many other opportunities for CT students to grow in leadership skills and character, including our Ambassador program, 5<sup>th</sup> & 6<sup>th</sup> Grade Student Council, D.A.R.E, Committees, and our Coulson Tough "Titan Book Share" service project. The teachers and counselor work together to support student learning and character. Students recite the Coulson Tough "Pledge of Kindness" every morning:

**I pledge to think more about the words I use.  
I will replace words that hurt with words that build others up.  
I am pledging to do this one word at a time.**

## **Student Expectations**

**CONSIDERATION AND RESPECT** for themselves, others (both adults and peers) and school property. Through appropriate modeling of expected behaviors, the teachers and staff at Coulson Tough are dedicated to the development of responsible citizens for tomorrow. We encourage appropriate behavior by consistently modeling the following behaviors.

Titans are expected to demonstrate consideration and respect at all times while they are at Coulson Tough and while participating in an off-campus activity in which they are representing our school.

### **Coulson Tough Student Expectations:**

1. Students will walk quietly throughout the building in a single-file line as they transition from one area to another.
2. Students will respect the learning environment so that all students are able to benefit from the daily activities.
3. Students will refrain from harming others verbally or physically.
4. Students will display a positive attitude when discussing issues with staff members and classmates.
5. Students will demonstrate respect for school property and items belonging to staff members and classmates.

Each grade level will establish their own plan to recognize their students for demonstrating respect toward Coulson Tough Student Expectations. The plan will be communicated to parents in each grade level.

The Conroe Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding these non-discrimination policies:

Title IX Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936)-709-7700 and Section 504/ADA Coordinator, 3205 W. Davis, Conroe, Texas 77304; (936) 709-7670.