



Coulson Tough
Student/Parent
Handbook Addendum
2018-2019 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 2018-2019 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

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

Helpful Links:

2018-2019 CISD School Calendars

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

Volunteer in CISD Application

<http://www.conroeisd.net/parents/get-involved/>

School Mascot – Titan

School Colors – Navy, Green & Yellow

School Motto – Learn. Grow. Excel.

Arrival and Dismissal Procedures:

Safety is a priority at Coulson Tough. The following arrival and dismissal procedures are designed for the safety of our Titans. We appreciate your cooperation as we establish these routines.

- The front drive is designated for buses from 7:30a.m.-8:15a.m.and 2:30p.m.-3:30p.m.
- Parking is prohibited along the fire lanes.
- Please do not park your car in the parking lot and walk between the car line and the sidewalk to drop off and/or pick up your child.
- Please observe all "No Parking" signs along Cranebrook Drive and avoid parking in the neighborhood entrances of Carmeline and Queenscliff.
- 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 on Cranebrook Drive.
- If you need to visit the building, please park in the large visitor/faculty parking lot located off of Cranebrook Drive. There are several parking spots marked specifically for visitors. The front parking lot has assigned spaces for faculty and cannot be used for parking.
- Pets are not allowed on school property.

Arrival in the Morning

Children may enter the building beginning at 7:35 a.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 7:45 a.m. and begin class activities. Although our official school day begins at 8:00 a.m., we ask that children be in their classrooms no later than 7:55 a.m. to have a great start to their school day.

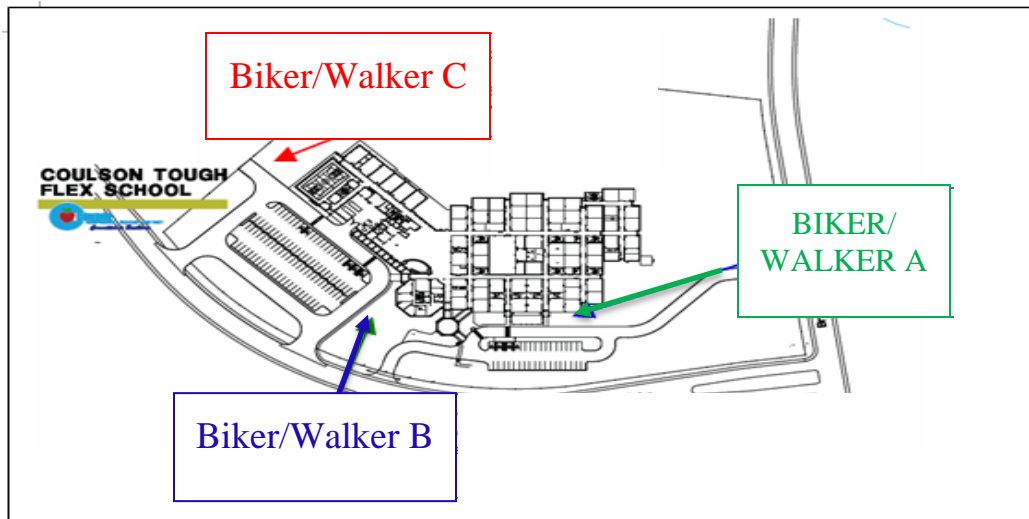
Children who arrive to the classroom after 8:00 a.m. will be considered tardy. Students arriving after 9:00a.m. will be marked absent unless they have a note from a health care provider for an appointment on that day.

Biker/Walkers- Students are either a Biker/Walker A, B, or C. The following are guidelines to help you determine which Biker/Walker entrance/exit your child will utilize on a daily basis. We have created these specific entrances/exits to eliminate children crossing high traffic pathways without crossing guards.

Biker/Walker A is designated for students traveling to and from the north side of campus on Branch Crossing. This set of bike racks will be used by students from Ledgestone, Cheswood Manor, Shale Creek, and all neighborhoods north of Woodlands Parkway. Families utilizing the church parking lot will exit this way as well. Students will enter the building through the front doors under the rotunda.

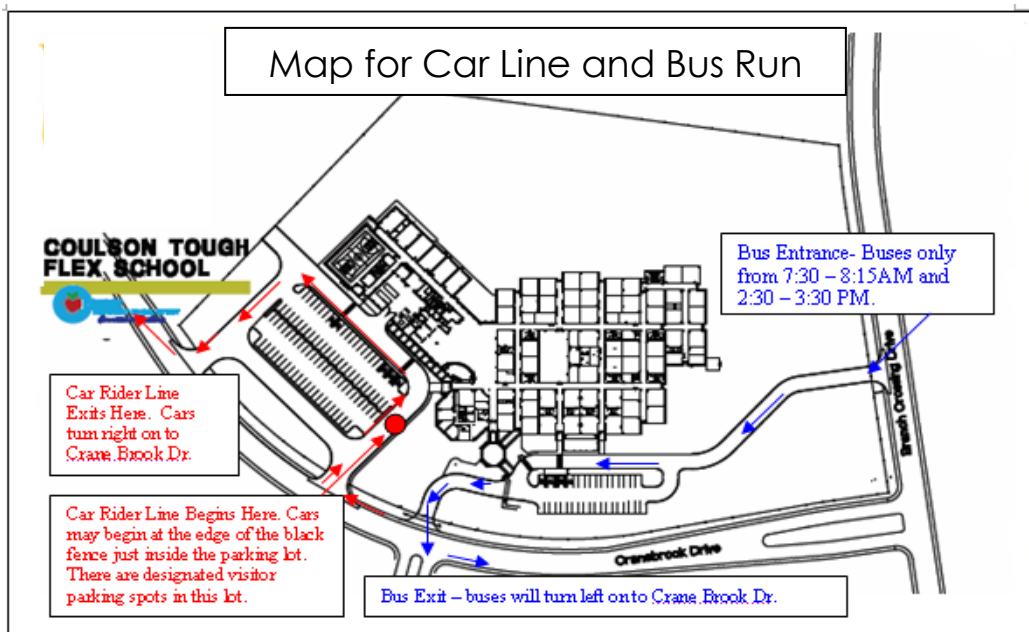
Biker/Walker B is located adjacent to the car rider line, next to the flag pole. Students access this area on a sidewalk from Cranebrook Dr. that runs parallel to the car line entrance. This set of bike racks will be used by students in Abram Woods, Archwyck, Artist Grove, Carmeline, Degas Park, French 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. Student arriving after 8am will need to enter through the front doors and will be marked tardy.

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



Dismissal in the Afternoon

Dismissal will begin at 3:00p.m. during the first week of school and at 3:10p.m. thereafter.

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.

To ensure everyone's safety, it is important that students and parents travel home on the designated pathways for each dismissal zone so that we are not crossing moving traffic.

Biker/Walker A students will exit through the combined 1st/ Kindergarten hallway (inside the fenced area adjacent to the front driveway). Parents meeting their children can greet them at the bike rack area and exit the school grounds by going left toward Branch Crossing.

Biker/Walker B students will exit through the side doors to the right of the cafeteria. Parents meeting their children can greet them at the bike rack area and will exit the school grounds by traveling left on the sidewalk parallel to Cranebrook Dr.

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

Per CISD, Kindergarten 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 & 1st grade 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.

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

Car riders will exit the building through the Commons doors.

In order for the car rider line to run as quickly and safely as possible, 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 pickup 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 have it located on the passenger side and your child is able to buckle themselves in/out.
 - 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.

Bus Eligibility & Registration

In order to ride the school bus, you must meet eligibility criteria and register through CISD transportation. Registration and bus route information can be found at: <http://www.conroeisd.net/transportation/> It is recommended that each child know his/her bus route number.

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/drop off times.

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 to your child's teacher. 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.

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

Severe Weather Day Dismissal

If your child is regularly a biker/walker, determine how your child will go home in the event a severe weather day dismissal has been called. 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.

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. If you need any additional signs, please ask the front office.

*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.

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

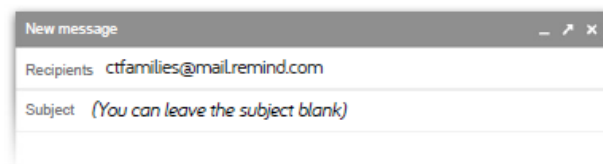
How to sign up for Mrs. Creswell's Coulson Tough Families messages:



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.



Early Dismissal

Conroe ISD has 4 Early Dismissal days. Coulson Tough students **will be dismissed at 12:10 p.m. on October 5, December 19, March 8, and on May 30.** 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 8:00 a.m. Students must be in their class by 8:00 a.m. ready for instruction. Students that arrive to the classroom between 8:01 a.m. and 9:00 a.m. are tardy. Attendance is taken at 9:00 a.m. A child is absent if they arrive at 9:01 a.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 3:10 p.m. unless illness has caused a child to leave earlier.

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 1st – 6th 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.

We encourage our parents to visit our school website often for the campus calendar of events. Please also follow us on Facebook, Instagram and Twitter. We post many photographs and events throughout the year!

Our teacher's websites are housed in Canvas. This is where you will find specific information such as homework, assignments, and the class calendar. If you have multiple children in CISD, the calendars will sync for your convenience. The log in for Canvas is the same as the Parent Access login. There is also an app available for download.

All students will receive a blue communication folder and will be sent home each week on Wednesday. Please be sure to check this folder weekly for important information and graded work.

Conferences

All teachers in Kindergarten-4th grade will be contacting parents to schedule conferences during the fall semester. Teachers needing to conference with parents in 5th and 6th 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 often 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	9:35-10:35
1 st Grade	8:30-9:30
2 nd Grade	8:30-9:30
3 rd Grade	10:40-11:40
4 th Grade	9:35-10:35
5 th Grade	12:55-2:00
6 th Grade	2:05-3:10

CISD Parent Access

All parents must sign up for a Conroe ISD Parent Access account for each child. After registering for a Parent Access account, you will be sent an email with a password. After logging in, you will need to electronically sign the CISD Elementary/Intermediate Student Handbook. After completing these steps, you will have access to your child's schedule, grades, progress reports, report cards, attendance, lunch account balance, discipline referrals and annual STAAR results.

Visit the Conroe ISD website at www.conroeisd.net and follow the directions on the pull down menu under "Parents/Students – Resources for Parents – Parent Access Center". This website 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.

TAE - Teacher Achieving Excellence is a great opportunity to recognize a teacher that is making a difference in your child's life. The electronic award can be created and sent through Parent Access. An email will be sent to the teacher as well as campus administrators.

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. See the CISD Elementary & Intermediate Student Handbook for more information.

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. For more information, please see the CISD Elementary & Intermediate Student Handbook.

Lunch/Recess Times

GRADE LEVEL	LUNCH	RECESS
Kindergarten	12:50-1:20	12:20-12:50
1 st Grade	12:50-1:20	12:20-12:50
2 nd Grade	12:10-12:40	11:40-12:10
3 rd Grade	12:55-1:25	12:25-12:55
4 th Grade	12:15-12:45	11:45-12:15
5 th Grade	11:35-12:05	11:05-11:35
6 th Grade	11:15-11:45	10:45-11:15

Visiting Your Child for Lunch

Parents are welcome to visit their child during their scheduled lunchtime. We have designated parent/visitor tables. Only your child will be able to sit with you at the visitor table. Parents are welcome to join their child for lunch after Labor Day. This will give your child time to get used to the lunch routine. Please remember lunch is a social time for your child and their friends.

Birthday Celebrations

Parents wanting their child to distribute birthday treats may only send in "store bought" treats. Homemade treats, flowers, and balloons are not permitted due to allergies, safety, and sanitation concerns.

Kindergarten-4th Grades: 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.

5th & 6th Grades: More information will be shared during Parent Information sessions.

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. Vikki Clove 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 www.ctpto.com. Please also follow Coulson Tough PTO on Facebook.

Security

The Tough faculty and staff have your child's safety as our number one priority. Please make sure we always have current contact information for parents/guardians. It is imperative that you update any changes in your address or phone numbers if they change once the school year has begun. We must have at least 2 emergency contacts, who are not the parents/guardians, who would be able to pick up your child.

To ensure the safety of everyone in our building, all exterior doors remain locked. Visitors must enter the campus through the front doors and can gain entry by pressing the call button to the right of the doors. Visitors wishing to enter the main building will have their driver's license scanned and will be logged into our visitor's database. As an additional layer of security, our building is equipped with multiple exterior and interior cameras. CISD police check in with administration and walk the exterior and interior of our building on a regular basis.

Throughout the year, teachers review safety practices with their students. We conduct a variety of safety drills during the school year to help keep our student safe and for the staff to practice in the event of an emergency. The drills include: fire, severe weather, lock down and evacuation. We also have a team of staff members, including our school nurse, trained in first aid, AED & CPR.

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.

- Types of 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.
- Tank tops or basketball jerseys with large arm holes must layered with a t-shirt underneath.
- Athletic-type tennis shoes are required for physical education classes.
- Jeans, shorts, or long pants with holes above the mid-thigh are not allowed at school.
- Undergarments must be covered at all times.
- Off-the-shoulder shirts are not permitted.
- 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.
- Hair should be a natural color and styled so that it is not distracting to the learning environment.

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 when students enter the building and stored in a backpack until they exit the building. Any communication 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



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 “Character Ticket” program and the “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, 5th & 6th Grade Student Council, Generosity Projects, 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

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 be respectful when having discussions with staff members and classmates.
5. Students will demonstrate respect for school property and items belonging to staff members and classmates.

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.