



Coulson Tough  
Student/Parent  
Handbook Addendum  
2022-2023 School Year

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

Dear Coulson Tough Parents/Guardians,

Welcome to Coulson Tough K-6 School and the 2022-2023 school year! Detailed information about Conroe ISD policies and procedures are explained in the Conroe ISD Elementary/Intermediate Student Handbook found on the CISD website.

This addendum covers information specific to our campus. **Please keep in mind that campus procedures may be modified at any time to comply with current health guidelines.** Please check the district's website (<https://www.conroeisd.net/roadmap-to-reopening/>) for the most up-to-date district guidelines. Required updates to campus procedures will be shared through email and in our Titan Tribune. The safety of our Titan staff and students is our top priority. Should you have any questions, please feel free to call or email. We look forward to an amazing school year!

Christy Julien  
Principal

## Coulson Tough Contact Information

Christy Julien, Principal

<b>Amy Gollogly</b> Assistant Principal, Grades: K, 3 <sup>rd</sup> , 5 <sup>th</sup>	<b>Cyndi Schulken</b> Nurse
<b>Debra Peyreau</b> Assistant Principal, Grades: 1 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup>	<b>Carolyn Duncan</b> Registration & Attendance
<b>Jessica Waters</b> Counselor, Grades: K, 3 <sup>rd</sup> , 5 <sup>th</sup>	<b>Sue Gillmore</b> Receptionist
<b>Leslie Rodriguez</b> Counselor, Grades: 1 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup>	<b>Brookelyn Ellis</b> Diagnostician
<b>Heather Pine</b> Secretary	<b>Lisa Gray</b> Speech Language Pathologist



### Coulson Tough

#### Our Vision

To be globally recognized as a professional learning community that provides excellence in academic, cultural and character education and prepares K-6 students to be positive leaders in a 21<sup>st</sup> century world.

#### Our Mission

Guaranteed exceptional learning and growth for all students.

#### Our Motto

Learn. Grow. Excel.

## **Arrival and Dismissal Procedures:**

Safety is our top 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 7:30am-8:15am and 2:30pm-3:30pm.
- Parking is prohibited along the fire lanes at all times.
- 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 Crane Brook Drive and avoid parking in the neighborhood entrances of Carmeline and Queenscliff.
- We ask that drivers be courteous to one another and take turns entering the parking lot. CISD Crossing Guards and Coulson Tough staff members will be monitoring bikers and walkers at the bus exit on Crane Brook Drive.
- If you need to visit the building, there are several parking spots marked specifically for visitors in the front parking lot. Please check in with our front desk staff.
- We kindly ask that you refrain from bringing pets on school property for the safety of students.

## **Arrival in the Morning**

Children may enter the building beginning at 7:35am. Supervision is not available for our students before 7:35am. Please do not drop off children and leave them unattended on the school grounds.

Although our official school day begins at 8:00am, we ask that children be in their classrooms no later than 7:55am to be prepared for the school day.

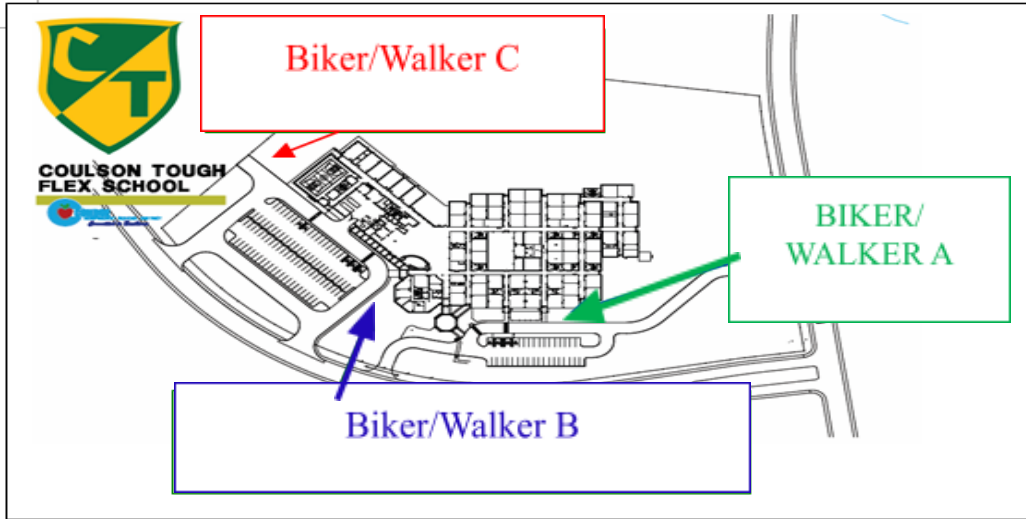
Children who arrive at the classroom after 8:00am will be considered tardy. Students arriving after 9:00am will be marked absent unless they have a note from a health care professional for an appointment on that day.

**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 recommended for students traveling to and from the north side of campus on Branch Crossing. This set of bike racks is located along the building near the front parking lot and most convenient for students from Ledgestone, Cheswood Manor, Shale Creek, and all neighborhoods north of Woodlands Parkway. Families utilizing the nearby church parking lot may also utilize this area. Students will enter the building through the front doors under the rotunda.

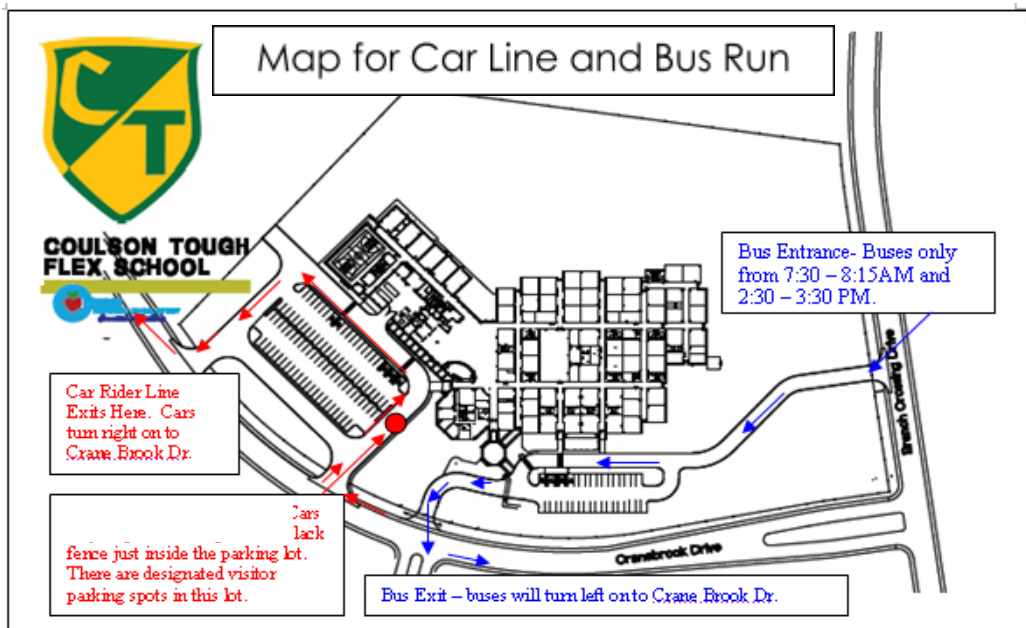
**Biker/Walker B** is located adjacent to the car rider line, next to the flagpole. Students access this area on a sidewalk from Crane Brook Dr. that runs parallel to the car line entrance. This set of bike racks is most convenient for students in Abram Woods, Archwyck, Artist Grove, Carmeline, Degas 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 Crane Brook Dr. This set of bike racks is most convenient for students from Queenscliff and anyone who would travel west on Crane Brook Drive. Students coming and going through Crane Brook Park may also utilize these bike racks. Students will enter the building through the cafeteria doors.



**Car Riders** will enter the building through the cafeteria 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 Crane Brook Drive. Students arriving after 8:00am will need to enter the building through the front doors to check in at the front office (please note these students will be marked tardy).

**Buses** will enter the campus from Branch Crossing Drive. Bus Riders will enter through the front door under the rotunda. \*See car line and bus run map on next page.



## Dismissal in the Afternoon

**Dismissal will begin at 2:55pm through August 12 and at 3:10pm thereafter.** This will help staff and students as we return to help our students learn new procedures.

All students (Bikers, Walkers, Bus, Day Care, Car Riders & YMCA) will receive a bar code tag that will be scanned before leaving the building. 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 and avoid crossing driveways with moving traffic.

**\*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 the exit doors.

**Biker/Walker A** students will exit through the front doors and turn left down the front sidewalk to meet their parents at the bike rack area and exit the school grounds by going toward Branch Crossing. Kindergarten parents can pick up their child from the staff at the Kindergarten hallway door to the right of the main entrance (look for the Kindergarten pick up signs).

**Biker/Walker B** students will exit through the front doors and turn right toward the flag pole and bike racks. Parents meeting their children can greet them at the bike rack area and are asked to exit the school grounds by traveling left on the sidewalk parallel to Crane Brook Dr. Kindergarten parents can pick up their child from the staff at the Kindergarten hallway door to the right of the main entrance (look for the Kindergarten pick up signs).

**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 Crane Brook Park. Kindergarten parents can pick up their child from the staff at the gym door (look for the Kindergarten pick up signs).

**Day Care Bus Riders** will be dismissed to the gym 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. 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 doors in the cafeteria.

In order for the Car Rider line to run as quickly and safely as possible, please adhere to the following:

- Family car tags, provided by the school, must be hung from the car's rear view mirror. Each family is assigned a unique number which is printed on the tag.
- A staff member will log your family number into our car rider app which will then display in the classrooms. Coulson Tough staff will meet students in the cafeteria to scan their dismissal tag and direct them to the appropriate numbered loading area.
- If your child requires a car seat/booster seat, please have it located on the passenger side of your car. Please teach your child to buckle themselves in/out.
- Please remain in your car and assist with backpacks & instruments from inside your vehicle.
- Use of a cell phone is prohibited while in the car rider line or while driving in an active school zone.

### **Bus Eligibility & Registration**

In order to ride the school bus, eligibility criteria must be met and students must be registered through CISD transportation. Registration and bus route information can be found on the CISD website. Students should memorize their bus route number (numbers often change from year to year).

Buses will not be on an exact time 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 CISD Transportation Department.

### **Transportation Changes**

For your child's safety, transportation changes must be sent to your child's teacher in writing by a parent or legal guardian. Teachers will not allow your child to go home a different way 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 do 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 2:00pm. This includes parent drive-ups at the end of the day, so please plan accordingly. Students will not be checked out after 2:30pm.**

### **Severe Weather Dismissal**

If your child is regularly a Biker/Walker, determine how your child will go home in the event a Severe Weather Dismissal has been called. Parents will complete a form indicating how their child will go home on a Severe Weather Dismissal. The options are Bus Rider (if registered and eligible), Car Rider OR parent walk-up (located outside at Biker/Walker C exit).

Every parent will be provided with one family car tag. This tag must be displayed on your rearview mirror with the family number facing the windshield.

\*Parents must also have the family car tag 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 tag. 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 Biker/Walker C exit.

We realize that dismissal takes a little longer on these days, but it is 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 and/or email through School Messenger to notify them of a Severe Weather Dismissal. We will also post a message on our campus website and social media accounts.

### **Early Release Days**

Conroe ISD has 2 early release days this year. Coulson Tough students **will be dismissed at 12:05pm on December 16 and May 25**. A modified lunch schedule will be implemented prior to dismissal. Food will be available in the cafeteria; however, students are encouraged to bring lunch from home.

### **Attendance**

Attendance is one of the main indicators of student success. School starts at 8:00am. Students that arrive to school between 8:01am and 9:00am are tardy. Attendance is taken at 9:00am. A child is absent if they arrive at 9:01am or later unless they have a signed note from a health care professional for an appointment on that day. 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 or email with the reason for the absence to their child's teacher. When sending an email, please copy our attendance clerk Mrs. Duncan. Her email address is [cduncan@conroeisd.net](mailto:cduncan@conroeisd.net).

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/legal guardian'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 3:10pm 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.

## **Make-up Work Due to Absence**

Students will be given the opportunity to make up work missed due to any absence. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. Students will be permitted one day for each day of absence to complete the assigned work.

## **Leaving School for an Appointment**

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

## **Communication**

Students in 3<sup>rd</sup>- 6<sup>th</sup> grade are issued student planners that are used to help develop strong organizational skills. Our campus Titan Tribune newsletter is emailed out at the beginning of each month and grade level teachers will email a newsletter each week. Please read through these newsletters carefully as they are full of important information and dates.

## **Conferences**

All teachers in Kindergarten-4<sup>th</sup> grade will be contacting parents to schedule conferences during the Fall semester prior to our winter break. Teachers in 5<sup>th</sup> and 6<sup>th</sup> grade will schedule a parent conference when 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, please send an email to the teachers.

Teacher Planning/Conference Times

Kindergarten	10:05am-10:55am
1 <sup>st</sup> Grade	11:55am-12:45pm
2 <sup>nd</sup> Grade	11:00am-11:50am
3 <sup>rd</sup> Grade	1:20pm-2:10pm
4 <sup>th</sup> Grade	2:15pm-3:05pm
5 <sup>th</sup> Grade	8:10am-9:00am
6 <sup>th</sup> Grade	9:05am-9:55am

## **CISD Parent Access Account**

All parents must sign up for a Conroe ISD Parent Access account for each child on the Conroe ISD website. After registering for a Parent Access account, an email with a password will be sent. After logging in, you will need to electronically sign the CISD



Elementary/Intermediate Student Handbook and Coulson Tough Addendum. 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.

**Grading Guidelines**

Progress reports and report cards for all 3<sup>rd</sup>-6<sup>th</sup> grade students will be available through Parent Access. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students will receive a paper copy of their standards-based report card. Specific information regarding the number of grades collected and weight of each category can be found in CISD's Elementary/Intermediate Student Handbook.

**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**

<b>GRADE LEVEL</b>	<b>RECESS</b>	<b>LUNCH</b>
Kindergarten	1:30pm-2:00pm	11:40am-12:10pm
1 <sup>st</sup> Grade	10:20am-10:50am	12:45pm-1:15pm
2 <sup>nd</sup> Grade	12:30pm-1:00pm	12:00pm-12:30pm
3 <sup>rd</sup> Grade	12:50pm-1:20pm	10:40am-11:10am
4 <sup>th</sup> Grade	10:50am-11:20am	11:20am-11:50am
5 <sup>th</sup> Grade	11:30am-12:00pm	11:00am-11:30am
6 <sup>th</sup> Grade	12:00pm-12:30pm	12:30pm-1:00pm

**Lunch with your Child**

Often parents ask if they may have lunch with their child as a special treat. Parents are welcome to join their child for lunch any day after August 24 during their scheduled lunchtime. We have designated parent/visitor tables for this special time with your child. Only your child will be able to join you at the visitor table. Lunch is an important social time for children with their friends. We encourage parents to consider the frequency in which they join their child for lunch during the school year.

**Snacks**

Grade level teachers will share more information about snack times and expectations.

## **Birthday Celebrations**

Parents wishing for their child to distribute birthday treats may only send in store bought treats with the ingredient label on the package. Homemade treats, flowers, and balloons are not permitted due to allergies, safety, and other concerns.

It is easiest for teachers and students to distribute individually wrapped items. No items will be distributed if it requires cutting. Items should be easy for the child to bring to school themselves.

Kindergarten-4<sup>th</sup>Grade: Treats may be brought to the Commons during your child's lunch period. Your child will distribute the treat during the last 10 minutes of the lunch period.

5<sup>th</sup> & 6<sup>th</sup> Grades: Please contact your child's homeroom teacher to make arrangements for birthday treats. Your child's homeroom teacher will be able to provide you with more details about procedures in these grades.

Party invitations may only be distributed at school if your child provides an invitation for every child in the classroom or all girls/all boys in the classroom. Otherwise, arrangements should be made to distribute invitations outside of school.

## **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 our amazing community. Amy Formolo 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.coulsontoughpto.com/>

PTO meetings are typically the first Thursday of each month. Watch the Titan Tribune for more information on dates, times and location.

Our teachers and PTO volunteers are not permitted to distribute parent email addresses, phone numbers, etc. to help with the distribution of birthday invitations or other non-school related information. However, our PTO does maintain an electronic student directory where parents may opt in or out of sharing personal information. Parents that have joined the PTO may access the information families opted to share at any time through their website.

## **Safety**

We work relentlessly to develop relationships and trust with our students so that they always feel there is someone with whom they can talk. Students are encouraged to report safety concerns to school staff as soon as possible. In addition, the Conroe ISD Police Department monitors the Kid Chat hotline (1-888-KidChat) and the Anonymous Alerts app, which allows for anonymous communication regarding an incident or issue.



## **Security**

The Tough faculty and staff have your child's safety as our number one priority. You filled out Emergency Contact and health information online for the school year. Please make sure we always have current contact information for parents/guardians and at least two emergency contacts who are not the parents/guardians who would be able to pick up your child. If you indicate someone is not permitted to pick up your child, then legal documentation needs to be provided to our registrar.

It is imperative that you update any changes in your address or phone numbers if they change once the school year has begun. Please email any changes to Mrs. Duncan at [cduncan@conroeisd.net](mailto:cduncan@conroeisd.net). When visiting the campus, you will have your driver's license scanned and will be logged into our visitor's database. In addition, our building is equipped with security cameras.

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 students safe and for everyone to practice what to do if an emergency occurs. The drills include fire, severe weather, lock down, lock out and evacuation. We also have a team of staff members, including our school nurse, trained in first aid, AED use & 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 complete. Access the application through the CISD website – [Volunteer in CISD Application](#).

## **Dress Code at Coulson Tough**

We follow the CISD dress code as outlined in the CISD Elementary/Intermediate Student Handbook. 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, including face masks, which display obscenities, advertise alcoholic beverages, narcotics or other prohibited substances. Clothing that depicts violence, weapons, and/or death, are prohibited.
- 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 class.
- Jeans, shorts, or long pants with holes above the mid-thigh are not allowed.
- Undergarments must be covered at all times.
- Off-the-shoulder shirts are not permitted.
- Make-up is not allowed.
- Hats or head coverings are not permitted unless for religious or medical reasons, designated school incentive days or as approved by the principal.

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

### **Student Electronic Devices**

If a student brings an electronic device (cell phone, e-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 electronic devices 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. Teachers will communicate with parents if there are times that personal electronic devices will be allowed to be used for classroom activities. Expectations for use will be communicated to students and students will be monitored to ensure the devices are being used properly. 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 the concerns and plans moving forward, as well as schedule a time for the device to be picked up.

### **Nurse**

Please ensure that the nurse has updated information about your child's health. Notify her if there are any changes related to allergies, medications, treatment plans, etc.

Teachers have been asked to call the nurse any time there is a health concern to determine the level of the student's need. Minor issues (lost tooth, scrapes and scratches, etc.) can be treated in the classroom. Students will be brought to the clinic for more serious concerns.

## 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 strongly believe academics + character = SUCCESS and our culture of character is designed to support this goal. Each month we focus on one of our nine Pillars of Character. The nine Pillars are Respect, Responsibility, Fairness, Generosity, Courage, Kindness, Honesty, Resilience, and Citizenship. Each has a specific color and supported by habits of the week.



Our entire school community builds upon these traits through modeling and reinforcing positive behaviors. One student is chosen each month by his/her teacher to be honored at a Spotlight on Character ceremony. Parents/Legal Guardians 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.

The entire staff works 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.**

Through appropriate modeling of expected behaviors, the teachers and staff at Coulson Tough are dedicated to the development of responsible citizens for tomorrow.

Titans are expected to always demonstrate consideration and respect while they are at Coulson Tough and while participating in off-campus activities in which they are representing our school.

All of Coulson Tough's administrators, teachers and staff look forward to providing your child with an educational environment of excellence, mutual respect and kindness.

**\*\*All campus procedures are subject to change based on updated information and guidance from state, local and district governing bodies. Changes will be communicated to families through emails and our Titan Tribune.**