



# TOM COX ADDENDUM

2022/2023

Dear Parents and Students,

In addition to the CISD Elementary Handbook, you will find in this addendum procedures specific to Cox Intermediate. If you have any questions or concerns please contact Cox Intermediate at 281-465-3200.

---

# Table of Contents

---

Arriving on Campus in the Morning .....	2
Tardies and Early Dismissal .....	2
Attendance .....	2
Address/Phone # Change .....	2
Bus/Transportation Changes.....	2
Clinic Services .....	3
Counseling Services .....	3
Deliveries to Students .....	4
Electronic Devices .....	4
Lockers .....	4
Leaving Campus During the School Day .....	5
Dismissal.....	5
Grading Policy/Homework .....	5
TCI Library Media Center.....	5
Cafeteria Procedures .....	6
Parent Involvement .....	6
Visitors to the Building .....	7
Kid Chat .....	7
Student Dress Code .....	8

## Arriving on Campus in the Morning

---

For their safety, students should not be dropped off at school prior to 7:45a.m. unless they have an appointment or a scheduled extra-curricular activity where they will be supervised. If students arrive before 8:30, they are to report directly to the cafeteria. Students are not permitted to go to their lockers until all students are released to go to first period.

## Tardies and Early Dismissal

---

Punctuality is an important trait that shows respect and consideration for fellow students and teachers and prepares students for the academic day. The student who is excessively tardy or who consistently leaves the campus early will miss valuable instructional time. This loss of time in a class could result in the student not receiving credit for the class or possibly for the school year.

- Students who report to school after 8:50 will be considered tardy and will need to report to the front office for a pass before going to class.
- Students who need to leave school early will need to be checked out before 3:30 pm. Parents must come into the school to check the student out. Students will not be released to the parking lot without being properly checked out for the day.

## Attendance

---

Attendance is critical to all students and their success. State law requires that students must be in attendance for a minimum of 90% of the instructional days per year in order to be promoted. Official Attendance is taken at 10:00 a.m. for intermediate schools. Please refer to all attendance guidelines in the CISD Elementary Handbook.

## Address/Phone # Change

---

If the address or telephone number of a student has been changed, **it is the student's/parent's responsibility to notify the REGISTRAR regarding all such changes.** This notification of change is critical to the maintenance of a safe and orderly school environment. If an emergency arises during school hours, it is critical that the school has the correct information about parent telephone numbers for notification. **Email address changes can also be corrected through the REGISTRAR.**

## Bus/Transportation Changes

---

If a student needs to ride a different bus other than his or her assigned bus due to a special situation or need, the student must bring a note from a parent or guardian to the front office at the start of the school day. We will need to contact the student's parent or guardian to verify the note and contact transportation for approval. Students may check back with the front

office during lunch to see if the request has been approved. If the student is approved to ride an alternate bus, we will provide them with a note to ride the alternate bus.

## Clinic Services

---

The school nurse provides clinic services in the event of illness or injury occurring during the school day.

- A student may go to the clinic after obtaining a clinic pass from a teacher or administrator.
- Students who think that they need to go home due to illness must first report to the clinic with a pass, prior to parent notification.
- It is important that the school be able to account for all students' whereabouts during the school day. Students who feel ill and leave school without going through the clinic or attendance office will be considered truant.
- Any student with a fever of 100 or more should not be in attendance until free of fever for 24 hours.
- Students are not allowed to transport medication to or from school; a parent must bring all medication to the clinic and provide parental permission for use at school.
- For student safety, students needing crutches must have a doctor's note stating that crutches are necessary.

**Note: Any medications brought to school must be picked up by the last day of the school year or they will be discarded.**

## Counseling Services

---

The Counseling Center is available to parents and students needing assistance in academic, personal, or social situations.

Students wishing to speak with a counselor should obtain a pass from one of their teachers, the administrators, or counselor's office. The counselor will then initiate a pass to arrange a conference. In the case of an emergency, the student should obtain a pass from the teacher to go directly to the counseling center.

Parents wishing to speak with a counselor should call the school's main number 281-465-3200, and ask to speak to their child's counselor. The counselor will talk with you if they are available at that time. If they are not available, a message will be taken and the call will be returned as soon as possible.

Information that a student shares in a counseling situation is considered confidential unless the student suggests harm to him or herself, or to others. In that case, the parents and/or appropriate agencies will be contacted immediately.

## Deliveries to Students

---

Because of the interruption of the school schedule, the delivery of flowers, balloons, etc., is not permitted. There will be no food deliveries made to students on campus unless special administrative approval is obtained.

If a student forgets a lunch, class project, money for pictures, etc., deliveries can be made to the front office. All items are distributed during lunch. Class instruction will not be interrupted with notifications and/or deliveries.

## Electronic Devices

---

Students must leave the following devices at home: radios, tape/CD players, IPOD's, cameras, electronic devices and games, beepers, e-mail devices, games, laser lights, etc. Items that are brought to school may be taken from the student and turned over to an administrator.

**Cell phones** are permitted at school but **MUST** be turned off and placed in the student's locker during the school day and may not be used within the school building unless it is part of the classroom instruction. A student may use his phone to contact parents during bus dismissal only if the student has permission from a teacher and/or administrator. If a parent needs to contact their child during the school day they may call the front office at (281)465-3200 and someone will have the student contact the parent.

If a student is seen using their phone during the school day without permission they will be asked to turn the phone off and place it in their locker. Depending on the circumstances a student's phone may be confiscated and a parent contacted and asked to pick up the student's phone from the school.

**NOTE: The school is not responsible for lost or stolen cell phones and/or electronic devices.**

## Lockers

---

Students will be assigned a locker at the time of their enrollment and will keep it until the end of the school year. Any properties, money and other valuables left in lockers are the responsibility of the student to whom the locker is assigned. **Students should not share a locker or their combination with anyone other than their parents.** Any item found in a locker is considered in that student's possession.

**Lockers are the property of the Conroe Independent School District, and are subject to periodic inspections by authorized school personnel.**

## Leaving Campus During the School Day

---

Any student who must leave campus during the day must have parent/guardian permission to do so. The person providing transportation must report to the front office to sign the student out from school before they will be released. Parent identification is required. The school must receive notification from the parent prior to release if someone other than the parent will be providing transportation. It is very important that parents contact the office no later than 3:15 p.m. in order for us to have time to get passes delivered to students. We may not be able to get a student out of class in a timely manner if we are not given advanced notice.

**Note: In order to prepare the school for a smooth dismissal parents will need to pick up students leaving early by 3:30 p.m.**

## Dismissal

---

At the end of the school day, all students must leave the building or be in a supervised activity by 4:15 p.m. This includes bikers, walkers, car-riders and bus riders. All car-riders are expected to be picked up in **the FRONT of the school** where supervision is available. Students are not to be picked up at the back of the school or on the road; this is dangerous for students. Parents are expected to drive through the car-rider line to pick up a student. **All car riders must be picked up by 4:15 p.m.**

## Grading Policy/Homework

---

Grading and Homework policies pertaining to students 5-6 can be found in the CISD Elementary and Intermediate Handbook and can be accessed in the following link:

<https://www.conroeisd.net/wp-content/uploads/2016/02/Elementary-Handbook-21-22-FINAL-Accessible-Updated-11.18.pdf>

## TCI Library Media Center

---

The library strives to supply students with the best sources for research, learning, personal interests, and reading enjoyment.

Library hours are from 8:00 a.m. to 3:50 p.m. Students will be able to visit their library with their Language Arts class during their scheduled book checkout time. If a student wants to visit the library at another time, they are welcome to do so as long as they have an appropriate pass. Students are made aware of all library policies during orientation with their Language Arts class. A more in-depth description of all policies can be found on the library website (<http://cox.conroeisd.net/library/policies>).

Books may be checked out for two weeks. Students are encouraged to log in to the library catalog to keep track of due dates, and hold requests. Instructions for logging in to the library catalog are available on the library website.

Food and/or drinks are not allowed in the library at any time (unless participating in an activity that allows it). Appropriate conduct is expected at all times. Students who do not conduct themselves properly will have their library privileges revoked.

Students are made aware of all library policies during orientation with their Language Arts class. A more in-depth description of all policies can be found on the library website (<http://cox.conroeisd.net/library/policies>).

## Cafeteria Procedures

---

Comprehensive food services including a cafeteria and snack bar are provided. Menus are available online. Information is provided at the beginning of the school year regarding lunch prices. Applications for FREE or REDUCEDRATE lunches are distributed through the registrar. Parents are encouraged to apply if they qualify. Online application is also available online under CISD Child Nutrition webpage.

**Specific cafeteria procedures will be covered with students the first few days of school.**

**Below are a few expectations:**

1. Students will sit with their home-base class at the assigned table during lunch.
2. All food and drink must remain in the cafeteria area of the building.
3. Students are expected to clean up after themselves and throw all trash away before leaving the cafeteria.
4. Students may **not** order food to be delivered to the campus at lunch or any other time.
5. Lunch is a good time to visit with friends, but there will be several hundred students in a relatively confined area. NO SHOUTING OR "HORSEPLAY" OF ANY TYPE is permitted.
6. Students should not share their ID number. If a student is caught using another ID number, the student will receive consequences. Theft of items sold in the cafeteria or school is a criminal act. Individuals caught will be ticketed and prosecuted.
7. The throwing of any object in the cafeteria can result in immediate disciplinary action.
8. Parents may eat lunch with their student at the designated table in the cafeteria reserved for visitors. Anyone other than the parent desiring to have lunch with a student must first have permission from the student's parent and check in with the front office.

## Parent Involvement

---

Parent support is an integral part of a student's total educational experience. We encourage parents to become active participants by visiting our school, volunteering time whenever possible, and by attending parent meetings and student activities.

## Parent Conferences

Parents are encouraged to contact the teacher to arrange a parent conference. Conferences can be scheduled before or after school, or during a teacher's conference period. If the administrator, counselor, or teacher is unavailable, the parent can leave his/her name and number, and someone will return the call. Our preference is that we are given at least 24 hours in order to be adequately prepared for your conference. Counselors and administrators will also assist in conferences with teachers as facilitators and as extended resources, if requested. Parents should report to the front office of the school to check in.

## Parent Access Account

All parents are strongly encouraged to sign up for a Parent Access account to access information about their student. To sign up for this account parents need to go to [www.conroeisd.net](http://www.conroeisd.net). This is a great tool for all parents to track student grades, attendance, discipline, and test scores.

## Visitors to the Building

---

All visitors to the building; parents, relatives, district employees other than Cox staff, all other visitors must enter through the front of the school, present some form of identification, and sign in with the receptionist.

- All visitors must wear a visitor badge.
- Students' friends/classroom visitors are not permitted on campus.
- Students from other campuses are not allowed on campus during school hours or during arrival/dismissal time.

NOTE: If a visitor is not listed on the student's View-It information and is not accompanied by a person listed on the View-It screen, that person cannot have lunch or visit with the student without a written note from a parent or guardian. The parent or guardian giving permission may be contacted to verify the written note.

## Kid Chat

---

The district police department provides a 24-hour phone line to receive and react to information relating to drugs, weapons, fighting, bullying, and other crimes or fears of possible crimes occurring on our campuses. The **1-888-Kid Chat (543-2428)** phone line provides students, parents and personnel an avenue for becoming a Silent Hero. The process ensures confidentiality and anonymity of the callers' identity. The Safe School Crime Stoppers is affiliated with the Montgomery County Crime Stoppers Program. Additionally, this department answers Kid Chat calls for the Willis, Montgomery and Splendora School Districts. These tips are then provided to enforcement personnel responsible for that area.



## Dress Code

---

- Halter-tops, muscle shirts, and spaghetti –strap tops are not permitted unless covered by another shirt.
- All garments including shorts, skirts, and dresses must be an appropriate and modest length (finger tip/mid-thigh).
- No holes or tears above the mid-thigh are allowed in jeans, shorts, or skirts. (tape or pins may not be used to conceal holes).
- Pants should not be sagging or worn lower than undergarments.
- Clothing/pants with words across the behind are not allowed.
- No boxers, pajama bottoms, or sleep apparel are allowed.
- Flip Flops, Slides, and shoes without a back may not be worn during P.E. classes. Slippers or Fuzzy type shoes are not appropriate for school.
- Sunglasses and shades are not to be worn while in the building.
- Hats, caps, bandanas, or other form of covering shall not be worn.
- Piercings are to be worn in the ears only.

***This portion of the Tom Cox Student Handbook at is an addendum to the CISD Elementary/Intermediate Student Handbook.***