

ACKNOWLEDGMENT OF RECEIPT/ACCOUNTABILITY

This form indicates that the student named below has received a copy of the 2007-2008 Spring ISD Student/Parent Handbook.

Student's Last Name (Printed)

Student's First Name (Printed)

School

Grade

I understand and consent to the responsibilities outlined in the Spring ISD Student/Parent Handbook, **including those specified in the Computer Acceptable Use Policy** (pages 44-46). I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student/Parent Handbook at school and school-sponsored activities, including school-sponsored travel and any school-related misconduct, regardless of time or location. I understand that any student who violates the rules in the Student/Parent Handbook shall be subject to disciplinary action. I am also aware that the use of tobacco products by any individual is prohibited on all District property.

Signature of Parent (Required by law)

Date

Student Acknowledgment of Receipt of Handbook and Consent To Accountability

I have received a copy of the 2007-2008 Spring ISD Student/Parent Handbook. I understand and consent to the responsibilities outlined in the Spring ISD Student/Parent Handbook, **including those specified in the Computer Acceptable Use Policy** (pages 44-46). I also understand and agree that I shall be held accountable for my behavior and the consequences outlined in the Student/Parent Handbook at school and school-sponsored activities, including school-sponsored travel and any school-related misconduct, regardless of time or location. I understand that every student who violates the rules set forth in the Student/Parent Handbook shall be subject to disciplinary action.

Student's Last Name (Printed)

Student's First Name (Printed)

School

Grade

Date

Student Signature

SPRING INDEPENDENT SCHOOL DISTRICT REQUEST FOR ADMINISTRATION OF MEDICATION

THIS FORM MUST ACCOMPANY **EACH** MEDICATION TO BE ADMINISTERED, WHETHER PRESCRIPTION OR NON-PRESCRIPTION MEDICATION. ADDITIONAL COPIES OF THIS FORM ARE AVAILABLE IN THE NURSE'S OFFICE OR COPIES MAY BE MADE OF THIS SHEET.

To the principal of _____ Date _____
(Print school name)

As parent/guardian of student _____, born on _____,
(Print student's name) month/day/year

currently in the _____ grade, I, _____, give permission for
(Print parent's/guardian's name)

Spring Independent School District to administer to my child, the following medication:

Name of medication _____

Color _____ Dose (amount) to be administered _____

Time to be administered _____ Date to discontinue _____

Additional instructions or side effects regarding the above medication _____

Reason for administering medication _____

Student's physician's name _____ Telephone No. _____
(Include area code)

Medication must be in the original container with the student's name, the doctor's name and a current date. It will be given according to the instructions on the label. Non-prescription medication must be in the original container and will be given according to directions.

Medication of students in elementary schools must be brought to the school by the parent/guardian. Medication may not be transported by elementary students on the bus.

School clinic staff is authorized to contact and consult with your child's physician regarding the child's medical needs.

The District, the Board and its staff shall be immune from civil liability for damages or injuries resulting from the administration of medication to a student.

Parent/Guardian Signature

Work Telephone Home Telephone
(Include area code)

Date

Physician's Signature (if required *)

*Required annually in treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given daily for more than two weeks.



Spring Independent School District

www.springisd.org

16717 Ella Blvd. | Houston, Texas 77090 | Tel. 832-764-4000 | Fax. 832-764-4027

August 2007

Dear Students and Parents of Spring ISD:

As we step into a new year of academic and social responsibility, we would like to welcome you to the 2007-2008 school year. Your parental input provides assurance that our students are capable of reaching their goals and dreams. We thank you for allowing us to assist in the parenting of our students.

The handbook that has been provided will enable you and your children to search for answers and to be a guide throughout the 2007-2008 school year. Information within the student-parent handbook includes, but is not limited to: attendance, grades, discipline, campus policies and regulations, student activities, and final exam exemptions. Our hope is for you and the students of Spring ISD to thoroughly read the contents of this handbook and become familiar with it.

Call upon us if you should have any questions. The opportunity to serve you and the students of Spring ISD is a very rewarding challenge and we welcome it!

Sincerely,

The Principals of Spring Independent School District

This handbook has been approved by the Board of Trustees. The requirements set forth in this handbook, whether reflecting federal and state laws and regulations, or local policies, guidelines, procedures, and/or rules, are enforceable as District policy. Parents are required by law to sign the enclosed acknowledgment form as proof that they have been informed of the student discipline information contained in the student handbook. Parents must sign the acknowledgment form as proof of receipt of the handbook.

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the District, as the contents now appear in the handbook or may be amended in the future.

All references to students preceded by “he” or “his” shall apply equally to female students. All references to “parent” shall apply equally to parents, a legal guardian, or a court-appointed or other adult with whom the student resides. All references to “District” or “SISD” represent the Spring Independent School District.

The Spring Independent School District does not discriminate on the basis of race, religion, color, sex, handicap, national origin or age in the educational programs or activities which it operates. The Spring ISD is an equal opportunity employer. Contact the Office of the Superintendent, 832-764-4000, for concerns related to Title IX or Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act.

Students who believe they have been subjected to sexual harassment should report their concerns to:

- a counselor,
- an administrator,
- Renee Coleman, the District's Title IX Coordinator for student complaints against staff, or
- Dr. Martha Salazar-Zamora and Ruthie Foreman, the District's Title IX Coordinators for student complaints against students.



Tobacco Free
Thanks to your cooperation!

TABLE OF CONTENTS

<p>CALENDAR—2007-2008.....4</p> <p>TESTING SCHEDULES4</p> <p style="padding-left: 20px;">SEMESTER EXAM DATES 4</p> <p style="padding-left: 20px;">TAKS TESTING DATES 4</p> <p style="padding-left: 20px;">ACT/SAT/PSAT/PLAN/AP TESTING DATES 4</p> <p>RESPONSIBILITIES5</p> <p style="padding-left: 20px;">STUDENT..... 5</p> <p style="padding-left: 20px;">PARENT..... 5</p> <p style="padding-left: 20px;">TEACHERS..... 5</p> <p style="padding-left: 20px;">ADMINISTRATORS..... 6</p> <p style="padding-left: 20px;">JURISDICTION 6</p> <p>STEPS PROBLEM SOLVING PROCESS.....6</p> <p>ENROLLMENT AND WITHDRAWAL7</p> <p style="padding-left: 20px;">REGISTRATION 7</p> <p style="padding-left: 20px;">RESIDENCY 7</p> <p style="padding-left: 20px;">ACTING AS OWN AGENT..... 7</p> <p style="padding-left: 20px;">WITHDRAWAL FROM SCHOOL 7</p> <p style="padding-left: 20px;">IMMUNIZATIONS..... 7</p> <p style="padding-left: 20px;">PROVISIONAL ENROLLMENT 8</p> <p style="padding-left: 20px;">DOCUMENTATION 9</p> <p style="padding-left: 20px;">BACTERIAL MENINGITIS..... 9</p> <p>STUDENT RECORDS10</p> <p style="padding-left: 20px;">SCHOOL RECORDS 10</p> <p style="padding-left: 20px;">RECORD CORRECTIONS..... 10</p> <p style="padding-left: 20px;">EMERGENCY INFORMATION 10</p> <p style="padding-left: 20px;">PUBLIC ACCESS TO DIRECTORY INFORMATION 10</p> <p style="padding-left: 20px;">AUDIO/VIDEO 11</p> <p style="padding-left: 20px;">COPIES OF RECORDS..... 11</p> <p style="padding-left: 20px;">BEHAVIOR RATING..... 11</p>	<p>ATTENDANCE11</p> <p style="padding-left: 20px;">AGE REQUIREMENT..... 11</p> <p style="padding-left: 20px;">LEAVING SCHOOL EARLY 11</p> <p style="padding-left: 20px;">TARDIES..... 12</p> <p style="padding-left: 20px;">TRUANCY 12</p> <p style="padding-left: 20px;">ATTENDANCE OFFICER..... 12</p> <p style="padding-left: 20px;">STAY IN SCHOOL PROGRAM..... 12</p> <p style="padding-left: 20px;">COMMUNITY COLLEGE ENROLLMENT 12</p> <p>ABSENCES12</p> <p style="padding-left: 20px;">ABSENCES 12</p> <p style="padding-left: 20px;">REPORTING ABSENCES..... 13</p> <p style="padding-left: 20px;">ACTIVITY ABSENCES 13</p> <p style="padding-left: 20px;">VERIFICATION OF ENROLLMENT & ATTENDANCE FOR DRIVER'S LICENSE RENEWALS..... 13</p> <p>GENERAL INFORMATION.....14</p> <p style="padding-left: 20px;">OFFICE HOURS..... 14</p> <p style="padding-left: 20px;">DRILLS 14</p> <p style="padding-left: 20px;">WEATHER-RELATED CLOSINGS/LATE OPENINGS..... 14</p> <p style="padding-left: 20px;">LOST & FOUND..... 14</p> <p style="padding-left: 20px;">PATRIOTIC ACTIVITIES..... 14</p> <p style="padding-left: 20px;">VISITORS..... 14</p> <p style="padding-left: 20px;">CHILD ABUSE REPORTING..... 14</p> <p style="padding-left: 20px;">ASBESTOS PLAN 14</p> <p style="padding-left: 20px;">PESTICIDES..... 14</p> <p style="padding-left: 20px;">WAIVER OF FEES 14</p> <p style="padding-left: 20px;">NON-SCHOOL FUNDRAISING ITEMS 14</p> <p style="padding-left: 20px;">MINUTE OF SILENCE..... 15</p> <p style="padding-left: 20px;">SCHOOL HEALTH..... 15</p> <p>SCHOOL SERVICES15</p> <p style="padding-left: 20px;">BUS TRANSPORTATION 15</p>
---	---

TRANSPORTING STUDENTS IN A WORK/CO-OP PROGRAM OR NORTH HARRIS COLLEGE PROGRAM	16
TRANSPORTING STUDENTS FROM AFTER SCHOOL ACTIVITIES	16
TRANSPORTING STUDENTS TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM	16
CHILD NUTRITION	16
CLINIC.....	17
MEDICATION.....	18
INSURANCE	19
TEXTBOOKS	19
GUIDANCE & COUNSELING.....	19
LIBRARY.....	20
YOUTH SERVICES PROGRAM	20
CAMPUS REGULATIONS	20
SECURITY.....	20
PHOTO IDs	21
BACKPACKS/ BOOK BAGS.....	21
CLASS INTERRUPTIONS.....	21
COMPUTER USE/INTERNET ACCESS	21
DISTRIBUTION OF LITERATURE.....	22
TELEPHONE.....	22
LOCKERS.....	22
MOTORIZED VEHICLES.....	22
PE DRESS	23
PA SYSTEM	23
SCHOOL-SPONSORED TRIPS.....	23
FOOD	23
HALL CONDUCT.....	23
RADIOS, ELECTRONIC DEVICES, CAMERAS & SKATEBOARDS	23
CELL PHONES/ PAGING DEVICES.....	23
GROOMING & ATTIRE.....	23
ACADEMIC INFORMATION.....	24
ACCREDITATION	24
GRADE REPORTING.....	24
PARENT CONFERENCES.....	25
EXIT-LEVEL EXAM.....	25
WIRELESS TELE-COMMUNICATION DEVICE POLICY	25
COURSE COSTS.....	25
COURSE ENROLLMENT.....	25
HONOR ROLLS.....	25
CREDIT BY EXAM/TESTING FOR MAKE-UP CREDIT.....	25
ACADEMIC PERFORMANCE AWARD.....	25
DISTINGUISHED SERVICE GRADUATE (DSG).....	25
GRADUATION REQUIREMENTS.....	25
SENIOR INFORMATION	26
CREDIT REQUIREMENTS FOR CLASS STANDING.....	26
RE-CLASSIFICATION.....	28
MINIMUM COURSE LOAD.....	29
SPECIAL OPTIONS.....	29
AWARD OF CREDIT UPON LATE ENROLLMENT	29
COURSE SCHEDULE CHANGES	29
COURSE LEVEL CHANGES.....	29
PE SUBSTITUTE CHANGES.....	29
GRADING SCALE	29
INTRODUCTORY COURSE	29
TRANSFER OF GRADES	29
SIX-WEEK & SEMESTER EXAMS	30
CRITERIA FOR EXAM EXEMPTIONS PER SEMESTER	30
CONDUCT GRADES	31

ASSIGNMENTS/ MAKE-UP ASSIGNMENTS/ GRADES FOR LATE ASSIGNMENTS	31
TUTORING.....	31
CHEATING.....	31
PLAGIARISM	31
SCHOOL-TO-CAREERS ACTIVITIES	32
ESOL	32
SPECIAL SERVICES	32
SUMMER PROGRAM	33
EVENING HIGH SCHOOL PROGRAM.....	33
PROGRAM OF STUDIES.....	33
STUDENT ACTIVITIES	33
EXTRACURRICULAR ACTIVITIES.....	33
BEGINNING YEAR ELIGIBILITY	33
DURING YEAR ELIGIBILITY	34
ADVANCED COURSES.....	35
INELIGIBLE STATUS.....	35
ACTIVITIES LIMITATIONS.....	35
PRACTICE LIMITATIONS	35
ORGANIZATION REQUIREMENTS.....	35
HIGH SCHOOL CLUBS/ACTIVITIES	36
GANGS/ SECRET SOCIETIES	36
STUDENT LEADER REQUIREMENTS	36
NATIONAL HONOR SOCIETY	36
STUDENT CODE OF CONDUCT	36
MOST SERIOUS OFFENSES.....	36
SERIOUS OFFENSES	38
SIGNIFICANT OFFENSES.....	39
OFFENSES NOT SPECIFIED	40
CLARIFICATIONS/DEFINITIONS	40
PENAL CODE.....	40
DETENTION HALL	40
EXTENSION CENTER IN-SCHOOL SUSPENSION	40
SUSPENSION.....	40
EXPULSION.....	41
SERIOUS/ PERSISTENT MISBEHAVIOR.....	41
APPEAL PROCESS—EXPULSION	41
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM PLACEMENT	41
APPEAL PROCESS—DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM PLACEMENT	41
TRESPASSING	41
BULLYING.....	42
HARASSMENT.....	42
HIT LISTS	42
CONSIDERATIONS FOR CERTAIN REMOVALS	42
SELF-DEFENSE.....	42
TITLE V OFFENSES, TEXAS PENAL CODE.....	42
WEAPONS	42
ALCOHOL/DRUGS/TOBACCO.....	43
POSSESSION	43
CLASS DISRUPTION.....	43
SEARCHES.....	43
TICKETING OF STUDENTS.....	43

COMPUTER ACCEPTABLE USE POLICY	44
---	-----------

RESPONSIBILITIES

Student

- Attend all classes daily and promptly.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired.
- Respect the rights and property of others.
- Act responsibly.
- Pay required fees and fines unless they are waived.
- Refrain from offenses of the Student Code of Conduct.
- Obey all school rules including safety rules.
- Care for property of the school.
- Seek changes in school rules and District policies in an orderly and responsible manner through appropriate channels.
- Give school information to parents.
- Visit another school only when it is appropriate to be there.
- Acknowledge that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Cooperate with staff in investigation of disciplinary cases and volunteer information relating to a serious offense.
- Wear photo identification tag to school and at school activities.

Parents - Our Most Important Partners

Your support, encouragement and participation in your child's education is very important. SISD values the partnership between schools and families as we work together for the benefit of the children. Your input and involvement in your child's education is the key to success in school. If you have questions, please feel free to call the school or make an appointment with your child's teacher. We welcome and need you as partners.

Parent

- Be sure your child attends school daily. Promptly report and explain absences and tardies to the school.
- Encourage proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
- Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives to assist your child if needed.
- Stay informed of school rules and encourage your child to obey these rules.
- Participate in school-related organizations.
- Be sure that your child is appropriately dressed for school and school-related activities and has all materials needed for class.
- Discuss report cards and school assignments with your child.
- View and discuss progress reports.
- Bring to the attention of school authorities any learning problem or condition that may relate to your child's education.
- Maintain up-to-date school records for your child including, home, work and emergency telephone numbers and other pertinent information.
- Cooperate with school administrators and teachers to assist your child.
- Be sure your child attends school tutorials when needed.
- Return the student acknowledgment form with your signature, indicating that you have read the student rules and consents to the responsibilities outlined in this plan.
- Control your child. A student's parent is legally liable for property damage caused by negligent or malicious conduct of the student.

Teachers

- Use appropriate discipline management techniques developed in the District's Discipline Management Plan.
- Ensure good student discipline by being in regular attendance and on time.
- Perform teaching duties with appropriate preparation, assignments and resource materials.
- Comply with District and school policies, rules, regulations and directives.
- Maintain an orderly classroom atmosphere conducive to learning.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Encourage students to strive toward self-discipline.
- Encourage good work habits that will lead to the accomplishment of personal goals.
- Serve as an appropriate role model for students in accordance with the standards of the teaching profession.

Administrators

- Establish the learning climate for the school.
- Provide instructional leadership.
- Assume responsibility for discipline and for evaluation of the Discipline Management Plan.
- Respond to discipline problems referred by teachers or other staff members.
- Encourage parent communication with the school, including participation in required parent-teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.
- Serve as appropriate role models for the students on the campus in accordance with the standards of the profession.

Jurisdiction

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. Within the District's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or staff members.

STEPS PROBLEM SOLVING PROCESS

In most circumstances in which a complaint involves a problem with a staff member, the student or parent shall be expected to discuss the matter with the staff member before requesting a conference with the principal. Before initiating a formal complaint under this policy, students or parents are encouraged to resolve concerns by scheduling an informal conference with the principal or other appropriate administrator. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision. However, if the informal conference does not resolve the issue, then the formal complaint process should be initiated.

The Spring Independent School District's general problem solving process is referred to as "Solutions To Eliminate Problem Situations", or STEPS.

The student may be represented by a parent or guardian at any level of the complaint.

For purposes of this policy, "days" shall mean business days.

All evidence/information must be submitted with the Level One-Student/Parent Complaint Form. No additional information will be considered if the complaint process continues. Newly discovered evidence may be presented if the complainant resubmits this information back to Level One.

Failures to meet the deadlines set forth through the STEPS process by the district allows the complainant to move to the next level in the process. Failure to meet the deadlines set forth through the STEPS process by complainants ends the complaint.

The process is:

1. If the issue is not resolved informally, submit form FNG (EXHIBIT): Level One-Student/Parent Complaint Form within 10 days of the incident, or reasonable discovery of incident, to the appropriate administrator (usually an associate/assistant principal or principal). The appropriate administrator shall hold the conference within 7 days after receipt of the written request. The administrator shall have 5 days following the conference within which to respond in writing.
2. If the concern is still not resolved, submit within 5 days of receipt of the administration's decision or expiration of the timeline to the superintendent or designee FNG (EXHIBIT): Level Two Appeal Notice-Student/Parent Complaint Form. The appropriate administrator shall hold the conference within 7 days after receipt of the written request. After receiving a Level II complaint form, the appropriate administrator will request the file from Level I from administration then notify and conduct the conference within 7 days after receipt. The central office administrator shall have 5 days following the conference within which to respond in writing.
3. Any issue not resolved adequately at the superintendent or designee level may be appealed to the Board of Trustees for consideration at their regularly scheduled meeting. The complainant shall submit within 5 days of receipt of the decision or the expiration of the timeline to the superintendent or

designee FNG (EXHIBIT): Level Three Appeal Notice-Student/Parent Complaint Form. The Superintendent shall inform the student or parent of the date, time, and place of the meeting.

The presiding officer at the Board meeting shall establish a reasonable time limit for complaint presentations. The information must be based solely on the information presented at the Level I conference. The District shall make an audiotape record of the proceedings before the Board. The Board shall hear the complaint and shall then make its decision, which may be communicated orally or in writing at any time up to and including the next regularly scheduled Board meeting.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

ENROLLMENT AND WITHDRAWAL

In order for a student to be enrolled in a Spring ISD school, the following residency and immunization requirements must be met.

- Registration** To enroll a student, the parent, legal guardian, or person showing evidence of legal responsibility must accompany the student to school to complete and sign a registration form and a release of records permit (available in the registrar's office) to allow the school to obtain student records from the previous school. At the time of registration, the parent should notify the school of any court order affecting his child. Parents must provide information at the time of registration for emergency notification.
- Residency** Students enrolling in a school from another school or school district should present a copy of the last report card received. At the time of registration, a student must bring a copy of transcript for correct placement. A student must provide a Social Security number, if one is available, and show proof of identity (examples include birth certificate, passport, school report card, hospital birth record, or any other legal document that establishes identity) and proof of living in the District with his parent or guardian or a court-appointed adult. **A student will attend the appropriate school in his attendance zone.** Proof of residency, as exhibited by such documents as a current utility bill, a sales contract or rental contract listing each occupant of a residence or apartment, is required for enrollment. If a student and his family reside with another family, a notarized statement acknowledging that fact is required from the owner of the residence or manager of the apartment building. False statements or listings concerning residency may result in collection of tuition fees. The names of students for whom no proof of identity has been submitted within 30 days of enrollment will be submitted to law enforcement officials as required by law. **Students, whose change in residence results in a change in attendance zones within the District or to another school district, will be withdrawn. Out-of-district students are not accepted on a tuition basis except for senior year exceptions. Residency may be checked and verified by residence checks, talking with neighbors, confirmation with apartment managers or talking with students by District personnel, including District Police officers, throughout the year.** Copies of all required documents will be made and kept on file.
- Acting as Own Agent** A student who is 18 years old or older and who lives with his parent(s) may act as his own agent by placing on file a **NOTARIZED** letter to that effect signed by his parent(s). Students, 18 yrs. of age, who can establish residency within the district and qualify to be their own agent must comply with all school rules, policies, and guidelines.
- Withdrawal From School** A letter signed by parents/guardian should be presented to the registrar at least 48 hours prior to the student's last day of attendance, stating the reason for withdrawal and the date of withdrawal. The registrar will verify this information. All textbooks, library and supply records, as well as other fines or assessments must be cleared prior to withdrawing. The registrar will provide the student with a form requiring the signatures of the student's teachers, the librarian, the nurse, the counselor, the assistant principal and the registrar which must be completed and returned to the registrar before the student's records can be cleared. The student should leave a forwarding address with the registrar.
- Immunizations** In order to attend a public school, the following immunizations are required by the Texas Department of State Health Services:

Vaccine *Required Doses*¹

PPCD, Pre-K (Age 3-4)

Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTP, DTaP, DT, Td) Hib	4 doses 1 dose on or after 15 months of age OR Complete Series = 2 doses or 3 doses depending on vaccine type (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose
Polio (IPV, OPV)	3 doses
Measles ²	1 dose on or after the 1 st birthday
Mumps ²	1 dose on or after the 1 st birthday
Rubella ²	1 dose on or after the 1 st birthday
Varicella ^{2,4}	1 dose on or after the 1 st birthday
Hepatitis A	2 doses
Hepatitis B ²	3 doses
Pneumococcal	1 dose on or after 12 months of age OR Completed series of 2 or 3 doses with booster after 12 months

Grades Kindergarten through 12 (K – 12)

Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTP, DTaP, DT, Td)	Five doses of any combination DTaP/DTP including one dose on or after 4 th birthday. Students 7 year or older: <ul style="list-style-type: none"> • Three doses of any combination Td/DT/DTP/DTaP/DT vaccine including one dose on or after 4th birthday (pertussis vaccine is not required) • One dose of Td Required ten years after last dose of DTP/DTaP/DT
Polio (IPV, OPV)	Four doses unless the 3 rd dose was on or after 4 th birthday. (not required age 18 or older.)
Measles, Mumps, Rubella (MMR) ²	Two doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose by age 5 or entry into kindergarten
Hepatitis B ^{2,3}	3 doses
Varicella ^{2,4,5}	1 dose on or after 1 st birthday. If the first dose of varicella is received after age 13, two doses are required.

Note

¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement. DTP and Polio immunizations for students in grades 1-12 received prior to April 1, 2004 that were received within the calendar month of the 4th birthday will satisfy this requirement.

² Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

³ Two doses of adult hepatitis B vaccine (Recombivax ®) are acceptable. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax ®)

⁴ Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

⁵ If the first dose of varicella is received after age 13, **two doses are required.**

All immunization requirements are subject to change by the Texas Department of State Health Services. Please contact your school nurse if you have any questions.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one up-to-date dose of each specified age-appropriate vaccine required. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued

compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of the vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered. Absences pending immunizations will be unexcused.

Documentation Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Bacterial Meningitis

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the Symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How is Bacterial Meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ **does not** cause meningitis in most people. Instead, Most people become **carriers** of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can Bacterial Meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85%-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have Bacterial Meningitis?

Seek prompt medical attention.

For More information

You school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

STUDENT RECORDS

School Records

A student's school records are private and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. School officials, including teachers, who have legitimate educational interests have access to personally identifiable information in education records. An administrator, nurse, or teacher is entitled to access to a student's medical records maintained by the District for reasons determined in District policy.

A student's educational record is an official record and must be maintained in the student's legal name. Falsification of a name on a legal document is a violation of the Texas Penal Code.

Requests to examine a student's personal information must be made in person and in writing by the eligible student or his parent or guardian to the registrar. The request shall identify the specific record(s) to be examined. Requests are honored as soon as practical.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor, as do students who are 18 years of age or older. If the principal has reviewed and copied an original court order specifically terminating a parent's right to his child's educational records, that parent will be denied access to his child's records.

Parents have the right to file a complaint regarding the Family Educational Rights and Privacy Act (FERPA) and the Family Compliance Act with the Department of Education.

Record Corrections

Students 18 years of age or older and parents of minor students may inspect records and request a correction if the records are inaccurate, misleading, or otherwise in violation of privacy or other rights. If the District refuses the request to amend the records, the person making the request has the right to a hearing and to place in the student's records a statement commenting on the information. Although improperly recorded grades may be challenged, the student or parents are not allowed to contest grades through this process. The student or parents have the right to file a complaint with the Superintendent if they feel the District is not in compliance with the law regarding student records.

Emergency Information

It is extremely important in case of an emergency at school that student records be accurate. Students or parents must update records in the Registrar's Office when there is any change in address, home or work phone, guardianship, student's marital status or a student's name. A legal document must be submitted for a student name change, i.e., birth certificate, marriage license, and court order.

Public Access to Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing the privacy of educational records. It grants specific rights to students and sets restrictions on how schools may handle educational records. FERPA requires that schools obtain written permission from students before releasing educational records. In certain well-defined circumstances, some information may be released without written permission from the student.

Certain Information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Spring Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by Sept. 11, 2007. Spring ISD has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, dates of

attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, the most recent educational agency or institution attended, high quality or award-winning student work and interviews given by students about honors, awards and school activities.

The District uses this type of information about students in publications such as, but not limited to, school telephone directories, yearbooks, playbills, graduation programs, sports activity sheets and programs, Spring ISD publications, the Spring ISD Web site and news releases to the media. The District is proud to feature students and their accomplishments and uses a variety of resources to publicize district events and school news. Spring ISD may publish a child's name, photograph, and student work as well as allow a student to be interviewed and videotaped by the media. Please note that the media may include newspapers, newsletters, television stations, radio stations and Web sites.

A parent or guardian may not want any types of information within the definition of directory information to be subject to release. A parent or guardian has the right to instruct the District not to designate any or all of the information described above as directory information about the student by using the **Notice Concerning Privacy of Student Directory Information (NCPSDI)** form provided at registration to notify the District by Sept. 11, 2007. The District recognizes that a parent may not want some directory information released but may want other information to be made available. Therefore, the District has divided directory information into two categories on the NCPSD form.

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has requested that the information not be disclosed without their prior written consent. A parent or guardian may use the NCPSD form to instruct the District not to provide their student's information to a military recruiter or an institution of higher education.

Audio/Video

A child may be videotaped/audio taped by the school for the purposes of safety, for co-curricular, extracurricular, or classroom activities, or for media coverage. If other audiotapes or videotapes are to be made, parental permission will be obtained. Video cameras may be in use on buses to help ensure the safety of the students.

Copies of Records

Copies of student records may be obtained from the registrar for 10 cents per page. In the event the records include more than 50 pages the cost will be higher.

Behavior Rating

SISD staff will comply with written requests for behavior rating scales by outside professionals who must supply the scales desired. All behavior scales must be of reasonable length and complexity as determined by the campus principal. Completed scales will be sent directly to the requesting professional.

ATTENDANCE

Age Requirement

In Texas, children must attend school until their 18th birthday, unless exempted by law. School staff members investigate and report violations of the state compulsory attendance law to the appropriate court authorities.

Leaving School Early

For a student to leave the campus during the school day, he must take a written note, signed by his parent, to the attendance office before school that day. The note should contain the full name of the student, date, grade, time and reason for dismissal, and his parent's daytime phone number. The student will obtain his permit to leave from the attendance office before he reports to his last class of the day. Early dismissal students must have on their person a document identifying them as eligible for early dismissal. **He must show the permit to the teacher in his last class at the time he is to leave. The student must sign out at the attendance office as he leaves the building in order not to be considered truant.**

Tardies	<p>Tardies to class may result in a lower conduct grade in that class. A tardy of more than 15 minutes becomes an absence. Tardies will be handled in accordance with school and class rules.</p> <p>A student who is late to school must go to the attendance office, sign in and get a tardy slip. A note from the parent explaining the tardy is requested. The tardy may be excused or unexcused. A student is subject to disciplinary action upon his first tardy.</p> <p>Students who receive a disciplinary consequence for tardies will lose their semester final exam exemption status.</p>
Truancy	<p>Truancy is an absence of more than 15 minutes from class without a valid excuse. Leaving during a class without teacher permission constitutes a truancy. A truancy counts as an unexcused absence from each class missed. Repeated truancy will result in a referral to the District Attendance Officer and may result in a discipline referral assigned by the school administration and/or ticketing by a SISD police officer.</p>
Attendance Officer	<p>One Spring ISD police officer is assigned as the attendance officer of Spring ISD. The attendance officer investigates possible compulsory attendance law violations. The attendance officer presents evidence to the court of compulsory attendance law violations. The attendance officer is also asked to verify questions of student residency. Students may be issued Class C tickets to be filed in a Harris County Justice of the Peace Court for failure to attend school. Tickets may be issued to students age 10 and above for failure to attend school. Charges may be filed against parents for compulsory attendance law violations. Students with excessive absences will be referred to the Harris County District Attorney's "Stay in School Program".</p>
Stay in School Program	<p>The District participates in the "Stay in School" program. The Harris County District Attorney's Office, in cooperation with your child's school is involved with this program which is designed to increase school attendance.</p> <p>Once your child, violates the legal limit of unexcused absences, a warning letter will be sent to your home and hand-delivered to your child in school. Within five days of receipt of this letter you will be required to attend a conference, at your child's school, to discuss your child's truancy problem and attempt to rectify it before criminal charges are filed. If, however, your child continues to incur additional unexcused absences, the school will file a case in the Justice of the Peace court, where you and your child must appear in response to the charges.</p>
Community College Enrollment	<p>Students enrolled in a course at a community college must comply with the attendance requirements of both the college and the District in order to earn credit for the course. Grades earned in concurrent credit courses do affect extracurricular eligibility.</p>

ABSENCES

Absences	<p>Students are required by State law to be in attendance for at least 90 percent of the days a class is offered per semester in order to receive credit for the classes in which they are enrolled. Unexcused absences may receive a disciplinary consequence.</p> <p>If a student accumulates sufficient excused absences to be unable to meet the per semester attendance requirement, a recommendation may be made by the principal or his designee to the school attendance committee to grant the student credit for that class for that semester.</p> <p>If a student accumulates a sufficient number of unexcused absences to be unable to meet the per semester requirement, a recommendation will be made by the principal or his designee to the school attendance committee to deny the student credit for that class for that semester.</p> <p>Upon being notified of the recommendation to deny their child credit, a student's parent/guardian may request a hearing before the school attendance committee to present information regarding why their child's absence should not result in loss of credit. This request must be within five school days of receipt</p>
----------	--

of notification. The attendance committee may find that denial of credit is appropriate or that the parents have presented compelling evidence that their child should not be denied credit.

Absences documented and verified for the following reasons will be classified as excused:

- Personal illness
- Illness or death in the family
- Medical or dental appointments
- Weather or road conditions making travel dangerous
- Religious holy day observance
- Days of suspension for which a student has satisfactorily completed assignments
- Late enrollment/early withdrawal of a migratory student as defined by Code of Federal Regulations
- Court-ordered or legally related absence
- Any other unusual causes acceptable to the principal

Absences for reasons other than those listed will be considered unexcused and may result in disciplinary consequences.

Students must be in attendance the majority of the school day in order to participate in school-related activities on that day.

A student who voluntarily enrolls or attends school after his 18th birthday shall attend school each school day for the entire period the program of instruction is offered. The District may revoke the enrollment of a student who has more than five unexcused absences in a semester.

Students are required to attend school. Failure to attend school for 10 or more days or parts of days within a six-month period during the school year or for three or more days or parts of days within a four-week period during the school year, may subject parents and students (ages 10 and older) to criminal prosecution.

Reporting Absences

Parents should call the attendance office before school on the day of the student's absence to report the reason for the absence. If the parent calls the school, a note is not required, and the student may report directly to class when he returns to school. **Calls are subject to verification.**

A student will not be counted absent for a documented appointment with a doctor, dentist or other health care professional if the student attends school at any time on the day of the appointment, and if the student satisfactorily completes the missed school work in a reasonable amount of time.

If a parent has not called the school to report his child absent, the student must return to school with a note signed by the parent that provides the following information: the student's name and grade; the date(s) of the absence; the reason for the absence, i.e., the student had the flu, a court appearance; and the parent's daytime telephone number. **The note from the parent must be received within 48 hours of the student's return to school or the absence will become an unexcused absence.** A note regarding a student's absence, signed by a student even with the parent's permission, will be considered a forgery and the student will be disciplined. **A principal or assistant principal may require a physician's verification of an illness at any time.**

Activity Absences

Participation in school-sponsored extracurricular activities is not considered an absence from school. However, students may not miss any class to participate in any one or a combination of such activities more than 10 times during a school year, with no more than nine absences in a class per semester. Students participating in activities approved by the Board of Trustees as extracurricular activities must follow these same guidelines.

Verification of Enrollment & Attendance for Driver's License Renewals

State law requires any person under the age of 18, who has not obtained a high school diploma or its equivalent, must show evidence of 90 percent attendance for each class in which he is enrolled. Students applying for a driver's license during the summer should obtain the signed *Verification of Enrollment and Attendance Form* from the school office **prior** to the end of the school year.

GENERAL INFORMATION

Office Hours	High school offices and switchboard hours are 7 a.m.-3 p.m. when staff members are available to assist callers. Carl Wunsche Sr. High School office hours are 7 a.m.-3 p.m.
Drills	Emergency drills for obstructed and unobstructed evacuations will be conducted several times during the school year. Students also participate in tornado drills each year.
Weather-Related Closings/Late Openings	Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio and TV stations. Please listen to these stations rather than calling the school district office or school for information. Weather-related decisions are usually not made until shortly before 6 a.m. since conditions that make roads hazardous may moderate overnight. If weather conditions worsen after buses have begun their scheduled runs, schools will operate on a regular schedule unless utility or weather conditions make the building unsafe.
Lost & Found	Students are responsible for securing their personal property. Found articles are turned in to the school office. Students may look for lost items there. Students are encouraged to label belongings. A lost textbook must be paid for prior to issuance of a replacement. If the textbook is found, payment for the book will be refunded.
Patriotic Activities	During each school day and at all school assemblies, contests or public meetings, the Pledge of Allegiance and/or the Star Spangled Banner will be said or played, followed by the Salute to the Texas flag. Students objecting to participation in such activities on the basis of religious beliefs or nationality are not required to participate and will remain silent during the activities. While no student may be required to participate, they may be asked to stand.
Visitors	Parents and other visitors are welcome to visit District schools. All visitors are required to register with the receptionist and provide Photo ID. District campuses have the V-Soft System which requires visitors to show photo identification. This system checks for registered sex offenders. Visits to individual classrooms during instructional times shall be permitted only with the principal's approval , and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Student visitors are not allowed. Trespassers are subject to prosecution.
Child Abuse Reporting	Any person who has cause to suspect that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law to Children's Protective Services at 1-800-252-5400, FAX 1-800-832-2090.
Asbestos Plan	The school's asbestos management plan is available for inspection by contacting the building principal. Specific information is available from the Safety/Risk Management Department by calling 832-764-4440.
Pesticides	Pesticides are periodically applied indoors. Information on the times and types of applications is available upon request at the Operations Department, 832-764-4425.
Waiver of Fees	The District is authorized to charge fees or require deposits for some materials and activities. Upon receipt by the District of reliable proof that a student and his parent or guardian are unable to pay a fee or deposit required by the school or to pay for a lost or damaged textbook, such fee or deposit or payment shall be waived. Such student and his parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver or for an installment payment plan for a lost or damaged textbook.
Non-school Fundraising Items	Students are not allowed to bring to school items (such as candy, cookies) being sold as part of a fundraiser sponsored by a non-school organization. No outside items can be sold.

Minute of
Silence

Each school in the District shall provide for the observance of one minute of silence following the recitation of the pledges of allegiance to the United States and Texas flags.

School
Health

Spring ISD has implemented policies to ensure that elementary school students engage in at least 30 minutes per school day or 135 minutes per school week of physical activity. The Spring ISD health advisory council met twice during the 2006-2007 school year. Spring ISD has adopted and enforces policies that restrict student access to vending machines and prescribe penalties for the use of tobacco products by students and others on school campuses or at school-sponsored or school-related activities.

SCHOOL SERVICES

Bus
Transportation

Free school bus transportation is available to all students who live farther than one-fourth mile from the front door of their school. Students should be at their stop at least five minutes prior to bus arrival time. A stop is designated as a corner nearest to the student's house, or main entrance to an apartment complex. Bus schedules are available in the school office. For specific concerns, call the Transportation Department at 832-764-4490.

The opportunity to ride a bus to and from school is a privilege, which may be withdrawn for failure to follow a bus driver's direction or any of the bus rules. Video cameras may be in use on buses to help ensure the safety of students. Parents/guardian/or other adults are not allowed to board the bus or to take a student off the bus.

Bus Rules

In addition to the rules for good conduct expected from students at school, students are expected to:

- Refrain from loud talking and use of profanity.
- Refrain from extending any part of their bodies out of the bus window or in any way touching or hanging onto the bus before boarding or after leaving.
- Board the bus only with objects limited to a size that can be transported on their laps. Animals and glass containers are never permitted on the bus.
- Dispose of materials after leaving or before entering the bus — never throw them out the windows of the bus.
- Ride their assigned bus unless the provisions for an exception have been met.
- Board and leave the bus only at their designated bus stop unless provisions for an exception have been met.
- Remain 10 feet from the bus loading location.
- Refrain from possession or use of tobacco or other prohibited substances on buses.
- Not eat, drink or chew gum on the bus.
- Follow the Student Grooming Code while riding the bus.
- Not bring radios, skateboards or audio equipment on the bus.
- Keep sports equipment in a backpack and limit the size of the backpack to fits on the student's lap.
- Wear ID badges while on the bus.

Students violating bus rules are subject to disciplinary consequences, which may include suspension of bus riding privileges and/or a Class C ticket issued by the SISD Police Department for disruption of transportation. When a disruption occurs on a SISD bus, students may be removed from the bus and transported to the SISD Police Department where a parent/guardian will be contacted to pick up his child. If a parent/guardian cannot be contacted, the student may be transported to Children's Protective Services (CPS).

Bus Changes

In order to insure students' safety, transportation changes should be made only in case of emergencies. In order for a student to ride a different bus or change bus stops, he must have a note signed by his parent or guardian and approved by a school administrator. The note should be brought to the student's assistant principal before school. It should have a telephone number and name of a parent who can be contacted to verify the note.

Late Boarding

Due to the concern for the safety of students and the need for each bus to meet schedules at other

schools, students will not be permitted to board the buses after the first bus begins moving away from the school. Telephones are available in the main office for students who miss the bus.

A student will not be allowed to get off the bus after boarding until his scheduled stop has been reached.

Transporting Students in a Work/Co-op Program or North Harris College Program

Students enrolled in a work cooperative program through their school will be responsible for their own transportation to and from their job. Bus routes will not be changed to accommodate students. Students enrolled in a North Harris College program where District transportation is provided are required to ride the bus, both to the program and back to the high school.

Transporting Students from After School Activities

Transportation is provided to students who remain after school for various activities. Students are expected to follow all bus rules. Failure to follow the rules may result in disciplinary consequences including suspension of bus riding privileges. If a student is suspended from riding a regular bus, he **will not be able to ride an activity bus**. Students will be required to have authorization to ride and an ID badge. The routing of these activity buses will differ from the student's designated bus taking them to and from school during regular school hours. Stops will be made at elementary school campuses and other designated stops. It will be the responsibility of the parent/guardian to make arrangements for their child to get from the closest elementary school to their home.

Transporting Students to a Disciplinary Alternative Education Program

Non-expelled Students:

Students are expected to follow the procedures on the campus for loading and unloading buses. Failure to follow Spring ISD bus rules and dress code rules may result in disciplinary consequences including suspension from bus riding privileges. Failure to wait for buses in the designated loading areas on the high school campus may result in being ticketed for trespassing.

A student will not be allowed to get off the bus after boarding until his scheduled stop has been reached.

Expelled Student:

Students expelled to a Disciplinary Alternative Education Program (DAEP) will **NOT** be allowed to ride Spring ISD high school buses. Parents are responsible for providing transportation for the student to their designated Spring ISD locations. Transfer buses will pick up students from these locations and transfer them to and from the DAEP. Failure to follow the correct loading and unloading procedures may result in being ticketed for trespassing. Bus rules and dress code rules also pertain to DAEP students.

A student will not be allowed to get off the bus after boarding until his scheduled stop has been reached.

Child Nutrition

A variety of breakfast and lunch meals are served daily in the high school. Pizza/Pasta, Tex-Mex, Country Fare, Bakery, Deli, and the Grill all offer a wide variety of nutritious choices. Students are given a unique account number, which identifies them to the register system and is used for all meals and a la carte purchases. Meal and a la carte purchase may be paid for by the month, week or day. When students pay for their meals with cash, change will be applied to the student's account unless otherwise requested. Pre-payments may be made with cash, check, MasterCard, Visa or Discover. Credit card payments can be made online at www.paypams.com, after registering with the service. Other features include automatic payments and e-mail notification of low balances. All features are free of charge, including credit card payments. Students may only use their account balances to purchase food from the cafeteria.

Students who bring their lunches must eat in the cafeteria unless an outside eating area is designated at the school. Delivery of food to students from outside vendors is not permitted. Parents cannot provide food for another student.

Applications for free and reduced-price meals are sent home with students at the beginning of school and are available throughout the year in the school office. Families who meet specified federal income criteria are eligible to have their children receive free or reduced-price meals. Students qualifying for those meals are not identified nor discriminated against in any manner. Using the account number allows all students' status to remain confidential.

Students are expected to help keep the eating areas as clean as possible. To accomplish this, students must dispose of their own trash as soon as they have finished eating.

Students who misbehave in the cafeteria may be assigned cafeteria duty, or other disciplinary consequences. Students are expected to remain in the dining area(s) for the duration of the lunch.

Cafeteria Behavior

- Do not run to get in line or cut in line.
- **Have your money ready and know your account number.**
- Must have ID to purchase food.
- Talk at a conversational level.
- Remain seated during lunch.
- Clean up your own area.
- Do not leave the cafeteria without permission.
- Use the water fountain and restroom facilities designated by the administrators or teachers.
- Use good table manners.
- Treat cafeteria staff with respect.

Food Safety Requirements

Any foods brought to school or a school event by students, parents, or staff members for special activities for students, including but not limited to birthday parties, ethnic celebrations, appreciation activities, and student organization fund raising sales, must have been purchased from a commercial operation that complies fully with health department procedures and must be in a sealed package or container that lists the ingredients or contents.

Clinic

The school nurse provides health care for students who become ill or injured at school. Any special health needs of the student should be discussed with the school nurse. State-required hearing, vision and spinal screenings are conducted by the school nurse.

In the event of a sudden illness or medical emergency, a student should report to the clinic. A student is allowed in the clinic only with a permit and student I.D. except in emergencies. If a student reports to the clinic without a pass in a non-emergency situation, he will be required to return to class and will receive an unexcused tardy if he is late to class. If the student needs to go home due to sudden illness or injury, the nurse or assistant principal will contact the parent, guardian or emergency contact person. **Please continue to provide the school nurse with all current phone numbers.** A student who leaves the campus due to illness or injury without reporting to the clinic will be considered truant. In the event of a serious medical emergency, parent or guardian will be notified and the student may be transported to the nearest hospital. An emergency treatment authorization form is required and included in this book for parent/guardian to complete and return to school. All accidents occurring at school and requiring the services of a physician and/or an absence from school must be reported to the clinic the day of the accident. The nurse completes accident reports. Parents are encouraged to take advantage of student insurance offered because the **District, by law, is not authorized to pay for student medical treatment.**

Fever

Students with a temperature of 100° F. or above must not be sent to school. Students who come to the clinic during the school day and have a temperature of 100° F. or above will be sent home. **Students who become ill with a fever or vomiting will not be allowed to ride the bus home.** Parents will be contacted to pick up their child. A Photo ID is required to check a child out of school. Students should be fever free for 24 hours without the aid of an antipyretic (acetaminophen, including the brand name Tylenol; ibuprofen, including the brand names Advil, Motrin; naproxen, including the brand name Aleve, etc.) before returning to school.

Communicable Diseases

Parents of students with a communicable (contagious) disease or infestation are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. Students are not allowed to come to school until the disease is no longer contagious. To ensure good health, when it is determined at school that a child has a contagious disease, the parent will be contacted and asked to pick up the child.

The following table lists the most common communicable diseases and infestations, the incubation period of each, and the requirements for readmission to school:

<i>Condition & Incubation Period</i>	<i>Readmission Criteria</i>
*Chicken Pox 2-3 weeks	Exclude from school until temperature is normal and all blisters have crusted over (usually 7 to 10 days). Must be checked by nurse before readmission to class. Varicella (chicken pox) vaccine is now available.

Common Cold 1-3 days	Exclude from school until free of fever (see Fever)
Fifth Disease 4-20 days	Exclude from school until free of fever and non-infectious according to a physician's written statement.
*Infectious Hepatitis 15-50 days	Notify the school as soon as a physician confirms diagnosis. Exclude until no fever, no jaundice, and non-infectious according to a physician's written statement.
Impetigo 4-10 days	Exclude from school until under treatment and/or until noninfectious according to a physician's written statement.
Lice	Exclude from school until treated with the pediculicide and nits are removed by hand or nit comb. School nurse checks student's dry hair for live organisms and nits (egg cases) to approve student's readmission. May not ride school bus or attend classes until seen in clinic by the school nurse.
*Measles 7-14 days	Exclude from school when symptoms develop and for four days after appearance of rash. In an outbreak, any unimmunized child should also be excluded for at least two weeks after last rash onset occurs. Physician's statement required.
*Mumps 12-25 days	Exclude from school until 9 days from the onset of swelling and non-infectious according to a physician's written statement.
Pink Eye (Conjunctivitis) 1-3 days	Exclude from school until eye is clear or non-infectious according to a physician's written statement.
Ringworm of the Body 4-10 days	Treatment is recommended. Keep lesions covered.
Ringworm of the Scalp 10-21 days	May attend school provided child is under treatment of a physician.
Streptococcal Infection 1-3 days	Exclude from school until released by a physician or 24 hours after antibiotic treatment has begun and fever subsides.
Scabies 1 st infection—2-6 weeks Repeat infections—1-4 days	Exclude from school until released physician's written statement certifies the child has been properly treated and can be readmitted to school
	*Diseases that must be reported to the Harris County Health Department by the school nurse.

Medication

The term medication includes both non-prescription and prescription medicines. All medications will be kept in a secure manner in the clinic and refrigerated if necessary. The clinic does not provide any medication, including Tylenol, aspirin or cough drops. The student's personal medications are administered by the school nurse or trained designee at the written request of a student's parent or legal guardian. Phone requests will not be honored. The medication permission form is included in this book. Additional forms are available from the school nurse. Some medications may require a physician's authorization, which is required annually in treatment of long-term medication administration as in asthma, diabetes, chronic infections, ADD, controlled medicines, and over-the-counter medicines given in doses that exceed label directions or that are given daily for more than two weeks. The school nurse will notify you if that is necessary. If over-the-counter medication does not have the dosage listed on the original container for the age of the child, it must be accompanied by a note of instruction from the student's treating physician or dentist. If your student has any trouble taking his/her medication, i.e., swallowing difficulties, resistance, etc., please discuss this with the school nurse.

The student must give all prescription and non-prescription medication with the completed medication permission form to the school nurse immediately upon arriving to school. Students observed in possession of medication at school are subject to consequences. Consult with your campus nurse regarding the protocol for students who have a doctor's order for special circumstances for inhaled medication for asthma or injected medication for diabetes, or injected medication for allergic reactions. (Students attending a Disciplinary Alternative Education Program are prohibited from bringing any medications to school. A parent/guardian is required to bring their medication to school.) The medication must be in the original container. Medication sent in baggies or unlabeled containers will not be given. For field trips during the school day, staff may not repackage or re-label small amounts of medication. Parents may ask pharmacists to furnish a small quantity in a labeled container for field trips during the school day. Prescription medication must be of United States origin.

Medication taken home over the weekends and/or holidays must be returned in the original container to the nurse before school reconvenes. Any medication remaining in the clinic at the end of the school year must be picked up; otherwise it will be discarded.

Prescription Medication:

- Must show the student's name, the drug contained therein, dosage requirements and the prescribing practitioner's name. The pharmacy may be able to supply two (2) labeled bottles—one for school and one for home.
- Prescription labels must be on the immediate medicine container (for example, inhaler). If the bottle or tube is too small for a full label, it must be labeled with student name and prescription number, with the full label on the outer box or container.
- Must be legally prescribed and authorized by a duly licensed practitioner, such as a physician or dentist.
- Must be prescribed specifically for that student.
- Must be a current prescription that is being given within the time frame ordered by the doctor or dentist.
- Must not have expired in strength.
- Must have a physician's authorization for changes in dosage or time of administration.
- Samples of prescription medicine must be accompanied by a letter authorizing their use by the student from the physician providing samples.

Vitamins, herbal preparations, anabolic steroids, or health food supplements of any type shall not be administered by District nurses or employees.

Nurse, health clerk or trainer has the right to refuse to administer any substance.

Insurance

The school does not carry insurance for personal injury or personal property loss or damage.

The school district offers parents an opportunity to purchase a student accident insurance policy directly from an insurance company. The building principal can assist parents with procedures related to student insurance, but the school acts only as a service agent, receives no remuneration, and is not responsible for the claims resulting from injuries. The school will furnish claims applications for those students enrolled in the program who are injured.

Textbooks

District and state textbooks and other instructional materials are issued/checked out to students and/or parents for their use while enrolled in the District. Students are responsible for the return of all materials and textbooks issued to them or replacement of textbooks, other instructional materials and equipment issued to them.

Student responsibilities for textbooks/instructional materials/equipment:

- Textbooks must be kept covered at all times and instructional materials and equipment must be appropriately secured.
- Textbooks, instructional materials and equipment must be maintained in the same condition as issued.
- Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to students.
- Fines are assessed for damage to textbooks, instructional materials and equipment.
- Textbooks, instructional materials and equipment issued to students must be made available for classroom checks. If these items are not available, they will be treated as lost.
- Textbooks and other materials must not be loaned or shared.
- Report cards will be held until charges for damage or replacement are paid to the school bookkeeper.
- Replacement textbooks and replacement materials or equipment will not be issued until charges are cleared. Refund claims and returning of textbooks must be completed within 10 working days after school is out.
- Should the lost textbook or other instructional material be found, the payment for the lost item will be refunded by school check. Refund claims must be completed within one week after school concludes for the school year.

Guidance & Counseling

Counselors are available to students by appointment before or after school, or a conference may be scheduled during the day by filling out and leaving an appointment slip with the receptionist. A pass to leave class will be sent to the student. Students should not stop between classes to talk to the counselor except in an emergency.

Group and individual counseling services are available to students covering a variety of topics and issues. Also, group and individual counseling for students with drug-related problems are available from a specially trained counselor on the high school counseling staff. Counseling services are available to any student unless specifically prohibited by written request from the parent or guardian, or unless they are currently being treated by a licensed professional counselor, a psychologist, a psychiatrist, or other certified/licensed mental health professional outside the school setting.

If a parent/guardian has any questions regarding the counselor or counseling services, they are asked to call the school counselor or one of the school administrators in the building in which the student attends. Contact can be made by phone or in person.

In addition to counseling, academic guidance services are available through the counselors. Students have access to the Career Center for information about colleges and universities and are assisted in selecting appropriate courses; scheduling make-up work after prolonged absences and referencing vocational information, college catalogs and materials concerning correspondence courses. Students are aided in obtaining college entrance requirements and deadlines for registration and are assisted in applying for scholarships. Vocational guidance, COPS (interest inventory) tests and CAPS (aptitude preference) tests are provided by the Career and Technology Education (CATE) Counselor.

Counselors administer the Preliminary Scholastic Aptitude Test (PSAT) to sophomores and juniors and the PLAN for sophomores. They also interpret scores for parents and students. All students are administered the TAKS (Texas Assessment of Knowledge and Skills). The appropriate state assessment will be administered to all juniors and seniors who have not previously passed that assessment. Students must pass the appropriate exit level test to obtain a high school diploma. Test schedules may vary for students with advanced class standing. Those students should check with their counselor. PSAT, SAT and ACT workshops are available to students.

Counseling services are not intended to provide ongoing psychological therapy; however, counselors have information available to assist with referrals to community psychologists and other services for therapy and will continue to monitor progress upon parent requests.

The counseling department schedules many evening workshops throughout the year to help students and parents with guidance matters. Please call the counselors' office for a schedule.

Counselors assist and supervise teachers who are involved in conducting developmental guidance activities such as the Teachers as Counselors Program.

All materials used in guidance counseling are available for preview upon parent request

Library

Library hours are 6:45 a.m.-3 p.m. weekdays and additional hours as announced. Library staff members are available to assist students in locating materials. A pass is required to enter the library during class time and lunch. A copy machine is available to make copies at 10 cents per page.

A security system is used in the library. Having material not properly checked out may be cause for referral to an assistant principal. It is the student's responsibility to check books to be certain he does not have a book that has not been checked out.

Library Rules

- The school dress code must be followed at all times.
- The student must have his ID card to check out library materials.
- Reference materials and magazines may be checked out overnight.
- All other books may be checked out for two weeks.
- Materials must be returned in the same condition as when they were checked out. Lost or damaged materials must be paid for at replacement cost.
- A fine of 5 cents per school day will be levied for overdue materials. A fine of 25 cents per day will be levied for all overnight materials.
- Check-out privileges will be denied until unpaid fines or other obligations are cleared. Student records will be held if fines are not cleared by the end of each semester. Check-out privileges may be denied a student who habitually abuses the service.

Students who have outstanding library fines will lose their semester final exam exemption status if fines are not cleared prior to final exams.

Youth Services Program

The District cooperates with the Harris County Children's Protective Services in employing Community Youth Services Specialists to work with schools, students and parents with social service needs.

CAMPUS REGULATIONS

Security

Maintaining safe and secure schools is one of the priorities of the District's Five-Year Education Plan. The following measures will be in place during the 2007-2008 school year to ensure safe and secure schools. Other measures will be added if they become necessary.

Students

- Each secondary student must wear a Photo ID during the school day and at school events.
- There will continue to be ZERO TOLERANCE for weapons, gang-related activities, all types of assault, racial intolerance, sexual harassment, and drugs and alcohol.
- Grooming and/or attire that is disruptive is not permitted.
- Paging devices and cellular telephones are not permitted during regular school hours. They will be confiscated and returned in accordance with the District's Regulations.
- Secondary students may be subject to random, metal detector searches of their person and their possessions periodically throughout the school year.

Facilities

- Schools have surveillance cameras, burglar alarm systems, and fire alarm systems that are monitored around the clock by the Spring ISD Police Department.
- Entrances to schools will be limited after the beginning of school each day.
- Schools have burglar alarm systems and fire alarm systems that are monitored around the clock by the Spring ISD Police Department.
- Video surveillance cameras are located in all Spring ISD facilities and on most Spring ISD school buses, and are monitored by the Spring ISD Police Department. Video surveillance records are created and maintained by the Spring ISD Police Department.
- Video surveillance tape may only be available for 7 days after the date of the incident.

Supervision

- All school district staff will wear a Photo ID during the school day and school events.
- Contractors working on school projects will be screened by the Spring ISD Police Dept. and will wear a Photo ID while on school property.
- All visitors, regardless of how frequent they are in a building, will be required to sign-in at the front desk and wear a Visitors badge.
- Each secondary school will have at least one armed Spring ISD Police officers assigned to it full time.
- Spring ISD Police officers will patrol all District facilities around the clock.
- Walk-through metal detectors may be used at all high school sporting events and at various other school activities.

Consequences

- Threats of violence will be treated the same as an actual act of violence.
- Students whose conduct violates the ZERO TOLERANCE standard and/or safety measures can be removed from their regular school and be placed in a Disciplinary Alternative Education Program operated either by Spring ISD, the Harris County Department of Education, or the Harris County Juvenile Board.
- Students who violate the ZERO TOLERANCE standard and/or safety measures may also be subject to consequences imposed by the court system.

Photo IDs

Each secondary student will be issued a Photo ID at the beginning of the school year or when they enroll. The student is required to wear the ID badge on the outside of his clothing. The ID badges are to be worn to school and to school activities. The Photo ID will be required for a student to check materials out of the school library, to access food services in the cafeteria, to board a school bus, and for admission to all school activities.

Discipline consequences may be assigned to students not wearing their Photo ID. A student's ID badge must be maintained in the same condition as issued or student will be required to purchase a new one. A fee of \$3 will be charged to replace a Photo ID and a fee of \$2 will be charged for a lanyard.

Backpacks/ Book Bags

Carrying backpacks/book bags is considered a privilege and may be revoked. The principal may require that bags be stored in the student's locker or other storage facility and not be used for carrying books and/or school supplies between classes.

Class Interruptions

Scheduled class time for students will not be interrupted by activities unrelated to the instructional program. The school will not accept flowers and other deliveries of a personal nature for students.

Computer Use/Internet Access

Student will be permitted to use District computers and to appropriately access the Internet only if the student and/or the parent sign for the Computer Acceptable Use Policy (AUP) (pages 44-46). All student computer use shall be in accordance with District policy and teacher directives. Inappropriate use or abuse of District computers and/or the Internet will result in denial or restriction of the privilege to use the District's computers and possible further disciplinary action in accordance with the Student Code of Conduct.

Distribution of Literature	<p>Literature concerning the school or school activities , as well as school publications, must be submitted to the principal or his designee for prior review before being distributed. Distribution may be restricted in accordance with provisions in the District's Regulations.</p> <p>Any literature to be distributed on the campus must have the approval of the principal or designee, and material to be posted must be approved and initialed by the principal or designee. Literature relating to non-profit, non-school, student-oriented activities is not permitted unless approved by the Area Superintendent at the District Administration Office. This regulation applies to school grounds and buses. Approved posters may be taped on brick or concrete block walls but not on sheetrock walls.</p>
Telephone	<p>Students are not called to the telephone nor are messages delivered during class periods except in extreme emergencies.</p>
Lockers	<p>School lockers are the property of Spring ISD. Inspection of lockers may be conducted by school authorities or SISD police officers for any reason at any time, without notice, without student consent and without a search warrant.</p>
Motorized Vehicles	<p>A student driving a car or motorcycle to school must be a licensed driver and have the state-required liability insurance coverage. The student must register the motor vehicle and obtain a parking sticker in the assistant principal's office during the first week of school. The parking sticker must be affixed by its own adhesive in the lower corner of the passenger side of the front windshield. Motorcycles must have a parking sticker affixed to the left side of the gas tank. The cost for a parking permit is \$10 per year. Replacement permits cost 50 cents each, and permits for additional cars in the same family cost \$2. No refunds will be given.</p> <p>Campus parking tickets may also be issued with parking fines charged to students based on the following schedule: First-\$2, Second-\$3, Third-\$5, Fourth -\$10 (and all subsequent parking tickets issued to that vehicle).</p> <p>School administrators may assign disciplinary consequences, including but not limited to, revoking parking privileges for the remainder of the year for excessive parking violations or failure to pay accumulated parking fines.</p> <p>When an illegally parked vehicle is towed, all fines must be paid before it will be released back to the owner.</p> <p>Driving around the campus is not permitted during school hours. Students must park in a designated student area and go directly to the building upon arrival at school. Students may not return to the parking lot at any time without a pass from an administrator until they are leaving the campus for the day. Students may be issued traffic tickets from the Spring ISD Police Dept. for parking and/or moving violations . These Class C traffic tickets will be filed through Harris County Justice of the Peace Court.</p> <p><i>Student vehicle regulations include:</i></p> <ul style="list-style-type: none"> • observing a 10 MPH speed limit on the campus • no parking in bus loading, walk-through or drive-through areas • parking motorcycles and bicycles in the appropriate area • no parking on the paved band and drill team practice areas after 2:30 p.m. Monday through Friday, from September through November • parking only in marked areas designated for student parking • maintaining a volume on the vehicle sound system that cannot be heard outside the vehicle. <p>Failure to comply with these vehicle regulations may result in disciplinary action, issuance of a Class C ticket by the Spring ISD Police Department and filed through Harris County Justice of the Peace Court or loss of vehicle permit and campus parking privileges. Certain violations will result in the removal of the vehicle from campus at the owner's expense.</p>

Vehicles may be searched for drugs, weapons and other contraband by school administrators and Spring ISD Police Officers using trained dogs. **Anything found in a vehicle driven to school by a student is considered to be in the possession of the student.**

Students of either high school who attend classes at Carl Wunsch Sr. High School will be bused to and from the high school. Use of private vehicles for this transportation is not permitted.

PE Dress	Clothing for physical education, including tennis shoes and socks, should be clearly marked with the student's name. A list will be provided of the required clothing, which may be purchased through the Physical Education Department. Each student is responsible for his belongings during both the dressing and physical education period including placing belongings in the locker and securing the lock.
PA System	During announcements over the public address system, everyone in the building should remain still and attentive.
School-Sponsored Trips	When going on a school-sponsored trip the student must submit a signed parent permission form and must submit an emergency medical treatment form provided by the teacher. The student must ride in buses or other vehicles furnished by the District when involved in school activities. Exceptions must be approved by the principal or his designee prior to the beginning of the trip.
Food	Food and drinks may be consumed only in the cafeteria. The following guidelines apply to drink containers: <ul style="list-style-type: none">• Only unopened drink containers may be brought into the building.• Drink containers may only be opened and consumed in the cafeteria before school in the morning and during lunch.• Any drink container not in compliance with these guidelines will be confiscated.•
Hall Conduct	Students are expected to change classes in an orderly and quiet manner by staying to the right in the hall and going directly to their destination. There should be no loitering, shouting, running, whistling, loud talk, or boisterous conduct at any time. Displays of affection are not permitted. Students in the hall after the tardy bell has rung must have a pass or be subject to disciplinary action. A hall pass does not give permission to loiter in the halls or in the restrooms. A delay en route may cause the student to be sent to the office for disciplinary action.
Radios, Electronic Devices, Cameras & Skateboards	Student-owned radios and electronic devices are not permitted in the building, on the campus or on the bus without the written permission of an administrator. Cameras will be permitted at school only with written permission from an administrator or a teacher. These items will be confiscated and may not be returned until the end of the school year. Repeated offenses will be individually handled. Skateboards and roller blades are not permitted on campus at any time, unless used in a class. The Spring ISD Police Department will not investigate or file theft reports for students or parents for prohibited or contraband items. (This includes cell phones.)
Cell Phones/Paging Devices	Cell phones may not be visible or turned on during the academic school day. The cell phone/paging device will be confiscated and returned in accordance to the District's Regulations regardless of who actually owns the device. There will be a \$15 administrative fee for the return of the cell phone/paging device. Cell phones and paging devices may be carried at extra curricular activities after the regular school day. A 5 day waiting period will be required before the cell phone/paging device is returned. The cell phone/paging device maybe picked-up at the Spring ISD Police Department at 210 North Forest Blvd., Houston, TX 77090.
Grooming & Attire	Appropriate student dress and grooming is that which is deemed in good taste, reflecting the standards of the community of which the schools are an integral and visible part. The dress and grooming of students conveys an image of the schools and students, influencing how others respond to and judge the Spring ISD and its students, as well as contributing to the school climate to which students themselves respond. It is impractical to list every possibility of dress and grooming. The principal of each campus shall apply the Grooming Code and make all final decisions regarding what is acceptable and

appropriate considering the age and activities of the students. Guidelines and administrative decisions regarding appropriate dress will reflect concern for health and safety of students and the influence of specific dress or grooming on the overall educational climate of the school. The guidelines will be reviewed periodically to ensure that they continue to reflect community expectations while permitting individual choices and recognizing acceptable current fashions. Several campuses have mandatory standardized dress for the students.

Specific Guidelines:

Students must wear appropriate underclothing and shoes. (Houseshoes or similar shoes are not permitted because of safety considerations as students travel stairways and hallways.)

Students' shorts, skirts, or dresses must be mid thigh or longer in length. Students are not permitted to wear very tight, very loose, oversized, revealing or very short clothing. Pants must be worn at the waist. Examples of unacceptable clothing, according to this guideline include, but are not limited to, pajamas, cutoffs, jogging, wind, or bikers shorts, tank or crop tops. No headgear, including doo-rags, scarves, wave caps, sweatbands, bandanas etc, is permitted in the school.

Clothing with visual or written messages which is likely to disrupt the school environment is prohibited. Examples of such prohibited visual or written messages include, but are not limited to, drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language, and insults to race, religion, gender, or ethnicity.

A student wearing any form of dress or hairstyle identifying him with a gang, cult or other unauthorized student group or representing or symbolizing the beliefs of such a group, will be required to correct his dress or appearance. The student's parent will be required to speak with a school administrator concerning the student's dress before the student will be permitted to return to class after correcting his dress on the initial offense. A parent conference will be required on the second offense.

A student's hair must be neat, clean and must not be distracting or interfere with the learning environment. Extreme hairstyles and hair color are not acceptable. A male student may have neatly groomed facial hair. No grills allowed.

Noisy or distracting jewelry or accessories may not be worn. Nose/facial/tongue jewelry are prohibited. Male students may not wear earrings of any type. No type of cap or hat is to be worn in the school. Only those caps or hats, which are part of a uniform related to a school activity, may be brought to school. Sunglasses may be worn only when prescribed by a physician.

A student who is sent home to correct a grooming problem will be absent on an unexcused basis for that period of time. In the event that a parent cannot be reached to remove a student from school to correct his grooming, the student will be placed in the extension center. Discipline consequences may also result for Grooming Code violations.

ACADEMIC INFORMATION

Accreditation

All Spring ISD schools are fully accredited by the Texas Education Agency.

Grade Reporting

Report cards will be sent home with the students within 5 to 7 days following each six-weeks grading period. The last report card will be mailed home 5 to 7 days after school ends.

In addition, progress reports or interim reports to parents are sent home with students at the end of the third, ninth and fifteenth weeks of each semester to notify parents when a student is failing or near failing, or has had a significant drop in performance. Parents are encouraged to contact the teacher upon receiving such a notice.

Parent Conferences	<p>Parents are welcome to confer with teachers, counselors and assistant principals at any time during the year by appointment through the school office.</p> <p>Parents are requested to confer with teachers of any class in which the student makes below a 70 for the six-weeks grading period. Notification of the conference request is indicated on the student's progress report.</p>
Exit-Level Exam	<p>All students who were enrolled in grade 9 or a higher grade on January 1, 2001 are required to pass the Texas Assessment of Academic Skills (TAAS) in order to receive a diploma and participate in graduation. All students who were enrolled in grade 8 or a lower grade on January 1, 2001, are required to pass the Texas Assessment of Knowledge and Skills (TAKS) in grade 11 in order to receive a diploma and participate in graduation. Students not mastering the exam will be given additional opportunities to master the exam at scheduled testing times in the summer and during the school year.</p>
Wireless Telecommunication Device Policy	<p>There will be <i>zero tolerance</i> for any wireless telecommunication device that is visible or heard during any state assessment. If any test administrator sees or hears such a device in your child's possession after the test session begins, a series of consequences will be administered. Consequences may include the test being coded unscorable (no score will be given for the assessment), campus disciplinary action, and/or the device being confiscated by campus administration.</p>
Course Costs	<p>The necessary textbook for each course will be issued to students. Costs listed within course descriptions in the High School Program of Studies are for materials to complete projects the student may keep or to purchase personal copies of books.</p>
Course Enrollment	<p>Course selection and enrollment is made for both semesters at the time of initial registration.</p>
Honor Rolls	<p>Students who earn all A's or all A's except for one B are listed on honor rolls released at the end of each grading period.</p>
Credit by Exam/Testing for Make-up Credit	<p>Students are offered opportunities to pass examinations to receive credit for specific courses and to make up credit for failed courses. See the Program of Studies for specific requirements. Information on these testing programs is available in the Counselor's Office.</p>
Academic Performance Award	<p>Students earning a 4.2 or higher grade point average will be eligible for an academic award. Sophomores earn Certificates of Outstanding Academic Performance based on their freshman grade point averages. As a junior or senior, students are eligible to earn an honors jacket and honors pin. The awards will be presented based on the cumulative grade point averages. Transfer students become eligible to receive the appropriate honors award jacket after completing one full semester at a District high school provided they meet the cumulative grade point requirement as calculated from the grade point scale.</p>
Distinguished Service Graduate (DSG)	<p>The Distinguished Service Graduate (DSG) program is a community service opportunity available to all high school students. A student must complete at least 30 hours of service each year to graduate as a DSG. If all requirements of the DSG program are met, graduating seniors may be recognized with a DSG honor cord during graduation ceremonies.</p> <p>For more information, students should contact their College and Career Counselor.</p>
Graduation Requirements	<p>Consult the High School Program of Studies for specific requirements for each course of study option for graduation.</p>

Senior Information

- Students who anticipate early graduation must complete all correspondence courses prior to the end of school and must present confirmation of successful completion of those courses to their counselor prior to graduation.
- Caps and gowns will be ordered during the spring of the year of graduation with the cost being paid by the student.
- Students may purchase graduation invitations made available through a Spring ISD commercial vendor during their senior year.
- Three free transcripts will be furnished to designated colleges through the office of the registrar. Additional transcripts will be forwarded at the cost of 10 cents per page. The final transcript will bear the academic seal earned by the student.
- All diplomas and official records will reflect the legal name of the student, as required by law.
- Determination of official class rank for graduation honor purposes is made on the basis of grade points earned through a student's first semester of the senior year. A student must have earned credits at a District high school for at least two full semesters, one of which must be the first semester of the senior year, to be eligible for valedictory or salutatory honors. Students transferring into the District after class rank for graduation honor purposes has been determined will have their standing calculated, but will not replace any student in the graduation honors ranking.
- An honor student is one whose rank places him in the top 15 percent of the senior class. Honor students will be those graduating seniors who have accumulated the highest grade point average in all high school courses through the first semester of the senior year. The top 5 percent by rank will graduate Magna Cum Laude, and the next 10 percent will graduate Cum Laude. The student with the highest scholastic average will be Valedictorian, and the student with the second highest scholastic average will be Salutatorian. These students will graduate Summa Cum Laude.
- Graduating seniors are encouraged to attend graduation ceremonies. In order to be eligible to participate in the graduation ceremonies, senior students (with the exception of some in Special Education) must:
 - have earned sufficient credits and have passed the state-mandated exit-level test, or be eligible for graduation on the basis of an ARD decision;
 - be in compliance with the Student Code of Conduct and be in good standing according to the requirements of this code;
 - have met all financial commitments to the school;
 - be in compliance with the Grooming Code as well as any additional dress requirements established by the principal for the graduation ceremony.
- Seniors are subject to removal from the graduation ceremony for inappropriate behavior before or during the ceremony. If a student misbehaves during the ceremony, he may be removed from the ceremony and/or required to attend a conference with the school principal to obtain his diploma.
- All students who plan to participate in high school graduation must meet all of the high school requirements and regulations for graduation.
- Students who satisfy the requirements for graduation as listed above during the summer may participate in the summer graduation ceremony.

Credit Requirements for Class Standing

Credit Requirements for Class Standing

Students Entering High School prior to 2007-2008

A student's class standing is determined by the number of credits required by the state for graduation and the particular courses needed for preparation for the Texas Assessment of Knowledge and Skills (TAKS). The number of credits required is as follows:

- 6 **state** credits for 10th grade classification
- 12 **state** credits for 11th grade classification
- 17 **state** credits for 12th grade classification

Any student entering Spring ISD high schools from 8th grade will be classified as a 9th grade student during their first year in high school regardless of the number of credits earned while in middle school or through alternative means. During the second year of high school, classification cannot be higher than 10th grade.

All students are required to be enrolled in a course in English, Mathematics, Science, and Social Studies until the state standards for that respective subject have been met on the Exit-Level Texas Assessment of Knowledge and Skills (TAKS) in 11th grade.

The courses required are as follows:

Entry Requirement for 9 th grade classification: Met 8th grade promotion requirements	Entry Requirement for 10 th grade classification: 6 state credits (minimum)	Entry Requirement for 11 th grade classification: 12 state credits (minimum)	Entry Requirements for 12 th grade classification: 17 state credits (minimum)
Recommended Course Sequence*			
1. English I	English II	English III	English IV
2. Algebra I	Geometry	Algebra II**	Algebra II or Pre-Calculus (elective)
3. IPC	Biology	Chemistry or Physics	Chemistry, Physics or other approved science course
4. World Geography	World History	US History	Government (1/2)/ Economics (1/2)
5. Elective	Elective	Elective	Elective
6. Elective	Elective	Elective	Elective
7. Elective	Elective	Elective	Elective

Recommended High School Program Requirements -- 24 credits required

- English Language Arts – 4 credits
- Mathematics – 3 credits to include Algebra I, Geometry, and Algebra II
- Science – 3 credits to include Biology and
 - ✓ Integrated Physics and Chemistry (IPC) and Chemistry
 - ✓ Integrated Physics and Chemistry (IPC) and Physics
 - ✓ Chemistry and Physics
- Social Studies – 3 credits to include World History, World Geography, and United States History
- Government – ½ credit
- Economics – ½ credit
- Fine Arts – 1 credit
- Languages Other Than English – 2 credits in the same language
- Communications Applications – ½ credit
- Health – ½ credit
- Physical Education (or approved substitutes) – 1 ½ credits
- Technology Applications – 1 credit
- Electives – 3 ½ credits

*The recommended course sequence is based on the needs of an on-grade student who has no high school credits upon entry into high school. Taking and successfully completing these recommended courses will insure that the student meets the requirements for the **Recommended High School Program**. Students who are in Tier 3 or Tier 4 in middle school or who have accrued high school credits in middle school will need to work with the school counselor to determine the most appropriate course sequence for their high school years.

**All students in grade 11 who have credit for Geometry or Geometry Concepts but have not met the passing standard on the grade 10 Math TAKS test shall be required to enroll in Mathematical Models with Applications (MMA) in grade 11. Students taking MMA prior to Algebra II will be enrolled in Algebra II in grade 12 to complete the Recommended High School Program required sequence in Mathematics

Students Entering High School 2007-2008 and Thereafter

The recommended course sequence and requirements listed below are based on initial analysis of the Recommended High School Program approved by the State Board of Education on November 17, 2006.

At the time of development of this document, Spring ISD was in the process of analyzing the upgraded high school plan. Changes to the recommended sequence and courses are possible.

A student's class standing is determined by the number of credits required by the state for graduation and the particular courses needed for preparation for the Texas Assessment of Knowledge and Skills (TAKS). The number of credits required is as follows:

- 6 **state** credits for 10th grade classification
- 12 **state** credits for 11th grade classification
- 17 **state** credits for 12th grade classification

Any student entering Spring ISD high schools from 8th grade will be classified as a 9th grade student during their first year in high school regardless of the number of credits earned while in middle school or through alternative means. During the second year of high school, classification cannot be higher than 10th grade.

All students are required to be enrolled in a course in English, Mathematics, Science, and Social Studies until the state standards for that respective subject have been met on the Exit-Level Texas Assessment of Knowledge and Skills (TAKS) in 11th grade.

The courses required are as follows:

	Entry Requirement for 9 th grade classification: Met 8th grade promotion requirements	Entry Requirement for 10 th grade classification: 6 state credits (minimum)	Entry Requirement for 11 th grade classification: 12 state credits (minimum)	Entry Requirements for 12 th grade classification: 17 state credits (minimum)
Recommended Course Sequence*				
1.	English 1	English II	English III	English IV
2.	Algebra I	Geometry	Algebra II**	Pre-Calculus or other approved math course
3.	IPC	Biology	Chemistry or Physics	Chemistry, Physics, or other approved science course
4.	World Geography	World History	US History	Government (1/2)/ Economics (1/2)
5.	Elective	Elective	Elective	Elective
6.	Elective	Elective	Elective	Elective
7.	Elective	Elective	Elective	Elective

Recommended High School Program Requirements -- 26 credits required

- English Language Arts – 4 credits
- Mathematics – 4 credits to include Algebra I, Geometry, Algebra II, Pre-Calculus or other approved math course
- Science – 4 credits to include Integrated Physics and Chemistry (IPC) [if taken in freshman year], Biology, Chemistry, and Physics or other approved science course
- Social Studies – 3 credits to include World History, World Geography, and United States History
- Government – ½ credit
- Economics – ½ credit
- Fine Arts – 1 credit
- Languages Other Than English – 2 credits in the same language
- Communications Applications – ½ credit
- Health – ½ credit
- Physical Education (or approved substitutes) – 1 ½ credits
- Technology Applications – 1 credit
- Electives – 3 ½ credits

*The recommended course sequence is based on the needs of an on-grade student who has no high school credits upon entry into high school. Taking and successfully completing these recommended courses will insure that the student meets the requirements for the **Recommended High School Program**. Students who are in Tier 3 or Tier 4 in middle school or who have accrued high school credits in middle school will need to work with the school counselor to determine the most appropriate course sequence for their high school years.

**All students in grade 11 who have credit for Geometry but have not met the passing standard on the grade 10 Math TAKS test shall be required to enroll in Mathematical Models with Applications (MMA) in grade 11. Students taking MMA prior to Algebra II will be enrolled in Algebra II in grade 12 to complete the Recommended High School Program required sequence in Mathematics.

Re-classification

In most cases, re-classification of high school students occurs only at the end of the school year.

In cases where students have not been successful at staying on track for graduation due to course failure, re-classification can occur at the end of the fall semester if the student has recouped the credit needed to meet **all** promotion requirements through summer school, trailer classes, or accelerated instructional opportunities.

Students moving in from **out of state** may be re-classified based on the verification of courses completed from the sending school. In cases where the student did not have the opportunity to take a Texas-specific class (Integrated Physics and Chemistry) but has completed a similar course at the previous school, the course will substitute for the locally required course for promotion/re-classification purposes.

Minimum Course Load	<p>Freshmen, sophomores and juniors must be enrolled in 3.5 units of credit per semester.</p> <p>Seniors who need fewer than 3.5 credits to graduate may enroll in the number of courses needed for high school graduation, provided the courses follow one after the other during the school day.</p> <p>Seniors needing fewer than 3.5 credits for graduation who wish to remain eligible for extracurricular participation must enroll in at least 2.0 credits per semester and maintain passing grades in each class.</p>															
Special Options	<p>The school counselor or the High School Program of Studies may be consulted for more information on special options for obtaining credit.</p>															
Award of Credit Upon Late Enrollment	<p>Students who enroll after the fifteenth day of a semester and who have not been enrolled in another school may be in danger of not receiving credit for their classes. They are expected to attend all classes and complete all work. At the end of the semester they will be given an opportunity to provide documentation to the attendance committee who will make a recommendation on awarding credit.</p>															
Course Schedule Changes	<p>Completion of schedule changes will be permitted under the following circumstances:</p> <ul style="list-style-type: none"> • Completion of a scheduled course by alternate means • Failure of a course prerequisite to a scheduled course • Change in the senior year to a course required for graduation • Removal of a scheduled course from the school schedule • Exceptional circumstances reviewed by the counselor and approved by the Associate Principal for Instruction <p>When a student withdraws from a course during a grading period, the withdrawal grade will be counted in calculating the student's extracurricular eligibility for that grading period.</p>															
Course Level Changes	<p>A change in level for courses (such as from honors to academic level of the same course) must be made within the first 15 days of the semester or at the end of a grading period. A student changing course levels will receive the grade earned in the original level averaged, proportionate to the time enrolled, with the grade earned in the new level. Grade points will be awarded on the basis of the average applied to the new level.</p>															
PE Substitute Changes	<p>A change from athletics, drill team, band, cooperative work programs or cheerleading to physical education or from physical education to athletics, will be treated as a course-level change. A change from physical education substitutes to any course other than physical education will be treated as a course change.</p>															
Grading Scale	<table border="0"> <tr><td>90 - 100</td><td>=</td><td>A</td></tr> <tr><td>80 - 89</td><td>=</td><td>B</td></tr> <tr><td>75 - 79</td><td>=</td><td>C</td></tr> <tr><td>70 - 74</td><td>=</td><td>D</td></tr> <tr><td>69 & below</td><td>=</td><td></td></tr> </table> <p>No grade below 50 shall be assigned for a student's six weeks average. The actual semester exam grade shall be recorded.</p> <p>Neatness, legibility of work, spelling and correct use of language are stressed in all subject areas. These are important basic skills that become part of the teacher's evaluation of a student's work.</p>	90 - 100	=	A	80 - 89	=	B	75 - 79	=	C	70 - 74	=	D	69 & below	=	
90 - 100	=	A														
80 - 89	=	B														
75 - 79	=	C														
70 - 74	=	D														
69 & below	=															
Introductory Course	<p>Introductory courses, (Reading I, II, and III, TAKS labs) focus on essential basic skills and knowledge and differ from academic classes. The objectives to be mastered tend to be less difficult and/or fewer in number than those in academic classes.</p>															
Transfer of Grades	<p>Students transferring into a Spring ISD high school with letter grades on their transcripts will have their grades converted to the following numerical equivalents:</p>															

A	=	95
B	=	85
C	=	77
D	=	72
F	=	65

Grades from sending schools will be weighted proportionately to the time spent in that school. Grading scales are numerically the same in introductory, grade level and honors courses. The difference is in the number of grade points earned for a particular grade in each of these courses. Thus, the same numerical grade earned would vary in grade points with the level of the course and could significantly affect class rank. Refer to the High School Program of Studies for the specific grade point conversion scale.

Semester grade calculations vary by grade designation of the course. Please refer to the High School Program of Studies.

Six-Week & Semester Exams

Fifty-five minute, six-week exams may be administered during the last week of the six-weeks grading period. Semester exams are 75-minute, comprehensive exams. The semester final examination schedule is included in this handbook, along with the school calendar for the year, so that students and their families are aware of these important dates and can use them in planning. **No finals are given prior to the scheduled dates.** An administrator may stipulate that illness is the only acceptable reason for a student to be absent from a semester final examination.

Criteria for Exam Exemptions Per Semester

Students may be exempt from one or more of their fall and spring semester final exams provided they meet the following attendance and behavioral criteria:

Academics

- *Seniors* – (may be exempt from all finals)
 - Average of 80 or above in a course during the semester
 - Passed the portions of the exit-level TAAS/TAKS related to the course of the exemption
- *Juniors* – (may be exempt from all finals)
 - Average of 80 or above in a course during the semester
 - Passed the portions of the most recent TAKS related to the course of the exemption
- *Sophomores* – (may be exempt from up to four finals)
 - Average of 80 or above in a course during the semester
 - Passed the portions of the most recent TAKS related to the course of the exemption
- *Freshman* – (may be exempt from up to four finals)
 - Fall
 - Average of 80 or above in a course during the semester.
 - Spring
 - Average of 80 or above in a course during the semester.
 - Passed the portions of the most recent TAKS related to the course of the exemption.

Financial Responsibility

- Must not owe money to the District for textbooks, equipment, fines, fees or library books

Attendance

- No unexcused absences during the semester per period
- Regular Classes – No more than 2 excused absences during the semester (Seniors may have 2 college visit days per year in addition to the 2 excused absences.)
- Accelerated Block Classes – No more than 1 excused absence during each nine-week grading period

Discipline

- No Extension Center (except dress code or grooming violation)
- No Suspension
- No assignment or pending referral to a Disciplinary Alternative Education Program or Extension Center
- No disciplinary consequence for tardies

Conduct

- “E” or “S”

The principal may consider special circumstances related to exemption criteria.

Conduct Grades

E = Excellent	The student has an excellent attitude.
S = Satisfactory	The student has an acceptable attitude, is cooperative, and generally conforms to school rules.
N = Needs Improvement	The student disrupts class occasionally and must be corrected. (May restrict student from being eligible for certain honors and offices.) Parent shall have been notified of the need for improvement.
U = Unsatisfactory	The student is uncooperative; his attitude is unacceptable. He disrupts class and lacks respect for school rules and regulations. (Will restrict student from being eligible for certain honors and offices. The student, shall have been sent to the grade level assistant principal and the parent will be notified before this grade is assigned.) In the case of cheating, the assistant principal will have been notified.

Assignments/ Make-up Assignments/ Grades for Late Assignments

Major Assignments

Major assignments are those representing ongoing work requiring a lengthy period of time to complete.

- Major assignments will be assigned, due, graded, computed into the final grade and returned during the same semester.
- Teachers will designate a five-day period within which major assignments are due. Major assignments will not be accepted beyond the last day of the five-day period regardless of absences.

Regular Assignments

Students are expected to complete and turn in work on time. This includes work begun in class and homework. Work will be accepted late only under extenuating circumstances. Such circumstances must be rare, critical and must not allow one student an unfair advantage over other students. Failure to ultimately complete and turn in assignments will result in a zero.

Students are expected to complete regular assignments missed during any absence from class, including extracurricular and co-curricular, and will receive the grades earned. A grace period equal to the number of days missed, **plus one**, is allowed for make-up work. (Example: A student absent on Tuesday would have Wednesday and Thursday to do the make-up work and turn it in on Friday. A student absent Wednesday, Thursday, and Friday would have Monday, Tuesday, Wednesday, and Thursday of the next week to do the make-up work and turn it in on Friday.) Students out due to a lengthy illness or emergency will be handled on an individual basis.

If the student is absent for more than three consecutive days, his counselor should be contacted by the parent at the beginning of the school day to obtain the student's make-up assignments by the end of the next day.

In the event that a student has scheduled a make-up exam date and is absent on that day, the student should be prepared upon returning to the class to take the make-up exam.

Tutoring

Tutoring is available either before or after school on most weekdays. Students should check with each teacher to determine his schedule.

Cheating

Cheating is defined as giving or receiving and/or using unauthorized information on a test or submitting duplicate work for individual assignments. Any student involved in an instance of cheating will have his paper taken and a grade of zero given. The student's parents will be contacted by the teacher and his conduct grade will be lowered to an "N" or "U" in that subject. The reduction in conduct grade may affect a student's eligibility for student honors, student leadership positions, and membership in some student organizations. A discipline consequence may be assigned to a student found guilty of cheating.

Plagiarism

Plagiarism consists of representing another person's ideas or writings as one's own. Plagiarism will be considered cheating, and the student shall be subject to disciplinary action. Teachers will inform students of the academic consequences of plagiarism at the beginning of the semester.

School-to-Careers Activities

Your child may have the opportunity to participate in the School-to-Careers activities such as choosing career concentrations, field trips, job shadowing, clinical rotation, cooperative instruction, and internships.

ESOL

English for Speakers of Other Languages (ESOL) services are offered for all students who qualify based on the results of the home language survey, English language proficiency tests, and achievement test scores. Instruction is provided in English by certified ESL teachers.

Special Services

The Special Services philosophy is to place students with disabilities who have an academic need in the least restrictive educational environments. Services include:

Speech Therapy

A speech therapist works with students and parents in assessing and remedying language and speech disorders. Pre-schoolers who are at least 3 years old may also qualify for speech therapy on an outpatient basis.

Monitoring/Case Manager

A special education teacher will monitor each eligible student in all classes. This teacher will alert the ARD committee when adjustments to the IEP need to be considered.

Resource

Students participate in the regular school program but also receive direct instruction from a special education teacher in a resource classroom.

Hospital/Homebound

Students unable to attend schools due to injury or extended illness may qualify for hospital/homebound instruction. If a student's physician states in writing that the student will be unable to attend classes for at least four weeks for the reasons above, the student may qualify.

Community Based

A life skills program which targets functional skills in the areas of language arts, personal health, math, science, social studies, and vocational. Students are taken into community settings to teach generalization of classroom curriculum.

Instructional Support

A model designed to assist students with special needs to promote and maintain success in general education classes. Instructional Support may include direct student contact or general education teacher assistance and monitoring of modifications.

Structured Learning Programs

A specialized classroom model which incorporates a variety of instructional strategies for students with autism whose disability severely impacts learning and performance in areas of language, communication behavior and/or self-help skills. The placement is provided at selected campuses and is considered if an appropriate educational program for the student can not be provided in a less restrictive setting.

ACE (All Children Excel)

A centralized program for students whose medical needs require specialized services.

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact person	Campus Counselor
Phone Number	Campus Office

For additional information contact:

Dede Drexler, Executive Director
Special Services
832-764-4279

Summer Program

Summer School courses offer for credit are comparable to the same courses taught in the regular term in reference to content, achievement standards, and time requirements. Usually, honors and introductory level classes are not scheduled. Grades in such courses will apply to a student's grade point average. Spring ISD does not permit core course acceleration. Students are not permitted to take courses in the TAKS-tested subject areas for initial credit (Language Arts, Math, Science, Social Studies) except in special circumstances as approved by the lead counselor. Elective courses may be taken in summer school for initial credit.

Evening High School Program

Evening courses are offered to Spring ISD students at their respective high school campus or by North Harris Montgomery College District and Houston Community College. Students should check with their counselor for information on costs and courses offered. Counselor approval is required for evening high school enrollment. Grades in such courses will apply to grade point average. Students are not permitted to take courses in the TAKS-tested subject areas for initial credit (Language Arts, Math, Science, Social Studies), except in special circumstances as approved by the Principal.

Program of Studies

More complete information concerning the high school academic program is available in the High School Program of Studies.

STUDENT ACTIVITIES

Extracurricular Activities

Participation in extracurricular activities is a student privilege, rather than a right.

An activity is considered to be extracurricular if any one of the following criteria are met:

- Involves competition
- Is held out-of-district (other than a class field trip involving the entire class)
- Is sponsored by an organization other than the District
- Is not required for grading purposes
- Is held in conjunction with an extracurricular activity
- Is accompanied by an admission charge

Beginning Year Eligibility

A student may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned the cumulative number of credits in state-approved courses as indicated below.

- Beginning at the **9th-grade year**—promoted from the 8th grade to the 9th.
- Beginning at the **2nd year of high school**—at least **5** credits toward graduation.
- Beginning at the **3rd year of high school**—at least **10** credits toward graduation or earned 5 credits that count toward the graduation requirement the preceding 12 months.

- Beginning at the **4th year of high school**—at least **15** credits toward graduation or earned 5 credits that count toward the graduation requirement the preceding 12 months.

In addition to earning the required number of credits, high school students must be enrolled in at least 2.0 credits to be eligible.

- A handicapped student's eligibility will be determined by the degree to which he satisfies the requirements of his IEP.
- A student transferring into the District must have earned at least the number of credits required by the state to be eligible at the beginning of the school year in which the student enters the District or during the preceding 12 months must have earned 5 credits that count toward the graduation requirement.

The same criteria used to determine eligibility at the beginning of the fall semester are used to determine eligibility whenever a student enrolls for the first time during a school year. Eligibility rules apply during the school year holidays but not during the summer.

During Year Eligibility

To be eligible to participate in an extracurricular activity following the initial six-weeks period of a school year, a student must not have a recorded grade average lower than 70 or an incomplete in any course, including correspondence courses, other than advanced courses identified in the Texas Education Code. A student taking an identified advanced course may remain eligible with a six-week grade average no lower than 60 in no more than one advanced course per grading period. Students who pass all courses for a six-weeks grading period will remain eligible throughout the next six-week grading period.

Students who become ineligible after a six-weeks grading period may regain eligibility after a three-weeks period and after each subsequent three-weeks period in which a grade of 70 or higher is earned in all courses, except identified advanced courses.

- Suspension of eligibility of a handicapped student whose handicap significantly interferes with the student's ability to meet regular academic standards shall be based on the student's failure to meet the requirements of the student's IEP.
- Students not promoted because of earning too few credits by the beginning of the school year are considered ineligible the first six-weeks of school only. Students may become eligible the second six-weeks if they pass all courses the first six-weeks.
- High school students are required to be enrolled in at least 2.0 credits each semester to be eligible each six-weeks.
- Students who assist the sponsor or coach, such as student managers/trainers, must meet all academic eligibility requirements even though they do not participate in the actual performance or contest.
- When a student withdraws from a course during a grading period, his withdrawal grade will be counted in calculating the student's extracurricular eligibility for the grading period.
- Students with an Incomplete for a grade will remain ineligible until such time that the Incomplete is changed to a passing grade.

In addition to meeting eligibility grade standards to participate in extracurricular activities, a student must also meet the following requirements to participate in both extracurricular activities and practices:

- Be a member in good standing of the organization.
- Not be assigned to the Extension Center.
- Make up missed class work.
- Abide by the same rules governing behavior at school.
- Attend school the major portion of the day of participation or practice, unless an exemption is granted by the principal on the basis of extenuating circumstances.

Advanced Courses

The Texas Education Code identifies the following as advanced courses:

- All College Board Advanced Placement Courses
- All high school/college concurrent enrollment classes
- Languages other than English courses Levels IV-VII
- Pre-Calculus
- Art IV
- Dance IV (not to include drill team)
- Music IV
- Theatre IV

Ineligible Status

The ineligible student may not participate in extracurricular competitions or performances. However, the ineligible student **may** participate in practices, rehearsals or non-extracurricular public performances required by the essential elements of a course during the period of ineligibility.

Activities Limitations

Students who are eligible to participate in extracurricular activities will participate in not more than one contest or performance per activity during the period from the beginning of classes on Monday through the end of classes on Friday.

Tournaments, post-season competition and contests postponed by weather (varsity level only) or public disasters, which are sanctioned by the University Interscholastic League or by other organizations approved by the Board of Trustees, shall not be subject to the one-contest-per-week limitation.

Consequence

A student who misses a class more than 10 times a year or nine times in one semester for extracurricular reasons immediately forfeits the right to participate in all extracurricular activities for the remainder of the school year.

Practice Limitations

Practice by a student shall not exceed eight hours per extracurricular activity per school week (from 12:01 a.m. on the first instructional day of the calendar week through the conclusion of instruction of a calendar week, excluding holidays). This limit applies to time before or after school. No practice is permitted on Sunday. Exception: during the school year, a marching band and any of its components are limited to eight (8) hours per calendar week.

Practice after school on Friday, Saturday or school holidays must be approved in advance by the principal.

A student who exceeds the permitted practice allotment may not participate in the next performance of that extracurricular/co-curricular activity.

Organization Requirements

Students are encouraged to participate in the various extracurricular activities approved by the principal and sponsored, supervised or directed by faculty members. Students or teachers interested in chartering a new student organization should first discuss proposed goals and bylaws with the principal. Charter of a club or similar organization requires principal approval of the bylaws, sponsorship by a faculty member, and establishment of a regular schedule of meetings to be held at the school. An established organization's charter may be revoked for lack of a faculty sponsor or failure to hold regularly scheduled meetings at the school.

The sponsor of each organization will furnish the organization's rules to members or participants as well as to the school administration. Among these rules are specific organization requirements for continued eligibility to participate as well as provisions for the removal of a member or participant from the organization.

Extracurricular trips by bands, choirs, drill teams, cheerleaders or other approved student groups are, for the most part, not funded by the school. Participation by a student is voluntary and, if chosen, will require the student and/or his family to participate in fund-raising activities or make payment toward funding of the trip. Failure or refusal to participate in the fund-raising activity or to provide required funds can result in denial of the student's right to make the trip.

High School Clubs/Activities	<p>Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish rules of conduct and consequences for behavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.</p> <p>A student must be in good standing in an organization to earn honors or other forms of recognition resulting from membership or participation in the organization.</p>
Gangs/ Secret Societies	<p>Organizations, in which membership is based on a decision of the members, rather than the free choice of qualified students, are prohibited.</p>
Student Leader Requirements	<p>Elections are held each year to elect certain student leaders and to select students for student honor positions. Students must meet the criteria for the particular organization. Students should contact the faculty sponsor to find out what the criteria are.</p>
National Honor Society	<p>The National Honor Society is an organization that invites students to be members who:</p> <ul style="list-style-type: none"> • are at least a junior in standing; • have been enrolled in the high school for one semester or more; • are seniors and maintained a minimum of 4.2 grade-point average for the first 3 years of high school; • are juniors and maintained a minimum of 4.2 grade-point average for the first 2 years of high school; • exhibit leadership qualities and have a positive attitude; • are actively participating in at least one school activity or organization such as band, drill team, etc.; and • are actively participating in at least one organization and involved in its community service since the beginning of the current school year. Examples are church youth group, scouts, and Key Club. <p>Additional membership requirements may be set by the National Honor Society. Final decisions concerning membership are made by the School Faculty Advisory Committee based on the National Honor Society Handbook and the organization's constitution and by laws.</p>

STUDENT CODE OF CONDUCT

The Spring Independent School District Discipline Management Plan is available in the office of the principal or in the school library.

A discipline violation includes the planning of, or conspiring to commit an offense and/or commission of an offense. After an investigation, certain offenses may result in the filing of charges by the Spring ISD Police Department through the Harris County District Attorney's Office, Harris County Juvenile Probation Department or the Harris County Justice of the Peace Court depending on the nature of the misconduct. Principals are required, by law, to report certain activities to the Spring ISD Police Department, including all offenses listed in the District Zero Tolerance Statement. Persons detained by Spring ISD Police for criminal charges, including juveniles 10-16 years of age, must be fingerprinted and photographed before being released back to a parent or being transported to a juvenile holding facility. The District will consider a claim of self-defense and the disciplinary history of the student concerning any offense that may result in suspension, discipline alternative education program placement, or expulsion.

Ticketable offenses may require transporting to the Spring ISD Police Department.

The Board of Trustees has identified in policy four classes of discipline offenses and consequences.

Most Serious Offenses

Most Serious Offenses – Class A Offenses

Expulsion for Students Age 10 and Over:

A student **shall** be expelled for any of the following offenses that occur on District school property or while attending a school- sponsored or school- related activity of a school in another district in Texas:

1. Bringing to school a firearm as defined by 18 U.S.C. Section 921. (See also Clarifications/ Definitions section of Student Code of Conduct.)
2. Using, exhibiting, or possessing a firearm (as defined in Section 46.01(3), Penal Code); an illegal knife (as defined in Section 46.01(6), Penal Code); a club (as defined by Section 46.01(1), Penal Code); or a prohibited weapon (as defined in Section 46.05, Penal Code).
3. Engaging in conduct that contains the elements of the offense of aggravated assault (as defined in Section 22.02, Penal Code); sexual assault (as defined in Section 22.011, Penal Code); or aggravated sexual assault (as defined in Section 22.021, Penal Code).

4. Engaging in conduct that contains the elements of the offense of arson under Section 28.02, Penal Code.
5. Engaging in conduct that contains the elements of murder (as defined in Section 19.02, Penal Code); capital murder (as defined in Section 19.03, Penal Code); or criminal attempt to commit murder or capital murder (as defined in Section 15.01, Penal Code).
6. Engaging in conduct that contains the elements of indecency with a child as defined in Section 21.11, Penal Code.
7. Engaging in conduct that contains the elements of aggravated kidnapping as defined in Section 20.04, Penal Code.
8. Engaging in conduct that contains the elements of aggravated robbery as defined in Section 29.03, Penal Code.
9. Engaging in conduct that contains the elements of manslaughter as defined in Section 19.04, Penal Code.
10. Engaging in conduct that contains the elements of criminally negligent homicide as defined in Section 19.05, Penal Code.
11. Selling, giving, delivering, possessing, using or being under the influence of marijuana or a controlled substance (as defined by Chapter 481, et seq. of the Texas Health and Safety Code, or by 21 United States Code Section 801 et seq.), a dangerous drug (as defined by Chapter 483 et seq., Texas Health and Safety Code), or alcohol **if the conduct is punishable as a felony**.
12. Engaging in conduct on or off school property that contains the elements of any of the Class A offenses Numbers 1 - 11 in this section against any staff member in retaliation for or as a result of the person's employment with a school district.

A student **may** be expelled for any of the following offenses:

13. Engaging in conduct, regardless of the location of the conduct, involving a public school that contains the elements of the offense of false alarm or report (under Section 42.06, Penal Code), or terroristic threat (under Section 22.07, Penal Code).
14. Engaging in conduct against another students, regardless of the location of the conduct, which contains the elements of aggravated assault (under Section 22.02, Penal Code); sexual assault (under Section 22.011, Penal Code); aggravated sexual assault (under Section 22.021, Penal Code); murder (under Section 19.02, Penal Code); capital murder (under Section 19.03, Penal Code); criminal attempt to commit murder or capital murder (under Section 28.02, Penal Code); or aggravated robbery (under Section 29.03, Penal Code).
15. While on or within 300 feet of school property or while attending a school-sponsored or school-related activity off of the school property, engaging in conduct that contains the elements of an offense related to an abusable volatile chemical as defined in Section 485.031-485.034, Texas Health and Safety Code.
16. While on or within 300 feet of school property or while attending a school-sponsored or school-related activity off of school property selling, giving, delivering, possessing, using, or being under the influence of any amount of marijuana or a controlled substance (as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.); a dangerous drug (as defined by Chapter 483, Health and Safety Code); or an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverages Code.
17. While on or within 300 feet of school property or while attending a school-sponsored or school-related activity off of school property, engaging in conduct that contains the elements of assault as defined in Section 22.01(a)(1), Penal Code against a school staff member or a school volunteer.
18. While on or within 300 feet of school property or while attending a school-sponsored or school-related activity off of school property, engaging in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code.
19. Except for in situations described by Class A Offense 12, which will result in expulsion, while within 300 feet of school property, engaging in one of the Class A Offenses Numbers 1-11 above.
20. While within 300 feet of school property, possessing a firearm, as defined by 18 U.S.C Section 921. (See also Clarifications/Definitions section of Student Code of Conduct.)
21. Engaging in conduct on or off school property that contains the elements of any of assault (under Section 22.01(a)(1), Penal Code) against any staff member in retaliation for or as a result of the person's employment with a school district.
22. Engaging in serious or persistent misbehavior while the student is enrolled in a Disciplinary Alternative Education Program.
23. Engaging in conduct that contains the elements of the offense of criminal mischief under Section 28.03, Penal Code, if the offense is punishable as a felony under that section.
24. Engaging in conduct described in Class A offenses number 1-11 on school property of another district or while attending a school-sponsored or school-related activity of a school in another district.

The length of expulsion may be up to one year. Under federal law, any student who commits a Class A

Offense Number 1, regardless of the student's age, must be expelled from the student's regular campus for a period of at least one year, except that the superintendent may modify the length of the expulsion. A student under the age of 10 who is expelled for committing Class A Offense Number 1 shall be provided educational services in a DAEP.

Serious Offenses

Serious Offenses – Class B Offenses

Removal to Disciplinary Alternative Education Program (DAEP)

A student **shall** be removed to a DAEP for the following offenses:

1. Regardless of where the conduct occurs, engaging in conduct involving a public school that contains the elements of the offense of false alarm or report (under Section 42.06, Penal Code), or terroristic threat (under Section 22.07, Penal Code).
2. Except for in situations described by Class A Offense Number 12, which will result in expulsion, regardless of where the conduct occurs, engaging in conduct that contains the elements of the offense of retaliation under Section 36.06, Penal Code against any school employee.
3. On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off of school property, engaging in conduct punishable as a felony other than Class A Offenses 1-11 that are felonies.
4. On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off of school property, engaging in conduct that contains the elements of the offense of assault under Section 22.01(a)(1), Penal Code.
5. On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off of the school property, selling, giving, delivering, possessing, using, or being under the influence of marijuana or a controlled substance (as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et. Seq.), or a dangerous drug (as defined by Chapter 483, Health and Safety Code).
6. On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off of school property, selling, giving, or delivering to another person an alcoholic beverage, (as defined by Section 1.04, Alcoholic Beverage Code), committing a serious act or offense while under the influence of alcohol, or possessing, using, or being under the influence of an alcoholic beverage.
7. On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off of school property, engaging in conduct that contains the elements of an offense relating to an abusable volatile chemical under Section 485.031-485.034, Health and Safety Code.
8. On or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off of school property, engages in conduct that contains the elements of the offense of public lewdness (under Section 21.09, Penal Code) or indecent exposure (under Section 21.08, Penal Code).
9. Engaging in conduct that contains the elements of a terroristic threat, as defined in Section 22.07, Penal Code.
10. Engaging in conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if:
 - A. The student receives deferred prosecution under Section 53.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code; or
 - B. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03, Family Code, for conduct defined as a felony offense in Title 5, Penal Code; or
 - C. The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as a felony offense in Title 5, Penal Code.
11. Engaging in any of the conduct listed as a Class A Offense when the student is younger than 10 years of age.

A student **may** be removed to a DAEP for the following offenses:

12. Engaging in conduct off campus and while the student is not in attendance at a school-sponsored or school-related activity if:
 - A. The Superintendent or the Superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and
 - B. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

A student under the age of 6 may be placed in the DAEP only if the student commits Class A Offense Number 1. A student age 10 or older who commits a second Class B Offense or succeeding violation of

the Student Code of Conduct may be expelled.

Significant Offenses

Class C Offenses

1. Use, possession or distribution of tobacco products and/or tobacco paraphernalia.
2. Possessing or using drug paraphernalia, as drug paraphernalia is defined by the Texas Controlled Substance Act (Article 4476-15, Vernon's Texas Civil Statutes).
3. Selling, distributing, possessing or using substances or items portrayed as being drugs (without regard to amount), drug paraphernalia or alcohol.
4. Using or possessing any instrument, including, but not limited to, any weapon, knife or gun which does not fit the Penal Code definition under Most Serious Offenses (examples: pocket knife or fake gun), fireworks, ammunition, and instruments of the martial arts that might reasonably cause bodily harm, but has not been used as a threat of bodily harm.
5. Extorting or attempting extortion through use of threat or force.
6. Committing theft, robbery or burglary or attempting to commit such act.
7. Committing sexual acts, which do not qualify as public lewdness or indecent exposure.
8. Tampering with, changing or altering records or documents of the District by any method, including, but not limited to, computer access or other electronic means.
9. Damaging and/or destroying and/or altering school computer hardware and/or software by any method including, but not limited to, the use of computer software viruses or other electronic means.
10. Planning and/or organizing and/or instigating and/or participating in an activity that causes substantial disruption of the education program, including, but not limited to, gang/cult activity.
11. Vandalizing property, including, but not limited to, cutting, defacing, or in any way damaging property belonging to the District, its staff, visitors or other students.
12. Fighting.
13. Inappropriately using instructional materials including computers and computer systems.

Consequence

Students guilty of Significant Discipline Offenses may be suspended for up to three days and/or assigned to in-school suspension (Extension Center) for more than 10 days and up to the remainder of the school year unless the misconduct occurred during the last six weeks of the school year, in which case the student may be placed in in-school suspension at the beginning of the next school year. Students guilty of significant discipline offenses may also be assigned to the Disciplinary Alternative Education Program. A second Significant Discipline Offense or succeeding violations of the Student Code of Conduct may lead to expulsion for students age 10 and older.

Class D Offenses

1. Harassment or bullying.
2. Making or distributing hit lists.
3. Disruption of school activities.
4. Hazing.
5. Lying or giving of false information either verbally or in writing to a school staff member.
6. Defiance of authority of the teacher, principal, bus driver, supervisor or other school staff member.
7. Disrespect of a staff member.
8. Throwing objects out of buses or at activities such as athletic events that can cause bodily harm or damage property.
9. Directing profanity, vulgar language or obscene gestures toward other students or school personnel.
10. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs or derogatory statements addressed publicly to others that may disrupt the school program or incite violence.
11. Gambling.
12. Tardiness or truancy.
13. Littering of school grounds.
14. Trespassing.
15. Possession or use of a paging device.
16. Grooming code violations.
17. Behavior symptomatic of or associated with gangs or cults.

Consequence

Students guilty of a first Class D Offense may receive any of the discipline management techniques appropriate for the situation as determined by a school administrator, including, but not limited to, peer mediation, detention hall, or assignment to the Extension Center. A second Class D Offense may result in suspension for up to three days, an additional assignment to in-school suspension (Extension Center) up to the remainder of the semester, unless the misconduct occurred during the last six weeks of the semester, in which case the student may be considered for assignment to an in-school suspension at the beginning of the next year. Repeated Class D Offenses may ultimately result in assignment to the Disciplinary Alternative Education Program or for students age 10 and older expulsion.

Offenses Not Specified

Other misconduct not specified in this handbook may be dealt with by any appropriate discipline management technique(s) or assignment to the Disciplinary Alternative Education Program, depending upon the nature of the misconduct.

Teacher Removal

1. A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with local policy and the code of conduct including, but not limited to, detention, suspension or in-school suspension.
2. A teacher may remove from class a student who (a) has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the student in the class or with the ability of the student's classmates to learn, or (b) whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

Students removed from a class by a teacher for either or both of the reasons stated above may not return to the teacher's class without the teacher's consent unless a placement review committee determines otherwise.

Not later than the third day after the day on which a student is removed from class the principal shall schedule a conference among the principal or assistant principal, a parent or guardian, the teacher removing the student from class, and the student. The student may not be returned to the regular classroom pending the conference.

If the student is removed by a teacher, the principal may prohibit the student from attending or participating in school-sponsored or school-related activities.

CLARIFICATIONS/DEFINITIONS

Penal Code

The Texas Penal Code is revised during each legislative session and the most current version of the code applies. References to the Texas Penal Code are to define offenses only. In order to be punished under the Code of Student Conduct, it is not necessary for the student to be charged or convicted under the Penal Code. The laws of the criminal courts, including definitions of "usable amount" and rules of evidence do not apply to student discipline.

Copies of any statute or code referred to in this handbook are available in the principal's office.

Detention Hall

Detention hall assignment may be made when a student's behavior warrants a period of time before or after school or on Saturday in a study hall setting.

Extension Center In-School Suspension

Extension Center is in-school suspension.

Students may be assigned to the Extension Center as a discipline management technique. Parents will be notified of the removal to the Extension Center and be offered an opportunity for a conference. Students may leave the Extension Center for designated restroom/water breaks and will eat at a time and place designated by the Extension Center teacher. It is the student's responsibility to contact teachers before and after school for extra help.

Students may not participate in or attend any school activity while assigned to the Extension Center (EC).

Suspension

A student may not participate in or attend any school activity while serving time of suspension. Students may be suspended for up to three school days for any violation of school rules. There is no limit to the number of times, per school year, that a student may be suspended. No hearing will be provided to a student who is suspended. The student will be allowed to make up work missed while suspended. It is the student's responsibility to ask the teacher for work missed. Parents will be notified in writing if a student is suspended.

Expulsion	<p>Students shall be expelled for up to one calendar year. During the expulsion period, students may earn credits through an alternative or private accredited school. Students may not return to the campus during the expulsion period. One who does will be considered to be trespassing and legal action will be taken. Expelled students may not attend school-sponsored or school-related activities. A student expelled may be placed in the Harris County Juvenile Justice Alternative Education Program (JJAEP) or some other education program for expelled students. Any student who has been expelled from another school district in Texas or another state will have that expulsion continued upon enrollment in Spring ISD until the expulsion period has been completed. An expulsion in another state will be enforced by the District so long as the grounds are also grounds for expulsion in the District. The aggregate period of expulsion will not exceed one year unless the District determines that the student is a threat to the safety of other students or employees or extended expulsion time is in the best interest of the student.</p> <p>Parents will be notified in writing if a student is being expelled.</p>
Serious/ Persistent Misbehavior	<p>The Board's designee may conclude that a student is guilty of serious misbehavior if the student has committed an offense included in the Class A or B offenses in the Student Code of Conduct, or may conclude the student is guilty of persistent misbehavior if the student has committed two or more of any of the offenses in the Student Code of Conduct.</p>
Appeal Process— Expulsion	<p>A school-level hearing shall be offered when a student is recommended for expulsion. A student's parent or guardian shall be notified of the opportunity for a hearing. The parent or guardian may waive the right to a hearing or ask for a hearing. If the parent asks for a hearing, the request must be made within two school days of being told in writing of the recommendation for expulsion.</p> <p>The school-level hearing will be held before a hearing officer, who is usually a principal or associate/assistant principal. Any decision made by the school-level hearing officer may be appealed to an administrative-level hearing. The parent must request in writing an administrative-level hearing within two school days of receipt of the decision from the school-level hearing officer.</p> <p>Finally, a parent or guardian may appeal the administrative-level decision to the Board of Trustees. The parent or guardian must file a written request to appeal to the Board of Trustees with the Superintendent within two school days of receipt of the administrative-level decision. The appeal to the Board consists of arguments based upon the record of information from the administrative-level hearing. If the parent or guardian has questions about due process, they should contact the building principal.</p>
Disciplinary Alternative Education Program Placement	<p>Students who are placed in the Disciplinary Alternative Education Program (DAEP) will be assigned to Highpoint North campus which is operated by the Harris County Department of Education. Students placed in the DAEP may not participate in any school-sponsored or school-related activity. Students enrolled in the DAEP are subject to a "walk-thru" metal detector upon arrival.</p> <p>In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirement and shall establish a specific graduation plan for the student.</p> <p>In the DAEP, the District provides English, language arts, social studies, math, science, and self-discipline. A student removed to a Disciplinary Alternative Education Program shall be offered an opportunity to complete course work before the beginning of next school year according to state law.</p> <p>Parents will be notified in writing if a student is being placed in the DAEP.</p>
Appeal Process— Disciplinary Alternative Education Program Placement	<p>If the principal or designee decides to remove a student to the DAEP for a period of time that extends beyond 30 days or the end of the next grading period, whichever is earlier, the student's parent/guardian must be provided an opportunity to conference with the principal or designee within three school days after notice of removal. The parent/guardian may appeal the principal/designee's decision to the Area Superintendent. The Area Superintendent may appoint a designee to review the placement decision and make a recommendation. The decision of the Area Superintendent is final and may not be appealed. Students are placed in the extension center pending resolution of the appeal.</p>
Trespassing	<p>Trespassing is defined as being on other than the home campus, or being on the home campus during non-school hours when no activities are underway and/or no apparent legitimate reason exists to be on campus or being on any campus if expelled or suspended or placed in the Disciplinary Alternative Education Program. Students placed in the Disciplinary Alternative Education Program will be considered trespassing if they are outside the designated waiting area for their bus. A citation may be issued for trespassing by the Spring ISD Police Department.</p> <p>Being on a campus for the purpose of roller blading, roller skating or skateboarding is not permitted.</p>

Bullying	Bullying is written or oral expression or physical conduct that is determined by the designee of the Spring ISD Board of Trustees: (1) to have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) to be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student. In accordance with the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying until an ARD Committee meeting has been held to review the conduct.
Harassment	Harassment is: (1) conduct that meets the definition established in Spring ISD Board policies FNCL (LOCAL) and FNCJ (LOCAL); or (2) conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety. In accordance with the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of harassment until an ARD Committee meeting has been held to review the conduct.
Hit Lists	A hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm. In accordance with the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of making a hit list until an ARD Committee meeting has been held to review the conduct.
Considerations for Certain Removals	In deciding whether to order suspension, removal to a DAEP or expulsion, the district will not take into consideration intent or lack of intent at the time the student engaged in the conduct, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, except as required under the Individuals with Disabilities Act (IDEA) and any related federal regulations.
Self-defense	Self-defense may be considered as a mitigating circumstance only when the student has a reasonable belief that the student's response is immediately necessary to protect himself/herself against the other's use or attempted use of improper force that could result in serious bodily injury. Reasonable belief in the school setting means a belief that would be held by the school principal or other appropriate administrator in the same circumstances as the actor. Each student is responsible and will be held accountable for making every effort to avoid the use of any force and is expected to immediately remove himself or herself from the situation if at all possible and/or contact appropriate school personnel and/or follow the directives of school personnel attempting to assist. The District does not approve, sanction, condone or authorize students to use force against another individual, even if that individual provokes, encourages, or instigates a fight or altercation.
Title V Offenses, Texas Penal Code	Conduct defined as a felony offense in Title V of the Texas Penal Code include: criminal homicide; murder; capital murder; manslaughter; criminally negligent homicide; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child, elderly individual or a disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; and tampering.
Weapons	<p>Any prohibited weapon, drug, or alcohol which is brought to school or a school activity will not be returned to the student.</p> <p><i>Weapons as defined in the Penal Code and 18U.S.C. 921 are as follows:</i></p> <p>Firearm—any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.</p> <p>Illegal knife—means a:</p> <ul style="list-style-type: none"> A. knife with a blade over five and one-half inches B. hand instrument designed to cut or stab another by being thrown C. dagger, including, but not limited to, a dirk, stiletto, and poniard D. Bowie knife E. sword F. spear <p>Club—means an instrument that is specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> A. blackjack B. nightstick C. mace D. tomahawk

- Prohibited weapons —are:
- A. an explosive weapon
 - B. a machine gun
 - C. a short-barrel firearm
 - D. a firearm silencer
 - E. a switchblade knife
 - F. knuckles
 - G. armor-piercing ammunition
 - H. a chemical dispensing device

Beyond the legal description of a weapon, the District may further define a weapon as anything that can be used to inflict bodily harm on an individual. An appropriate disciplinary consequence will be assigned in this case.

Alcohol/Drugs/ Tobacco

Possession, use, and delivery of any alcohol or drugs is strictly prohibited, no matter how small the quantity. Some students believe that if his blood alcohol level is not over the criminal level, that school sanctions do not apply. This is not correct. School discipline will be applied if any amount of drugs or alcohol is used or possessed at school, at a school-related event, or prior to coming to school or a school-related event. Class C tickets for minors in possession of alcohol and/or drugs/tobacco on school property may be issued by the SISD Police Department.

Possession

Possession is defined as being in a student's locker, purse, gym bag or in any other item owned by or belonging to the student, on the student's person, or in a car driven by or occupied by the student or items found in a car parked on school property or at a school activity.

Class Disruption

Any behavior which violates school rules, classroom rules, rules of conduct for school activities, or a teacher's rules may result in a Class C citation from the Spring ISD Police Department for "disruption of class".

Searches

The school administrators, including District police officers, have the right to search a student's desk, locker, purse, gym bag, backpack, any other item carried or possessed by a student, the student's person, pockets, or car upon reasonable suspicion. Reasonable suspicion may be based upon information from other students or adults, upon the student's behavior, or upon other grounds for suspecting that a search will produce evidence that the student has violated either the law or rules of the District. The criminal standard of probable cause is not required. Secondary students may be subject to random, metal detector searched of their person and their possessions periodically throughout the school year.

Ticketing of Students

In addition to school disciplinary action, students, ages 10-16, may be ticketed by the Spring ISD Police Department for Class C misdemeanor offenses, including but not limited to, minor thefts, minor criminal mischief, simple assault, disorderly conduct, disruption of class, disruption of transportation, minor in possession of alcohol, possession of alcohol on school property, truancy and trespassing on school property. Juveniles (10-16) may be ticketed for driving while intoxicated (DWI) if found to be operating a vehicle with any detectable trace of alcohol.

Notification from the court will be mailed to the student's parent when a juvenile is issued a citation. A juvenile's attendance in court, with a parent, is mandatory. A juvenile's failure to appear in court may cause their driver's license application to be flagged by the Texas Department of Public Safety, preventing the issuance of a driver's license when an application is submitted.

The ticketing of students by the Spring ISD Police Department or the filing of other charges through the Harris County District Attorney's Office may not occur on the date of the offense. This could include, but not be limited to the following reasons: an ongoing investigation; gathering of statements; scheduled school holiday; illness/absence of the officer; absence/illness of the student(s) involved; or the later presentation of evidence to the District Attorney's Office.

Charges for misdemeanors may be filed for a period of up to two years after an offense has occurred. Felony charges may be filed beyond the two-year period, depending on the nature of the offense.

COMPUTER ACCEPTABLE USE POLICY

I. OVERVIEW

The Spring Independent School District Network (SISD Network) is making Internet access available to the staff and students in the Spring Independent School District. We are very pleased to bring this access to Spring ISD and believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service to Spring ISD is to promote educational excellence in the Spring schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. You have access to:

1. electronic mail communication with people all over the world;
2. information and news from NASA;
3. public domain software and shareware of all types;
4. discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics etc.;
5. access to many University Library Catalogs, the Library of Congress, CARL, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. Spring ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Internet/SISD Network user violates any of these provisions, his or her future access could possibly be denied and he or she may be subject to further disciplinary action. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

II. INTERNET/SISD NETWORK - SPECIFIC TERMS AND CONDITIONS

- A. Acceptable Use** - The purpose of the SISD Network is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The Internet/SISD Network shall only be used for educational and research purposes consistent with the educational objectives of the Spring Independent School District. Use of any other organization's network or computing resources must comply with not only these guidelines, but also the rules appropriate for that network. Transmission of any material that violates federal or state laws (those of Texas or other states) or any federal or state regulations is strictly prohibited. This includes, but is not limited to copyrighted material, threatening harassing or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Spring ISD expects legal, ethical and appropriate use of the Internet/SISD Network.
- B. Privileges** - The use of the Internet/SISD Network is a privilege, not a right, and inappropriate use will result in an immediate cancellation of those privileges and may result in further disciplinary action, including but not limited to termination of employment or expulsion. The system administrator(s), Spring ISD employees responsible for the operation of the SISD Network, will deem what is inappropriate use and their decision is final. Also, the system administrator(s) may deny Internet/SISD Network access at any time as required or as they deem appropriate and without notice. The administration of Spring ISD may request the system administrator(s) to deny, revoke, or suspend Internet/SISD Network access, with or without cause, for violation of Internet/SISD Network computing regulations and guidelines, or as a result of other disciplinary action against the user. With the exception of revocation of access privileges, other disciplinary actions taken against a student or employee shall be in accordance with Spring ISD Board Policies.
- C. INTERNET/SISD NETWORK Computing Regulations and Guidelines** - Spring ISD is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of these regulations and guidelines will result in disciplinary action in the form of temporary or permanent revocation of access to the Internet/SISD Network, regardless of the success or failure of the attempt, and may result in further disciplinary action including, but not limited to, termination of employment or expulsion.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network shall be referred to the appropriate law enforcement entity, in addition to any disciplinary actions taken by the administration. If such an event should occur, Spring ISD will fully cooperate with the authorities to provide any information necessary for the litigation process.

1. SECTION 1: GENERAL COMPUTING

Once a user receives a userID to be used to access the SISD Network and computer systems on the SISD Network, they are solely responsible for all actions taken while using that userID. Therefore:

- a. Applying for a userID under false pretenses is a punishable disciplinary offense.
- b. Sharing your userID with any other person is prohibited. You are solely responsible for any actions which occur in relation to your userID number.
- c. Revealing your personal address or phone numbers, or the address or phone numbers of students or colleagues, is prohibited.
- d. Spring ISD reserves the right to monitor, read, or otherwise access any/all file(s) that are received, transmitted, or stored on the SISD Network.
- e. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- f. Attempts to evade or change resource quotas are prohibited.
- g. Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity is prohibited.
- h. Use of facilities and/or services for commercial purposes is prohibited.
- i. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
- j. Student information is considered confidential and is not to be sent to anyone by any means without the parent's permission.

2. SECTION 2: ELECTRONIC MAIL

Whenever you send electronic mail, your name and userID are included in each mail message. You are responsible for all electronic mail originating from your userID. By accepting an account, the applicant authorizes the designated Spring ISD system administrator(s) to have access to the applicant's e-mail and to make that e-mail available to district, local, state, and federal officials in conjunction with any investigation. Therefore:

- a. Forgery, or attempted forgery, of electronic mail messages is prohibited.
- b. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- c. Attempts at sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
- d. Attempts at sending unsolicited junk mail, "for-profit" messages, or chain letters is prohibited.
- e. Use of inappropriate language, swearing, vulgarities, ethnic or racial slurs is prohibited.

3. SECTION 3: NETWORK SECURITY

As a user of the SISD Network, you may be allowed to access other networks and/or the computer systems attached to those networks. Therefore:

- a. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- b. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c. Decryption of system or user passwords is prohibited.
- d. The copying of system files is prohibited.
- e. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- f. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
- g. Any attempts to secure a higher level of privilege on network systems are punishable disciplinary offenses.
- h. The willful introduction of computer "viruses" or other disruptive/destructive programs into the SISD Network or into external networks is prohibited.

- D. **Disclaimer and Limitation of Liability - Access to the Internet/SISD Network is provided on an "as is, as available" basis.** The Spring Independent School District, its Board of Trustees, agents, and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to our Internet Service Provider (ISP), the SISD Network, the services to be provided by the SISD Network, or any information or software accessed or received by the user or contacts made by the user, and disclaim any implied warranties, including any implied warranties of merchantability or fitness for a particular purpose. The system administrators and Spring ISD do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. Spring ISD will not be responsible to you or liable to you for any claims, losses, or damages you may suffer as a result of these Terms and Conditions or your access to our ISP or the SISD Network, including without limitation, any losses, claims, or damages arising from Spring ISD's negligence or your own errors or omissions. YOU AGREE THAT THIS LIMITATION IS INTENDED TO AND DOES RELEASE SPRING ISD FROM ANY CLAIMS, DAMAGES, OR LOSSES THAT YOU MAY SUFFER THAT MAY ARISE OUT OF THE USE OF THIS

SYSTEM. Use of any information obtained via your connection with the Internet/SISD Network is at your own risk. While SISD has in place computer software and teacher directed restrictions, the students are ultimately responsible for their computer use. Spring ISD specifically denies any responsibility for the accuracy or quality of information obtained through this service. Furthermore, Spring ISD assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by the user while accessing the Internet/SISD Network. Any dispute or problems regarding phone service are strictly between the user and his or her local phone company and/or long distance service provider. The Spring ISD shall not be liable for any inappropriate use of the Internet/SISD Network. All such liability shall be borne directly by the user.

- E. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/SISD Network, you must notify a system administrator. Do not demonstrate the problem to other users. Do not download any applications programs from the Internet without prior approval of the administration. Application programs may not only contain embedded viruses, but also are often untested and may interfere with the functioning of standard applications being run by Spring ISD. Do not use another individual's account. A Spring ISD staff member shall **not** allow students to access the system through the staff person's account. SISD Network account users shall **not** let others use their account and password. Attempts to login to the system using another member's account or as a system administrator will result in cancellation of user privileges. Members should immediately notify a system administrator if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet/SISD Network.
- F. **Monitored Use** - The use of the Internet/SISD Network is not a private activity and is reserved exclusively for educational and administrative functions of Spring ISD. Internet/SISD Network users have no expectation of privacy with respect to the use of or access to the Internet/SISD Network. Spring ISD reserves the right to monitor Internet/SISD Network use at any time by a designated administrator to ensure the appropriateness of its use. Furthermore, Spring ISD reserves the absolute right to monitor, read or otherwise access any electronic communication or file that is either received, transmitted or stored on the SISD Network.
- Each and every user of the Internet/SISD Network should assume that **every** "electronic communication" (e-mail) will be read by the designated administrator. A USER HAS NO PRIVACY RIGHTS OR INTERESTS IN ELECTRONIC COMMUNICATIONS SENT OR RECEIVED VIA THE INTERNET/SISD NETWORK.
- G. **Vandalism and Mischief** - Vandalism and mischief through the use of the Internet/SISD Network are strictly prohibited and will result in cancellation of privileges and further disciplinary action. Vandalism, as addressed in the Internet/SISD Network Computing Regulations and Guidelines, is defined as any malicious attempt to harm or destroy data of, or accessing without permission a computer of, another user, Internet, or any other networks that are connected to our ISP Internet backbone. This includes, but is not limited to, the downloading, uploading, creation, propagation or transmission of computer viruses. Any interference with the operation of the SISD Network or the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.
- H. **Disruption** - Any use of the Internet/SISD Network that is disruptive of the educational and/or administrative functions of Spring ISD will not be tolerated. Furthermore, Spring ISD shall not tolerate abusive, vulgar or distasteful electronic mail or mail that contains racial, religious, ethnic, or sex based derogatory remarks.
- I. **Unsolicited Mail** - The use of the Internet/SISD Network to send "spam," "flame," or other unsolicited electronic mail is strictly forbidden. Electronic mail is considered unsolicited when it is sent without the consent or authorization of the recipient or after a recipient has indicated that he or she no longer wishes to receive electronic mail from the user.
- J. **Updating Your User Information** - The system administrator(s) may occasionally require new registration and account information from you to continue the service. You must notify the system administrator(s) of any changes in your account information.
- K. **Application of Terms and Conditions** - All terms and conditions as stated in this document are applicable to the applicant's use of the Internet/SISD Network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas, and the United States of America.

Headings are for convenience of reference only and shall not be used in the interpretation of this document.

Any dispute regarding these terms and conditions will be resolved by the administration whose decisions will be final and binding.

INDEX

A	
Absences	12
Academic Information.....	24
Academic Performance Award.....	25
Accreditation.....	24
Acting as Own Agent.....	7
Activities Limitations.....	35
Activity Absences	13
Administrators	6
Advanced Courses	35
Age Requirement.....	11
Alcohol/Drugs/Tobacco.....	43
Appeal Process - Disciplinary Alternative Education Program Placement.....	41
Appeal Process-Expulsion.....	41
Asbestos Plan.....	14
Assignments/Make-up Assignments/Grades for Late Assignments	31
Attendance	11
Attendance Officer.....	12
Audio/Video	11
Award of Credit Upon Late Enrollment.....	29
B	
Backpacks/ Book Bags.....	21
Bacterial Meningitis	9
Beginning Year Eligibility.....	33
Behavior Rating	11
Bullying.....	42
Bus Transportation	15
C	
Calendar—2007-2008.....	4
Campus Regulations.....	20
Cell Phones/Paging Devices	23
Cheating.....	31
Child Abuse Reporting.....	14
Child Nutrition.....	16
Clarifications/Definitions	40
Class Disruption.....	43
Class Interruptions	21
Clinic.....	17
Community College Enrollment.....	12
Computer Acceptable Use Policy	44
Computer Use/Internet Access	21
Conduct Grades	31
Considerations for Certain Removals	42
Copies of Records.....	11
Course Costs	25
Course Enrollment.....	25
Course Level Changes	29
Course Schedule Changes	29
Credit by Exam/Testing for Make-up Credit.....	25
Credit Requirements for Class Standing.....	26
Criteria for Exam Exemptions Per Semester.....	30
D	
Detention Hall.....	40
Disciplinary Alternative Education Program Placement.....	41
Distinguished Service Graduate	25
Distribution of Literature.....	22
Documentation.....	9
Drills	14
During Year Eligibility.....	34
E	
Emergency Information.....	10
Enrollment and Withdrawal	7
ESOL	32
Evening High School Program	33
Exit-Level Exam	25
Expulsion.....	41
Extension Center In-School Suspension	40
Extracurricular Activities	33
F	
Food.....	23
G	
Gangs/ Secret Societies	36
General Information.....	14
Grade Reporting	24
Grading Scale.....	29
Graduation Requirements	25
Grooming & Attire	23
Guidance & Counseling.....	19
H	
Hall Conduct.....	23
Harassment	42
High School Clubs/Activities	36
Hit Lists.....	42
Honor Rolls	25
I	
Immunizations	7
Ineligible Status.....	35
Insurance	19
Introductory Course.....	29
J	
Jurisdiction.....	6
L	
Leaving School Early	11
Library.....	20
Lockers	22
Lost & Found.....	14
M	
Medication.....	18
Minimum Course Load.....	29
Minute of Silence	15
Most Serious Offenses	36
Motorized Vehicles	22
N	
National Honor Society	36
Non-school Fundraising Items	14

O

Offenses Not Specified.....	40
Office Hours.....	14
Organization Requirements	35

P

PA System	23
Parent.....	5
Parent Conferences	25
Patriotic Activities.....	14
PE Dress.....	23
PE Substitute Changes.....	29
Penal Code.....	40
Pesticides.....	14
Photo IDs	21
Plagiarism	31
Possession.....	43
Practice Limitations	35
Program of Studies.....	33
Provisional Enrollment.....	8
Public Access to Directory Information.....	10

R

Radios, Electronic Devices, Cameras & Skateboards	23
Re-classification.....	28
Record Corrections.....	10
Registration.....	7
Reporting Absences	13
Residency.....	7
Responsibilities	5

S

School Health.....	15
School Records.....	10
School Services	15
School-Sponsored Trips	23
School-to-Careers Activities.....	32
Searches	43
Security.....	20
Self-defense.....	42
Senior Information	26
Serious Offenses	38
Serious/Persistent Misbehavior.....	41
Significant Offenses	39

Six-Week & Semester Exams.....	30
Special Options	29
Special Services.....	32
Stay in School Program	12
STEPS Problem Solving Process	6
Student.....	5
Student Activities.....	33
Student Code of Conduct	36
Student Leader Requirements	36
Student Records.....	10
Summer Program.....	33
Suspension.....	40

T

Tardies	12
Teachers.....	5
Telephone	22
Testing Schedules	4
Textbooks.....	19
Ticketing of Students	43
Title V Offenses, Texas Penal Code.....	42
Transfer of Grades.....	29
Transporting Students from After School Activities.....	16
Transporting Students In a Work/Coop Program and North Harris College Program	16
Transporting Students to a Disciplinary Alternative Education Program.....	16
Trespassing.....	41
Truancy.....	12
Tutoring.....	31

V

Verification of Enrollment & Attendance for Driver's License Renewals	13
Visitors	14

W

Waiver of Fees	14
Weapons	42
Weather-Related Closings/Late Openings	14
Wireless Telecommunication Device Policy.....	25
Withdrawal From School.....	7

Y

Youth Services Program	20
------------------------------	----

EMERGENCY MEDICAL TREATMENT FORM

In the event of a medical emergency at school, the school will first try to contact the child's parents. If the parent cannot be reached, and the child needs immediate medical treatment, the form below would be given to the hospital or clinic. The purpose of the Emergency Medical Treatment Form is to obtain medical treatment for your child in the event you cannot be contacted.

Please complete and return this with the signed accountability form.

I hereby authorize the staff member(s) at _____ School to consent to emergency medical treatment for:

Student's First/Last Name (Printed) Birth Date Grade

I understand in granting this authorization that:

- My child will be taken to a hospital or clinic nearest to the school or activity he or she is attending so that emergency medical treatment can be obtained.
- School staff members will attempt to contact me before consenting to emergency medical treatment for my child.
- I will be responsible for all expenses incurred by virtue of the emergency medical treatment of my child and for the transportation to the emergency medical treatment facility.
- I release Spring ISD staff members and trustees from any and all claims or actions from liabilities for the injuries that occur to my child as a result of his or her receipt of emergency medical care.
- The staff members of the Spring ISD, its trustees and agents are not waiving any sovereign or governmental immunity by requesting the execution of this document.
- I understand the provisions of this document and execute it voluntarily.

Signature of Parent or Guardian Home/Work Phone (include area code) Date

IMPORTANT MEDICAL INFORMATION

List any medical problems your child has which medical personnel need to be aware of in an emergency: (example—diabetes, asthma, seizures, heart problems, pregnancy, ADHD, mental health concerns, etc)

Medication(s) your child takes daily (either at home or school)

Any severe allergies to food? _____ If yes, which food(s) _____ and what
Yes/No treatment is given _____?

Any severe allergies to insect bites _____ If yes, what treatment is given _____
Yes/No _____?

Family physician and phone number _____ (____) _____ - _____
Name Phone Number

Health Insurance (___CHIP ___Medicaid ___Harris County Hospital District Medical Card ___Private Insurance ___None)

Emergency Contact _____ (____) _____ - _____
Name Phone Number

Emergency Contact _____ (____) _____ - _____
Name Phone Number

Spring Independent School District Profile of a Graduate

The primary goal of the educational process is to produce graduates who are prepared for life after public school. In preparation for both post-secondary education and the world of work, SISD graduates will exhibit these characteristics.

Scholastic Preparation

The SISD graduate is a life-long learner who...

- ★ Possesses a strong academic foundation in the areas of mathematics, science, language arts, and social studies
- ★ Understands and appreciates the arts and humanities
- ★ Utilizes technology to access, organize, analyze, and synthesize information
- ★ Demonstrates effective verbal, written, and listening skills appropriate to all audiences
- ★ Demonstrates preparedness for opportunities beyond high school as a result of participation in clubs, programs, and organizations
- ★ Identifies information needed to organize, evaluate, predict, and make appropriate decisions
- ★ Uses critical thinking to set and achieve goals
- ★ Seeks continual educational and professional opportunities

Social Responsibility

The SISD graduate has a vision for the future and...

- ★ Models honesty, self-discipline, respect, and appropriate social behaviors
- ★ Identifies and solves problems utilizing multiple perspectives and strategies
- ★ Understands, appreciates, and adapts to diversity
- ★ Responds positively to an ever-changing society
- ★ Respects laws, rules, and authority
- ★ Engages in healthful living and possesses self-worth
- ★ Understands and participates in the democratic process
- ★ Demonstrates an awareness of world and domestic events
- ★ Participates in community service

