

2015-2016 Academic School Year

---



# Student/Parent Handbook & Student Code of Conduct

# Table of Contents

2015-2016 Acknowledgment of Electronic Distribution of Spring ISD Student-Parent Handbook.....	1
Notice Concerning Privacy of Student and Directory Information .....	2
Notice Concerning Privacy of Student and Directory Information Form .....	3
Holidays—2015-2016 .....	4
Grading Periods.....	4
School Hours .....	4
Testing Schedules .....	5
Spring ISD Elementary Schools.....	7
Spring ISD Middle Schools .....	8
Spring ISD High Schools .....	9
Nondiscrimination Statement .....	9
Spring ISD Profile of a Graduate.....	10
Responsibilities.....	11
Solutions to Eliminate a Problem Situation (STEPS).....	13
Enrollment and Withdrawal .....	14
Age Requirements for Enrollment.....	14
Residency Requirements for Enrollment .....	14
Registration.....	14
Proof of Identity .....	14
Students Acting as Own Agent.....	15
Withdrawal from School.....	15
Students in Foster Care.....	15
Immunizations .....	15
Provisional Enrollments.....	17
Bacterial Meningitis .....	17
Documentation .....	18
Exemptions from Immunization .....	18
Special Campuses .....	18
Carl Wunsche, Sr. High School (CWHS) .....	18
Early College Academy at Southridge .....	18
Roberson Middle School .....	19
Student Records .....	19
School Records.....	19
Copies of Records.....	20
Record Corrections .....	20
Behavior Rating.....	21
Attendance .....	21
Compulsory Attendance .....	21
Failure to Comply with Compulsory Attendance .....	21

Intervention of Failure to Comply with Compulsory Attendance .....	22
Attendance Accounting .....	22
Students Leaving School Early .....	22
Tardies .....	22
Truancy/Attendance Officer .....	22
Community College Enrollment .....	22
Absences and Exemptions to Compulsory Attendance .....	22
Withdrawal for Absences .....	23
Reporting Absences .....	23
School Activity Absences .....	24
Verification of Enrollment & Attendance for Driver's License Renewals .....	24
General Information .....	24
School Hours .....	24
Surveys .....	25
School Jurisdiction .....	26
Minute of Silence .....	26
Pledges of Allegiance .....	26
PA System .....	26
Patriotic Activities .....	26
Custody Matters .....	26
Emergency Contacts and Information .....	26
School Supplies .....	26
Lost and Found .....	27
Visitors .....	27
Eating Lunch with your Child .....	27
Picking up your Child .....	27
Food .....	28
Celebrations .....	28
General Safety .....	28
Optional Student Accident Insurance .....	28
Safety Drills .....	28
My Spring ISD .....	28
Asbestos Management Plan .....	29
Pest Control .....	29
Non-School Fundraising Items .....	29
School Health .....	29
Distribution of Literature .....	30
Campus Regulations .....	30
Security .....	30
Photo IDs .....	31
Backpacks/Book Bags/Purses .....	31
Lockers .....	31

Class Interruptions .....	31
School Telephone Calls.....	31
Computer Use/Internet Access.....	31
Grooming and Dress Code.....	33
Specific Guidelines.....	33
PE Dress.....	34
Cell Phones/Electronic Devices.....	34
School Services .....	34
Bus Transportation.....	34
Transporting Students from After School Activities.....	37
Transporting Students in a Work-based/Career Preparation Program or Lone Star College-North Harris Program .....	37
Transporting Students to a Disciplinary Alternative Education Program .....	37
Child Nutrition.....	38
Healthy School Nutritional Environment and Food Safety.....	38
Food Allergies .....	39
Medication.....	41
Guidance & Counseling.....	42
Library.....	43
Youth Services Program.....	43
Academic Information .....	43
Pre-Kindergarten.....	43
Kindergarten.....	43
Grade Reporting.....	44
Parent-Teacher Conferences .....	44
Home Access Center .....	44
Instructional Materials and Textbooks .....	44
Waiver of Fees .....	44
PE Non-Participation.....	44
Excusing a Student from Reciting a Portion of the Declaration of Independence.....	45
School-Sponsored Trips.....	45
Gifted and Talented.....	45
Bilingual Education.....	45
Career and Technical Education (CTE) Programs.....	45
State Assessments Required for Graduation.....	45
Wireless Telecommunication Device Policy for Assessment Days .....	46
Course Costs (Secondary Levels) .....	46
Honor Rolls .....	46
Credit by Examination .....	46
State Testing .....	46
Six-Week & Semester Exams.....	47
Grading Scale .....	47

Conduct Grades .....	48
Retention Promotion.....	48
Pre- Kindergarten.....	48
Kindergarten.....	48
Grades 1-5 .....	48
Grades 6-8 .....	48
Grades 5 & 8 STAAR .....	48
Additional Information for High Schools .....	48
Academic Performance Award .....	48
Dedicated Service Graduate (DSG) .....	48
Graduation Requirements .....	48
Graduation Ceremony Participation.....	49
Re-Classification .....	50
Minimum Course Load .....	50
Award of Credit Upon Late Enrollment .....	50
Course Schedule Changes.....	50
Course Level Changes.....	50
PE Substitute Changes .....	50
Introductory Courses.....	50
Transfer of Grades .....	50
Assignments/Make-up Work/Grades for Late Assignments .....	51
Late Work.....	51
Tutoring.....	51
High School Credit .....	51
Course Changes for Elective Courses.....	51
Repeating Courses for HS Credit .....	51
Evening High School Program.....	51
Course Catalog .....	51
Academic Dishonesty.....	52
Collaborative Student Support (CSS) [Response to Intervention].....	52
Section 504 .....	52
Student Activities .....	54
Extracurricular Activities .....	54
Beginning Year Eligibility.....	55
During Year Eligibility .....	55
Advanced Courses .....	56
Ineligible Status.....	56
Activities Limitations.....	56
Gangs/Secret Societies.....	57
Athletics .....	57
Cheerleaders.....	57
Volunteer Activities .....	58

PTO and Booster Organization.....	58
Volunteers.....	58
Student Code of Conduct.....	59
Purpose.....	59
Discipline Management Techniques .....	60
Students with Disabilities.....	60
Student Removal .....	61
Routine Referral .....	61
Formal Removal.....	61
Returning Student to Classroom.....	61
Detention Hall.....	61
In-School Suspension (Extension Center) .....	61
Out of School Suspension .....	61
Disciplinary Alternative Education Program (DAEP) Placement .....	62
Expulsion .....	63
Additional Misconduct .....	63
While in DAEP .....	63
Corporal Punishment.....	63
Spring ISD Police Department.....	63
Level 1 Offenses .....	64
Significant Offenses .....	64
Serious Offenses.....	65
Most Serious Offenses .....	66
Offenses Not Specified.....	67
Procedural Requirements for Removal .....	68
Due Process.....	68
Notification .....	68
Appeal Process .....	68
General .....	68
Appeal Process .....	68
DAEP Placement.....	68
Appeal Process .....	68
Expulsion .....	68
Withdrawal during Process.....	68
Newly Enrolled Students with DAEP Placement.....	68
Emergency Placement Procedure .....	69
Registered Sex Offenders .....	69
Hearing and Required Findings .....	70
Length of Placement .....	70
Newly Enrolled Students.....	70
Prohibition Against Dating Violence, Harassment, Discrimination, Bullying and Hazing .....	71
Reporting Procedures .....	71

Investigation of Report .....	71
Clarifications/Definitions.....	72
Technology Responsible Use Guidelines for Students (TRUGS) .....	75
Personal Device Agreement for Students .....	79
Personal Device Agreement Student/Parent Signature Page.....	81
Handbook and Code of Conduct Review Notice .....	82

# 2015-2016 Acknowledgment of Electronic Distribution of Spring ISD Student-Parent Handbook

(SIGN AND RETURN A COPY FOR EACH STUDENT ENROLLED)

My child and I have been notified that I can either electronically access the **2015-2016** Spring ISD Student-Parent Handbook and Code of Conduct on the Spring ISD website ([www.springisd.org](http://www.springisd.org)), or receive a paper copy by requesting it from my child's campus.

I have chosen to:

- Receive a paper copy of the Student-Parent Handbook and Code of Conduct.
- Accept responsibility for accessing the Student-Parent Handbook and Code of Conduct by visiting the web address listed above.

I understand and consent to the responsibilities outlined in the Spring ISD Student-Parent Handbook, which includes the Technology Responsibility Use Guidelines for Students and the Student Code of Conduct. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for the behavior and consequences outlined in the Student-Parent Handbook while at school and at school-sponsored activities, regardless of time or location. I understand that failure to sign and acknowledge receipt of this handbook does not absolve me from the obligation to comply with all rules set out in the handbook and codes of conduct.

Printed Name of Student: \_\_\_\_\_

Campus: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_



# Notice Concerning Privacy of Student and Directory Information

## **PRIVACY FORM - ENG**

### General Student 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 parents, setting restrictions on how schools may handle educational records. FERPA requires that schools obtain written permission from parents before releasing educational records of their students. In certain well-defined circumstances, some information may be released without written permission.

*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 September 8, 2015. As designated by Spring ISD Board policy, the following information is considered directory information: student name; address; telephone listing; electronic mail address; photograph; date and place of birth; honors and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.*

### Student Publicity

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 website, social media websites and media news releases. 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 websites.

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 this form to notify the District by September 8, 2015. The District recognizes a parent may not want some directory information released, but may want other information made available. Therefore, the District has divided directory information into separate categories.

### Military Recruiters or Institutions of Higher Education

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, upon request, with the name, address, and telephone number of a secondary student unless the parent or eligible student has requested that the information not be disclosed without their prior written consent.

# Notice Concerning Privacy of Student and Directory Information Form

**Sign either one or more items below and return by September 8, 2015. Only complete and return this form if you want your student's information kept private.**

## **Directory Information – General Student Data**

I do not want my child's address, electronic mail address, telephone listing, date and place of birth, dates of attendance, grade level, and most recent educational agency or institution attended to be released.

Student's Full Name \_\_\_\_\_ School \_\_\_\_\_  
(Home Campus if Wunsche Student)

Grade \_\_\_\_\_ ID # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Directory Information – Student Publicity**

I do not want my child's name, photograph, grade level, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received, interviews and/or student work to be published or released to the media. **If you indicate that you would like this information kept private, your student's information will NOT be included in publications such as the yearbook, sports roster, or graduation program.**

Student's Full Name \_\_\_\_\_ School \_\_\_\_\_  
(Home Campus if Wunsche Student)

Grade \_\_\_\_\_ ID # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Directory Information – Military Recruitment/Institution of Higher Learning**

I do not want my secondary student's name, address, electronic mail address, and telephone number released to a military recruiter or institution of higher learning.

Student's Full Name \_\_\_\_\_ School \_\_\_\_\_  
(Home Campus if Wunsche Student)

Grade \_\_\_\_\_ ID # \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you do not sign and return this form denying or limiting the release of directory information by September 8, 2015, the District will release your child's directory information if a proper request is made.**

# Holidays—2015-2016

## Student Holidays

September 7 .....	Labor Day
October 13 .....	Parent Conference/Professional Learning
November 23-27 .....	Thanksgiving Break
December 21 - January- 4 .....	Winter Break
January 18 .....	Martin Luther King, Jr. Holiday
February 16 .....	Presidents' Day/Professional Learning
March 14-18 .....	Spring Break
March 25 .....	Good Friday/Easter
May 30 .....	Memorial Day

Inclement Weather Days: January 4 and May 27

## Grading Periods

### Elementary

#### First Semester

(1) August 24-October 23      (2) October 26 – December 18

#### Second Semester

(3) January 5 – March 11      (4) March 21 – May 26

### Secondary

#### First Semester

(1) August 24 – October 2      (2) October 5 – November 6  
(3) November 9 – December 18

#### Second Semester

(4) January 5 – February 19      (5) February 22 – April 8  
(6) April 11 – May 26

## School Hours

### Elementary Schools

- *Pre-Kindergarten (Morning session)*
- *Pre-Kindergarten (Afternoon session)*

**8:00 a.m. – 3:15 p.m.**

*8:00 a.m. – 11:00 a.m.*

*12:15 p.m. – 3:15 p.m.*

### Middle Schools

- *Roberson Middle School Academy*

**9:00 a.m. – 4:15 p.m.**

*8:15 a.m. – 3:30 p.m.*

### High Schools

- *Carl Wunsche Sr. High School*
- *Early College Academy*

**7:15 a.m. – 2:30 p.m.**

*7:15 a.m. – 2:30 p.m.*

*7:45 a.m. – 3:15 p.m.*

### Early Release Days

- September 30, 2015
- October 28, 2015
- February 17, 2016
- April 27, 2016

### Times\*

12:30 p.m. Elementary Schools

1:30 p.m. Middle Schools

11:45 a.m. High Schools

*\*This State waiver allows districts to conduct school for less than seven hours for such reasons as conducting teacher collaboration or planning, teacher professional development and/or conducting teacher parent conferences. **Students must be in attendance for up to four hours of instruction, excluding lunch.***

# Testing Schedules

## Elementary School Testing Schedule

### STAAR Testing Dates:

Grades K-5	TELPAS	March 7 – April 6
Grade 4	Writing	March 29-30
Grade 5	Math	March 29
Grade 5	Reading	March 30
Grades 3-5	STAAR Alternate 2	April 4-15
Grades 3-4	Math	May 9
Grade 5	Math Retest	April 9, June 21
Grades 3-4	Reading	April 10
Grade 5	Reading Retest	April 10, June 22
Grade 5	Science	May 11

## Middle School Testing Schedule

### STAAR Testing Dates:

Grades 6-8	TELPAS	March 7 – April 6
Grade 7	Writing	March 29-30
Grade 8	Math	March 29
Grade 8	Reading	March 30
Grades 6-8	STAAR Alternate 2	April 4-15
EOC	Algebra 1	May 2, July 12
Grades 6-7	Math	May 9
Grade 8	Math Retest	May 9, June 21
Grades 6-7	Reading	May 10
Grade 8	Reading Retest	May 10, June 22
Grade 8	Science	May 11
Grade 8	Social Studies	May 12

## High School Testing Schedule

### TAKS Retest Dates:

TAKS Exit Level	ELA	Oct 19, Feb 29, July 11
TAKS Exit Level	Math	Oct 20, March 1, July 12
TAKS Exit Level	Science	Oct 21, March 2, July 13
TAKS Exit Level	Social Studies	Oct 22, March 3, July 14

### STAAR End-of-Course Testing Dates:

EOC	English 1	Dec 7, March 29, July 11
EOC	Algebra 1	Dec 8, May 2, July 12
EOC	English 2	Dec 9, March 31, July 13
EOC	Biology	Dec 10, May 3, July 14
EOC	US History	Dec 11, May 4, July 12
Grades 9-12	STAAR Alternate 2	April 4-15

## ACT/SAT/PSAT Testing Dates

### SAT Testing Dates: SAT School Day Testing is October 14, 2015

Test Date	Normal Deadline	Late Registration
Oct 3, 2015	Sep 3, 2015	Sep 22, 2015
Nov 7, 2015	Oct 9, 2015	Oct 27, 2015
Dec 5, 2015	Nov 5, 2015	Nov 23, 2015
Jan 23, 2016	Dec 28, 2015	Jan 12, 2016
March 5, 2016 *	Feb 5, 2016	Feb 23, 2016
May 7, 2016 *	April 8, 2016	April 26, 2016
June 4, 2016 *	May 5, 2016	May 25, 2016

### ACT Testing Dates:

Test Date	Normal Deadline	Late Registration (additional fee)
Sep 12, 2015	Aug 7, 2015	Aug 8-21
Oct 24, 2015	Sep 18, 2015	Sep 19-Oct 2, 2015
Dec 12, 2015	Nov 6, 2015	Nov 7-20, 2015
Feb 6, 2016	Jan 8, 2016	Jan 9-15, 2016
April 9, 2016	March 4, 2016	March 5-18, 2016
June 11, 2016	May 6, 2016	May 7-20, 2016

### 2015 SAT/PSAT Registration Information and Test Dates

Important Registration details:

**2015 SAT School-Day Testing:** Given to eligible seniors during the school day. Students will register using the online Student Direct registration method. Students will receive a voucher containing an online registration code that must be used to complete registration.

**Wednesday, October 14, 2015**

- **PSAT Test Date** - 9th, 10th, and 11th grade only

**Wednesday, October 14, 2015**

- **PSAT 8/9 Test Date** - 8th grade only

(No registration fee for students)

**Wednesday, October 14, 2015**

- **SAT Test Date** – 12th grade only

**Advanced Placement (AP) Testing Dates:**

May 2 – May 6, 2016

May 9 – May 13, 2016

\*ACT and SAT testing sites are Dekaney, Early College HS, Spring HS, Westfield HS and Wunsche HS.

\* PSAT and AP testing occur at each high school campus, including Wunsche HS.

# Spring ISD Elementary Schools

<b>ANDERSON ELEMENTARY</b> 6218 Lynngate, Spring 77373-7238 Chad Schmidt, Principal Kristin Falcon, Asst. Principal	281-891-8360 Fax 281-891-8361	<b>LEWIS ELEMENTARY</b> 3230 Spears, Houston 77067-5241 Grace Leal, Principal Elisa Cole, Asst. Principal	281-891-8720 Fax 281-440-8676
<b>BAMMEL ELEMENTARY</b> 17309 Red Oak, Houston 77090-1297 Carla Jones-Taylor, Principal Beatriz Alonzo, Asst. Principal, Jewel Jefferson, Asst. Principal	281-891-8150 Fax 281-880-6652	<b>LINK ELEMENTARY</b> 2815 Ridge Hollow, Houston 77067-1939 Donna-Trevino-Jones, Principal Vernecca Day, Asst. Principal	281-891-8390 Fax 281-891-8391
<b>BENEKE ELEMENTARY</b> 3840 Briarchase, Houston 77014-2755 LaTracy Harris, Principal Valyncia Bigsby, Asst. Principal	281-891-8450 Fax 281-891-8451	<b>MAJOR ELEMENTARY</b> 16855 Sugar Pine Dr., Houston, TX 77090 Pamela Correa, Principal Hasid Puentes, Asst.-Principal	281-891-8870 Fax 281-891-8871
<b>BOOKER ELEMENTARY</b> 22352 Imperial Valley, Houston 77073 Keisha Womack, Principal Meewan Wright, Asst. Principal	281-891-8750 Fax 281-891-8751	<b>MARSHALL ELEMENTARY</b> 24505 Birnamwood, Spring, TX 77373 Diana Kimberly, Principal Amanda Everton, Asst. Principal	281-891-4900 Fax 281-891-4901
<b>BURCHETT ELEMENTARY</b> 3366 James Leo, Spring, 77373-1700 Michael Walker, Principal Matthew Duncan, Asst. Principal Shimona Eason, Asst. Principal	281-891-8630 Fax 281-528-6351	<b>McNABB ELEMENTARY</b> 743 East Cypresswood Dr., Spring, TX 77373 Melissa Reichardt , Principal Ayana Taylor, Asst. Principal	281-891-8690 FAX 281-891-5980
<b>CLARK PRIMARY ELEMENTARY</b> (Pre-K-2) 12625 River Laurel, Houston 77014-3642 Rhonda Mason, Principal Ayanna Taylor, Asst. Principal Yolanda Tigner, Asst. Principal	281-891-8600 Fax 281-891-8601	<b>MEYER ELEMENTARY</b> 16330 Forest Way, Houston, TX 77090 George Flores, Principal Alan Morrison, Asst. Principal	281-891-8270 FAX 281-891-8270
<b>CLARK INTERMEDIATE ELEMENTARY</b> (Grs. 3-5) 1825 Rushworth, Houston 77014-3642 Dana Arreola, Principal Chastity Simon, Asst. Principal	281-891-8540 Fax 281-891-8541	<b>NORTHGATE</b> 23437 Northgate Crossing Blvd, Spring, 77373 Kristi Brown, Principal Juanita Acevedo, Asst. Principal	281-891-8780 FAX 281-891-8781
<b>COOPER ELEMENTARY</b> 18665 Imperial Valley, Houston 77073 Leticia Gonzalez, Principal Michelle Lee, Asst. Principal	281-891-8660 Fax 281-209-0035	<b>PONDEROSA ELEMENTARY</b> 17202 Butte Creek, Houston 77090 Shanna Berlitz Swearingen, Principal Brendel Reece, Asst. Principal	281-891-8180 FAX 281-891-8181
<b>EICKENROHT ELEMENTARY</b> 15252 Grand Point, Houston 77090 Robert Green, Principal Sheila Tyler, Asst. Principal	281-891-8840 Fax 281-891-8841	<b>REYNOLDS ELEMENTARY</b> 3975 Gladeridge, Houston, TX 77068 Rodney Louis, Principal Yvette Casas, Asst. Principal	281-891-8240 FAX 281-891-8240
<b>HERITAGE ELEMENTARY</b> 12255 T.C. Jester, Houston 77067-1381 Sherry Dunlap, Principal Tanjanecki Stith, Asst. Principal	281-891-8510 Fax 281-891-8511	<b>SALYERS ELEMENTARY</b> 25705 Hardy Street, Spring, TX 77373 Leticia Grounds, Principal Kelley Cox, Asst. Principal,	281-891-8570 FAX 281-891-8571
<b>HIRSCH ELEMENTARY</b> 2633 Trailing Vine, Spring 77373-7716 Roosevelt Wilson, Principal C'Ne Dawkins, Asst. Principal	281-891-8330 Fax 281-891-8331	<b>SMITH ELEMENTARY</b> 26000 Cypresswood, Spring, TX 77373 Kimberly Culley, Principal Amy Cranford, Asst. Principal	281-891-8420 FAX 281-891-8421
<b>HOYLAND ELEMENTARY</b> 2200 Wittershaw, Houston 77090 Cynthia Gomez, Principal Diane Buller, Asst. Principal Robert Jordan, Asst. Principal	281-891-8810 Fax 281-891-8811	<b>THOMPSON ELEMENTARY</b> 12470 Walters Road, Houston, TX 77014 Robert Long, Principal Marcus LeFlore, Assist. Principal	281-891-8480 FAX 281-891-8481
<b>JENKINS ELEMENTARY</b> 4615 Reynaldo, Spring 77373-6821 Tiffany Weston, Principal Wesley Vaughan, Asst. Principal	281-891-8300 Fax 281-891-8301	<b>WINSHIP ELEMENTARY</b> 2175 Spring Creek, Spring, TX 77373 Todd Armelin, Principal Brenda Kieso, Asst. Principal	281-891-8210 FAX 281-528-9158

*In case of an emergency and your child's school cannot be reached, call the District Switchboard at 281-891-6000.*

# Spring ISD Middle Schools

**BAILEY MIDDLE SCHOOL**      **281-891-8000**  
FAX 281-891-8001  
3377 James C. Leo Drive, Spring 77373  
Tarrynce Robinson, Principal  
Taina Sierra, Asst. Principal  
Adelle Hice, Asst. Principal  
Mikia Barnes, Asst. Principal

**ROBERSON MIDDLE SCHOOL**      **281-891-7700**  
FAX 281-891-7701  
1500 Southridge, Houston 77090  
Tracey Walker-Daniels, Principal  
Kevin Banks, Associate Principal  
Cecelia Brumsey, Asst. Principal  
Gail Macari, Asst. Principal  
Catherine Picard, Asst. Principal

**BAMMEL MIDDLE SCHOOL**      **281-891-7900**  
FAX 281-891-7901  
16711 Ella Blvd., Houston 77090  
H.P. Hyder, Principal  
Micah Bachemin, Associate Principal  
Desmond Robinson, Instructional Asst. Principal  
Taitia Williams, Asst. Principal  
Jairo Maldonado, Asst. Principal

**TWIN CREEKS MIDDLE SCHOOL**      **281-891-7850**  
FAX 281-891-7851  
27100 Cypresswood Dr., Spring 77373  
Dario Villota, Principal  
Sonya Simon, Asst. Principal  
Shwane Smith, Asst. Principal  
Kenisha Williams, Asst. Principal

**CLAUGHTON MIDDLE SCHOOL**      **281-891-7950**  
FAX 281-891-7951  
3000 Spears Road, Houston 77067  
David Baxter, Principal  
Sharon Geiger, Instructional Asst. Principal  
Elvis Anderson, Asst. Principal  
Eboni Taylor, Asst. Principal  
Demonica Amerson, Asst. Principal

**WELLS MIDDLE SCHOOL**      **281-891-7750**  
FAX 281-891-7751  
4033 Gladeridge, Houston 77068-2399  
Henri Lewis, Principal  
Jeremy Hubbard, Dean of Instruction  
Arlene Gonzalez, Asst. Principal  
Elaine Sam, Asst. Principal  
Vaughn Hill Asst. Principal

**DUEITT MIDDLE SCHOOL**      **281-891-7800**  
FAX 281-891-7801  
1 Eagle Crossing, Spring 77373  
Ben Bostick, Principal  
Kerri Smith, Asst. Principal  
Carnelius Gilder, Asst. Principal  
Trenn Russell, Asst. Principal

*In case of an emergency and your child's school cannot be reached, call the District Switchboard at 281-891-6000.*

## Spring ISD High Schools

In case of an emergency and your child's school cannot be reached, call the District Switchboard at 281-891-6000.

**DEKANEY HIGH SCHOOL**  
22351 Imperial Valley, Houston 77073  
Pamela Farinas, Principal  
Katherine Fisher, Associate Principal  
Tiffany Wilcox, Associate Principal  
Jeff Goston, Asst. Principal  
Sarahida Johnson, Asst. Principal  
Corey LeDay, Asst. Principal  
Andrew Bailey, Asst. Principal  
Johnny Paz, Asst. Principal

**281-891-7260**  
FAX 281-891-7261

**WESTFIELD HIGH SCHOOL**  
16713 Ella Blvd., Houston 77090  
Alonzo Reynolds, III, Principal  
David Mason, Associate Principal  
James Golden, Associate Principal  
Dennis Jester, Asst. Principal  
Karen Jones, Asst. Principal  
James Mueller, Asst. Principal  
Grace Nickerson, Asst. Principal  
John Starling, Asst. Principal  
Myriam Khan, Asst. Principal

**281-891-7130**  
FAX 281-891-7131

**SPRING HIGH SCHOOL**  
19428 I-45 N. Frwy, Spring 77373  
Tia Simmons, Principal  
Hannibal Trent, Associate Principal  
Tess Bennett, Asst. Principal  
Jeff Colston, Asst. Principal  
Stacy Rodgers, Asst. Principal  
Amy Abshire, Asst. Principal  
Basil Morris, Asst. Principal  
Jennifer Johnson, Asst. Principal  
Paul Carampatan, Asst. Principal

**281-891-7000**  
FAX 281-891-7001

**WUNSCHER HIGH SCHOOL**  
900 Wunscher Loop, Spring 77373  
Bob Thompson, Principal  
Dana Tabor, Associate Principal  
LaQuesha Grigsby, Associate Principal  
Rene Malvaeaux, Asst. Principal  
Susan Haase, Asst. Principal  
Dan Ponce, Asst. Principal

**281-891-7650**  
FAX 281-891-7651

**VIRTUAL SCHOOL**  
22351 Imperial Valley Dr.,  
Bldg 96 Houston 77073-1102  
Dr. Rebecca Long, Principal

**281-891-6223**  
FAX 281-891-6176

**EARLY COLLEGE – ACADEMY AT SOUTHRIDGE 281-891-6880**  
1001 Southridge Rd., Houston 77090  
Rene Garganta, Principal  
Kristine Guidry, Academic Dean

FAX 281-891-6881

## Transportation, Administration & Police Department

**Transportation Services**  
341 E. Richey Rd., Houston, TX 77073  
Keith A. Kaup, Director

281-891-6490

**Gordon M. Anderson Leadership Center**  
16717 Ella Blvd., Houston, TX 77090  
Dr. Rodney E. Watson, Superintendent

281-891-6000

**Police Department**  
210 North Forest Blvd., Houston, TX 77090  
Victor Mitchell, Chief

281-893-SISD (281-893-7473)

### **Nondiscrimination Statement**

The District is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its education programs and activities. Questions regarding Title IX may be referred to the school campus or District Title IX Coordinator Vermeille Jones, (281) 891-6073, 16717 Ella Blvd., Houston, Texas 77090. Spring Independent School District is an equal opportunity employer. The Board of Trustees and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status in making decisions regarding staff members or students.



# Spring ISD Profile of a Graduate

The primary goal of the educational process is to produce graduates who are equipped for life. In preparation for both post-secondary education and rewarding careers, Spring ISD graduates will:

## **COLLEGE & CAREER READINESS**

- Possess a strong academic foundation to insure post-secondary success.
- Utilize critical thinking to set and achieve goals.
- Manage time effectively while demonstrating professionalism.
- Network and collaborate to innovate and problem solve.
- Practice fiscal responsibility.
- Monitor and assess personal professional performance.
- Apply technology effectively.

## **SOCIAL & GLOBAL RESPONSIBILITY**

- Lead by effectively communicating ideas and inspiring others.
- Possess a global mindset with an appreciation for others' perspectives.
- Embrace diversity and equality.
- Practice ethical behaviors, exhibiting integrity and respect.
- Model outstanding citizenship and a commitment to community service.
- Engage actively in the democratic process.
- Live healthy and well-balanced lifestyles.
- Demonstrate a respect for the environment.
- Practice fiscal responsibility.

# Responsibilities

## **Student**

*In order to achieve the Spring ISD mission and ensure that students learn in an environment that is safe and free from disruption, each student is expected to:*

- Attend all classes daily and promptly.
- Be prepared for each class with appropriate materials and assignments.
- Be properly dressed and groomed.
- Respect the rights and property of others and the school.
- 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.
- 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 on campus and at school activities, according to campus policy. A replacement fee will be charged for lost or damaged identification tags.
- All home, work, cell and emergency contact information must be kept current throughout the school year.

## **Parents – Our Most Important Partners**

*Your support, encouragement and participation in your child's education are very important. Spring ISD values the partnership between schools and families as we work together to benefit 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**

- Return the student acknowledgment form with your signature, indicating that you have read the student rules and consent to the responsibilities outlined in this plan.
- Ensure your child attends school daily and arrives on time. 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 educational 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 procedures. Encourage your child to follow these procedures.
- Participate in school-related organizations and functions.
- 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 with your child and teachers.
- Notify school authorities of 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, cell 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.
- Teach your child to respect the rights and property of others. A student's parent is legally liable for property damage caused by negligent or malicious student conduct.
- Comply with all school rules. If you disagree with a rule or request, please respectfully follow the proper procedures to seek resolution. [See section under STEPS.]

## Teachers

- Use appropriate discipline management techniques developed in the District's Discipline Management Plan.
- Ensure good student discipline by being in regular attendance, 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.
- Wear photo identification tag on campus and at school activities, according to campus policy.

## Administrators

- Establish the learning climate for the school.
- Provide instructional leadership.
- Assume responsibility for discipline and 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 students on campus in accordance with the standards of the profession.

## Solutions to Eliminate a Problem Situation (STEPS)

In most circumstances involving a complaint 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 appropriate administrator. Before initiating a formal complaint regarding an administrator, students or parents are encouraged to resolve concerns by scheduling an informal conference with the 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 formal problem solving process for students and parents is referred to as "Solutions to Eliminate Problem Situations", or STEPS. [See Policy FNG.]

The parental complaint process set forth herein is intended as a means for parents to present sincere, bona fide concerns that are directly related to their child's public educational experience that are violations of Board policy, violations of state or federal law or regulations, or parents' rights under Chapter 26 of the Texas Education Code.

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

For purposes of this policy, "days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

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.

Failure 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.

A summary of the process is as follows:

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 the 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, with the exception of disciplinary placements, 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 or designee shall inform the student or parent of the date, time, and place of the meeting.
4. 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:

## Age Requirements for Enrollment

State guidelines and District policy require a Pre-Kindergarten student to be 4 years old on or before September 1.

State guidelines and District policy require a kindergarten student to be 5 years old on or before September 1.

A first grade student must be 6 years old on or before September 1 unless the child has successfully completed public kindergarten in another state or has received instruction in public first grade in another state.

An original birth certificate, not a hospital copy, must be presented for kindergarten and first grade students enrolling in Spring ISD schools for the first time.

## Residency Requirements for Enrollment

A student will attend the appropriate school in his or her attendance zone. In order to be enrolled, the parent or legal guardian must provide required documents demonstrating proof of residency, such as current utility bills, or a sales contract or rental contract listing each occupant of a residence or apartment. [See Policy FD.]

Where court orders modify or designate residency requirement of the child, an official court-certified copy is required.

If a student and his or her family reside with another family, both parties must appear in person with proper identification. The resident must come to the school to fill out the affidavit and it must be signed in person and notarized by a district staff member. Affidavits for the current school year must be renewed annually. The **move-in resident** must provide at least three forms of documentation with the new address within **30 days** of enrollment. Examples include, but are not limited to driver's license, voter's registration card, bank statement, or bill that proves shared residence.

**Residency will be checked throughout the year. Residency may be 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. False statements or listings concerning residency will result in appropriate criminal charges and collection of tuition fees.**

Students whose change in residence results in a change in attendance zones to another school district or loses eligibility to enroll at any campus within the District will be withdrawn. Out-of-district students are not accepted on a tuition basis except for senior year exceptions. Copies of all required documents will be made and kept on file.

## Registration

Parents may access registration forms on the district website or contact the campus for which they wish to enroll their child. 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. The parent should notify the school of any court order or other services received at the previous school affecting their child. Parents must provide information at the time of registration for emergency notification.

Students enrolling in a school from another school or school district should present a copy of the withdrawal papers and the last report card received along with any other pertinent documentation that would assist the new school in meeting your child's educational needs. At the time of registration, a student must bring a copy of transcript for correct placement.

## Proof of Identity

A student who is homeless, as defined by §103 of the McKinney Vento Act, 42 USC §11302, shall immediately be enrolled according to McKinney Vento Act guidelines.

A student must provide a Social Security number, if available, show proof of identity (examples include birth certificate, passport, school report card, hospital birth record, or any other legal document that establishes identity), and show proof of living in the District with his/her parent, guardian, or a court-appointed adult.

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 Acting as Own Agent	<p>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 <b>NOTARIZED</b> letter to that effect signed by his parent(s). Students, 18 years 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.</p>
Withdrawal from School	<p>When a student is to be withdrawn, the student's parent or guardian shall notify the school office in writing at least 24 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 withdrawal of the student or forwarding of records to the new school. Other items that must be returned or cleared may include, but are not limited to, student ID badges, athletic equipment, band instruments, and campus-issued technology or supplies. A forwarding school address should be left with the registrar.</p> <p>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.</p> <p>Only a person with legal guardianship of a student, who is not acting as his or her own agent, can withdraw a student.</p> <p>For withdrawal of students 18 years of age or older, see FEA (LEGAL).</p>
Students in Foster Care	<p>In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.</p> <p>A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.</p>
Immunizations	<p>In order to attend a public school, the following immunizations are required by the Texas Department of State Health Services (TDSHS) unless the District is presented with a certificate or statement that, for medical reasons or for reasons of conscience, including a religious belief, the student will not be immunized.</p>

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level				NOTES
	K – 5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup> – 12 <sup>th</sup>	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) <sup>1</sup>	5 doses or 4 doses		3 dose primary series and 1 Tdap/TD booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	<p><b>K – 6<sup>th</sup> grade:</b> 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4<sup>th</sup> birthday. However, 4 doses meet the requirement if the 4<sup>th</sup> dose was received on or after the 4<sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4<sup>th</sup> birthday.</p> <p><b>7<sup>th</sup> grade:</b> 1 dose of Tdap is required if at least <b>5 years</b> have passed since the last dose of tetanus-containing vaccine.</p> <p><b>8<sup>th</sup> – 12<sup>th</sup> grade:</b> 1 dose of Tdap is required when <b>10 years</b> have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.</p>
Polio <sup>1</sup>	4 doses or 3 doses				<p><b>K – 12<sup>th</sup> grade:</b> 4 doses of polio; 1 dose must be received on or after the 4<sup>th</sup> birthday. However, 3 doses meet the requirement if the 3<sup>rd</sup> dose was received on or after the 4<sup>th</sup> birthday.</p>
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses of MMR	2 doses of measles and 1 dose each of rubella and mumps vaccine			<p>The 1<sup>st</sup> dose of MMR must be received on or after the 1<sup>st</sup> birthday.</p> <p><b>K – 5<sup>th</sup> grade:</b> 2 doses of MMR are required.</p> <p><b>6<sup>th</sup> – 12<sup>th</sup> grade:</b> 2 doses of a measles-containing vaccine, and 1 dose each of rubella and mumps vaccine is required.</p>
Hepatitis B <sup>2</sup>	3 doses				<p>For students aged 11 – 15 years, 2 doses meet the requirement if an adult hepatitis B vaccine (Recombivax<sup>®</sup>) was received. Dosage and type of vaccine must be clearly documented. Two (2) 10 mcg/1.0 ml doses of Recombivax<sup>®</sup>. If Recombivax<sup>®</sup> is not the vaccine received, a 3-dose series is required.</p>
Varicella <sup>1,2,3</sup>	2 doses	1 dose	2 doses		<p>The 1<sup>st</sup> dose of varicella must be received on or after the 1<sup>st</sup> birthday.</p> <p><b>K – 5<sup>th</sup> grade and 7<sup>th</sup> – 12<sup>th</sup> grade:</b> 2 doses are required.</p> <p><b>6<sup>th</sup> grade:</b> 1 dose is required.</p> <p>For any student who receives the 1<sup>st</sup> dose on or after 13 years of age, 2 doses are required.</p>
Meningococcal			1 dose		<p><b>7<sup>th</sup> – 12<sup>th</sup> grade:</b> 1 dose required</p>
Hepatitis A <sup>1,2</sup>	2 doses				<p>The 1<sup>st</sup> dose of hepatitis A must be received on or after the 1<sup>st</sup> birthday</p>

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

<sup>3</sup> 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." This written statement will be acceptable in place of any and all varicella vaccine doses 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 Enrollments

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. [Texas Administrative Code]

A student who is homeless, as defined by §103 of the McKinney Act, 42 USC §11302, shall be admitted temporarily for 30 days. If acceptable evidence of vaccination is not available, the school shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

## Bacterial Meningitis

State law requires the district to provide information about 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 common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

### **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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. 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 flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing). 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?**

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

### **What should you do if you think you or a friend might have bacterial meningitis?**

You should seek prompt medical attention.

### **Where can you get more information?**

Your 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the



Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>.

\* Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that upon entering college, students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

#### 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.

#### Exemptions from Immunization

For exemptions based on reasons of conscience, only official forms issued by the TDSHS Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

#### Special Campuses

Students who wish to attend Carl Wunsche HS or Early College Academy must be a current student in Spring ISD, attending Dekaney HS, Spring HS or Westfield HS.

#### Carl Wunsche, Sr. High School (CWHS)

The online application is open to current 8th and 9th grade Spring ISD students. Students must submit their application online from October 1 to October 31 for admission consideration for the following school year.

Since CWHS does not offer extracurricular courses, transportation will be provided for students who wish to return to their zoned campus to participate in these courses. 9th and 10th grade students will be transported at periods 1 and 7. Extracurricular courses are identified as courses offered during the instructional day requiring extra-curricular participation (often after school or on weekends). Such courses include: Athletics, Band, Choir, Cheerleading, Color Guard, Drill Team, Theater Arts Honors I – IV, ROTC, Debate II – IV. The only classes a student may take at their zoned campus are those with a required extracurricular component or a class in the students' Career Pathway Graduation Plan that is not offered at CWHS.

Students and parents can check the CWHS website for additional information concerning admissions and student expectations.

#### Early College Academy at Southridge

Early College Academy is a TEA designated Early College High School that affords students the opportunity to take college classes beginning their freshman year. Students can earn up to 60 hours of college credit and an Associates of Arts degree or an Associates of Science degree while attending Early College Academy.

Students who wish to attend Early College Academy must apply and be selected during the spring semester of their 8th grade year. Information meetings will be held in January and February with the application window opening in March.

Transportation will be provided to students to and from their zoned high school. In addition, transportation will be provided to students to and from Lone Star College for their dual credit classes that occur during the fall and spring semester. Transportation will not be provided for Lone Star courses taken in the summer session.

Early College Academy does not offer extracurricular activities and students are not allowed to return to their zoned campus to participate in extracurricular activities.

Students who wish to attend Dr. Edward Roberson Middle School (RMS) must be a current student zoned in Spring. Students are able to apply with an RMS counselor during the Selection Process Visits or with their elementary counselor during the selection process application window. Parents may also apply during this same window by calling or visiting the elementary school counselor. Elementary counselors maintain a shared RMS Student Selection Master List by ensuring that all pertinent information regarding any student that wishes to enter the lottery is accurate and up-to-date. This Master list is only shared with each individual elementary counselor, the appointed RMS counselor, the RMS registrar, the contracted auditor, and the principal. Effective this current 2015-2106 school year and beyond, there is no zoned middle school applicant policy. Seats are available to all students and acceptance is not based upon zoned middle schools, behavior, grades, and/or attendance. Acceptance is also not based on race, color, creed, gender, or religious belief.

Roberson Middle School accepts approximately 420 fifth graders into sixth grade each year. If there are less than 400 students on the random student selection list, all students are accepted. If there are more than 400 students on the list, the district's external consultant utilizes a random student selection process to determine which students will be accepted. Each student is assigned to a Spring ISD Middle School based on the school to which he or she is zoned to attend. The number of seats each middle school is allotted at RMS is based on the school's enrollment. A waitlist is formulated by the random student selection process. The students on the waitlist will fill any slots of students who decide not to attend Roberson or who transfer from the school to another school outside of the district at the end of each year. The Spring ISD transportation department has developed an efficient plan to transport all accepted students that live outside of the 1.5 mile radius to Roberson.

RMS extends a sibling policy to all current sixth and seventh grade students each year. Fifth grade siblings of current RMS 6<sup>th</sup> and 7<sup>th</sup> grade students gain automatic acceptance into the school. However, parents are required to complete an application.

Each child who is selected to attend RMS from the random student selection must complete a letter of intent to enroll. If a parent wants his or her child to attend Roberson, the parent must indicate "Yes" on the letter of intent and sign it to be returned to the school. If a parent does not want his or her child to attend RMS, the parent must indicate "No" and sign it. Students of parents who indicate "No" must attend their zoned SISD middle school. These students can re-apply, but their names will be placed at the end of the waitlist. All students are officially notified of status via letters by mail. RMS is a non-traditional middle school that offers opportunities for students in Math, Science, Fine Arts, and Career and Technical Education. If a student chooses to attend Roberson, then the student will not have an opportunity to participate in traditional UIL activities such as football, basketball, volleyball, track, band, or choir for any middle school.

Parents of an accepted student **MUST** agree to allow their child to complete their ENTIRE middle school career at RMS. It is extremely important that before signing the agreement, the decision for a child to attend RMS is given careful consideration.

## Student Records

### School Records

The Family Educational Rights and Privacy Act (FERPA) protects a student's school records 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 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, per the original birth certificate or court document. 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 to the registrar and in writing by the eligible student or his/her parent or guardian. The request shall identify the specific record(s) to be examined. The appointment for examination of the student records will be scheduled through the campus within 48 hours of the time of request.

By law, eligible parents and eligible students have access to a student's records unless prohibited by court orders. If the principal has reviewed and copied an original court order specifically terminating a parent's right to his or her child's educational records, that parent will be denied access to his or her child's records.

An eligible parent means a parent of a student and includes: a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Parents have the right to file a complaint regarding violations of FERPA with the Department of Education, Family Policy Compliance Office (<http://www2.ed.gov/policy/gen/guid/fpco/index.html>).

#### Copies of Records

Copies of student records on standard sized paper (8.5" x 11") may be obtained from the school for 10 cents per page. Oversized paper is 50 cents per page. In the event the records include more than 50 pages the cost will be higher.

A handwritten request from the student's parent or guardian should be submitted to the school office. The request shall identify the specific record(s) to be copied. Requests are scheduled within 48 hours of receipt to allow preparation of necessary records.

#### Record Corrections

Students 18 years of age or older who are not dependent students, as defined in Section 152 of the Internal Revenue Code of 1986 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.

#### Public Access to Student and 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.

State law requires the district to give you the following information:

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 ISD to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing by September 8, 2015.

Spring ISD has designated the following information as directory information by Board policy:

- student name;
- address;
- telephone listing;
- electronic mail address;
- photograph;
- date and place of birth;
- major field of study;
- degrees, honors, and awards received;
- dates of attendance;
- grade level;
- most recent educational institution previously attended;
- participation in officially recognized activities and sports; and
- weight and height of members of athletic teams.

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 website, social media websites 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 websites.

A parent or guardian may not want any type 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 and Directory Information (NCPSDI) form provided at registration and in this handbook to notify the District by September 8, 2015.

#### 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

Regular school attendance is essential for students to earn the full value of his or her education. Daily attendance allows students the benefit of: teacher-led instruction, peer discussion, building each day's learning on the previous day's learning, participate in school activities, and grow as individuals. Absences may result in serious disruption of a student's mastery of instruction; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws - one dealing with the required presence of school-aged children in school, (e.g., compulsory attendance), the other with how a child's attendance affects the award of a student's final grade or course credit - are of special interest to students and parents. They are discussed below.

#### Compulsory Attendance

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

Prekindergarten and Kindergarten Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

#### Children of Military Families

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

#### Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent.

These charges are filed in the Harris County Precinct Four Courts. If a student fails to appear in court when summoned regarding a Failure to Attend School case, their Texas Drivers License may be suspended or a HOLD placed on it until all fines are paid to courts. If a parent fails to appear in court when summoned regarding a Parent Contributing to Non-Attendance, a warrant may be issued for their arrest. [See policy FEA(LEGAL).]

## Intervention of Failure to Comply with Compulsory Attendance

Spring ISD campuses will make reasonable attempts to support student attendance, including but not limited to, contacting students and parents at home or requesting medical certification. When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school Attendance Clerk/Registrar will issue a Truancy Warning Letter advising the student and parent of the dates of the unexcused absences, State law, and Spring ISD policy regarding unexcused absences. If the student continues to accrue unexcused absences and campus interventions are not effective, then the student will be referred to the Spring ISD Truancy Division for investigation.

## Attendance Accounting

Students must be present in school at the designated campus snapshot time in order to be counted present for purposes of reporting attendance to the State. Student attendance is also taken in each class daily. Students must be in attendance the majority of the school day in order to participate in school related activities on that day or evening.

## Students Leaving School Early

For a student to leave the campus during the school day, the parent or legal guardian must provide a written note to the attendance office. The note should contain the full name of the student, date, grade, time and reason for dismissal, his or her parent's daytime phone number and signature.

### Elementary School Level

A sign-in and sign-out sheet is to be filled out by the parent in the school office when a student arrives late or is dismissed early. Students will not be released unless the parent or legal guardian arrives in person at school and shows proper identification to sign out with the child.

### Middle School Level

Students will not be released unless the parent or legal guardian arrives in person and shows proper identification. A parent or legal guardian must have proper identification upon check-in with the campus and must sign out in person with the student with the attendance office.

### High School Level

Early dismissal students must have on their person a document identifying them as eligible for early dismissal. The student must show the permit to the teacher in his or her last class at the time he or she is to leave. The student must sign out at the attendance office, or the parent or legal guardian must sign the student out as he or she leaves the building in order not to be considered truant.

## Tardies

Being in class on time means being seated with materials and supplies when the bell begins to ring. 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. Tardies will be handled in accordance with school and class rules.

## Truancy/Attendance Officer

A Spring ISD police officer is assigned as the Truancy Officer for Spring ISD. The Truancy Officer investigates possible compulsory attendance law violations, conducts home visits and other intervention services. The Truancy Officer also verifies student's residency if in question. Any questions regarding truancy laws and procedures should be directed to the Truancy Division at the Spring ISD Police Department at 281-891-6911.

## Community College Enrollment

High school 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 dual credit courses affect extracurricular eligibility.

## Absences and Exemptions to Compulsory Attendance

Students are required by state law to be in attendance for at least 90 percent of the days a class is offered in order to receive credit for the classes in which they are enrolled. Unexcused absences indicate the failure to comply with compulsory attendance and may result in disciplinary consequences. If a student accumulates sufficient excused absences to be unable to meet the 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.

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.

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.

Absences documented and verified for the following reasons and that are considered to be reasonable in length of time will be classified as excused:

- Personal illness of the student;
- Illness or death in the family of the student;
- Medical or dental appointments for the student if that student begins class or returns to school on the same day of the appointment;
- Weather or road conditions making travel dangerous;
- Religious holy day observance for the student;
- 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 for the student;
- Any other unusual causes acceptable to the principal;
- Military-absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district (no more than five excused absences per year will be permitted for this purpose);
- Activities related to obtaining U.S. citizenship;
- Up to two days per school year for service as a student voting or elections clerk (verification of service required); and
- Up to two days during a junior's school year and up to two days during a senior's school year for visiting colleges or universities.

#### Withdrawal for Absences

The school attendance clerk may withdraw a student under the age of 18 who has been absent for ten consecutive school days and continuous attempts to contact the student or the parent or guardian have been unsuccessful.

The school attendance clerk shall withdraw a student if the student is absent for ten consecutive school days and no reason for the absence is known.

#### Reporting Absences

When a student is absent or tardy, parents should call the school attendance office as soon as possible on the day of the absence to report the reason for the absence. Following an absence or tardy, a note is required from the parent.

The note should contain:

- Full name of student
- Dates absent
- Specific reason for absence each day (i.e. flu, measles, death in the family, etc.)
- Parent's signature and telephone number
- Example: John Q. Smith was absent on October 6, 7, and 8, 2015 due to a death in the family

John Q. Smith  
October 6-8, 2015  
Death in the family  
Mrs. J. G. Smith  
10-9-15  
Telephone number: 281-111-1234

Elementary Schools: If a parent call or note is not received within 48 hours of an absence, and then the absence will be considered unexcused. A principal may require a physician's verification of an illness at any time. Phone calls for absences are subject to verification.

Middle and High Schools: A 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 parent 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. Phone calls for absences are subject to verification.

#### Make-up Work

Students are expected to complete work missed during any absence from class, including extracurricular and co-curricular classes, and will receive the grades earned. Make-up work is not given in advance of absences.

A grace period equal to the number of days missed, plus one, is allowed for make-up work. If

there are additional absences during the grace period, the original make-up schedule is not extended. Major assignments are due on the assigned date regardless of absences. Some assignments, such as a test assessment, may need to be made up at school during non-instructional periods of the day.

If the student is absent for more than three days, the school should be contacted at the beginning of the fourth day's absence 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.

#### School Activity Absences

Participation in school-sponsored extracurricular activities is not considered an absence from school. However, students may not miss class to participate in one, or in any combination of such activities, more than 10 times during a school year, without principal approval. 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. Written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to release information to DPS.

## General Information

#### School Hours

School offices and switchboards are generally open one-half hour before and after school. See School Hours in the front of the handbook.

Middle school offices of the principal, the assistant principals and counselors are generally open from 8:15 a.m.-4:15 p.m., and at other hours by appointment. To see the principal, assistant principal, or counselor during the school day, students must obtain a pass from their teacher to present at the school's front desk. Students may also visit with these offices before school, after school, and at lunch. Parents are requested to make an appointment in advance with staff members to assure their availability.

High school offices and switchboard hours are 6:30 a.m.-3 p.m. when staff members are available to assist callers. Carl Wunsche High School office hours are 6:30 a.m. – 3:00 p.m.

In the interest of safety, students may not arrive earlier than the established school start-time unless a request is made by teacher. Students must make special arrangements with teachers to schedule before-school help. Students must stay on campus once they are dropped off by parents or bus. Students are expected to leave campus within 10 minutes after the end of the school day unless they are participating in an activity after school, supervised by an adult.

## Surveys

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LLEGAL).]



School Jurisdiction	The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. The District's jurisdiction includes any activity during the school day on school grounds, any attendance at a 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.
Minute of Silence	<p>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.</p> <p>State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC for more information.]</p>
Pledges of Allegiance	Each school day, students will recite the <i>Pledge of Allegiance to the United States Flag</i> and the <i>Pledge of Allegiance to the Texas Flag</i> . As a parent, you may request your child be excused from participation in the daily recitation of the <i>Pledge of Allegiance to the United States Flag</i> and the <i>Pledge of Allegiance to the Texas Flag</i> . The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.
PA System	During announcements over the public address system, everyone in the building should remain still and attentive.
Patriotic Activities	At all school assemblies, contests, or public meetings, the <i>Pledge of Allegiance to the U.S. and Texas Flags</i> and/or the " <i>Star Spangled Banner</i> " will be said or played. 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.
Custody Matters	Spring ISD encourages parents to resolve custody issues without the involvement of the school and without using the school as a forum to circumvent custody agreements. In the event of dispute about access to children at school, Spring ISD will follow the terms of the most recent official signed custody order, which are requirements of the Family Code and requirements of the Education Code.
Emergency Contacts and Information	<p>In the event of a school emergency, it is of utmost importance that student records be accurate. Students or parents must update records with the school Attendance Clerk when there is any change in: address, home, work, cell and emergency telephone numbers, guardianship, or a student's name. A legal document must be submitted for a student name change. (i.e., birth certificate, court order.)</p> <p>A name and telephone number of an individual, who can be contacted in the event that a parent/guardian cannot be reached, must be provided at the time of registration. Under normal circumstances, students will not be released from school to anyone other than the parent/ guardian indicated on the registration form without written permission from the parent/guardian. In an emergency, the student may be released to the person indicated on the registration form as the emergency contact person. Proof of identification may be required from person(s) picking up a student from school.</p> <p>It is important that the school know of any physical impairments, such as hearing defects, vision problems, allergies, or physical or emotional conditions, which may require medication or special attention.</p>
School Supplies	Individual schools will provide information about necessary supplies. Throughout the year, additional supplies for special projects may be required. Students are responsible for having the necessary materials for their classes.
Weather-Related Closings/Late Openings	Should weather conditions require schools to be closed or open late, the District will send an automated message by phone and email, post the notice online at <a href="http://www.springisd.org">www.springisd.org</a> , <a href="https://facebook.com/SpringISD">facebook.com/SpringISD</a> and <a href="https://twitter.com/SpringISD">twitter.com/SpringISD</a> , and on the Spring ISD Newsline at 281-891-6002. In addition, the message will be broadcast over major radio and TV stations. Please access these communication tools rather than calling the school district office or

school for information. Weather-related decisions are usually made 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 and 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. All clothing, lunch sacks and kits and other personal items, should be labeled with the child's name in order for it to be returned to the student if it is found. Unclaimed articles will periodically be given to a charitable organization. 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.

#### 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.

Please note that the following guidelines apply for all campus visits:

- Call in advance to schedule a visit to ensure that the visit does not conflict with testing, supervision responsibilities, or other scheduled activity.
- Sign in at the school office and obtain a visitor's badge designating your specific destination. At the end of your visit, return to the office to sign out.
- A Photo ID must be shown anytime a visitor enters the building.
- Make other arrangements for pre-school children rather than bringing them for the visit. The school does not have child care facilities and the activities of some pre-schoolers can distract students, teachers and parents.
- Visitors must be dressed appropriately, with no revealing or suggestive clothing. Clothing with profane or offensive messages is prohibited.
- The District absolutely will not tolerate disorderly conduct, including, but not limited to: refusal to comply with campus policy, profanity, and verbal or physical intimidation.
- Video/audio recording of students is prohibited to preserve the privacy of all students unless special permission has been expressly granted in advance.
- Visitors are expected to follow all rules and policies established for students and staff. Campus administrators may ask violators to leave or not return to campus and may report violations of law to the police.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval. 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 unless accompanied by an authorized adult and both follow sign-in procedures. Trespassers are subject to prosecution.

#### Eating Lunch with your Child

Parents are invited to eat lunch with their children in the cafeteria. Please sign in at the school upon arrival. When lunch is over, parents must also return to the office to sign out. Visitation beyond the lunch period is considered classroom observation and must be pre-arranged with the campus principal. Parents/guests cannot provide food for another student. Principals may restrict lunch room visits during test days.

#### Picking up your Child

It is required that your child be picked up on time by following individual campus pick-up procedures. There is no supervision available for students after school and following after-school activities. If there is an emergency which prohibits you from picking up your child immediately after school or following a school activity, please call the school office and inform them. If you are unable to reach the school, call the Spring ISD Police Department at 281-891-6911 and inform the dispatcher that there has been an emergency. The dispatcher will notify the campus. In cases where children are left after school or following an after-school activity, with no parent/guardian contact being made, the Spring ISD Police, and/or Children's Protective Services may be called for assistance with the children.

#### Release of Child

After arriving at school, a student may not be released to an adult other than his/her parent/guardian without the consent of the principal or assistant principal of the school, or as required by an official court order which has been reviewed by the district's Legal Counsel.

Food	<p>Food and drinks may be consumed only in the cafeteria. The following guidelines apply to drink containers:</p> <ul style="list-style-type: none"> <li>• Only unopened drink containers may be brought into the building.</li> <li>• Drink containers may only be opened and consumed in the cafeteria before school, in the morning, and during lunch.</li> <li>• Any drink container not in compliance with these guidelines will be confiscated.</li> <li>• Chewing gum is not allowed in school.</li> </ul>
Celebrations	<p>Parents or guardians may provide store purchased food for a school-designated function or for a birthday celebration for their child, or grandchild's class. However, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food to share. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers to donate food products.</p>
General Safety	<p>Parents should advise their children of many common safety tips, such as looking both ways before crossing a street. Children should be informed of possible dangers that might arise by accepting courtesies from strangers. Children should be advised not to carry sharp instruments to school.</p> <p>Because of the danger of rabies, no live animals should be brought to school without prior consent of the principal. Other safety tips for students at school include:</p> <ul style="list-style-type: none"> <li>• Walk in the halls</li> <li>• Keep hands and feet to themselves</li> <li>• Keep desk and chair flat on floor</li> <li>• Observe playground rules</li> <li>• Stay on the school grounds until dismissed</li> </ul> <p>Parents of walkers and bicycle riders are urged to teach their children the following safety rules:</p> <ul style="list-style-type: none"> <li>• Ride single file with the traffic</li> <li>• Do not ride double</li> <li>• Walk single file against the flow of traffic</li> <li>• Cross at crosswalks, preferably with pedestrian crossing signals</li> </ul> <p>Bicycles should be locked when parked on the school grounds as a security precaution. It is helpful for parents to put an ID number on their child's bicycle.</p>
Optional Student Accident Insurance	<p>Student safety is a top priority at Spring ISD and our hope is that students do not experience injuries while they are under our care. Despite our best efforts, however, some students may incur unforeseeable injuries while participating in activities during the school day. Therefore, the District offers to parents the opportunity to purchase at their personal expense additional accidental insurance for their child. Eligible claims may be filed in accordance with the insurance plan.</p> <p>If parents do not purchase the optional accident insurance offered by the District, the District has no avenue to provide payment or reimbursement for costs associated with student injuries. Texas laws do not hold public school districts liable for financial or legal responsibility for injuries sustained by students at school. See Board Policy FFD; Tex. Const., Art. 3, Secs. 50–52; Atty. Gen. Op. H-602 (1975).</p> <p>Parents who wish to purchase the optional accident insurance coverage may contact National Union Fire Insurance Company of Pittsburgh, Pa. at 1-800-554-0824 or visit <a href="http://www.studentinsurance.com">www.studentinsurance.com</a> for more information.</p>
Safety Drills	<p>Each year, students will be required to participate in emergency drills, including obstructed and unobstructed fire evacuations, and tornado and lockdown drills. [See Policy KKC]</p> <p>Drills are serious and students who misbehave during drills may be subject to disciplinary action.</p>
My Spring ISD	<p>mySpringISD is an online portal that provides a central point of access to many Spring ISD applications and resources.</p>

Applications include:

- Home Access Center – Access your student’s grades, assignments, transcripts, attendance and other information.
- Online Payment System – A safe and convenient way to prepay for student’s meals online. Parents can set up automatic payment plans, view balances and account history, and receive automated notification on balance status.
- Web Store – Pay for school fees including: Virtual School, performing arts, art supplies, choir fees, etc.

Resources include:

- Bus Routes – Look up bus route information.
- Calendars – Access to the District calendar.
- Connect With Us – Subscribe to Spring ISD Communications.
- Menus – Elementary and secondary breakfast and lunch menus.
- Volunteers – Explore the many volunteer opportunities within Spring ISD.

The portal is located at [my.springisd.org](http://my.springisd.org). Parents should contact their child's school to obtain their username and password for access.

#### Asbestos Management 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 281-891-6440.

#### Pest Control

The district is required by law to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area.

Pesticides are periodically applied indoors. Information on the times and types of applications are available upon request at the Operations Department, 281-891-6425.

#### Non-School Fundraising Items

Students are not allowed to bring to school items (ex; candy, cookies) sold as part of a non-school organized fund-raiser. No outside items can be sold.

#### School Health

##### Vending Machines

Spring ISD policies have been adopted to implement the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. [See policies at CO and FFA.]

##### Tobacco and e-Cigarettes

Students, parents, and other visitors are prohibited from possessing or using any type of tobacco product, including but not limited to, electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including but not limited to, electronic cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

#### Newsletters

School newsletters are periodically sent home with students to report school news. Parents may access additional information about school activities on campus websites and the District’s homepage at [www.springisd.org](http://www.springisd.org).

## Distribution of Literature

Literature concerning the school or school activities, as well as school publications, must be submitted to the principal or his designee for review prior to distribution. Distribution may be restricted in accordance with provisions in the District's Regulations.

Literature relating to non-school, student-oriented activities is not permitted unless approved in advance by Tranita Carroll, the District's Parent Engagement Coordinator. This regulation applies to school grounds and buses. Approved posters may be taped on brick or concrete block walls, but not on sheetrock walls.

# 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 2015-2016 school year to ensure safe and secure schools. Other measures will be added if they become necessary.

### Students

- Each secondary student must be able to produce a school and/or campus-issued Photo ID upon request.
- Grooming and/or attire that is disruptive is not permitted.
- Electronic devices shall not be used and shall be silenced during regular school hours when not in use with authorization. If confiscated, they will be returned in accordance with the District's Regulations.
- Secondary students may be subject to metal detector screening of their person and possessions periodically throughout the school year.

### Facilities

- Schools have surveillance cameras, burglar alarm systems, and fire alarm systems that are monitored around-the-clock.
- Entrances to schools will be limited after the school day begins each day.
- Video surveillance cameras are located in all Spring ISD facilities and on most Spring ISD school buses.

### 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 Department and will wear a photo ID while on school property.
- All visitors, regardless of how frequently they visit a building, will be required to sign-in through V-soft at the front desk and wear a visitor's badge.
- High schools will have at least one-armed Spring ISD Police officer assigned 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 level A and B offenses 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 or parents who violate level A and B offenses and/or safety measures may also be subject to consequences imposed by the court system.

## Disruption of School Operations

Disruptions of school operations are not tolerated. Principals may ask disruptive parents or visitors to leave the campus or ask parents or visitors to be escorted during visits. As identified by law, disruptions that may constitute an offense include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or

- leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization disrupting activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

#### Photo IDs

Some elementary campuses and all secondary campuses will issue each student a Photo ID at the beginning of the school year or when they enroll. The student is required to have the ID badge in their possession. Campuses may require the ID badge to be worn on the outside of their clothing. The ID badges are to be worn to school and school activities that take place during the school day. 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. ID's may also be required at school events that take place outside of the regular school day.

Discipline consequences may be assigned to students not possessing 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 replacement fee will be charged for lost or damaged identification tags.

#### Backpacks/Book Bags/Purses

Carrying backpacks/book bags and purses 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. The regulations regarding backpacks/book bags and purses may vary from campus to campus. Please contact your child's principal if you have specific questions.

#### Lockers

In secondary schools, students may be assigned a locker. It is the responsibility of the student to keep his/her locker clean and orderly at all times. School lockers are the property of Spring ISD. Inspection of lockers may be conducted by school authorities for any reason at any time, without notice and without student consent. Spring ISD police officers may conduct searches with probable cause. School personnel or Spring ISD police officers using trained dogs make periodic locker checks. Anything in a student's locker is considered to be in the control of the student.

Students may not affix anything permanently inside the locker. A student should not permit another student to share his or her locker at any time. Student use of a locker belonging to another student may result in a disciplinary consequence. Students may not place their own lock on a locker without prior administrator approval. Combination locks are preferred. The combination shall be given to the coach/sponsor/administrator. Students must not fix or jam the locking device on the locker. Damage to lockers by students may result in fines and/or discipline consequences.

#### 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.

#### School Telephone Calls

Students will not receive telephone calls and messages will not be delivered during class periods, except in extreme emergencies. Students may not use the school telephone except in extreme emergencies and with administrator approval.

#### Computer Use/Internet Access

Student will be permitted to use District computers or personal use devices and to appropriately access the Internet only if the student and/or the parent sign for the Technology Responsible Use Guidelines (TRUGS). All student computer use shall be in accordance with District policy and teacher directives. Inappropriate use or abuse of District computers, personal devices 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.

#### Motorized Vehicles

A student driving a car or motorcycle to school must be a licensed driver and have a 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 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 \$35 per year. Replacement permits cost up to \$2.00 each, and permits for additional cars in the same family cost \$2. No refunds will be given.

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).

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.

When an illegally parked vehicle is towed, all fines must be paid before it will be released back to the owner.

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.

Student vehicle regulations include:

- 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 3:30 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

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.

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 control of the student.

Students of all Spring ISD high schools, who attend classes at Carl Wunsche High School, will be bused to and from the high school. Use of private transportation, between Carl Wunsche High School and the home campuses, is prohibited except to first and last period.

All rules regarding trespass will be strictly enforced.

## Hallway 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. Intimate or inappropriate 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 restrooms. Failure to report to class in a timely manner may cause the student to be sent to the office for disciplinary action.

## Skateboards

Skateboards and roller blades are not permitted on campus at any time, unless used in a class. These items will be confiscated and may not be returned until the end of the school year.

## Grooming and Dress Code

Students and parents may determine the student's personal dress and grooming standards provided that they comply with the general guidelines outlined below.

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.

Students must be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that may reasonably be expected to cause disruption of or interference with normal school operations. [See Policy FNCA]

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. Exceptions to the Grooming and Dress Code Policy based on religious or medical reasons will be made upon submission of written documentation to the principal of the school.

It is impractical to list every possibility of dress and grooming. The principal shall make decisions regarding the Grooming Code and what is acceptable and appropriate considering the age and activities of the students. Appeals of decisions made by the principal regarding the Grooming Code shall be made to the Office of School Administration. Final appeals of decisions made by the Office of School Administration shall be made to the Superintendent of Schools.

For students who attend standardized dress campuses: All students are expected to follow expectations for dress code as outlined by the administration in written school policy. Newly enrolled students will be given a grace period of one week to be in compliance with the required standardized dress.

## Specific Guidelines

Students must wear appropriate underclothing and shoes. (House shoes 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, loose, revealing or 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 biker's 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 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 or her with a gang, or other unauthorized student group or representing or symbolizing the beliefs of such a group, will be required to correct his or her 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/her 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 that may reasonably be expected to cause disruption of or interference with normal school operations are not acceptable. A male student may have neatly groomed facial hair.

Noisy or distracting jewelry or accessories may not be worn. Nose/facial/tongue jewelry is prohibited. No grills allowed. 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 repeated violation of the grooming and dress code policy.

## PE Dress

Middle and High School Levels: 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 or her belongings during both the dressing and physical education period, including placing belongings in the locker and securing the lock.

## Cell Phones/Electronic Devices

The district permits students to possess personal devices in accordance with the Technology Responsible Use Guidelines for Students and after signing the Personal Device Agreement for Students [See pages 81-83]. Cell phones and other electronic devices shall be silenced and not in use while in the instructional setting without authorization. Cell phone usage is strictly prohibited during testing.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. Each time the cell phone/paging device is confiscated, it shall not be returned until after the \$15.00 administrative fee is paid, and the parent, guardian or nonstudent owner demonstrates proof of ownership. Unclaimed devices will be discarded ten days after the last day of school. [See policy FNCE.]

Students, who violate the cell phone policy, including a refusal to comply with an administrator's request to turn over the device, shall be subject to disciplinary action. Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices or personal electronic devices.

# School Services

## Bus Transportation

### Transportation Eligibility

School bus transportation is a privilege offered by the district free of charge to students who live 1.5 miles or more from his/her zoned campus of attendance as measured by the nearest commonly traveled public roadway. This privilege is conditional upon the student observing safe and appropriate behavior while waiting for the bus, riding the bus, and departing the bus.

### Parent/Guardian Responsibilities

- Ensure that your child is aware of, cooperates in, and obeys the safety rules for the bus as well as instructions given by the bus driver.
- Ensure that your child waits at their designated stop. Students are allowed to ride only their assigned bus.
- Ensure that your child demonstrates safe and appropriate behavior at the bus stop.
- Parents/guardians are not permitted to board the bus or disrupt the normal operation of the bus route. Parents/guardians are encouraged to contact the Spring ISD Transportation Department at 281-891-6490 in order to discuss concerns relating to their child(ren)'s transportation services.
- Once a student has boarded the bus, the driver is not authorized to release the student at any location **other than the student's campus or designated stop location.**

### Bus Route Information

- All bus routes are designed to operate as efficiently and effectively as possible while still meeting the students' needs.
- When a route change is necessary that will affect pick-up/drop-off times and/or bus number, notification will be made in the form of notes handed out to the students two afternoons prior to the date of the change.
- Bus stops are established at designated locations and are subject to periodic review. Bus routes are not designed to pick-up or deliver students at individual residences.
- Bus stops are located such that elementary students should walk no more than ¼ mile to a bus stop and middle school/high school students should walk no more than ½ mile to a bus stop. In areas that are inaccessible by school buses (such as dead-end

streets, cul-de-sacs, private roads/private property, etc.), walk-to-stop distances may exceed this standard.

- If students are not present at a bus stop for 10 consecutive days, service to the bus stop will be discontinued without notice to the parents. Parents must contact the transportation department to resume service to that bus stop.

### **Pre-K and Kindergarten Students**

Pre-K and Kindergarten students will be released from the bus only with an approved person present to receive the student or with a sibling in 1<sup>st</sup> through 5<sup>th</sup> grade riding the same bus. Persons receiving Pre-K and kindergarten students from the bus must be prepared to show photo ID upon request. If a Pre-K or kindergarten student cannot be released from the bus, the student will be returned to the school for the parent/guardian to pick up. Once a student has been returned to the campus twice in a semester, the student's transportation services may be temporarily suspended according to the following guidelines:

1 <sup>st</sup> Instance	Warning notice will be provided to parent/guardian of requirement for Pre-K and Kindergarten students to be received by an approved person at the bus stop
2 <sup>nd</sup> Instance	Student may have transportation services suspended for one (1) day
3 <sup>rd</sup> Instance	Student will have transportation services suspended for three (3) days
4 <sup>th</sup> Instance	Student will have transportation services suspended for five (5) days
5 <sup>th</sup> Instance	Student will have transportation services suspended for a period of time not to exceed the remainder of the semester

### **Private Property and Construction Areas**

Spring ISD buses will not operate on private property or private roadways in the normal course of route services. Apartment complexes, mobile home communities, gated communities, and businesses are considered private property.

When road construction or building construction is present in an area, route services may be altered temporarily in the interest of the safe operation and movement of vehicles for student transportation.

### **Student Address Updates**

It is important that the transportation department has a current address and phone number for every student. For bus eligibility and assignment, the address on file with the child's school will be used. If this information is incorrect, transportation services may be interrupted until this information is updated.

### **New Bus Riders**

Students who enroll in Spring ISD (or change schools within Spring ISD) after September 1 each year are required to obtain a bus pass from their campus administrator and present the pass to the driver the first time he or she rides the bus.

### **Bus Safety Rules and Expectations**

#### **Meeting the Bus**

- Students must be on time and visible at the bus stop. It is recommended that students be at their bus stop five (5) to seven (7) minutes before pick-up time. Once a bus departs a stop or school, it will not stop for late students or stop at unauthorized locations to receive or discharge passengers.
- Students must not stand on the traveled portion of the roadway while waiting for the bus.
- Student must not approach the moving bus until it stops. Once the bus has stopped, the student may walk toward the bus to board once the driver signals to the student.
- Students must enter the bus carefully and in an orderly manner as instructed.
- Once on the bus, students must go directly to their seat and be seated properly so the bus may continue the route.

#### **Bus Safety Rules**

- Students may only ride a bus to which they are assigned or one they are authorized to ride by a campus administrator through the issuance of a bus pass.
- All students are expected to accurately identify themselves upon request. For middle school/high school students, a school-issued identification badge shall be worn visibly.
- As an extension of the classroom, the same conduct level shall be observed as is expected in the classroom.
- Profanity and obscene gestures are not allowed.
- Do not eat or drink on the bus.
- Do not litter or damage the bus in any way.

- Students are expected to comply with seating assignments made by the driver.
- Remain seated, facing forward, while the bus is moving with all body parts inside the windows.
- Fighting, horseplay, and throwing objects are prohibited.
- All items prohibited at school are also prohibited on the bus.
- No live/dead animals or flammable materials are allowed on the bus.
- Large, bulky items that cannot fit under the seat or in the lap of the student are not allowed on the bus. Arrangements must be made for the parents to transport these items. This includes large band instruments and school projects.
- No skateboards, balls, roller blades, or balloons may be brought on the bus.
- Students are prohibited from tampering with emergency exits or emergency equipment.

#### **Departing the Bus**

- When getting off of the bus, students should move quickly but safely away from the unloading area. Students who must cross the roadway should wait for the driver to signal when it is safe and then cross in front of the bus.
- The emergency door at the rear of the bus is to be used in emergency situations only. It is not to be otherwise used for boarding or departing the bus.
- Students are allowed to board and depart the bus at their designated bus stops only.

#### **Corrective Action for Violation of Bus Safety Rules**

When a student fails to observe the bus safety rules, the driver will complete a bus safety referral and submit it to a Transportation Department supervisor. The supervisor will review the referral and coordinate with the campus administrator for investigation of the incident and assignment of corrective action based upon the incident.

1 <sup>st</sup> Report	Communication with parent and warning issued to student.
2 <sup>nd</sup> Report	Student may have transportation services suspended for up to three (3) days.
3 <sup>rd</sup> Report	Student will have transportation services suspended for five (5) days.
4 <sup>th</sup> Report	Student will have transportation services suspended for ten (10) days.
5 <sup>th</sup> Report	Student will have transportation services suspended for the remainder of the Semester.
Severe Clause	If an incident is deemed to be a serious safety infraction, the prior steps may be bypassed and the student may have transportation services suspended for a length of time deemed appropriate by the school and transportation administrators.

Any student whose transportation service is suspended for the remainder of the fall semester will have transportation service restored in January with the understanding that the next incident may result in suspension of transportation service for the remainder of the school year.

Any student whose transportation service is suspended is still required to attend school. If a student is absent on a day while his/her transportation service is suspended, the suspension dates will be adjusted so that the full length of the service suspension will be fulfilled.

Behavior severe enough to disrupt the normal operation of the bus route may require intervention by a law enforcement officer or removal from the bus by a campus administrator or transportation supervisor. A student that is removed from the bus by a law enforcement officer may be transported to the Spring ISD Police Department to be received by the parent/guardian. If the parent/guardian is present at the scene of the disruption, the officer may elect to release the student to the parent/guardian at that time. In the event that a student is removed from the bus and a parent/guardian is unable to be contacted, the student may be transported to Child Protective Services (CPS).

#### **Video and Audio Monitoring In Use**

Cameras, which record video and audio, may be in use on Spring ISD school buses to maintain a safe environment for students while on the bus. Due to confidentiality laws, parents/guardians are not able to view these videos.

#### **Bus or Transportation Changes**

To ensure student safety, transportation changes should only be made in emergency situations. In order for a student to temporarily ride a different bus or temporarily change bus stop locations, the student must bring a note signed by his/her parent or guardian

stating the request, length of time for the alternate arrangements, and reason for the request. The note must be submitted to the child's teacher (for elementary students) or the appropriate assistant principal (for middle and high school students) by the following deadlines:

- Before 8:30 am if requesting a change for the afternoon route of the same day
- Before 2:30 pm if requesting a change for the following morning route

Notes must include a telephone number and name of a parent/guardian who can be contacted to verify the note. The note must be signed by the appropriate staff member and given to the bus driver at the time the student boards the bus. For safety reasons, transportation changes will not be accepted by telephone.

Late Boarding

Due to 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 buses after the bus loading doors have closed or the first bus begins moving away from the school. Telephones are available in the main office for students who miss the bus.

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.

Transporting Students from After School Activities

Transportation may be provided for students requiring academic support. These bus stops may differ from their normal designated stop and the route may differ from the student's regularly assigned bus, which takes them to, and from school during regular school hours. Secondary students may remain on campus for extracurricular activities after receiving academic support. If a student is suspended from riding a regular bus, they will not be able to receive this type of transportation for academic support.

Transporting Students in a Work-based/Career Preparation Program or Lone Star College-North Harris Program

High school students enrolled in a work-based/career preparation 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 Lone Star College-North Harris program, where District transportation is provided, are required to ride the bus both to the program and back to the high school.

Transporting Students to a Disciplinary Alternative Education Program

Expelled Student:

Students expelled to a Disciplinary Alternative Education Program (DAEP) will NOT be allowed to ride Spring ISD buses. Parents are responsible for providing transportation for the student to their designated Spring ISD locations. DAEP students must be standing in the designated bus stop prior to the bus's arrival. Parents are responsible for transporting their child to the designated DAEP bus stop.

## Child Nutrition

A variety of breakfast and lunch options are served daily at all schools. The secondary schools offer healthy-themed meals with a wide variety of nutritious choices such as: pizza, pasta, Tex-Mex, country fare, Asian, and deli. Please visit [www.springisd.org/menus](http://www.springisd.org/menus) to see monthly menus. 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. High school and middle school students must wear ID badges in all serving lines. The school will provide a temporary school ID for new students. Breakfast is free to all Spring ISD students who arrive in time for breakfast service, as long as it is a complete meal. A complete meal for breakfast must include a serving of fruit or vegetable.

Parents must provide lunch money, prepay online, provide a sack lunch, or be approved for free or reduced meals to assure their child is well nourished and ready to learn.

For children who do not qualify for federal meal assistance, the cost of lunch anticipated for the 2015-2016 school year is \$1.75 at elementary, and \$2.00 or more for secondary, depending on which line a student chooses. A complete meal must include a serving of fruit or vegetable or the meal will be priced item by item. There is no charge to children that have been approved for free or reduced priced meals.

There are a variety of healthy a la carte items available for purchase separately. A parent who does not want their child to purchase a la carte items from their account balance must put this request on the appropriate form and send it to the Cafeteria Manager. This will allow the student to purchase meals using their account, but cash would be required to purchase any extra items. This form is located on the district website at [www.springisd.org/cnforms](http://www.springisd.org/cnforms).

Parents can pay for meals and a la carte purchases with cash at the school site for a week, month or longer. For the elementary school level, cash payments should be in an envelope with the child's full name along with the homeroom teacher's name. When making a payment for multiple students at the same school, the parent must indicate how much money goes into each student account. Checks are not accepted. Prepayments can be made online using the online payment system. Please find the link at [www.springisd.org](http://www.springisd.org) on the Child Nutrition page. Discover, MasterCard and Visa payments are accepted.

Account balances may only be used to purchase food from the cafeteria. When students pay for meals with cash at the register, change will be applied to the student's account unless otherwise requested. A charge limit may be put in place by the principal to allow children to eat when they do not have money. Meals may be charged until the remaining balance does not allow for any additional meal purchases. A la carte items will not be charged. Once the charge limit is reached, students may contact a school administrator for further assistance.

Families who meet specified federal income criteria are eligible to have their children receive free 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. Parents may apply for free meals online by visiting <http://www.springisd.org/default.aspx?name=biz.nutrition>. Paper applications are available at each school and in the Child Nutrition Office. (Please include all of the children in your household on only one application.) Eligibility decisions are based on federally established guidelines. Additional Child Nutrition Program information can also be found on the district's website. Eligibility for free or reduced priced meals is not retroactive. All meal charges incurred before the student is qualified must be paid in full.

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.

## Healthy School Nutritional Environment and Food Safety

The Child Nutrition Department provides nutritious meals and snacks for students. 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. All foods sold to students during the school day, by any organization or individual must adhere to Smart Snacks guidelines. For questions or more information, please contact the Child Nutrition Department.

### 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.
- Sit at assigned tables.
- 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.
- Remain in the dining area(s) for the duration of the lunch.

## Food Allergies

Students with life threatening food allergies must have a completed form from a physician in addition to the Food Allergy notification form required at time of enrollment. The Physician's Diet Modification form and the Food Allergy notification form will be available on the district website at [www.springisd.org/cnforms](http://www.springisd.org/cnforms). This form should be renewed and turned in to the school's nurse each year.

For more information on the District's food allergy management plan, please go to <http://www.springisd.org/default.aspx?name=nutrition.info>. [Policy FFAF]

## Clinics

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 TRAT2DC are conducted by the school nurse.

**Elementary Level Screenings:** During the school year, the school nurse conducts state-required hearing and vision screenings for students in pre-kindergarten, kindergarten, first, third and fifth grades. Screenings in other grades are available upon request. Texas Risk Assessment for Type 2 Diabetes in Children (TRAT2DC), formerly acanthosis nigricans screening, is mandated by the Texas Legislature for first, third and fifth grade students.

**Middle School Level Screenings:** Texas Risk Assessment for Type 2 Diabetes in Children (TRAT2DC), formerly acanthosis nigricans screening, is mandated by the Texas Legislature for seventh grade students. Therefore, spinal screenings will be offered in 6<sup>th</sup>, 7<sup>th</sup> & 9<sup>th</sup> grade.

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 clinic pass (and student ID at middle and high school levels) except in emergencies. If a student reports to the clinic without a pass in a non-emergency situation, he or she 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 first 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 for the parent or 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 required to pay for student medical expenses.

### Fever/Vomiting/Diarrhea

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 /diarrhea 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 must be fever free for 24 hours without the aid of an antipyretic (i.e.; acetaminophen, including the brand name Tylenol; ibuprofen, including the brand names Advil, Motrin; naproxen, including the brand name Aleve, etc.) before returning to school. Students must not be sent to school if they have vomited 8 hrs prior to start of school day.

**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 &amp; 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/Vomiting above.)
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	Exclude from school until physician's written statement certifies the child has been properly treated and can be readmitted to school.
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 <sup>st</sup> infection—2-6 weeks Repeat infections—1-4 days	Exclude from school until 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 Public Health and Environmental Services 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 can be obtained from the school nurse and online. 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 child's age, then it must be accompanied by a note of instruction from the student's treating physician or dentist. Consult with your campus nurse regarding the protocol for students who have a doctor's order for special circumstances for inhaled medication for asthma, injected medication for diabetes, or injected medication for allergic reactions. If your student has any trouble taking his or her medication, (i.e., swallowing difficulties, resistance, etc.) please discuss this with the school nurse.

Prescription and non-prescription medication must be immediately brought to the school nurse and picked up by the parent or guardian, not the student. Failure to comply with this requirement may result in disciplinary action for your child.

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. 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. All 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 by the parent or guardian; otherwise it will be discarded.

### Prescription Medication:

- Must show the student's name, must show the current prescription label, 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 or trainer has the right to refuse to administer any substance.

## Request for the Use of a Service or Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service/assistance animal on campus.

## School Health Advisory Council (SHAC)

A SHAC is a group of individuals representing segments of the community, appointed by the school district to serve at the district level, to provide advice to the district on coordinated school health programming and its impact on student health and learning. SHACs provide an efficient, effective structure for creating and implementing age-appropriate, sequential health education



programs, and early intervention and prevention strategies that can easily be supported by local families and community stakeholders.

#### Benefits of Having a SHAC

1. Addressing the health needs of students through the work of the SHAC, helps meet district performance goals and alleviates financial constraints.
2. SHACs play an important role in communicating the connection between health and learning to school administrators, parents and community stakeholders.
3. SHACs can help parents and community stakeholders reinforce the health knowledge and skills children need to be healthy for a lifetime.

## 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 request slip with the receptionist.

#### School Counselor:

The primary responsibility of a school counselor is to counsel students to fully develop each student's academic, career, personal and social abilities through the Guidance Curriculum, Individual Student Planning, Responsive Services, and System Support. A school counselor shall:

- Participate in planning, implementing, and evaluating a comprehensive developmental guidance program to serve all students and to address the special needs of students.
- Consult with a student's parent or guardian and make referrals as appropriate in consultation with the student's parent or guardian;
- Consult with the school staff, parents and other community members to help them increase the effectiveness of student education and promote student success;
- Coordinate people and resources in the school, home and community with the assistance of school staff, interpret standardized test results and other assessment data that helps a student make educational and career plans; and
- Deliver classroom guidance activities or serve as a consultant to teachers conducting lessons based on school's guidance curriculum.

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

Spring ISD also have the following counseling services for all grade levels:

#### Career and Technical Education (CTE) Counselor:

The CTE Counselor is responsible for high school career counseling, career pathway/endorsement recruitments and the development of career exploration experiences for students that are consistent with state and district regulations, philosophies, policies and procedures. CTE Counselors serve elementary and middle schools by providing career awareness and exploration activities for students.

#### College Connections Counselor:

The College Connections Counselor is responsible for providing direct services to students, teachers, parents, and the community. The college counselor manages the high school College and Career Center where information on post secondary options – college, university, technical school, military, or career is available. Students also receive guidance on college entrance requirements and admission, financial aid assistance, and scholarship opportunities. College Connections Counselors also serve elementary and middle schools providing college awareness support and activities.

#### Substance Abuse Counselor:

The Substance Abuse Counselor is responsible for providing direct intervention and support services to students and for counseling with teachers, support personnel, parents at the high school and for serving as consultant liaison to elementary, middle and community agencies on prevention activities.

All materials used in guidance counseling are available for preview upon parent request. If parents/guardians have questions regarding guidance and counseling services or programs in the school, they may call their child's school counselor or principal. Parents are requested to make an appointment in advance with a school counselor to assure availability and proper preparation for the meeting.

Library	<p>Library hours are posted at each campus. 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.</p> <p>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/she does not have a book that has not been checked out.</p> <p>Library Rules:</p> <ul style="list-style-type: none"> <li>• The student must have his/her ID card to check out library materials.</li> <li>• Reference materials and magazines may be checked out overnight.</li> <li>• All other books may be checked out for two weeks.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Hard cover and paperback books are available at each school for students' use. The student is responsible for any lost or defaced books. Fines and damages must be paid and all library books turned in before report cards are issued or before a student withdraws. Payment for library books will be refunded if the undamaged book is found by the end of the school year.</p>
Youth Services Program	<p>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.</p>
Voter Registration	<p>A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.</p>

## Academic Information

Accreditation	<p>All Spring ISD schools are fully accredited by the Texas Education Agency.</p> <p>Spring ISD offers a balanced elementary curriculum, which emphasizes academic skills and thinking processes, along with a variety of opportunities for enrichment and acceleration. Elementary subjects include reading, language arts, mathematics, social studies, science, art, music and physical education. All curriculum is based on the Texas Essential Knowledge and Skills (TEKS).</p> <p>Instructional programs and procedures undergo continuous evaluation.</p> <p>The TEKS-based curriculum is enriched through a number of special programs, including problem solving and writing using computers. Special program descriptions follow.</p>
Pre-Kindergarten	<p>Half-day, pre-kindergarten instruction is provided for a child who is 4 years old by September 1 and who meets one or more of the following criteria: family income qualifies for the national free or reduced-price lunch program; the child is unable to demonstrate proficiency in speaking and comprehending the English language; the child qualifies as homeless; the family qualifies as an active duty member of the armed forces of the United States; placement by CPS; or placement in foster care. Students may not enroll without meeting at least one of these qualifications.</p> <p>The Pre-Kindergarten program in Spring ISD uses the state commissioner's recommended curriculum guidelines to ensure that students have the opportunity to achieve knowledge and skills that will help them attain future academic success.</p> <p><b>Once enrolled in Pre-Kindergarten, regular attendance is required.</b></p>
Kindergarten	<p>Spring ISD offers a full day kindergarten program, which provides the basic learning foundations to aid children throughout their education. Activities and curriculum materials are provided to give each child a solid foundation in the areas of intellectual, creative, social and emotional development, oral language, reading, mathematics, science, social studies, and physical development.</p>

Grade Reporting	<p>Grade reports will be available online 7 days following the end of each grading period and 10 days after the semester ends. Parents are encouraged to go online during the grading period to check student progress.</p> <p>Pre-Kindergarten and Kindergarten grades are currently not available online.</p>
Parent-Teacher 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>It is requested that parents confer with teachers of classes in which the student earns below a 70 percent for the six-week grading period. Notification of the conference request is indicated on the student's progress report.</p> <p>Parent-teacher conferences are conducted to develop better understanding between the home and school for the benefit of the child. One calendar day has been set aside specifically for parent conferences. However, parents may always schedule a conference by calling the teacher or principal at the school for an appointment. Since teachers are involved with instruction the majority of the day, phone calls will be returned during their conference time, after school, or at their earliest convenience.</p>
Home Access Center	<p>Assignments, grades, report cards, teacher email addresses, and other pertinent information are available online via a secured website. Contact your child's school to obtain additional information on this service.</p>
Instructional Materials and Textbooks	<p>District and state textbooks and other instructional materials (i.e. calculators, cameras, etc. in the secondary schools) are issued/checked out to students and/or parents for their use while enrolled in the District. Materials are checked out to students by their subject level teacher. Students are responsible for the return of all materials issued to them or replacement of instructional materials and equipment issued to them.</p> <p>Student responsibilities for instructional materials/equipment:</p> <ul style="list-style-type: none"> <li>• Textbooks must be kept covered at all times and instructional materials and equipment must be appropriately secured.</li> <li>• Textbooks, instructional materials and equipment must be maintained in the same condition as issued.</li> <li>• 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.</li> <li>• Fines are assessed for damage to textbooks, instructional materials, and equipment.</li> <li>• 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.</li> <li>• Textbooks and other materials must not be loaned or shared.</li> <li>• Report cards will be held until charges for damage or replacement are paid to the school bookkeeper.</li> <li>• 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.</li> </ul> <p>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.</p>
Waiver of Fees	<p>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 textbooks, such fee or deposit or payment shall be waived. Such student and their 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.</p>
PE Non-Participation	<p>A written excuse is required if a child is not to participate in physical education. If the child is to be excused more than five days, a doctor's statement is required. A child who has been excused from physical education will also be excused from recess.</p>

<p>Excusing a Student from Reciting a Portion of the Declaration of Independence</p>	<p>You may request your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]</p>
<p>School-Sponsored Trips</p>	<p>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.</p>
<p>Gifted and Talented</p>	<p>Definition: “Gifted and Talented” means a child or youth who performs at or shows the potential for performing at a remarkably high levels of accomplishment when compared to others of the same age, experience, or environment and who exhibits high performance capability in an intellectual, creative, or artistic area, possesses an unusual capacity for leadership, or excels in a specific academic field. Education Code 29.121</p> <p>Identification: The identification of gifted and talented students is a multistep process, starting with a referral from a parent and/or teacher. The referral process occurs twice during the school year. In addition, all kindergarten and fifth grade students are screened and considered for further gifted and talented assessment, as well as, all students in grades three through ten, who score Level III on the STAAR assessment, will be considered for the gifted and talented referral process.</p> <p>Once a student is referred to the GT program, parents and teachers will be asked to complete a questionnaire and the student will be administered the Cogat which measures cognitive ability. Other information collected for identification are: report card grades, performance on a reading inventory, and performance on a state assessment for students in 4th grade and higher. The above information is sent to the District GT Selection Committee where a final determination is made for a student to receive GT services. Parents/guardians will receive written notification of the selection committee’s decision.</p> <p>Services: Elementary students are served by certified GT teachers using the Envision GT Curriculum and/or the Texas Performance Standards Projects. Secondary students are served through Pre-Advance Placement, Advanced Placement, and Dual Credit Courses.</p> <p>For more information, please contact the campus school counselor.</p>
<p>Bilingual Education</p>	<p>Bilingual education is provided for children in grades Pre-kindergarten through five for which Spanish is indicated on the Home Language Survey and who qualify based on the results of English language proficiency tests and standardized achievement tests, when appropriate. TEKS-based instruction is provided in both Spanish and English by certified bilingual teachers.</p>
<p>Career and Technical Education (CTE) Programs</p>	<p>The Career and Technical Education program for Spring Independent School District continues to grow with new and innovative courses. CTE in Spring ISD is designed to address a variety of needs: exploration of career interests, practical experiences in and intended career field, and entry level skills for selected occupations. Concepts and skills related to leadership, successful employment, entrepreneurship, and safety are an integral part of all programs. All programs are offered without regard to race, handicap, gender, or limited English proficiency.</p> <p>Students in Spring ISD are introduced to careers and career clusters in elementary school through various career awareness activities. In middle school, the students participate in introductory CTE classes, explore and research career opportunities, and choose a career pathway in eighth grade to study in high school. High School students receive real-world, hands-on experiences through job shadowing, internships, and career preparation classes. High School students re-evaluate their educational and career goals annually; and, have the opportunity to choose a different career path to study. This strategy provides Spring ISD graduates with the knowledge and skills they need to enter postsecondary education, training and the workplace by equipping them with the tools they need to succeed.</p>
<p>State Assessments Required for Graduation</p>	<p>Students who entered high school in 2010-2011 or prior are required to pass the Exit Level TAKS to receive a diploma and participate in graduation. Students who enter high school in 2011-2012 and thereafter are required to pass the appropriate number of STAAR End of Course exams as outlined in the Spring ISD Program of Studies.</p>

Wireless Telecommunication Device Policy for Assessment Days	There will be zero tolerance 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.
Course Costs (Secondary Levels)	<p>Course selection and enrollment is made for both semesters at the time of initial registration. The necessary textbook for each course will be available 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> <p>Costs listed within course descriptions in the Middle School Program of Studies are for materials to complete projects the student may keep or purchase personal copies of books.</p>
Honor Rolls	<p>Elementary Levels: Students in grades 3-5 who earn all A's in reading, writing, mathematics, science and social studies, and S's or E's in art, music and P.E., and whose conduct grades are S or E in all subjects, are eligible for Honor Roll Recognition each nine weeks.</p> <p>Secondary Levels: 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. Campuses may or may not choose to release or reward honor roll students.</p>
Credit by Examination	<p><u>Credit By Examination – Acceleration (Without Prior Instruction)</u></p> <p>Elementary School: Credit by examination for grade level acceleration is offered to students in grades 1-5. Students who meet stringent eligibility requirements and who pass examinations with an 80% or above in reading, writing, mathematics, social studies, and science given each summer, may skip a grade. Kindergarten students who desire placement into grade 1 must pass all examinations given in the first six weeks of the child's kindergarten year.</p> <p>Middle School: Credit by examination for grade level acceleration is offered to current 6th (sixth) and 7th (seventh) grade students for year-long courses in language arts, mathematics, science, and social studies. Students must earn a score of 80% or above on each of the four assessments in order to receive credit. Students in 6th (sixth) through 8th (eighth) grades may be permitted to earn accelerated credit by examination for some grade level high school courses. Credit and the grade earned shall be recorded in the student's permanent record.</p> <p>High School: Credit by examination for earning high school credit is offered in English, Mathematics, Social Studies, some Languages other than English, Health, and Art I. The minimum eligibility requirements for testing for initial credit include the student not having prior instruction in the course tested, signed application, and parental approval. Students must earn a score of 80% or above in order to receive credit. Credit will be recorded on the student's academic achievement record for high school credits CBEs for initial credit or credit recovery are not given for any course tied to a STAAR EOC Assessment. A student may not attempt more than two times to receive credit for a particular subject on the basis of an examination for credit in any one subject.</p> <p><u>Credit By Examination – Make-up Credit (With Prior Instruction)</u></p> <p>Students are offered opportunities to pass examinations for credit recovery for failed courses.</p> <p>High School: Students may be permitted to make-up a high school course and earn credit through credit by examination. To be eligible for make-up, a student must have failed the course and credit for the course was not lost due to excessive unexcused absences. Students must earn a score of 70% or above on the examination in order to receive credit. Applications for credit by examination, assessment dates, study guides and additional information are available on the Spring ISD website. Please consult a school counselor for further details of this testing program.</p>
State Testing	<p>The State of Texas has several testing programs required of students in grades Kindergarten through grade 12.</p> <p>Elementary Level STAAR: The State of Texas Assessments of Academic Readiness (STAAR) will be implemented for elementary students in grades 3-5. Mathematics and Reading are assessed in grades 3-5. Writing is assessed in grade 4 and Science is assessed in grade 5. STAAR is a criterion referenced test designated to measure both readiness and supporting standards.</p> <p>In addition to the state testing program, Spring ISD measures student performance in reading and</p>

mathematics at grade 2 with a standardized achievement test. Results from these tests indicate how the student's performance compares to students at the same grade level.

Students in Kindergarten, 1st, and 2nd grades are required to take the equivalent of the Texas Primary Reading Inventory (TPRI), which is the diagnostic test to identify those students who are having difficulty in reading.

All Limited English Proficient (LEP) students in K-5 take the TELPAS which measures listening, speaking, reading, and writing.

#### Middle School Level

To measure student performance, the District administers the criterion referenced State of Texas Assessment of Academic Readiness (STAAR) to students in grades 6-8.

All Limited English Proficient (LEP) students in grades 6-8 are assessed with the TELPAS which measures listening, speaking, reading and writing.

#### High School Level

To measure student performance, the District administers the criterion referenced State of Texas Assessment of Academic Readiness (STAAR) End of Course to students in grades 9-12 for the following courses: English I, English II, Algebra I, Biology, U.S. History.

All Limited English Proficient (LEP) students in grades 9-12 are assessed with the TELPAS which measures listening, speaking, reading and writing.

### Six-Week & Semester Exams

Six-week and end of course exams may be administered. Semester exams are comprehensive exams. Campuses shall communicate final exam dates during the first month of school. No finals are given prior to the scheduled dates. An administrator may stipulate acceptable reasons for a student to be absent from a semester final examination. This is on a case-by-case basis.

### Grading Scale

#### Pre-Kindergarten

Academic progress for Letters, Vocabulary, Phonological Awareness, and Mathematics are measured as follows:

Emerging Understanding: The student is beginning to develop an understanding in the concept area and is working towards reaching the Pre-Kindergarten End-of-Year Outcome.

Satisfactory Understanding: The student has developed a strong understanding in the concept area and is expected to reach the Pre-Kindergarten End-of-Year Outcome.

Social-Emotional and Writing progress is measured using a 1 - 5 point scale. One being seldom and five being often.

Kindergarten student progress is reported on a four point scale as follows:

E – Excellent

S – Satisfactory

N - Needs Improvement

U – Unsatisfactory – represents the equivalent of a failing grade

In grades 1-12, grades are based on students' performance in the taught curriculum. When letter grades are used, the following conversion table shall be in effect.

90-100	A	Excellent
80-89	B	Good
75-79	C	Satisfactory
70-74	D	Passing
69 & Below	F	Not Passing
	I	Incomplete
	NG	No Grade

Actual student numerical grades are recorded in the grade book, and grading period averages are determined by averaging the grades in the grade book. The actual numerical score earned on the semester exam is recorded on the report card. Semester averages are determined by averaging the report card grades.

Conduct Grades	Students who do not meet full promotion standards may be retained in their current grade level if performance data indicates that they would not be academically successful at the next grade level, even with continued instructional accommodations and/or support services/interventions.
Retention Promotion	To be promoted from grade to grade, a student must earn an overall average of 70 or above, derived by averaging the final numerical grades for language arts, mathematics, social studies and science. In addition, a student must earn a final grade of 70 or above in both language arts and mathematics. Elementary students must meet attendance requirements to be eligible for promotion.
Pre- Kindergarten	Students in pre-kindergarten shall not be retained.
Kindergarten	Students in kindergarten shall not be retained unless the Grade Placement Committee (GPC) unanimously determines that, if promoted, it would be detrimental to the student's academic success.
Grades 1-5	In grades 1–5, to be promoted to the next level, a student must attain an average of 70 or above in language arts and mathematics. In addition, the overall average of 70 or above must be achieved by utilizing the final numerical grades for social studies, science, language arts, and mathematics. In accordance with current state promotion guidelines, mastery of grade 5 reading and mathematics is required.
Grades 6-8	In grades 6–8, to be promoted to the next grade level, a student must attain the following: • <ol style="list-style-type: none"> <li>1. An average of 70 or above in language arts (including reading improvement if required);</li> <li>2. An average of 70 or above in mathematics (including mathematics improvement if required);</li> <li>3. An average of 70 or above in science (including science improvement, if applicable); and</li> <li>4. An average of 70 or above in social studies (including social studies improvement, if applicable).</li> </ol> Parental permission for promotion or retention shall not be required.
Grades 5 & 8 STAAR	In order to be promoted, students in grades five and eight must pass the State of Texas Assessments of Academic Readiness (STAAR) reading and math tests. Eighth graders will have three testing opportunities for STAAR reading and math. Two of the three opportunities will occur during the spring semester.  Eighth grade students not successful on the STAAR reading and/or math tests in the spring will need to attend summer school. At the end of summer school, the third administration of the STAAR reading and math tests will be offered. The campus Grade Placement Committee (GPC) will review the student's progress to determine status for the fall semester.

## Additional Information for High Schools

Academic Performance Award	Students earning a 4.4 or higher grade point average will be eligible to qualify for the academic jacket at the end of the sophomore or junior year. The academic jackets will be presented based on the cumulative grade point averages (4.4 required). 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. The academic and athletic jackets are awarded from the campus that issues academic reports of progress and attendance.
Dedicated Service Graduate (DSG)	The Dedicated Service Graduate (DSG) program is a community service opportunity available to all high school students. A student must complete at least 120 hours of service to graduate as a DSG. 40 of these hours must be for service to Spring ISD. If all requirements of the DSG program are met, graduating seniors may be recognized with a DSG honor cord during graduation ceremonies.  For more information, students should contact their College Connections Counselor.
Graduation Requirements	All high school students enrolled in 9 <sup>th</sup> grade prior to 2014 are required to enroll in either the Recommended High School Program (RHSP) or the Distinguished Achievement Program (DAP), unless opted out by a committee consisting of a parent/guardian and an administrator or counselor. Students who enrolled in 9 <sup>th</sup> grade prior to 2014 also have the option to enroll in the Foundation High School Program (FHSP). For information regarding this option, please consult with a school counselor.  All 9 <sup>th</sup> grade students beginning high school in 2014-2015 and beyond are required to enroll in the

Foundation High School Program (FHSP) with an Endorsement plus the Distinguished Level of Achievement Students may opt to the Foundation High School Program only (without an endorsement), after completing the sophomore year with parental permission.

Consult the High School Course Catalog for specific requirements for each course of study option for graduation.

## Graduation Ceremony Participation

- Students who anticipate early graduation must complete an early graduation plan with their counselor by the beginning of the school year of the intended graduation.
- Graduating seniors are encouraged to attend graduation ceremonies. In order to be eligible to participate in the graduation ceremonies, senior students 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 and Dress Code, as well as any additional dress requirements established by the principal for the graduation ceremony.
- 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.
- Transcripts will be furnished at \$1.00 per transcript.
- 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 from the first semester of high school through a student's first semester of the senior year. High school courses taken in middle school do not count for class rank or high school GPA. 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.
- 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

Consult the High School Program of Studies for specific Credit Requirements for Class Standing.



Re-Classification	<p>In most cases, re-classification of high school students occurs only at the end of the school year.</p> <p>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 <b>all</b> promotion requirements through summer school, trailer classes, or accelerated instructional opportunities.</p> <p>Students moving in from <b>out of state</b> 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.</p>
Minimum Course Load	<p>Freshmen, sophomores and juniors must be enrolled in 4.0 units of credit per semester.</p> <p>Seniors at their zoned campus who need fewer than 4.0 credits to graduate may enroll in the number of courses needed for high school graduation, provided the courses follow consecutively during the school day.</p> <p>Seniors at their zoned campus needing fewer than 4.0 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>
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 may be permitted under the following circumstances:</p> <ul style="list-style-type: none"> <li>• Completion of a scheduled course by alternate means</li> <li>• Failure of a course prerequisite to a scheduled course</li> <li>• Change in the senior year to a course required for graduation</li> <li>• Removal of a scheduled course from the school schedule</li> <li>• Exceptional circumstances reviewed by the school counselor and approved by the principal.</li> </ul> <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 PreAp to an 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>
Introductory Courses	<p>Introductory courses, (Reading I, II, and III,) 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> <p>A = 95  B = 85  C = 77  D = 72  F = 65</p> <p>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.</p>

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 Course Catalog for the specific grade point conversion scale.

Semester grade calculations vary by grade designation of the course. Please refer to the High School Course Catalog.

Assignments/Make-up Work/Grades for Late Assignments

Parents should contact the school to obtain the student's make-up assignments. 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.

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.

In the case of long-term assignments accompanied by class presentations, the assignment for the entire class will be due in the same week with the possibility of specific dates in later weeks for the presentation.

The District shall not impose a grade penalty for make-up work after an absence because of suspension. A student expelled from school for the remainder of the semester or for the remainder of the school year shall not receive credit for courses.

Late Work

Late work will be accepted according to campus guidelines to allow a student to demonstrate mastery of the curriculum. Late work guidelines will be developed at the campus level, approved by the appropriate assistant superintendent, and followed by all teachers on that campus.

Tutoring

Tutorials shall be offered for students performing below grade level or as determined by the teacher to supplement a student's learning. The tutoring/make-up period is scheduled at each campus. Tutoring is available either before or after school on most weekdays. Dates and times of tutorials are determined by each individual campus. Arrangements should be made with the student's teacher. Credit for course is not earned through tutorials.

At elementary campuses, activity buses are available in the afternoon for students who stay for after-school tutoring.

High School Credit

The Spring ISD Middle School Course Catalog provides specific information about the unit requirements, electives, and middle school courses taken for high school credit.

Course Changes for Elective Courses

After the beginning of the school year, students will not be permitted to change an elective course based upon changes in preference.

Repeating Courses for HS Credit

When students repeat classes for high school credit, both enrollments will be made part of the record. Credit may be earned only once and grade points will be awarded for courses completed previously, only if a grade of 85 percent or less was first earned. Grade points earned previously for a repeated course will remain a part of the record and will be used in computing class rank.

Evening High School Program

Evening courses are offered to Spring ISD students at their respective high school campus. Students should check with their school counselor for information on costs and courses offered. A school counselor's 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 or STAAR EOC-tested subject areas for initial credit (Language Arts, Math, Science, Social Studies), except in special circumstances as approved by the principal.

Course Catalog

More complete information regarding the high school and middle school academic programs is available in the High School and Middle School Course Catalogs.

Academic Dishonesty	<p>Academic dishonesty includes but is not limited to cheating, copying another student's work, plagiarism, and unauthorized communication between students during an examination.</p> <p>Any student determined to have engaged in academic dishonesty will be subject to grade penalties, including receiving a grade of zero. The student's parents will be contacted by the teacher and any applicable conduct grade will be lowered accordingly. 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 academic dishonesty.</p> <p>Teachers will inform students of the course consequences for academic dishonesty at the beginning of the semester.</p>
English as a Second Language (ESL)	<p>English as a Second Language (ESL) services are offered for all students who qualify based on results of the Home Language Survey, English language proficiency tests, and standardized achievement test scores, when appropriate. TEKS-based Instruction is provided in English by certified ESL teachers.</p>
Collaborative Student Support (CSS) [Response to Intervention]	<p>If a child is experiencing learning difficulties, the parent may contact District or campus personnel to learn about the District's overall general education referral or screening system for Collaborative Student Support (CSS) services. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students. The implementation of CSS has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.</p>
Section 504	<p>Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. The designated person to contact regarding a referral for evaluation applicable to Section 504 is the Campus 504 Coordinator.</p>
Special Education	<p>Students with disabilities are provided with specialized instruction based on individual needs as determined by an Admission, Review, and Dismissal (ARD) Committee. Services are provided in the least restrictive environment with access to the general education curriculum based on the Texas Essential Knowledge and Skills (TEKS). The District provides a full continuum of services for all eligible students from age 3 through 21. For students with a visual or auditory disability, services start as soon as the child is identified, infant through 21.</p> <p><b>Suspected Learning or Other Disability</b>  If a child is experiencing learning difficulties, the parent may contact the principal 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 academic or behavior support services that are available to all students including a process based on Collaborative Student Support (CSS). The implementation of CSS has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.</p> <p>Collaborative Student Support (CSS) serves as a model providing high-quality instruction and tiered intervention strategies aligned with individual student need, frequent monitoring of progress to make results-based academic or behavioral decisions, and the application of child response data to important educational decisions (such as those regarding placement, intervention, curriculum and instructional goals, and methodologies). For more information, please see <a href="http://www.tea.state.tx.us/special.ed/rti/">http://www.tea.state.tx.us/special.ed/rti/</a>.</p> <p>At any time, a parent is entitled to request an evaluation for special education services. Within 16 school days, 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 report within 45 school days of the date the district receives the written consent. The district must have an Admission Review and Dismissal (ARD) meeting within 30 calendar days of the evaluation report being completed.</p> <p>If the district determines that the evaluation is not needed, then 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-Right of Parents of Student with Disabilities. Parents, at any time, may request an evaluation of their child for special education services. Inquiries regarding a referral should be</p>

made to the campus principal or counselor.

## Summer Program

Summer School courses offered for credit are comparable to the same courses taught during 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, except through Virtual School courses. Students are not permitted to take courses in the TAKS or STAAR EOC-tested subject areas for initial credit (Language Arts, Math, Science, Social Studies) except in special circumstances as approved by the chief officer of academics. Elective courses may be taken in summer school for initial credit. Students may enroll in Virtual School courses during the summer.

## College and University Admissions

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Beginning with ninth graders in the 2014–15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines.

## Study Tips

### Study Hints For Home

- Have a place to study, preferably a desk or table in a room by yourself or a quiet corner for yourself away from the family.
- Have a firm, comfortable chair.
- Have a good light, at least 100 watts, placed so it does not glare or cast a shadow on your paper when you write.
- Have essential materials well organized; pencils, pen, paper, ruler, eraser, dictionary, loose-leaf notebook and homework notebook.
- Remove distractions such as hobbies, TV, and telephone.
- Follow a time schedule for studying. A written plan of work for the week helps you organize your time.

### Note-Taking Hints For Class

- Keep notes strictly on the subject.
- Note only key words and figures to jog your memory.
- Use your own words to express the ideas you read or hear.
- Use abbreviations to speed your note taking.
- Use quotation marks when quoting directly. (Never use other people's words without giving them credit.)
- Note your sources, giving all information available such as author, title, publication date, publisher and page numbers.
- Use 3" x 5" cards if you are taking notes which will need to be arranged later. It is helpful to put one idea on each card.
- Learn to hear and write at the same time. This is especially important during a lecture or interview.
- Look over your notes immediately after you have made them.

### Test-Taking Hints

- Read and be sure you understand the directions.

- Be sure to read each question carefully. Read all questions first, before you answer any. This will give you a purpose for thinking while you read.
- Plan your time. Do not spend more time than you should on any one question.
- Write legibly and neatly, but not too slowly.
- Be sure to number each item correctly if you are answering questions on a sheet of paper separate from the test questions.
- Answer the easy ones first and return to the difficult ones, unless you are required to answer the questions in order. Never spend time in useless puzzling over a question you cannot answer unless you have finished all the other questions.
- Make an intelligent guess if you are not certain of the answer.
- Save a few minutes at the end to check your answers.

#### Classroom Habits

- Be in class, seated, with materials ready at the sound of the bell.
- Check the overhead or chalkboard for any warm-up or special instructions.
- Leave social life outside the class. It is advisable not to sit with a best friend.
- Come to class with a textbook, notebook, and writing materials.
- Develop a habit of listening. Good attention requires effort. Participate as much as possible. The most interesting classes are those in which many class members take part.
- Take notes, listing the main points.
- Write down assignments.
- Turn in all assignments on time to avoid zeros.

## 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

These activities or organizations are available at one or more of the District middle schools. Students may contact the school office for more information.

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.

Student organizations are available on a limited basis at elementary schools. Students may be selected for Student Council or Safety Patrol, and several schools offer such activities as choir, jump rope clubs and computer clubs.

*Requirements for participation include:*

Absences - A student is not allowed to participate in any school-related extracurricular or co-curricular activity on or off campus for which he or she would be absent from any class more than 10 times during the school year.

Grades - A student must have passed all classes at the end of 6 week grading period to participate in extracurricular activities the following 6 weeks.

Promotion Status - To be eligible to participate in extracurricular activities the first 6 weeks of the school year, the student must have been promoted from his or her previous grade level.

Conduct - U's or N's in conduct or major discipline violations may result in the student's suspension or removal from the club or activity.

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 four hours per day of instruction for either state or local school credit.

- 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.

## Beginning Year Eligibility

A student must have been promoted from the previous grade to participate in extracurricular activities the first six weeks of the school year. Students who are placed in the next grade are not considered to be promoted therefore, are not eligible to participate in extracurricular activities at the beginning of the school year.

A handicapped student's eligibility will be determined by the degree to which he satisfies the requirements of his IEP.

The same criteria for eligibility at the beginning of the fall semester are used for students enrolling during a school year. Eligibility rules apply during the school year holidays but not during the summer.

To participate in an extracurricular activity after the initial six weeks period, a student must not have a recorded grade average lower than 70 percent in any course. Students who pass all courses for a six-week grading period will remain eligible throughout the next six-week grading period.

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

Suspension of eligibility of a handicapped student whose handicap significantly interferes with his ability to meet regular academic standards shall be based on the student's failure to meet the requirements of his IEP.

## During Year Eligibility

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.
- 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.

To be eligible to participate in an extracurricular activity following the initial six-week period of a school year, a student must not have a recorded grade average lower than 70 percent or an incomplete in any course, including virtual and 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.

- A student with an incomplete grade is ineligible at the end of the seven day grace period unless the "incomplete" is replaced with a passing grade prior to the end of the seven day grace period. Students with "incomplete" past seven day grace period remain ineligible until work is made up in accordance with district policy.
- Extra work or work turned in after the grading period or elevation has ended may not be considered when determining eligibility except in the case of "incomplete."
- 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 from the first six-weeks.
- High school students are required to be enrolled in at least four hours per day of instruction for either state or local school credit.
- 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.
- 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 in all disciplines
- All high school/college dual enrollment classes in English Language Arts, Languages other than English, Math, Science, Social Studies and Economics
- Languages other than English courses Levels IV-VII
- Pre-Calculus

#### 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 no 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 at the middle school level. Games canceled due to weather cannot be rescheduled during the week of another contest.

#### *Consequence*

A student who misses a class more than 10 times a year, or nine times in one semester, for extracurricular reasons must get principal approval, or 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 or her 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 provide required funds can result in denial of the student's right to make the trip.

#### High School Clubs/Activities

Student clubs and performing groups such as the band, choir, cheer, 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.

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.

#### Gangs/Secret Societies

Organizations, in which membership is based on a decision of the members, rather than the free choice of qualified students, are prohibited.

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

Parents and students are hereby notified that campus principals or designees shall document and update, as needed, known or suspected gang-related apparel, gang hand signals, gang signatures, mottoes, or graffiti.

#### Athletics

A physical examination is required for participation in any extracurricular sport. A student may be removed from athletics at the discretion of the coach and the principal any time they feel that participation, conduct, or grades are not appropriate for a student athlete. Seventh grade participants may not be 14 years old or older on September 1, preceding the season. Eighth grade participants may not be 15 years old or older on September 1, preceding the season.

#### Cheerleaders

Composition of cheerleading squads will be 15 seventh grade cheerleaders and 15 eighth grade cheerleaders. They will be selected using outside judges. The constitution and guidelines will reflect agreements of the district middle school cheerleading committee as submitted to and approved by the district middle school principals and associate superintendent for curriculum and instruction.

#### Student Council

Student Council is a service organization, which instills in the student body a sense of honor and fair play, encourages understanding of a democracy, and develops individual participation. Representatives are elected by each grade level in the fall. They must have an overall C average from the preceding year with no D's or F's. In addition, members must meet other published requirements for Student Council.

#### Student Leader Requirements

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 the criteria.

#### National Honor Society

The National Honor Society is an organization that invites students to be members who:

- 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 4.4 grade-point average for the first 3 years of high school;
- Are juniors and maintained a minimum of 4.4 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.



Additional membership requirements may be set by the individual campus chapter of 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 bylaws.

Any concerns regarding the selection of students should be addressed to the campus principal. The Faculty Council decisions are final and may only be appealed to the principal of the campus.

#### National Junior Honor Society

The National Junior Honor Society creates enthusiasm for superior scholarship, develops citizenship and stimulates a desire to serve one's school, community and country. Seventh and eighth graders are invited to join based on excellence in scholarship, leadership, service, and character.

Membership requirements include that a student:

- Must be enrolled in on-grade classes or Pre-AP classes,
- Must have earned a grade average across all classes of 93 or higher,
- Receive positive ratings from faculty members on a rating instrument about characteristics related to scholarship, leadership, service and character.

Additional membership requirements may be set by the individual campus chapter of the National Junior Honor Society. Final decisions concerning membership are made by the school Faculty Committee.

Any concerns regarding the selection of students should be addressed to the campus principal. The Faculty Council decisions are final and may only be appealed to the principal of the campus.

## Volunteer Activities

#### PTO and Booster Organization

Parent-Teacher Organizations (PTO) function to support students, staff, and school programs. These independent parent organizations host meetings, and with principal approval, organize events that support the campus. Fundraising activities and paid memberships provide the organization with resources to be used to benefit students.

#### Volunteers

Opportunities are available throughout the year for parents or interested community members to assist with many aspects of the school program as part of the volunteer program. To become a volunteer, you must complete a Volunteers in Public Schools application annually that includes a criminal history background check. You may obtain this application from any campus or via web at [www.springisd.org](http://www.springisd.org) under General Information then Volunteer Opportunities. Applicants must return the form to the Community Relations Department, located at 1445 TC Jester, Houston, TX 77014. Once your application has been processed and you have cleared the background check, you must attend an orientation meeting and training provided by the campus or the Community Relations Department. The school principal or designee will then assist you in selecting opportunities on campus.

Campus volunteer opportunities include, but are not limited to, before/after-school functions, Bus Buddies, chaperoning school trips, classroom/library aides, clerical assistant, guest speaker, hallway/cafeteria monitor, mentor, tutor, playground supervisor, reading program assistant, school beautification program helper, recycling program helper, Junior Achievement, and Watch D.O.G.S. Volunteer.

For more information regarding becoming a volunteer, please contact LaQuita Carter, Executive Director of Family and Community Engagement, at 281.891.6005.

# Student Code of Conduct

Purpose	<p>The law requires the Board of Trustees to adopt a Student Code of Conduct for the District and approve any change or amendment. The Spring Independent School District (Spring ISD) Discipline Management Plan (DMP) is available in the office of the principal or in the school library.</p> <p>The goal of the District's rules of conduct and discipline are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. [See Board Policies FNA and FO]</p>
Disciplinary Authority	<p>The Student Code of Conduct prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Principals and/or a campus administrator designated by the principal is considered the Campus Behavior Coordinator. The names of these persons will be available on the district's website. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. Campuses may set rules and regulations that are more detailed so long as they do not violate board policies or the Student Code of Conduct. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.</p>
Extracurricular Activities: Standards of Behavior	<p>With the approval of the principal and Superintendent, a sponsor or a coach of an extracurricular activity may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. [See Board Policy FO]</p>
School Transportation Rules	<p>The school bus is considered an extended part of the school day. Chapter 37 of the Texas Education Code provides that bus drivers may refer students for discipline in the same manner that teachers may in the classroom; therefore, <b>students are expected to</b> follow the same Student Code of Conduct adopted by the Board of Trustees. In addition, to ensure the safety of everyone on the bus, bus riders are expected to:</p> <ul style="list-style-type: none"><li>• Refrain from loud talking and use of profanity.</li><li>• Go to their assigned seat immediately upon entering the bus and be seated facing the front of the bus.</li><li>• 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.</li><li>• Board the bus only with objects limited to a size that can be transported on their laps.</li><li>• Not bring animals or glass containers onto the bus.</li><li>• Refrain from bringing prescription or non-prescription medications on the bus. (For exceptions, such as authorized medications for asthma or anaphylactic procedures, see Board Policy FFAC.)</li><li>• Dispose of materials after leaving or before entering the bus - never throw them out of the windows of the bus.</li><li>• Ride their assigned bus unless the provisions for an exception have been met which are listed under Transportation Changes.</li><li>• Board and leave the bus only at their designated bus stop unless provisions for an exception have been met.</li><li>• Remain 10 feet from the bus loading location until it is time to load the bus.</li><li>• Refrain from possession or use of tobacco or other prohibited substances on buses.</li><li>• Not eat, drink or chew gum on the bus.</li><li>• Follow the Student Grooming Code while riding the bus.</li><li>• Not bring electronic devices unless the student assumes all risks and the use of which is approved by the principal or bus driver.</li><li>• Refrain from using cell phones.</li><li>• Keep sports equipment in a backpack and limit the size of the backpack to fit on the student's lap.</li><li>• Wear campus-required school ID badges while on the bus.</li></ul> <p>When a disruption occurs on a Spring ISD bus, students may be removed from the bus and transported to the Spring ISD Police Department where a parent or guardian will be contacted to pick up the child. Spring ISD Police may also release a student to his or her parent or guardian on the scene of the disruption if the parent or guardian is immediately available. If a parent or guardian cannot be contacted, the student may be transported to Child Protective Services (CPS).</p> <p>Bus rules and consequences apply to every child on every bus, no matter where the student is being transported. This includes field trips and tutorial buses in addition to regular transportation.</p>

# Discipline Management Techniques

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline shall be based on an assessment of the circumstances of each case considering factors such as the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, statutory requirements, and the Student Code of Conduct adopted by the Board.

Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

## Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law shall prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see Clarifications/Definitions) until an Admission, Review and Dismissal (ARD) committee meeting has been held to review the conduct. In deciding whether to order suspension, Disciplinary Alternative Education Program (DAEP) placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

## Discipline Techniques

The following are examples of discipline management techniques that may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or "time-out."
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Detention, including outside regular school hours.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

# Student Removal

**Routine Referral** A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques

**Formal Removal** A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that, under the Texas Education Code, requires or permits the student to be placed in a Disciplinary Alternative Education Program (DAEP) or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator shall schedule a conference with the student's parent or guardian; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The administrator shall give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension (ISS).
- Out-of-school suspension (OSS).
- DAEP.

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.

**Returning Student to Classroom** When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

**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.

**In-School Suspension (Extension Center)** Students may be assigned to the In School Suspension as a discipline management technique. In-School Suspension (ISS) in Spring ISD is held in classrooms on the same campus called "extension centers." Parents will be notified of the removal to the ISS 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 ISS 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 ISS without administrative approval.

**Out of School Suspension** A student may not participate in or attend any school activity while assigned to OSS.

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. 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 assigned OSS. Parents will be notified in writing if a student is suspended.

Disciplinary  
Alternative Education  
Program (DAEP)  
Placement

Removals to DAEP shall be made by the Assistant Superintendent of Administration. Parents will be notified in writing if a student is being placed in the DAEP.

In the DAEP, the District provides instruction in English, language arts, social studies, math, science, and self-discipline. A student removed to a DAEP shall be offered an opportunity to complete course work before the beginning of next school year according to state law.

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-through" metal detector upon arrival.

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.

Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the campus behavior coordinator or appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Placement Order

After the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

Length of Placement

The duration of a student's placement in a DAEP shall be determined by the appropriate assistant superintendent of schools.

The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as listed below:

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the campus behavior coordinator or the board's designee determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Board must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

Expulsion In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

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; those who do 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 the extended expulsion time is in the best interest of the student.

Parents will be notified in writing if a student is being expelled.

Under Age Ten

When a student under the age of ten engages in expellable behavior, the student shall not be expelled, but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Additional Misconduct If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order as a result of those proceedings.

While in DAEP

A student **may** be expelled for engaging in documented serious misbehavior that violates the district's Code, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
4. Conduct that constitutes the offense of:
5. Public lewdness under Section 21.07, Penal Code;
6. Indecent exposure under Section 21.08, Penal Code;
7. Criminal mischief under Section 28.03, Penal Code;
8. Personal hazing under Section 37.152, Texas Education Code; or
9. Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.

Corporal Punishment **Corporal punishment is not permitted in Spring ISD.**

Spring ISD Police Department Spring ISD employs, as district employees, fully credentialed and armed police officers who protect and serve the school district under the direction of the Police Chief, who reports directly to the Superintendent. For news and information related to the Spring ISD Police Department, visit their website at <http://www.springisd.org/default.aspx?name=police.home> or e-mail them at [commcenter@springisd.org](mailto:commcenter@springisd.org).

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.

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.

**Offenses in which tickets may be issued may require transporting to the Spring ISD Police Department. Nationally accepted police standards require that persons being transported in police cars must be thoroughly searched, handcuffed, and secured with a seat belt in the back seat.**

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

#### Level 1 Offenses

1. Making or distributing hit lists.
2. Disruption of school activities.
3. Hazing.
4. Lying or giving of false information either verbally or in writing to a school staff member.
5. Defiance of authority of the teacher, principal, bus driver, supervisor or other school staff member.
6. Throwing objects out of buses or at activities such as athletic events that can cause bodily harm or damage property.
7. Directing profanity, vulgar language or obscene gestures toward other students or school personnel.
8. 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.
9. Gambling.
10. Tardiness or truancy.
11. Littering of school grounds.
12. Trespassing.
13. Inappropriate use of an electronic paging device during the school day.
14. Grooming code violations.

#### Consequence

Students engaging in a first Level 1 Offense may receive any of the following discipline management techniques appropriate for the situation as determined by a school administrator, including, but not limited to: peer mediation, detention hall, assignment to in-school suspension (Extension Center) or out-of-school suspension, or assignment to DAEP. Repeated Level 1 Offenses may result in suspension for up to three days, additional assignments to in-school suspension (Extension Center) up to the remainder of the semester, assignment to the DAEP or expulsion.

### Significant Offenses

#### Level 2 Offenses

1. Harassment or bullying.
2. Disrespect of a staff member.
3. Behavior symptomatic of or associated with gangs or cults.
4. Use, possession or distribution of tobacco products, including, tobacco paraphernalia and/or e-cigarettes: and any component, part or accessory for an e-cigarette device.
5. Possessing or using drug paraphernalia, as drug paraphernalia is defined by the Texas Controlled Substance Act (Chapter 481, Texas Health and Safety Code) or by 21 United States Code section 801, *et seq.*
6. Selling, distributing, possessing or using substances or items portrayed as being drugs (without regard to amount), drug paraphernalia, or alcohol.
7. 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 below (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.
8. Extorting or attempting extortion through use of threat or force.
9. Committing theft, robbery or burglary or attempting to commit such act.
10. Committing sexual acts, which do not qualify as public lewdness or indecent exposure.
11. 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.
12. 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.
13. 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.
14. 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.
15. Fighting.
16. Inappropriately using instructional materials including computers and computer systems.

#### Consequence

Students engaging in Serious 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 engaging in Serious Offenses may also be assigned to the DAEP. A second Serious Offense or succeeding violations of the Student Code of Conduct may lead to expulsion for students age 10 and older.

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 in situations described by Level 1 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 Level 1 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, 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 Chapter 485, 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
    - (a.) the felony offense of aggravated robbery under Section 29.03, Penal code;
  - 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
    - (a.) the felony offense of aggravated robbery under Section 29.03, Penal code;
  - 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
    - (a.) the felony offense of aggravated robbery under Section 29.03, Penal Code.
11. Engaging in any of the conduct listed as a Level 1 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 as a reasonable belief that the student has engaged in conduct defined as a felony offense other than aggravated robbery under Section 29.03, Penal Code, or those offenses 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 Level 1 Offense Number 1. A student age 10 or older who commits a second Level 2 Offense or succeeding violation of the Student Code of Conduct may be expelled.



Most Serious  
Offenses

Most Serious Offenses – Level 4 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 Health and Safety Code, or by 21 USC 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**. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
12. Engaging in conduct on or off school property that contains the elements of any of the Level 1 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 student, 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, 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 Level 1 Offense 12, which will result in expulsion, while within 300 feet of school property, engaging in one of the Level 1 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, 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 conduct that contains the elements of the offense of breach of computer security under Section 33.02, Penal Code, if: (a) the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and (b) the student knowingly: (1) alters damages, or deletes school district property or information; or (2) commits a breach of any other computer, computer network, or computer system.
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 Level 1 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.

A student may be expelled if the student, while placed in a disciplinary alternative education program, engages in documented serious misbehavior while on the program campus despite documented behavioral interventions. For purpose of this subsection, "serious misbehavior" means:

deliberate violent behavior that poses a direct threat to the health or safety of others;  
 extortion, meaning the gaining of money or other property by force or threat;  
 conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or  
 conduct that constitutes the offense of:

- (A) public lewdness under Section 21.07, Penal Code;
- (B) indecent exposure under Section 21.08, Penal Code;
- (C) criminal mischief under Section 28.03, Penal Code;
- (D) personal hazing under Section 37.152, Education Code; or
- (E) harassment under Section 42.07, Penal Code, of a student or district employee.

The length of expulsion may be up to one year. Under federal law, any student who commits a Level 1 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 Level 1 Offense Number 1 shall be provided educational services in a DAEP.

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.

# Procedural Requirements for Removal

Due Process	<p><b>What is “due process”?</b> Due process is generally defined as the conduct of legal proceedings according to established rules and principles for the protection and enforcement of rights, including notice and the right to a hearing.</p> <p>Procedural due process is the constitutional guarantee, found in the Fifth and Fourteenth Amendments to the U.S. Constitution, to minimal requirements of notice and a hearing, especially if the deprivation of a significant life, liberty, or property interest may occur.</p> <p><b>When is “due process” enforced?</b> The obligation to provide a student due process is often triggered when the school attempts to take an action to remove the student from the regular educational setting.</p> <p><b>What are the rights of students and parents?</b> Parents and students have different rights in accordance with the law to procedural requirements regarding notice and how a hearing is to be held.</p>
Notification	<p>The campus behavior coordinator or appropriate administrator shall notify a student’s parent by phone or in writing of any violation that may result in a detention outside of regular school hours, out-of-school suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.</p>
Appeal Process General	<p>Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal’s office, the central administration office, or online.</p>
Appeal Process DAEP Placement	<p>If the campus behavior coordinator or appropriate administrator 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 or guardian must be provided an opportunity to conference with the principal or designee within three school days after notice of removal. The parent or guardian may appeal the principal or designee’s decision to the Area Superintendent. The decision of the Area Superintendent is final and may not be appealed. Consequences may not be deferred pending the outcome of a grievance, but student may be placed in the extension center pending resolution of the appeal.</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>
Withdrawal during Process	<p>When a student violates the district’s Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.</p>
Newly Enrolled Students with DAEP Placement	<p>The district shall decide on a case-by-case basis whether to continue the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district. The district may place the student in the district’s DAEP or a regular classroom setting.</p> <p>A newly enrolled student with a DAEP placement from a district in another state shall be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.</p> <p>If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, shall reduce the period of the placement so that the total placement does not</p>

exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement occurs, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Student

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in either DAEP or JJAEP if the board or campus behavior coordinator makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

#### Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

#### Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

#### Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

# Prohibition Against Dating Violence, Harassment, Discrimination, Bullying and Hazing

The Spring Independent School District believes that all students learn best in an environment free from dating violence, discrimination, harassment, bullying, and hazing, and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law, including but not limited to the following policies, which may be viewed online at <http://pol.tasb.org/Home/Index/598>:

1. Bullying – FFI
2. Discrimination, Harassment and Retaliation – FFH
3. Prohibited Organizations and Hazing – FNCC
4. Assault – FNCH
5. Placement in DAEP – FOCA

## **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. See Board policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Records and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

# Clarifications/Definitions

Penal Code	<p>The Texas Penal Code is revised during each legislative session and the most current version of the code applies regardless of any provision cited herein. References to the Texas Penal Code are to define offenses only. In order to be punished under the Student Code of 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.</p> <p>Copies of any statute or code referred to in this handbook are available in the principal’s office.</p>
Trespassing	<p>Trespassing is defined as: (1) being on other than the home campus, or (2) being on the home campus during non-school hours when no activities are underway, and/or (3) no apparent legitimate reason exists to be on campus, or (4) being on any campus if expelled, suspended or placed in the Disciplinary Alternative Education Program (DAEP), or (5) students placed in the DAEP who are outside the designated waiting area for their bus, and (6) any visitor found on campus without administrative authorization.</p> <p>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 and Cyberbullying	<p>Bullying means engaging in written or verbal expression or physical conduct, including an action motivated by the perceived or actual characteristics, behavior, or beliefs of a student, that:</p> <ul style="list-style-type: none"><li>• will 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;</li><li>• is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student;</li><li>• interferes with a student’s educational opportunities; or</li><li>• substantially disrupts the operation of a school; and</li><li>• includes cyberbullying.</li></ul> <p>Cyberbullying means bullying, harassment, or intimidation that is done using electronic communication, including electronic media.</p> <p>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.</p>
E-cigarette	<p>An electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.</p>
Harassment	<p>Harassment is: (1) conduct that meets the definition established in Spring ISD Board policy FFH (LOCAL); or (2) conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; 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.</p>
Hazing	<p>Hazing is defined as any intentional, knowing or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.</p>
Hit Lists	<p>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.</p>
Mitigating Factors for Certain Removals	<p>In deciding whether to order suspension, removal to a DAEP or expulsion, the district will take into consideration intent or lack of intent at the time the student engaged in the conduct, self-defense, disciplinary history, 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. [Policy FO]</p>

Self-defense	<p>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 or herself against the other's use or attempted use of improper force that could result in serious bodily injury. A student willingly participating is not considered self-defense. 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.</p>
Title V Offenses	<p>Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; voyeurism; invasive visual recording; disclosure or promotion of intimate visual material; and smuggling or continuous smuggling of persons; or trafficking of persons.</p>
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 18 U.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"> <li>A. knife with a blade over five and one-half inches</li> <li>B. hand instrument designed to cut or stab another by being thrown</li> <li>C. dagger, including, but not limited to, a dirk, stiletto, and poniard</li> <li>D. Bowie knife</li> <li>E. sword</li> <li>F. spear</li> </ul> <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"> <li>A. blackjack</li> <li>B. nightstick</li> <li>C. tomahawk</li> </ul> <p>Prohibited weapons—are:</p> <ul style="list-style-type: none"> <li>A. an explosive weapon</li> <li>B. a machine gun</li> <li>C. a short-barrel firearm</li> <li>D. a firearm silencer</li> <li>E. a switchblade knife</li> <li>F. knuckles</li> <li>G. armor-piercing ammunition</li> <li>H. a chemical dispensing device</li> </ul> <p>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.</p>
Alcohol/Drugs/ Tobacco	<p>Possession, use, and delivery of any alcohol or drugs is strictly prohibited, no matter how small the quantity. Some students believe that if their 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 Spring ISD Police Department.</p>



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	School administrators 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. Secondary students may be subject to random, metal detector searches of their person and their possessions periodically throughout the school year.
Reasonable Belief	Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.
Serious Misbehavior	<p><b>Serious misbehavior</b> is defined as:</p> <ol style="list-style-type: none"> <li>1. Deliberate violent behavior that poses a direct threat to the health or safety of others;</li> <li>2. Extortion, meaning the gaining of money or other property by force or threat;</li> <li>3. Conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or</li> <li>4. Conduct that constitutes the offense of: <ul style="list-style-type: none"> <li>• Public lewdness under Section 21.07, Penal Code;</li> <li>• Indecent exposure under Section 21.08; Penal Code;</li> <li>• Criminal mischief under Section 28.03, Penal Code;</li> <li>• Personal hazing under Section 37.152; or</li> <li>• Harassment under Section 42.07(a)(1), Penal Code, of a student or district employee.</li> </ul> </li> </ol>
Serious or Persistent Misbehavior	<p><b>Serious or persistent misbehavior</b> includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Behavior that is grounds for permissible expulsion or mandatory DAEP placement.</li> <li>• Behavior identified by the district as grounds for discretionary DAEP placement.</li> <li>• Actions or demonstrations that substantially disrupt or materially interfere with school activities.</li> <li>• Refusal to attempt or complete school work as assigned.</li> <li>• Insubordination.</li> <li>• Profanity, vulgar language, or obscene gestures.</li> <li>• Leaving school grounds without permission.</li> <li>• Falsification of records, passes, or other school-related documents.</li> <li>• Refusal to accept discipline assigned by the teacher or principal.</li> </ul>

# Technology Responsible Use Guidelines for Students (TRUGS)

Spring Independent School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating collaboration, innovation and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information, and interaction available on the computer/network/Internet far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

**Mandatory Review.** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Technology Responsible Use Guidelines for Students as part of their review of the Student Handbook. Written acceptance of the Student Handbook is legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

**Definition of District Technology System.** The District's computer systems and network infrastructure are any configuration of hardware and software. The system includes but is not limited to the following:

- Computer hardware and peripherals;
- Servers;
- Email accounts;
- Software including operating system software and application software;
- Digitized information including stored texts, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, tools (both Internet and District-server based);
- District-provided filtered Internet access;
- District-filtered public Wi-Fi; and
- New technologies as they become available.

## Availability of Access

**Acceptable Use.** Computer/network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

**Privilege.** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to Computer/Network/Internet.** Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and public Wi-Fi has filtering software that blocks access to visual and printed depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. Students should use the District-provided Wi-Fi for connecting personal devices.

**Student Access.** Computer/network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member.

**Students 13 or Younger.** For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are web 2.0 tools, wikis, blogs, Edmodo, and Learning Management Systems such as Moodle. These tools can be accessed through the District's student portal.

**Security.** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the District's Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Discipline Management Plan* and *Student Code of Conduct*.

**Subject to Monitoring.** All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including

email messages, transmitted through or stored in the District system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the District system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the District system, will be available for review by any authorized representative of the District for any purpose.

### **Personal Telecommunications Devices**

Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

Mobile devices such as laptops, tablets, e-readers and smart phones are allowed at school, providing they do not disrupt classroom instruction or other school activities. Students and parents should read and acknowledge the Personal Device Agreement on pages 12-15.

If a personal device is alleged stolen, it should be reported to the campus police officer or the Spring ISD Police Department. A police report will be generated if an investigation determines that a theft has occurred; otherwise an incident report will be completed.

If a student is asked by a staff member to put away a device, failure to do so is a violation of the *Student Code of Conduct*. If the device has to be confiscated, the campus administration will take custody of the device, the device will be maintained and stored until it can be returned to the student or parent(s).

### **Student Computer/Network/Internet Responsibilities**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Discipline Management Plan* and *Student Code of Conduct*.

**Use of Social Networking/Digital Tools.** Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, Edmodo, Moodle, podcasts, and wikis. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

**Password Confidentiality.** Students are required to maintain password confidentiality by not sharing their password with others. Students are prohibited from using another person's system account.

**Reporting Security Problems.** If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

**Personal Connectivity Resources Prohibited.** System users are prohibited from connecting personal connectivity resources--hubs, switches, routers, wireless access points/devices--to the District's data communications network.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

The following actions are considered inappropriate or illegal uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet:

- Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
- Sending bullying messages
- Using the network for financial gain, political or commercial activity
- Attempting to harm or harming equipment, materials or data
- Attempting to send or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing information resources, files and documents of another user without authorization
- Attempting to access or accessing technology resources, network systems, or applications without authorization
- Attempting to or bypassing school proxy servers to access the Internet
- Posting personal information about others without proper authorization
- Downloading or using copyrighted information without permission from the copyright holder
- Plagiarizing material

- Attempting to “hack” into network resources
- Storing inappropriate information (i.e. programs and .exe files) in home directories or student shared directories
- Downloading software without the appropriate licenses
- Installing software without the approval of the District Technology Department.

### **Email and Communication Tools**

Email and other digital tools such as, but not limited to, blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

All students in the district will be issued restricted email accounts while they are currently enrolled in the District. These accounts are set up with the student’s user ID. Student access to email is limited to inter-District addresses and other addresses as approved by the principal. These may include universities and businesses offering internship opportunities. Parents wishing to deny access to District email must do so in writing to the campus principal.

Electronic communication is an important skill for 21st century students. By providing this tool, the District is equipping students with the skills necessary for success in the workplace.

### **Students should keep the following points in mind:**

**Perceived Representation regarding Internet Postings.** Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student’s comments represent the District or school, whether or not that was the student’s intention. This policy applies to students who use the following: MySpace, Facebook, Yahoo! Groups, Google+, Twitter and YouTube; blogs (internal and external); and wikis such as Wikipedia and any other site where text can be posted. All of these activities are referred to as “Internet postings” in this policy. Violation of this policy may result in disciplinary action including, but not limited to, expulsion or criminal charges.

- Internet postings which do not identify the author/blogger as a Spring ISD student, do not discuss the District, and are purely about personal matters, would normally fall outside this guidance.
- Common sense is the best guide if you decide to post information in any way relating to Spring ISD. If you are unsure about any particular posting, please contact the principal of your school.
- If an Internet posting makes it clear that the author attends Spring ISD, it should include a simple and visible disclaimer such as, “these are my personal views and NOT those of the Spring ISD.” When posting your points of view, you should never claim or imply you are speaking on behalf of the school and/or the District.
- Personal Internet postings should not reveal confidential information about the Spring ISD, including but not limited to aspects of District policy or details of internal District discussions. If in doubt about what might be confidential, contact the Communications Department.
- Internet postings should not include Spring ISD logos or trademarks, and should respect copyright, privacy, fair use, personal or financial disclosure, and other applicable laws.
- The names Spring Independent School District, Spring ISD, SISD, and names of any Spring ISD schools may not be used in the title of a page or as a handle on a social network without permission from the superintendent or designee.
- Internet postings should not violate any other applicable policy of the Spring ISD.
- The author agrees that the Spring ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of their Internet postings.
- Cyber-bullying is defined as the use of technology, such as the Internet or text messaging to post derogatory or hateful material about another. If an Internet posting or text message is determined to be cyber-bullying, the Spring ISD Police Department will investigate and take appropriate action.

**Privacy.** Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

**Inappropriate Language/Bullying.** Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails, blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks, are prohibited.

**Political Lobbying.** Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis, regarding any political advertising.

**Forgery.** Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy, or modify the email of other

system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

**Junk Mail/Chain Letters.** Students should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

### **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the System Administrator and/or campus principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual and printed depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and information, a risk exists that students may access material that may not be of educational value in the school setting.

### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, services providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

**This agreement is binding for the duration of a student's enrollment in the District and must be reviewed and signed annually at the start of each school term. Failure to review and sign the agreement may result in revocation of the privilege to access District computers/network/internet resources.**

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

# Personal Device Agreement for Students

Spring ISD teachers and administrators believe that providing network access for personal electronic devices will enhance the educational experience for Spring ISD teachers and students by expanding access to the resources provided by the Internet. For this reason, Spring ISD will allow personal devices with these considerations:

1. **Acceptable Devices.** Teachers and students may access the Spring ISD network with a mobile personal device.
2. **Content.** Filtered access to the Internet will be provided for personal devices as well as access to any district provided web-based applications that would normally be accessible to teachers and students from home.
3. **Personal Responsibility.** The district assumes no responsibility for the loss of, theft of or damage to any personal device that a teacher or student connects to the wireless network or any information on that device.

Personal electronic devices are brought to school at your own risk. Police reports will NOT be filed by the Spring ISD Police for LOST personal electronic devices. Police reports may be filed for the theft of a personal electronic device with a value greater than \$500.00 when there is a suspect, witness or other evidence substantiating that a crime occurred.

4. **Security.** Personal devices shall not impair the security of the Spring ISD network. This expectation includes but is not limited to:
  - a. Teachers and students are expected to maintain at their own expense up-to-date antivirus and antispyware protection on all devices that are connected to the Spring ISD wireless network. Devices without up-to-date security programs may be denied access to the network.
  - b. Teachers and students are expected to safeguard all network passwords. Teachers and students should not share network passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
  - c. Teachers and students are expected to log onto the network using their personal account only. They should not allow others to use their account or to use the accounts of others, with or without the account owner's authorization.
5. **No Technology Department (TD) Support.** Teachers and students are responsible for setting up and maintaining personal devices that they connect to the network. The district will not provide TD support for personal devices.
6. **Authorized Use.** Students may use the network when they are not in class. Students may not use the network in class unless authorized by the teacher of that class.
7. **Inappropriate Use.** The Spring ISD network is a shared and limited resource and all users have an obligation to use that resource responsibly. Teachers and students are provided access to the Spring ISD network primarily for educational purposes. Incidental personal use of the network is acceptable, but teachers and students should not use the network for personal activities that consume significant network bandwidth or for activities that violate school policy or local law. These include but are not limited to:
  - a. Online gaming (e.g., Halo) unless approved by a teacher.
  - b. Peer-to-peer networking. A peer-to-peer network is created when two or more PCs are connected and share resources without going through a server. They can expose computers to worms and viruses.
  - c. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights; or if the software, music, or movies are not being used for educational purposes.
  - d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
  - e. Conducting any activity that is in violation of school policy or local, state or federal law, including using personal device to bully others or to make audio or visual recordings of other students.
  - f. Participating in political activities.
  - g. Conducting for-profit business.
  - h. Using hacking tools on the network or intentionally introducing malicious code into the district's network.
  - i. Using any software or proxy service to obscure either the teacher or student's IP address or the sites that the student visits.
  - j. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
  - k. Accessing or attempting to access material or systems on the network that the teacher or student is not authorized to access.
8. **No Expectation of Privacy.** The district can and does monitor internet access and activity on the district's network, including but not limited to sites visited, content viewed and e-mails sent and received. The district may examine a teacher's or student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

9. **Disruptive Activity.** Teachers and students should not intentionally interfere with the performance of the wireless network and/or the district's overall network.
10. **Unauthorized Networks.** Teachers and students may not create unauthorized wireless networks to access Spring ISD's wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
11. **Consequences of Inappropriate Use.** Students who misuse Spring ISD's network will be subject to discipline which may include loss of access to the network or all internet access and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws. District staff who misuse the network are subject to disciplinary or legal action including termination.
12. **Student Expectations for Personal Devices.**
  - a. Connecting a personal device to the Spring ISD network provides filtered internet and access to the student portal which allows access to web-based SISD resources. Access to the Internet will be filtered according to district policy.
  - b. Internet access will continue to be filtered on personal devices by SISD in the same manner as school owned devices.
  - c. Students can use their devices while engaging in specified activities related to educational use. Students are not allowed to make audio and/or video recordings of other students while on school property. Students can videotape or record teacher lectures, but only after notifying the teacher first.
  - d. Students can connect to the Spring ISD network using laptops, tablets, e-readers, smart phones, or other mobile devices.
  - e. Students are not allowed to bring a personal desktop computer to school.
  - f. Each student is responsible for his or her own device: set-up, maintenance, charging and security. Teachers will not store student devices at any time, nor will any Spring ISD staff member repair or work on a personal device.
  - g. No gaming, chatting, MySpace, Facebook, etc., are allowed. Use of device is for educational purposes only and must be approved by the teacher.
  - h. The teacher establishes the device use policy for their classroom and the teacher will monitor the students' access if used in the classroom.
  - i. Students are expected to abide by guidelines set forth in the Technology Responsible Use Guidelines and the Personal Device Agreement. If a student uses a personal device in an inappropriate manner, consequences may be imposed based on the Technology Responsible Use Guidelines, the Student Conduct Code and the Personal Device Agreement.
  - j. Students should not connect a district provided computer to the Spring ISD Springnet wireless network. The Springnet wireless network is only for personal devices, and will not provide print services or district instructional software that is not web-based.

### 13. Teacher Expectations

- a. Request that the students close the screen while the teacher is talking or keep at 45 degrees (anytime a teacher deems necessary).
- b. If the teacher allows device use in the class – the teacher must monitor the student access.
- c. It is still the teacher's classroom – if device use is not required, students do not have to use them.
- d. Devices can be searched by administrators. Report any inappropriate use (office referral).
- e. Teachers are expected to circulate around the room and monitor often! The teacher is responsible for monitoring students if the teacher allows them to use devices in the classroom.
- f. Teachers are expected to do research before planning an online activity. All mobile devices do not provide the same technical experience.
- g. Personal devices used will fall under the same policies as school owned devices.
- h. Teachers should not store devices. Devices are the owner's responsibility at all times.
- i. Do not provide chargers or power sources belonging to a staff member or any Spring ISD owned device for use with personal student devices.

# Personal Device Agreement Student/Parent Signature Page

I have read the Spring ISD Personal Device Agreement and will comply with the expectations.

My child plans to bring a mobile computing device to school.

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Campus \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

**(SIGN AND RETURN A COPY FOR EACH STUDENT ENROLLED)**



# Handbook and Code of Conduct Review Notice

This handbook has been reviewed by the Board of Trustees and is intended to provide general information and guidance on the District's policies and expectations. Nothing in this handbook constitutes legal advice. The Student Code of Conduct was approved by the Board of Trustees on August 11, 2015. This handbook is not intended to supersede or conflict with Board policy of the Student Code of Conduct. In case of conflict between a Board policy or the Student Code of Conduct and provisions of the handbook, Board policy and/or the Student Code of Conduct will prevail. Parents must sign the acknowledgment form as proof of receipt of the handbook in hard copy or by going online to review electronically.

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.

Spring Independent School District is an equal opportunity employer. The Board of Trustees and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status in making decisions regarding staff members or students.

In its efforts to promote nondiscrimination, Spring ISD does not discriminate on the basis of race, religion, color, national origin, gender, disability, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment:

Name: Vermeille Jones  
Position: Manager of Employee Relations  
Address: 16717 Ella Blvd., Houston, TX 77090-4299  
Telephone: (281) 891-6073

ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:

Name: Ty Bailey  
Position: 504 Coordinator  
Address: 16717 Ella Blvd., Houston, TX 77090-4299  
Telephone: (281) 891-6278

[See policies FB(LOCAL) and FFH(LOCAL).]

Students who believe they have been subjected to discrimination may report their concerns to:

- A school counselor,
- An administrator,
- Mr. Deeone McKeithan, Chief Human Resource Officer, regarding student complaints against staff, or
- Assistant Superintendents of Administration, regarding student complaints against students:
  - Michelle Starr, Assistant Superintendent, Elementary Schools Zone I
  - Dr. Natasha Smith, Assistant Superintendent, Elementary Schools Zone II
  - Hafedh Azalez, Assistant Superintendent, Middle Schools
  - Isaac Carrier, Assistant Superintendent, High Schools



spring  
ISD

believe. engage. soar.