Spring ISD Secondary Dance Handbook

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This handbook is provided as a resource to our PVA staff members and is for internal use only in Spring ISD. All information in this handbook is subject to change with or without notice. Updates during the school year will be provided electronically via email.

All programs must return their handbook to the PVA office by June 1 so we may reuse the materials for the following school year.
Spring Independent School District
Department of Performing and Visual Arts

Secondary Dance Handbook

2018-2019

Last Revised: July 2018
Spring ISD PVA Department Staff

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The Spring Way

Preface
The purpose of the Spring ISD Performing and Visual Arts Handbook is to supply a guiding framework of policies and procedural expectations, which align the District and PVA Missions and Visions.

Spring ISD Vision Statement
Spring Independent School District will be a district of choice known for quality academics with innovative and specialized programs that meet the needs of all students in a positive learning environment.

Spring ISD Mission Statement
Spring Independent School District prepares students to be lifelong learners, critical thinkers and responsible citizens who display good character – ready to contribute, compete and lead in today's global society.

Spring ISD Guiding Principles

1. High-quality teaching drives student learning.

2. Literacy is the foundation of academic success.

3. The learning needs of each student must be met.

4. Students learn best in safe environments where school leaders cultivate parent and community partnerships.
Holistic PVA Department Goals

1. Teach the Texas Essential Knowledge and Skills through sequential lessons designed to provide a foundation in fine arts literacy, improvement of technical skills, and nurture artistic development.

2. Provide all students with a standards-based arts experience delivered by teachers who are certified in either performing or visual arts.

3. Increase student engagement and improve the culture and climate in our schools by providing the highest performing and visual arts experiences possible.

4. Foster the development of creativity and self-expression.

5. Develop higher level critical thinking skills, including decision-making, reasoning, and problem solving.

6. Develop leadership, self-discipline, integrity, and personal responsibility in a collaborative and cooperative learning environment.

7. Provide a variety of opportunities for diverse performances, exhibitions, and enrichment activities.

8. Provide opportunities for groups and individuals to attain the highest standards of achievement and recognition in art, dance, music and theatre.
General PVA Department Policies and Procedures

1. Teachers are required to review and abide by the administrative procedures for their campuses.

2. All fine arts programs will comply with the rules and policies of the University Interscholastic League (UIL), the Texas Music Educators Association (TMEA), the Texas Educational Theatre Association (TETA), the Texas Art Education Association (TAEA), the Texas Dance Educators Association (TDEA), the Texas Education Agency (TEA), the State Board of Education (SBOE), and the Spring Independent School District (SISD).

3. Judging, attending college, or working additional jobs outside of the district should not interfere with a teaching assignment.

4. Permission for a teacher to miss school for any reason, including contests and enrichment events, must be obtained in advance from the campus principal.

5. Teachers will attend all Spring ISD in-services, professional development training sessions, district meetings, professional organization meetings, and UIL meetings. Permission to be absent requires permission in advance from the building principal and the office of Performing and Visual Arts.

6. Every program will provide performance opportunities for every student enrolled in the program no less than once per semester.

7. All performing groups at the secondary level will prepare for and attend the Spring ISD Pre-UIL and UIL Contest as appropriate.

8. All teachers are encouraged to visit feeder schools as often as possible without interfering with their own teaching assignment or the campus they are visiting.

9. All campus performances, shows, and art exhibits must have prior approval of the Principal, the guest Principal (if performing on another campus), and the office of Performing and Visual Arts.

10. Students who are academically ineligible are to continue practicing or preparing with the group during rehearsals/class time during the instructional day, but may not participate in extra-curricular competitions or performances. Ineligible students may not be excluded from receiving equitable educational instruction during regular class periods.

11. Teachers will not receive compensations for teaching private lessons to students whom they maintain academic records. Teachers may teach private lessons to students from other schools.

12. All teachers are expected to keep rehearsal rooms, storage rooms, practice rooms, Performing Arts Centers (PAC), offices, and performance areas secure, neat, and orderly. Any damage to a room is to be reported immediately to the building Principal.

13. Each program will have a handbook aligned with the district PVA requirements and policies. This handbook will clearly outline the operations of the program in detail, and

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will include student/parent/teacher contracts for instruments, uniforms, attendance, conduct and travel. All signed contracts are to be filed in the teacher’s office.

14. An electronic copy of all principal approved program handbooks is due no later than 4:00pm on the first Friday of September to the Office of Performing and Visual Arts. The Principal’s signature must be present.

15. Any and all PVA resources allocated with the intent of benefiting any Spring ISD students must have prior approval from the Director of PVA. This additional approval does not replace any required approval already in place. PVA resources include but are not limited to PVA General Fund, PVA Campus Fund, Campus Activity Account, Booster Account (regardless of 501(c)3 status), or grants.

16. All Sunday student activities require PVA department and administrative approval. Please submit any Sunday activity requests to the PVA office via email for approval.

17. All performances schedule the evening before a religious holiday require PVA department and administrative approval. Please submit any of these activity requests to the PVA office via email for approval.
General Duties of Every PVA Staff Member

All PVA teachers are responsible for leading and/or assisting with the instructional program at the school(s) where he/she is assigned to teach. The teacher is accountable to the campus principal and the Performing and Visual Arts department in the performance of all assigned duties. These duties include, but are not limited to:

1. Develop, implement, monitor, and maintain progress with group and individual instruction, practices, and performances.

2. Assess student abilities and achievement as related to desired educational goals, objectives, and outcomes; maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes.

3. Implement an instructional program which provides appropriate learning experiences, considering different learning styles and a range of learning curves.

4. Manage the behavior of learners in the instructional setting to ensure the environment is conducive to the learning process; assist and participate in management of student behavior in all parts of the school, during and outside of school hours.

5. Ensure continuous communication with parents/guardians, both written and oral, to keep them informed of student(s) progress.

6. Continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.

7. Manage allotted learning time to maximize student achievement.

8. Ensure classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning and that materials are accessible to students and in good condition.

9. Teachers monitor students for any adverse health effects while they are engaged in strenuous physical exercise or program activities; observe weather conditions and abide by all Spring ISD precautions regarding heat, ozone, and lightening.

10. Monitor and enforce student eligibility criteria for all extracurricular activities.

11. Distribute to all students and parents at the beginning of the school year a calendar of yearly performances, a schedule of all practices during the school year and the program handbook. Retain on file for one year a signed acknowledgment of receipt from students and parents for the performance calendar, practice schedule and handbook.

12. Support and assist feeder programs by attending concerts/shows and offering reasonable assistance to these programs.

13. Ensure standards of professional conduct are maintained.

14. Administer policies and procedures regarding assignment of student awards within the instructional program.
15. Issue work order requests of the campus principal for required building service and repairs.

16. Perform other duties as assigned by administration.
Guidelines for Extracurricular and Co-Curricular Activities

1. Extra rehearsals must conform to Spring ISD procedures.

2. Instructors will provide the students with a list of required practices and performances at the beginning of the school year that has been approved by the campus principal and submitted to the Performing and Visual Arts office. This list will include both extracurricular and co-curricular activities.

3. Instructors are responsible to organize all rehearsals/practices occurring outside the academic school day and will open, close, and secure all rehearsal facilities.

4. Instructors will supervise all students at all times. An instructor will remain at the rehearsal or performance site until all students have left the area.

5. Ineligible students may participate in performances under the following conditions:
   A. The rehearsal or performance is an extension of the regular class; and
   B. The activity is required to meet the Texas Essential Knowledge and Skills (TEKS) objectives of the course; and
   C. No admission is charged; and
   D. No competition is involved; and
   E. The activity is held on campus or at a suitable performance venue if one does not exist on campus.

6. Ineligible students may not participate in performances under the following conditions:
   A. There is a competition between schools; or
   B. There is a competition between students; or
   C. Admission is being charged for the performance.

7. The prior approval of the campus principal and the Performing and Visual Arts department must be obtained when students are released from classes to perform for community-sponsored activities.

8. Prior approval of the campus principal must be obtained for any performance to be scheduled the evening before a district or state assessment.
Religious Activities and Holidays

1. Students will be excused from participation in school commitments that are in conflict with their religious activities. Students are excused from attending extracurricular performance and activities for the purpose of observing religious holy days. The student and parents are responsible to inform the program instructor of the conflict well in advance of the upcoming absence.

2. Programs will refrain from scheduling rehearsals and/or performances on religious holidays or the last day of the week before a religious holiday weekend.

Student Awards

All student awards for participation in activities and organizations must meet the criteria set forth in each program’s guidelines, in conjunction with the policies and procedures of the University Interscholastic League (UIL). UIL has stringent guidelines regarding the limitation of student awards. Program instructors are encouraged to discuss the presentation of awards with the PVA office prior to any student receiving the award(s).
## Administrative Paperwork – Routing Cheat Sheet

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Route for Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Funds Request</td>
<td>Travel Funded by PVA or District</td>
<td>Instructor, Principal, Schools Office, PVA Office</td>
</tr>
<tr>
<td>Purchase Requisition</td>
<td>Purchase of materials from your PVA budget</td>
<td>Instructor, PVA Office, PVA Admin, Purchasing</td>
</tr>
<tr>
<td>Trip Packets</td>
<td>Field Trip Approval Process</td>
<td>Instructor, Principal, Schools Office, PVA Admin</td>
</tr>
<tr>
<td>Print Shop Request</td>
<td>Printing Materials at the District Print Shop</td>
<td>Instructor, Campus Administrator, PVA Admin, Print Shop</td>
</tr>
<tr>
<td>SISD Transportation Bus Request</td>
<td>Student travel using district transportation</td>
<td>Instructor, Principal, Assistant Director of Performing &amp; Visual Arts, Transportation</td>
</tr>
<tr>
<td>Fund-raising Request</td>
<td>Approval to initiate a fund-raising project</td>
<td>Instructor, Principal, Assistant Superintendent, if needed</td>
</tr>
<tr>
<td>Work Order</td>
<td>Building repair; large equipment transport</td>
<td>Instructor, Principal, Operations</td>
</tr>
<tr>
<td>Facility Set-Up Form</td>
<td>Building use requests; A/C after-hours</td>
<td>Instructor, Principal, Operations</td>
</tr>
<tr>
<td>Handbook Acknowledgment Guidelines</td>
<td>Acknowledgement of policies and procedures for program</td>
<td>Instructor, (maintain within the program)</td>
</tr>
<tr>
<td>Medical Release</td>
<td>Medical Information</td>
<td>Instructor, Campus Nurse, (maintain within the program)</td>
</tr>
<tr>
<td>PARENT/STUDENT UIL Marching Band Acknowledgement Form</td>
<td>UIL Requirement</td>
<td>Instructor, (maintain within the program)</td>
</tr>
<tr>
<td>Absence From Duty Form</td>
<td>Report absence from duty</td>
<td>Instructor, Campus Administrator</td>
</tr>
<tr>
<td>Out of District Trip Request (Exhibit A)</td>
<td>A trip with students out of the district</td>
<td>Instructor, Principal, Schools Office, PVA Admin</td>
</tr>
<tr>
<td>Regular Season Overnight Trip Request Form (Exhibit B)</td>
<td>An overnight trip with students out of the district</td>
<td>Instructor, Principal, Schools Office, PVA Admin</td>
</tr>
<tr>
<td>District Pay Form (Receipts)</td>
<td>Reimbursement of pre-approved spending. Must have itemized original receipts.</td>
<td>Instructor (tape receipts, follow directions), Principal, PVA Admin</td>
</tr>
</tbody>
</table>
Teacher Expectations
Minimum Duties, Responsibilities and Expectations

High School Assistant Drill Team and Dance Teacher
The assistant high school drill team and dance teacher is under the supervision of the campus principal and the Performing and Visual Arts department, and will be responsible for quality instruction of the designated curriculum in dance and dance-related classes in accordance with objectives and philosophies of the Spring Independent School District.

The High School Assistant Drill Team and Dance Teacher Shall:

1. Demonstrate dedication through consistent attendance and promptness in all responsibilities.
2. Maintain a high level of interest and good classroom management.
3. Assist the head high school dance teacher in keeping accurate records of all equipment and instructional material and other data as required by the principal and the PVA department.
4. Collaborate with the head high school dance teacher in all classes assigned at the school.
5. Attend extra rehearsals as required.
6. Participate in district-wide events and contests as assigned.
7. Attend and assist at all assigned on and off campus performances and activities of dance and drill team.
8. Encourage and prepare students to participate in dance and drill team auditions.
9. Adhere to all policies and procedures set by the principal, PVA department, Spring ISD, and UIL.
10. Attend staff meetings and staff development as directed to discuss and facilitate consistency in curriculum alignment and articulation.
11. Attend and assist with before/after-school rehearsals to ensure that students are properly prepared for all performances, auditions, and competitions.
12. Assist with performances and other school or community events as directed by the PVA department and campus administration.
13. Attend all district provided PVA department professional development opportunities/clinics.
14. Proactively seek out professional development opportunities.
15. Assist with scheduling and maintaining use of campus facilities for rehearsals and performances.
16. Perform other duties as required by the campus principal, PVA department, and head high school dance teacher.

Note: An assistant high school dance teacher shall not accept additional, non-dance related campus activities without the approval of the campus principal, PVA department, and campus head dance teacher.

Failure to comply with these duties, responsibilities, and expectations will result in a reduction of the stipend as well as intervention and/or corrective action by the campus principal and/or the PVA department.
Teacher Expectations
Minimum Duties, Responsibilities and Expectations

High School Head Drill Team and Dance Teachers
The head high school drill team and dance teacher is under the supervision of the campus principal and the Performing and Visual Arts department, and will be responsible for quality instruction of the designated curriculum in dance and dance-related classes in accordance with objectives and philosophies of the Spring Independent School District.

The High School Head Drill Team and Dance Teacher Shall:

1. Demonstrate dedication through consistent attendance and promptness in all responsibilities.
2. Provide a quality instructional program, which will be reflected in the preparation of the music for campus and community events, District and UIL competitions, dance workshops and other public performances.
3. Be organized, such as providing timely written documents to parents and students, as related to the program and staff, and maintain a clean, positive environment for the students.
4. Maintain enrollment of students throughout the school year (number of students enrolled in August vs. number of students enrolled in May).
5. Maintain a high level of interest and good classroom management.
6. Enrollment should represent a minimum of 8% of the school population.
7. Develop and administer a demerit system to encourage appropriate behavior.
8. Keep accurate records of all equipment and instructional material and other data as required by the principal and the PVA department.
9. Work with feeder school instructors to ensure continuity in dance classes and maintain high enrollment.
10. Participate in district-wide festivals and performances.
11. Manage and maintain all department budgets.
12. Ensure oversight and provide direction for the booster club organization, if applicable.
13. Encourage and prepare students to participate in all appropriate contests.
14. Prepare and perform a minimum of two program-wide public dance performances per year.
15. Adhere to all policies and procedures set by the principal, PVA department, Spring ISD, and UIL.
16. Lead staff meetings as needed to discuss and facilitate consistency in curriculum alignment and vertical articulation.
17. Schedule and direct consistent before/after-school rehearsals to ensure that students are properly prepared for all performances, auditions, and competitions.
18. Participate in performances at all varsity football games, adhering to all performance requirements and deadlines.
19. Participate in performances and other school or community events as recommended or required by the PVA department and/or campus principal.
20. Attend district-wide head dance teacher meetings as scheduled.
21. Attend all PVA professional development opportunities/clinics.
22. Proactively seek out professional development opportunities.
23. Maintain responsibility for scheduling and maintaining use of campus facilities for rehearsals and performances.
24. Perform other duties as required by the campus principal and the PVA department.

Failure to comply with these duties, responsibilities, and expectations will result in a reduction of the stipend as well as intervention and/or corrective action by the campus principal or PVA department.
Teacher Expectations
Minimum Duties, Responsibilities and Expectations

Middle School Dance Teachers
The middle school dance teacher is under the supervision of the campus principal and the Performing and Visual Arts department, and will be responsible for quality instruction of the designated curriculum in dance and dance-related classes in accordance with objectives and philosophies of the Spring Independent School District.

The Middle School Dance Teacher Shall:

1. Demonstrate dedication through consistent attendance and promptness in all responsibilities.
2. Provide a quality instructional program, which will be reflected in the preparation of the music for campus and community events, District and UIL competitions, dance workshops and other public performances.
3. Be organized, such as providing timely written documents to parents and students, as related to the program and staff, and maintain a clean, positive environment for the students.
4. Maintain enrollment of students throughout the school year (number of students enrolled in August vs. number of students enrolled in May).
5. Maintain a high level of interest and good classroom management.
6. Enrollment should represent a minimum of 10% of the school population.
7. Develop and administer a demerit system to encourage appropriate behavior, if applicable (team dance).
8. Keep accurate records of all equipment and instructional material and other data as required by the principal and the PVA department.
9. Work with feeder school instructors to ensure continuity in dance classes and maintain high enrollment.
10. Participate in required district-wide festivals and performances.
11. Manage and maintain all department budgets.
12. Ensure oversight and provide direction for the booster club organization, if applicable.
13. Encourage and prepare students to participate in all appropriate contests.
14. Prepare and perform a minimum of two program-wide public dance performances per year.
15. Adhere to all policies and procedures set by the principal, PVA department, Spring ISD, and UIL.
16. Lead staff meetings as needed to discuss and facilitate consistency in curriculum alignment and vertical articulation.
17. Schedule and direct consistent before/after-school rehearsals to ensure that students are properly prepared for all performances, auditions, and competitions.
18. Participate in performances and other school or community events as recommended or required by the PVA department and/or campus principal.
19. Attend district-wide head dance teacher meetings as scheduled.
20. Attend all PVA professional development opportunities/clinics.
21. Proactively seek out professional development opportunities.
22. Maintain responsibility for scheduling and maintaining use of campus facilities for rehearsals and performances.
23. Perform other duties as required by the campus principal and the PVA department.

Failure to comply with these duties, responsibilities, and expectations will result in an intervention and/or corrective action by the campus principal or PVA department.

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Inventory of Fixed Assets – Non-Instructional Materials

1. PVA staff members are responsible for maintaining an inventory of their equipment, furniture, and uniforms through Charms (online management software) including the names of students (if applicable) and the materials assigned to them. An inventory check of such equipment will be taken at the end of the school year through Charms.

2. PVA staff members must maintain an accurate record of their student’s information in Charms throughout the school year.

3. Any equipment lost or stolen must be reported immediately to the building principal, the Spring ISD Police Department, and the Performing and Visual Arts department.

4. No equipment is to be given away, sold, lent out, or disposed of without approval of the Performing and Visual Arts department.

5. Any equipment loaned to other campus within the district must have proper transfer forms filed and approved by the Performing and Visual Arts department.

6. Any equipment that is no longer usable will be either transferred to an elementary campus for demonstration purposes or sent to the warehouse for auction. A permanent transfer order must originate from the Performing and Visual Arts department.

7. The Performing and Visual Arts department must approve the removal of all fixed assets from a PVA program.

Inventory of Fixed Assets – Instructional Materials

1. Performing and Visual Arts staff members must maintain an accurate record of their student’s information in Charms throughout the school year.

2. Any instructional materials lost or stolen must be tracked in Charms and a hold should be placed if necessary.

3. No instructional materials may be given away, sold, lent outside of the district, or disposed of without PVA department approval.
Booster Clubs and Fundraisers

Booster clubs and PTA/PTOs shall establish their own charters, by-laws and the like which shall be approved by the respective school principals. It shall be the organization's responsibility to file tax exempt/non-profit organization status and to submit any required tax payments and/or reports.”

In order to comply with the above policy and be recognized by the campus, all Booster clubs and PTA/PTOs must register with the school and PVA approval by completing the “Booster Club/PTA Registration Form” located in the forms section of this manual.

A booster organization must maintain its own bank account, issue its own checks, and maintain its own financial records. District administrators shall not serve as club officers or sign financial obligations or checks for the organization at any district school. Teachers and other District employees, other than school administrators, may serve as officers of parent organizations at their campus or at other campuses. However, full-time and part-time employees of the District shall not:

1. Serve as treasurer of the organization;
2. Sign checks on the organization’s account; or
3. Sign financial obligations for the organization.

School personnel shall only act as a conduit for funds collected on behalf of such an organization.

Booster Club Policies

1. Such organizations cannot represent themselves as agents of Spring ISD.
2. Any funds received from or paid to any booster club, PTA/PTO, or any other such organization must be properly documented by receipts or invoices in hard copy form or Charms.
3. Booster club organizations cannot use the SISD tax identification number. The SISD taxpayer identification number is not to be given to a booster club or PTA/PTO. These organizations must contact the State Comptroller’s Office for issuance of a tax identification (ID) number. The SISD taxpayer identification number is also not to be used by school district employees for their personal use.
4. PVA or activity account funds may not be used to purchase merchandise to be given to any booster club, PTA/PTO, or any such organization.
5. School employees (directors or sponsors) cannot accept a "petty cash" fund or miscellaneous funds to be used at his or her discretion from any such organization.

University Interscholastic League (UIL) Booster Club Guidelines specify that booster clubs should develop and annually review policies to cover the following areas:

1. How to plan and publicize meetings.
2. Methods of financing the club; compliance with tax laws; administering funds; method of bookkeeping. Election of officers.
3. Taking, distributing and filing minutes.
4. Effective communication - press releases, etc.
5. Proper interaction with directors, coaches and sponsors through the lines of authority as established by the school board.

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6. **Sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.**

7. **Plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.**

Fundraising Policies

There are two types of fundraisers. **Campus activity account fundraisers** are fundraisers conducted by the organization and money is deposited into the activity account. Each campus organization is limited to two activity account fundraisers per year, regardless of the number of account numbers an organization holds. **Booster club fundraisers** are fundraisers organized by the booster club and money is deposited into the booster club bank account. There is currently no limit on the number of fundraisers that booster club organizations may request for approval.

All fundraisers (both campus activity account and booster club) are subject to the following policies:

1. All funds raised by student organizations must be expended for the benefit of the students.

2. Any activity organized by the organization or booster club to be held on school property shall require approval from the principal or others deemed appropriate. Therefore, in order to comply with this policy, all organizations and booster clubs must obtain the principal's approval before holding a fund-raiser by completing the electronic **fund raiser approval form** at least two weeks prior to the start of the fund-raiser.

3. **All fund raisers must be approved by the campus principal.** Each campus’s building secretary and/or financial bookkeeper is responsible for the collection of these forms. The fundraising approval document is a .pdf document that must be completed electronically and submitted to the campus bookkeeper and principal electronically for approval. The school principal shall review the form and make the decision to approve or disapprove it. If not approved, the principal will communicate with the organization with explanation of the reason. If it is approved, he/she electronically signs the form and then sends a copy to the bookkeeper, financial services, and the organization director.

4. **As the Fund Raising Project ends, the club sponsor will complete the bottom portion of the form and submit the form to the school bookkeeper.** The bookkeeper signs below this section to verify the information is correct. The principal should review and initial the completed recap and obtain an explanation for significant differences between expected net income and actual net income. A decrease in actual net income should be accompanied by corresponding decrease in actual expenditures. The form must be completed in its entirety.

5. **Fund raising activities must not interfere with the instructional program or instructional time.** The sale of tickets and the collection of funds must be handled tactfully without exerting pressure on or causing embarrassment to pupils.

6. **Food and beverage fund raisers may not be conducted by the students during the normal school day.** All food and beverage items sold during the school day must meet the current federal guidelines for nutrition.

7. **All fund raising items purchased by teachers or sponsors must follow normal disbursement procedures.** Teachers/sponsors may not reimburse themselves for fund raising items purchased with personal funds from cash collected from the sale of fund raising items. All cash collected from the sale of fund raising items must be deposited and payment for items must be dispersed through organization or activity account check only.

8. **A fund raiser may not begin nor merchandise be ordered until the fundraising activity has been approved.**
9. Whether approved or not, the organization must retain every fund raising form issued to them as permanent records.

10. Organizations that conduct unapproved fund raisers may be sanctioned. Sanctions may include the seizure of fundraising funds, the closure of an activity account or booster organization, and/or the prohibition of all future fundraisers.
Be they music, fine arts, academic or athletic, booster clubs should exist to enrich students’ involvement in extracurricular activities without endangering their eligibility.

| GENERAL GUIDELINES |

The role of competition

Participation teaches that it is a privilege and an honor to represent one’s school. Students learn to win without boasting and to lose without bitterness.

Self-motivation and intellectual curiosity are essential to the best academic participants. Artistic commitment and a desire to excel are traits found in music participants. Physical training and good health habits are essential to the best athletes. Interscholastic competition is a fine way to encourage youngsters to enrich their education and expand their horizons.

Leadership and citizenship experiences through school activities help prepare students for a useful and wholesome life.

Plus, competition is fun!

Role of the Superintendent

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

Role of Booster Clubs

Neighborhood patrons form booster clubs to help enrich the school’s participation in extracurricular activities. The fund-raising role of booster clubs is particularly crucial in today’s economic climate.

Written Policies

Booster clubs should develop and annually review policies to cover:

* how to obtain administrative approval before beginning projects;
* how to plan and publicize meetings;
* bookkeeping and fund administration including process to obtain superintendent’s approval prior to raising or spending funds;
* election of officers (suggestion: one president; one secretary; one treasurer; and three vice - presidents: one vice
president to oversee fall, winter and spring sports); *taking, distributing and filing minutes; *public communication; *proper interaction with fine arts directors and academic and athletic coaches through the lines of authority as established by the school board; *a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.; and *plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Relationship with the school
The superintendent or a designee who does not coach or direct a UIL contest has approval authority over booster clubs and should be invited to all meetings. All meetings should be open to the public.

*Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.

*Minutes should be taken at each meeting and kept on file at the school.

*School administration should apprise booster clubs of all school activities.

*Booster clubs should apprise school administrators of all club activities.

*Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

| CLUB FINANCES |

Fundraising | Spending | Stipends | Gifts to Coaches

Money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the school to use at its discretion.

*Fund-raising projects are subject to state law. Nonprofit or tax-exempt status may be obtained from the Internal Revenue Service.

*Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.

*Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.

*Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school’s support.

*Individuals who actively coach or direct a UIL activity should serve in an advisory capacity to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds. Coaches wish-lists should have received prior approval from school administration before submission to boosters.

*Coaches and directors of UIL academics, athletics and fine arts may not accept more than $500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The $500 limit is cumulative for a calendar year and is not specific to any one particular gift.

*The district may pay a stipend, fixed at the beginning of the year, as part of the annual employment contract. The amount of the stipend can’t depend on the success of a team or individual. In other words, a coach can’t receive more money if a team or individual qualifies to region or state.

*Funds are to be used to support school activities. To provide such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.

|ATHLETIC BOOSTERS|

Club restrictions
Booster clubs cannot give anything to students, including awards. Check with school administrators before giving anything to a student, school sponsor or coach. Schools must give prior approval for any banquet or get-together given for students. All fans, not just members of the booster club, should be aware of this rule. It affects the entire community.

*Unlike music and academic booster clubs, athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.

*Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for out-of-town meals. It would be a violation for booster groups or individuals to pay for such costs directly.

*Individuals should be informed of the seriousness of violating the athletic amateur rule.

The penalty to a student-athlete is forfeiture of varsity
athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.

Local school districts superintendents have the discretion to allow student athletes to accept, from their fellow students, small ‘goodie bags’ that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

*Homemade “spirit signs” made from paper and normal supplies a student purchases for school use may be placed on the students’ lockers or in their yards. Trinkets and food items cannot be attached. Yard signs made of commercial quality wood, plastic, etc. if not purchased or made by the individual player’s parent, must be returned after the season.

*The school may provide meals for contests held away from the home school. If the school does not pay for meals, the individual parents need to purchase their own child’s food. Parents may purchase anything they wish for their own child but may not provide food for their child’s teammates unless approved by the school. The school may also provide supplies for games and practices and transportation for school field trips. Students should pay admission fees during school field trips.

*Parties for athletes are governed by the following State Executive Committee interpretation of Section 441 of the UIL Constitution & Contest Rules.

**Official Interpretation of the UIL Athletic Amateur Rule, section 441 of the UIL Constitution and Contest Rules:**

(a) VALUABLE CONSIDERATION SCHOOL TEAMS AND ATHLETES MAY ACCEPT:

1. Pre-Season. School athletic teams may be given pre-season meals, if approved by the school.

2. Post-Season. School athletic teams may be given post-season meals if approved by the school. Banquet favors or gifts are considered valuable consideration and are subject to the Awards and Amateur Rules if they are given to a student athlete at any time.

3. Other. If approved by the school, school athletic teams and athletes may be invited to and may attend functions where free admission is offered, or where refreshments and/or meals are served. Athletes or athletic teams may be recognized at these functions, but may not accept anything, other than food items, that is not given to all other students.

(b) ADDITIONAL VALUABLE CONSIDERATION THAT SCHOOL TEAMS AND ATHLETES MAY ACCEPT

Examples of additional items deemed allowable under this interpretation if approved by the school, include but are not limited to:

1. meals, snacks or snack foods during or after practices;
2. parties provided by parents or other students strictly for an athletic team

Local school district superintendents continue to have the discretion to allow student athletes to accept small “goodie bags” that contain candy, cookies or other items that have no intrinsic value and are not considered valuable consideration.

**| ACADEMIC BOOSTERS |**

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the Athletic Amateur Rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the Awards Rule. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

With prior administrative approval, you may also:

*Purchase equipment for programs such as computers or software for yearbook or computer science;

*Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip to Six Flags
Over Texas would not meet the definition of an educational field trip and could be considered a violation of the Awards Rule;

*Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students;

*Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student’s selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

We wish we had more academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/science. A great need exists for parental involvement and support.

| MUSIC BOOSTERS |

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

*Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.

*Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy’s Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.

*A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480 of the UIL Constitution and Contest Rules. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.

*Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.

*The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. In order to protect all music students’ eligibility, such awards should be approved and administered by the local school district in accordance with school district policies.

*Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.

What You Can Do:

Parents

*Remember: The classroom comes first!
*Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
*Remember that officials are human. Respect their decisions.
*Delegate authority to the school, then support its decisions.
*Set standards by which you expect children to conduct themselves, and live by those standards yourself.
*Be aware of capabilities and limitations of young people. Don’t have unrealistic expectations.
*Allow your children to live their own lives.
*Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
*Show respect to the opponents of your children.
*Praise. Don’t criticize. Urge others to do the same.
*Help your children and their friends develop integrity through the intensity of competitive activity.

Work with the administration

*Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.
*Make sure your local administration has a copy of all club publications.
*Invite administrators to all booster club meetings.
*Have an officer meet with the school administration regularly.
*Have a chain of command for communication with the administration.
*Clear all activities through your administration.

Coaches and Fine Arts directors

*Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.
*Work with your administration to determine what your club can provide.
*Make your request to the club benefit as many students as possible.
*Attend the booster club meetings and/or know what the club is doing.
*Understand that your advisory role to the boosters is without vote.
*Support other programs within your district.
*Meet with parents regularly and make them aware of relevant rules.
*Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.

www.uiltexas.org
Program Recruiting Guidelines

Elementary School to Middle School:

Informing students about participation in a secondary PVA program is vitally important. There are many ways in which students are influenced to make an elective choice for 6th grade. Besides the value of the arts in the lives of students, staffing of teachers is determined on the number of students who select a particular PVA course as their elective. Increasingly, it has become necessary to implement consistent parameters for educating elementary students concerning their elective choices, while keeping disruptions during the instructional day to a minimum.

Guidelines for PVA recruiting:

1. Arrangements will be coordinated between all middle school PVA instructors wishing to give students performances/presentations and the elementary school campus principal or designee. All PVA courses should be granted the opportunity to offer an appropriate student performance/presentation in order to educate prospective fifth grade students of their elective choices. As such student presentations may involve middle school students missing some of their instructional day, great care should be taken to limit the amount of time students will miss classroom instruction.

2. Each school’s PVA Department may provide an informational packet so that students and their parents may make an informed decision regarding their elective options. Each elective program will contribute an equal number of pages to the packet, if they so choose, detailing the unique qualities of their respective class.

3. When students visit the middle school campus for a parent night, camp, or other event, teachers may set up a display and/or may provide informational handouts or recordings. However, incentives such as candy or toys should not be passed out to prospective students since such items are not educational or informative. An “instrument petting zoo” or display also may be allowed.

4. PVA teachers may visit the elementary school music classes to demonstrate instruments, provided these visits are instructional in nature and are coordinated with the elementary music specialist and the elementary principal.

5. PVA instructors should attempt to present recruiting performances/student presentations at each elementary school that feeds their respective middle school. For elementary schools that feed more than one middle school, PVA instructors from the middle school having the majority of the incoming 5th grade class will provide both recruiting presentations and the appropriate campus-specific informational materials for each student. Informational materials specific to each middle school’s PVA programs should be distributed by the visiting PVA instructors to every 5th grade student based on the middle school that each student will be attending.

6. PVA DVDs
   a. Each middle school may distribute a PVA DVD to fifth grade students who will be attending their particular school during the next school year. The purpose of the DVD is to inform the students and their parents about the middle school PVA programs they have the opportunity to join.
   b. Each organization (art, band, and choir speech/theatre) that wishes to be included in the DVD will prepare a video presentation about their program that is no longer than 10 minutes in length. The video should be educational and informative in nature. Social events may be included; however, they should not be a major focus of the presentation.
   c. Each organization will complete their video presentation by December 1st, so a master DVD can be produced and copied for distribution by the beginning of the second semester. The DVD will be distributed to each fifth grade student who will be attending that particular middle school at a time that coincides with the students’ course selection process.
   d. The cost to master and distribute the DVD will be divided equally among all organizations included on the DVD.

Middle School to High School:
1. All high school PVA programs will be granted the opportunity to offer appropriate recruiting activities for 8th grade students in order to educate prospective students and their parents about high school PVA course offerings.

2. It is expected that high school and middle school PVA instructors will work together to coordinate activities, which provide 8th grade students the opportunity to participate with high school groups. Middle school instructors shall encourage all 8th grade students and parents to participate in such recruiting activities.

3. Each PVA organization may provide written information and program requirements to prospective 8th grade students and their parents. Middle school instructors should make every effort to distribute information to parents and students in a timely manner.

4. High School PVA instructors may coordinate class visits with middle school instructors in order to assist with instruction as needed and/or provide information about high school PVA programs.

5. Eighth grade students may not be recruited by a PVA organization at any high school that the student is not zoned to attend. If a student has been accepted to an academy, then PVA instructors from that campus may approach the student individually to provide information about participation in their PVA organization.
Budgeting and Finances Policy Overview

1. Funding Sources
   a. PVA Department
      i. Each campus PVA program receives a set amount of funding from the PVA department.
      ii. Each campus must make a preliminary decision on the distribution of these funds between their PVA 6100 Budget (Private Lessons/District Employees) & 6200 Budget (supplies, clinicians, royalties, contract services, etc.) by the annual date listed on the calendar.
   b. Campus Activity Accounts
      i. All student course and uniform fees run through your campus activity account.
      ii. All activities funded by parents and/or students must run through your campus activity account.
      iii. All campus activity account funds must be tracked in charms.
   c. Booster Clubs
      i. Booster clubs are a wonderful way to supplement the resources of your program.
      ii. Please refer to the booster club section of the handbook for information on financial policies for booster clubs.
      iii. Booster clubs may write checks to the district as donations; however, Spring ISD is prohibited from writing checks to your campus booster club.

2. PVA Staff Member Responsibilities
   a. Keep detailed records of all deposits.
   b. Keep all money secured. You may be held personally and financially responsible for lost or stolen deposits that are not secured or processed according to district policy.
   c. Keep detailed records of every dime that you deposit into your accounts in both paper form (envelopes) and electronically (charms).
   d. All student finances must be tracked in charms. The district internal auditor can and will audit programs. You may risk your employment with the district if you are not tracking student finances accurately in charms and the audit does not pass muster.

3. Suggestions for Record Keeping
   a. Create a student file for every student at the beginning of the year. Use this file system for student work samples, maintaining required records, and for storing envelopes students use to turn in money.
   b. When you count money turned in my students, write the date, amount, payment form, and purpose on the front of each envelope. File these envelopes in each student’s file folder.
   c. Do not leave your campus bookkeeper’s office without documentation verifying your deposit amount and date.

4. Zero-Based Budgeting
a. Spring ISD uses the zero-based budgeting for every cent of funding provided by the federal government, state government, and tax payers.
b. Each PVA program must create and submit a zero-based budget for the following school year by November 30\textsuperscript{th}. An excel template is provided to assist you in this process. You will also receive training on this budgeting process.

5. Contracts and Judge/Accompanist Forms
   a. Each collaborative artist (clinician, accompanist, etc.) who is not a district employee will not be paid without the proper documentation.
   b. Judges (adjudicators), accompanists, and instrumentalists not employed by the district may be paid by submitting two documents: Judge’s Payment Form and W-9 Form.
   c. Change from 17-18: Any other individuals \textbf{working with students and paid with district funds} \textbf{MUST} complete a contract. This includes clinicians that work with your students and paid by the PVA office. The contract process is extensive and requires at least 30 business days to complete. Plan early!

\textbf{Every financial decision you make for your program becomes public record and itemized reports are posted for the public every month by the district finance office. Each time you make a decision to spend money, you should be prepared to defend the purchase to anyone who may question your decision, including the school board and superintendent.}
1. Instructors must receive prior approval for any school-related activities that require them to miss work days. Such activities include attending university classes, professional conferences, and adjudicating competitions.

2. CONFERENCES: PVA teachers are encouraged to attend conferences; however, student performance should not be inhibited by conference attendance. For this reason, staff members will be allowed to attend conferences at the discretion of the campus principal and PVA administration. Conferences may include:
   a. Texas Art Educators Association Conference
   b. Texas Dance Educators Association Convention
   c. Texas Educational Theatre Association Conference
   d. Texas Music Educators Association Convention
   e. Texas Speech Communication Association Convention

3. REIMBURSEMENT FOR EMPLOYEE TRAVEL
   a. A district employee may be reimbursed for some of the reasonable, allowable expenses and only with the prior approval of the employee’s **campus principal and PVA administration**. Please contact the PVA office for specific information on possible funding sources.
   b. For any authorized expenses incurred, the employee shall submit a statement with itemized receipts documenting actual expenses.
   c. To request funding for travel, an original **Employee Travel Authorization Form**, signed by the employee’s **campus principal**, must be submitted to the PVA office at least 30 business days prior to the conference deadlines.
   d. Detailed information regarding the request must be provided in support of the travel request.
   e. Original itemized receipts are required for all travel reimbursements.

4. ABSENCE REPORTING: It is the employee’s responsibility to notify their **campus principal** at least 10 business days prior to the professional absence and arrange for a substitute if needed. PVA is not able to pay the cost of the substitute teacher.

5. ADJUDICATION: Adjudication of competitions during the school day is permissible under the following provisions (specifically, Spring ISD staff adjudicating in other school districts or contests):
   A. An employee may take leave no more than six (6) work days per year to adjudicate competitions.
   B. A director may not accept more than one three-day judging assignment in the Spring semester prior to his or her own UIL contest.
   C. Professional leave days may be used providing the employee accepts only reimbursement for expenses but not an honorarium.
   D. Personal leave may be used and the employee may accept both an honorarium and reimbursement for expenses.
PVA Student Travel Policies and Procedures

General Policies

1. All student travel leaving the campus, regardless of destination, must be approved by the building principal prior to the development of any plans, itinerary, commitment, or reservations. It is the responsibility of the teacher to receive this approval in writing.
2. A trip packet must be submitted for all field trips leaving the campus.
3. If a trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
4. Teachers must meet all paperwork submission deadlines and receive approval from the building principal prior to all student co-curricular and extra-curricular absences.
5. Teachers are responsible for making transportation arrangements for their program.
6. Bus requests requiring Spring ISD bus transportation must be made at least 10 school days prior to the trip and cannot be scheduled during Spring ISD Transportation route times. Emergency trip requests (less than 10 school days before departure) must be entered by a campus administrator or their designee.
7. If transportation is required during route times, the teacher must contact the PVA department for direction on alternative transportation options. These alternative transportation options may or may not be funded by the PVA department, depending on the activity.
8. Out-of-district contests and performances must be approved by both the campus principal and the Performing and Visual Arts department.
9. ALL chaperones must complete a volunteer background form on the Spring ISD website at least 10 business days prior to the trip. Parents may access this form at https://www.springisd.org/volunteer
10. Out-of-district trips require at least one teacher/chaperone who has successfully completed the CPR training supplied by the District.
11. All activities must be directly supervised by the teacher throughout the duration of the activity.
12. Teachers and/or chaperones must stay with the group at all times on field trips.
13. A staff member must remain with students until they have been picked up by a parent or guardian.
14. Teachers will collect, retain, and take on all student trips an authorized Spring ISD Medical and Travel Information Form for each student.
15. If a trip funds advance is needed, the field trip packet and financial request form must be submitted to the PVA department at least 20 business days prior to the trip for approval.
16. Staff members requesting student and staff travel funds must submit the final trip report with all receipts within 10 business days of the trip completion. All receipts must be detailed and itemized with the date, amount, and purpose clearly labeled.
17. PVA does not provide funding for substitute teachers.
18. Treat all rental vehicles with the utmost care. If a vehicle is damaged, you must immediately report the damage to the PVA office. Damage to a district-rented vehicle is an emergency and should be treated as such.

Travel Booking Procedures for In-District Trips – PVA Funds

1. Using SISD transportation
a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 business days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
c. Obtain written permission from the campus principal.
d. Submit all purchase order requests to the PVA office at least 20 business days before funds are needed.
e. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
f. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.
g. Submit the required district trip packet to your campus administration at least 10 business days prior to departure (all forms).
h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
j. Complete and submit bus seating charts to the bus driver(s) when you load the students.

2. Using charter transportation
   a. Obtain a written quote(s) for the trip, including per student costs (i.e. admission tickets, meals, etc) and transportation costs.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Coordinate transportation booking with the PVA office as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
   e. In the event the charter transportation must be canceled, it is the responsibility of the head director to cancel the trip. The organization’s budget will be responsible for any cancellation fees that the company may charge.
   f. Submit all purchase order requests to the PVA office at least 20 business days before funds are needed.
   g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   h. Submit the required district trip packet to your campus administration at least 10 business days prior to departure (all forms).
   i. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   j. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   k. Obtain final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the PVA office.

Last Revised: July 2017
Travel Booking Procedures for In-District Trips – Campus Activity or Booster Club Funds

1. Using SISD transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Submit all purchase order or check requests to the campus bookkeeper at least 20 business days before funds are needed.
   e. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   f. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.
   g. Submit the required district trip packet to your campus administration at least 10 business days prior to departure (all forms).
   h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   j. Complete and submit bus seating charts to the bus driver(s) when you load the students.

2. Using charter transportation
   a. Obtain a written quote(s) for the trip, including per student costs (i.e. admission tickets, meals, etc) and transportation costs.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Coordinate transportation booking with the campus bookkeeper as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
   e. In the event the charter transportation must be canceled, it is the responsibility of the head director to cancel the trip. The organization’s budget will be responsible for any cancellation fees that the company may charge.
   f. Submit all purchase order requests to the campus bookkeeper at least 20 business days before funds are needed.
   g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   h. Submit the required district trip packet to your campus administration at least 10 business days prior to departure (all forms).
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
j. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.

k. Obtain final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the campus bookkeeper or booster organization, depending on the funding source.

Travel Booking Procedures for Out-of-District Trips – PVA Funds

1. Using SISD transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission for the trip from the campus principal.
   d. Submit the required district trip packet to your campus administration as early as possible. Some out-of-district trips require the Superintendent’s approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   e. Submit the student travel financial request form and all purchase order requests to the PVA office at least 20 business days before funds are needed.
   f. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   g. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.
   h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   j. Complete and submit bus seating charts to the bus driver(s) when you load the students.

2. Using charter transportation
   a. Obtain a written quote(s) for the trip, including per student costs (i.e. admission tickets, meals, etc.) and transportation costs.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the PVA office for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Coordinate transportation booking with the PVA office as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
   e. Submit the required district trip packet as early as possible. Some out-of-district trips require the Superintendent’s approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   f. Submit the student travel financial request form and all purchase order requests to the PVA office at least 20 business days before funds are needed.
g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.

h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.

i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.

j. Obtain final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the PVA office.

Travel Booking Procedures for Out-of-District Trips – Campus Activity or Booster Club Funds

1. Using SISD transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission for the trip from the campus principal.
   d. Submit the required district trip packet as early as possible. Some out-of-district trips require the Superintendent’s approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   e. Submit all purchase order requests to the campus bookkeeper at least 20 business days before funds are needed.
   f. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
   g. Submit bus request(s) for approval in Trip Direct 10 business days prior to departure.
   h. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
   i. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
   j. Complete and submit bus seating charts to the bus driver(s) when you load the students.

2. Using charter transportation
   a. Obtain a written quote for the trip (if needed). Trips with a per student cost will require a written quote.
   b. If the trip requires purchasing items or services with a signed contract, the signed contract must be submitted to the campus bookkeeper for approval at least 30 days before a purchase must be made. All contracts must be signed by the Superintendent or his designee. Neither principals nor teachers may sign contracts.
   c. Obtain written permission from the campus principal.
   d. Submit the required district trip packet as early as possible. Some out-of-district trips require the Superintendent’s approval and will require up to 30 business days to process. Funds for these trips may not be released prior to administrative approval.
   e. Coordinate transportation booking with the campus bookkeeper as early as possible. The campus teacher is responsible for booking transportation in most cases and many charter transportation services sell out months in advance.
f. Submit all purchase order or check requests to the campus bookkeeper at least 20 business days before funds are needed.
g. Submit substitute request and/or absence from duty form to your campus administration at least 10 business days before departure if a substitute is needed for your classroom.
h. Submit detailed substitute lesson plans to your campus substitute clerk and leave an extra copy in your room in case the first set is misplaced.
i. Submit a final trip roster with student ID number and full name to the attendance clerk and principal prior to departure.
j. Obtain final trip paperwork from the charter transportation service at the conclusion of the trip. Submit this paperwork to the campus bookkeeper or booster organization, depending on the funding source.
EXTRACURRICULAR TRIPS AND PERFORMANCES OTHER THAN ATHLETICS

APPROVAL PROCESS

All overnight and/or out-of-state trips must be approved in advance by the building principal, appropriate director, the Associate Superintendent for Curriculum and Instructional Services, and the Area Superintendent.

Requests for overnight and out-of-state activities are to be submitted on Exhibit A, Trip Request Form, to the building principal, who will then forward the request to the appropriate director who will recommend approval or disapproval to the Associate Superintendent for Curriculum and Instructional Services, who will then forward any approved requests to the Area Superintendent.

All other trips are approved at the building level, except those trips that require support from the central budget. The appropriate program director, as well as the building principal, must approve those trips requiring support from the central budget. Approval of such requests must precede formal announcements of and preparations for the trip.

TRIP RULES

Trip rules do not apply for:

1. UIL activities, including advancement to regional and state levels of competition.

2. Activities in Spring ISD.

3. Individual performances or competition, including advancement to regional, state, and national levels. (Examples: debate, Texas Music Educators Association, vocational, National Forensics League, etc.)

Any other activities must follow APPROVAL PROCESS outlined above.

LIMITATIONS

Each elementary school group is limited to three out-of-school performances per school year. Each group’s absence may not exceed one school day total time out of class per school year. No overnight trips are allowed.

Each middle school group is limited to two out-of-District performances per school year.

Each group’s trip must not require more than one school day total time out of class per school year. No overnight trips are allowed. Middle school band performances will not involve marching.

At the high school level:

1. No overnight trips are allowed when the activity is within the Houston metropolitan area.
2. Two overnight trips are allowed in years in which no out-of-state trip is taken. (examples: Six Flags-Arlington, Corpus Christi, Galveston, Bands of America, etc.)

3. No more than two school days will be allowed for any one out-of-state trip.

4. A group within an organization (i.e., symphonic band, top performing choir, winter guard) may take an out-of-state trip on alternate years only if the trip is by invitation or as a result of qualifying for competition beyond the state level.

5. Only students who are part of the performing group may participate in trips that require missing school or are supported by District funds.

EXCEPTIONS

Any exception to these rules shall be made only with the approval of the Superintendent.
DISTRICT SUPPORT

The Board encourages competition of an athletic nature through the District’s membership and participation in the University Inter-scholastic League (UIL). District funds shall be used to supplement gate revenues to supply funds for the program.

UIL ACTIVITIES

State Board and UIL rules shall govern interscholastic activities; however, Board policies and District rules may supplement State Board and UIL rules.

No event shall be scheduled and no student allowed to participate in any UIL event unless all pertinent rules and regulations are strictly enforced. The Superintendent or designee shall maintain all necessary records and reports to enable enforcement. Sponsors and coaches are responsible for knowledge of and compliance with rules for eligibility and participation. [See FM]

ATHLETIC PROGRAM

A well-rounded program of interscholastic athletics shall be maintained in the District secondary schools. The operation of the total program, including the starting and ending dates for each sport, shall be in accordance with regulations set by the UIL and the Board.

In each school, the principal shall have direct responsibility to maintain the athletic program as an integral part of the educational program of that school.

Interschool competitive athletics shall not be part of the elementary grades’ program. To the extent practicable, a program of intraschool sports activities for elementary students shall be maintained as part of the physical education program.

PROGRAM COORDINATION

The Superintendent or designee shall supervise and coordinate the athletic program, shall represent the District at UIL meetings, and shall schedule all interscholastic athletic contests.

PARTICIPATION REQUIREMENTS

All students participating in interscholastic athletics shall be required to have, prior to issuance of equipment and participation in any scheduled supervised workout:

1. Parental permission form signed.

2. Medical examination. [See FFAA]

3. Appropriate insurance or a signed waiver. [See FFD]

NON-UIL ACTIVITIES

Contests and competitive activities that are sponsored by outside organizations shall not be required. Contests and competitive activities sponsored by the school shall have the prior approval of the Superintendent or designee, who shall develop the necessary rules and regulations to implement this policy. [See FM]
OVERNIGHT TRIPS

Students involved in UIL competition that requires an overnight trip shall have their expenses paid by the District. [See also FM, FMG]

UNIFORMS

The District shall provide appropriate uniforms for all groups in secondary schools that perform for the general public or for competition. Insofar as possible, uniforms shall be differentiated between levels (i.e., middle schools and high schools; varsity and junior varsity; symphonic band and concert band).

Uniforms not provided by the District for each participant by other means shall not be prerequisite for participation in any event.
Field Trip Process

In following our Spring Independent School District’s initiatives as outlined in Every Child 2020 with a focus on the establishment of improved processes and structures across the district, the Office of School Leadership was given the task of creating a district-wide Field Trip Process that is aligned to the School Board Policies EFD (Local), CNB (Regulation), EFD (Regulation), PM (Regulation), FMG (Regulation) and FP (Legal).

The following process is to be utilized for all student involved field experiences, including UIL competitions, contests, program trips (including performing arts, debate, and CTE) with the exception of UIL athletic travel that is arranged under the auspices of the Athletic Department.

1. Field Trip Sponsor requests Field Trip from District Office - including date of departure for submission.
2. Field Trip Sponsor completes Forms B & C in trip proposal and submits to supervisor for approval.
3. If Title I Funding is to be utilized, the Application for Approval of Title I Field Trip is submitted to the next level for approval.
4. Principal/Supervisor will review forms, and if meets with his/her approval sends the packet to the next level for approval.
5. If District Funding is being utilized, the packet will then go to the chief officer over the funding source for his/her approval and signature.
6. The packet is then submitted to the appropriate Assistant Superintendent for approval.
7. The Assistant Superintendent then sends the packet to the School Leadership Office.
8. If the trip is out-of-state or requires an overnight stay, it is then sent to the Chief Academic Officer and the Superintendent, or his designate for approval.
9. After approval has been obtained, Field Trip Sponsor attaches permission forms to packet and makes a copy for the principal prior to departing.
Field Trip Process – Step by Step

1. **The Field Trip Sponsor** will access the Field Trip Forms from the district J-drive making note of timeline submissions for approval. (*15 days prior to trip for in-state travel, *30 days prior to trip for out-of-state travel, and *45 days prior to trip for out-of-country travel.)

2. **The Field Trip Sponsor** will determine the purpose, cost and funding for the trip and complete Forms B and C prior to submitting them to the school principal for initial approval. After initial approval is received the completed packet (with the exception of the parent permission forms) will be provided to the Principal to submit to the district for approval.

3. **The Principal** will review the forms and funding sources and will follow one of the following options:

   A. Approve the trip request if he/she determines that school funding is available for the trip and the trip is aligned to the school’s Campus Improvement Plan, and the funding being requested is not coming from Title funding.

   B. Request the Trip Sponsor to complete the Title I Field Trip Request Form if he/she determines that the funds being requested are from Title funding and the trip is aligned to the Campus Improvement Plan. The Principal can then sign to approve the trip, and submit the complete Field Trip Packet along with the Title I Field Trip Request Forms to the Director of Federal & State Programs for approval.

   C. Approve the trip request and submit the full packet to the appropriate director (if district funding is being utilized and/or the Director of Performing Arts if applicable) who will then send it to the Assistant Superintendent.

   **If the trip is related to a program that falls under the department of Performing and Visual Arts, even if funds are not being requested from the department, the forms must be sent to the Director of PVA for approval.**

   D. Decide not to approve the trip request, and return the request to the Trip Sponsor to let him/her know the trip is denied.

4. If the trip request receives initial approval from the Principal and the Program Director (if required), the completed packet with applicable forms is then submitted to the appropriate Assistant Superintendent for his/her approval.

5. **The Assistant Superintendent** will review the Field Trip Packet, and:
Field Trip Process – Step by Step

1. The Field Trip Sponsor will access the Field Trip Forms from the district J-drive making note of timeline submissions for approval. (*15 days prior to trip for in-state travel, *30 days prior to trip for out-of-state travel, and *45 days prior to trip for out-of-country travel.)

2. The Field Trip Sponsor will determine the purpose, cost and funding for the trip and complete Forms B and C prior to submitting them to the school principal for initial approval. After initial approval is received the completed packet (with the exception of the parent permission forms) will be provided to the Principal to submit to the district for approval.

3. The Principal will review the forms and funding sources and will follow one of the following options:

   A. Approve the trip request if he/she determines that school funding is available for the trip and the trip is aligned to the school’s Campus Improvement Plan, and the funding being requested is not coming from Title funding.

   B. Request the Trip Sponsor to complete the Title I Field Trip Request Form if he/she determines that the funds being requested are from Title funding and the trip is aligned to the Campus Improvement Plan. The Principal can then sign to approve the trip, and submit the complete Field Trip Packet along with the Title I Field Trip Request Forms to the Director of Federal & State Programs for her approval.

   C. Approve the trip request and submit the full packet to the appropriate director (if district funding is being utilized and/or the Director of Performing Arts if applicable) who will then send it to the Assistant Superintendent.

   **If the trip is related to a program that falls under the department of Performing and Visual Arts, even if funds are not being requested from the department, the forms must be sent to the Director of PVA for approval.

   D. Decide not to approve the trip request, and return the request to the Trip Sponsor to let him/her know the trip is denied.

4. If the trip request receives initial approval from the Principal and the Program Director (*if required), the initial packet (Forms B and C) is then submitted to the appropriate Assistant Superintendent for his/her approval.
5. **The Assistant Superintendent will** review the Field Trip Packet, and:

   A. Approve the request and submit it to the School Leadership Officer.

   B. Decide not to approve the trip and return the packet to the Principal as "trip denied."

6. **The School Leadership Officer will** review the Field Trip Packet, and:

   A. Approve the request and return it to the Assistant Superintendent, who will forward it to the Principal, if the travel is less than 50 miles one way and does not require an overnight stay.

   B. Approve the request and submit it to the Chief of Academics if the travel is further than 50 miles one way and/or requires an overnight stay.

   C. Decide not to approve the trip and return the packet to the Assistant Superintendent as "trip denied," who will inform the principal.

7. If the trip is further than 50 miles one way and/or requires an overnight stay and has the approval of the School Leadership Officer, she will submit the request to **the Chief of Academics** who will:

   A. Approve the request and forward it to the Superintendent or his designee.

   B. Decide not to approve the trip request and will return it to the School Leadership Officer or the Assistant Superintendent.

8. **Once the field trip request has received the required district office approval(s) and has been returned to the Principal, the Principal will return it to** **the Trip Sponsor** who will:

   1. Make sure the Parent Permission and Chaperone forms are completed and included in the final packet.

   2. Complete the transportation request through SISD Transportation or other entity.

   3. Submit a copy of the completed Field Trip Packet (Forms A-F including any other forms that may apply to the trip) prior to departing on the trip to the Principal.

   4. Assure the original Field Trip Packet accompanies the Trip Sponsor on the trip and is in the possession of the Trip Sponsor at all times during the trip.
# Form A

## FIELD TRIP CHECKLIST- REQUIRED ATTACHMENTS (FTC)

<table>
<thead>
<tr>
<th>Campus Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Field Trip Proposal Form</strong></td>
</tr>
<tr>
<td>• Completed Field Trip Proposal [FORM B]</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Chaperone Statement Acknowledging Responsibilities &amp; Duties [Form D]</strong></td>
</tr>
<tr>
<td>• Chaperone count must uphold the 10:1 Student to Chaperone Ratio for Elementary and 15:1 for Secondary</td>
</tr>
<tr>
<td>• Form is to be completed by both faculty and non-staff volunteers serving as chaperone</td>
</tr>
<tr>
<td>• Review forms to ensure that the chaperone type and chaperone’s cell number is provided</td>
</tr>
<tr>
<td>• Chaperone forms must coincide with the count of faculty and non-staff chaperone volunteers provided on the FTP form (Revisions will be accepted, additional forms must be submitted two instructional days prior to trip date)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Fundraiser Permission and Financial Recap Form</strong> (Applicable, if funds are being raised for Field Trip)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Transportation</strong></td>
</tr>
<tr>
<td>• Charter Bus/Van Rental</td>
</tr>
<tr>
<td>• PIT-C, Invoice/Quote, &amp; Financial/Analysis Report (Must reference CIP &amp; Line Code if Grant Funded)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>• Spring ISD Transportation</td>
</tr>
<tr>
<td>• Printout of Bus request (Must reference Campus Action Plan &amp; Line Coded if Grant Funded)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>• Staff-Provided</td>
</tr>
<tr>
<td>• Copy of Driver's License &amp; Insurance Card (Applies to van rental or personal vehicle)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>• Parent-Provided</td>
</tr>
<tr>
<td>• Copy of Driver’s License &amp; Insurance Card</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Title I/Grant Managed Field Trip Requests (See Revised Process for Approving Title I Field Experiences)</strong></td>
</tr>
<tr>
<td>• Provide copy of lesson plan with referenced TEKS objectives</td>
</tr>
<tr>
<td>• Must reference CIP &amp; Title I/Grant Line Code</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Itinerary [FORM C]</strong></td>
</tr>
<tr>
<td>• Schedule of activities</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ List of Student Names &amp; Emergency Contact Numbers [FORM F]</strong></td>
</tr>
<tr>
<td>• Student list must coincide with the student count on the FTP</td>
</tr>
<tr>
<td>(Revisions will be accepted, revised student list must be submitted two instructional days prior to trip date)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Night Shift Schedule</strong></td>
</tr>
<tr>
<td>• Applicable for overnight field trips</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Parent/Guardian Approval Release Forms [FORM E]</strong></td>
</tr>
<tr>
<td>• Provide copy of one English/Spanish form completed in its entirety</td>
</tr>
<tr>
<td>(Must have parent signature)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>☐ Parent Meeting (Mandatory for overnight In-County/Out-of-County, Out-of-State, or Out-of-Country field trips)</strong></td>
</tr>
<tr>
<td>• Sign-in Sheets</td>
</tr>
<tr>
<td>• Agenda</td>
</tr>
</tbody>
</table>

**Note:**
- When submitting FTPs for approval please adhere to the number of days allotted;
  - 15 Days prior to trip date for In-County Trips or Out-of-County Trips
  - 15 Days prior to trip date for In-County or Out-of-County Overnight Trips within Texas
  - 30 Days prior to trip date for Out-of-State Trips
  - 45 Days prior to trip date for Out-of-Country Trips
- Non-UIL competitions must include a complete FTP
- It's prohibited to charge/collect fees from students for educational field trips per policy [See FP (LEGAL)]
- Field Trip Coordinators must ensure their campus is in compliance with FMO (LOCAL) & FMO (REGULATION)
- When rescheduling a previously approved field trip, complete a new FTP and attach the initial signed/approved FTP form
- Cancellation/changes to school busses notify Spring ISD Transportation, or for charter busses contact vendor
FORM B

CAMPUS FIELD TRIP PROPOSAL (FTP)

<table>
<thead>
<tr>
<th>U.I.L.</th>
<th>Non-District Event</th>
<th>Local (15 day Notice)</th>
<th>Overnight (15 day Notice)</th>
<th>More than 50 mi. one way (15 day Notice)</th>
<th>Out-of-State (30 day Notice)</th>
<th>Out-of-Country (45 day Notice)</th>
</tr>
</thead>
</table>

CAMPUS:  

DEPARTMENT:  

*Please follow Policy FMG (Local) & FMG (Regulation) that pertains to school-sponsored trips, excursions, tours and District's field trip guidelines.*

DESTINATION INFORMATION  

DESTINATION: State VASE  

Has the campus participated in a previous field trip to this destination within the past school year?  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

RETURN: Sunday, April 29, 2017  

PHYSICAL ADDRESS:  

GROUP TRAVELING  

Student Group:  

Number of Students:  

Grade(s):  

Number of Faculty:  

Number of Non-Staff:  

LEARNING EXPECTATION  

Instructional Purpose:  

TRIP SPONSOR  

First & Last Name:  

Cell Phone:  

OVERNIGHT ACCOMMODATIONS  

Hotel Name: N/A  

Physical Address: N/A  

Phone Number: N/A  

FUNDING SOURCE  

Activity Fund  

Title I  

CIP Obj #:  

Grant:  

CIP Obj #:  

General Operating  

Other:  

TRIP TOTAL COST  

FUNDAISERS  

SCHOOL PAYMENT PLAN  

STUDENT PAYMENT PLAN  

Type & Dates:  

Amounts & Dates:  

Amounts & Dates: N/A  

TRANSPORTATION  

| Charter Bus | Trip Direct (District Transportation) | Airplane | Walking | Other: |

UNIQUE POTENTIAL HAZARDS EMERGENCY PLAN  

1. Plan with school nurse.  

2. Call 911.  

3. Contact School  

4. Render first aid for minor emergencies.  

5. Notify parent/guardian.  

6. Provide written notice upon return.  

Name of Nearest Medical Facility:  

Physical Address:  

Phone Number:  

REQUIRED SIGNATURES  

Confirmed accuracy and completion of trip information & documents in adherence to Policy FMG (LOCAL) and FMG (REGULATION)  

Reviewed FTP Packet  

Trip Sponsor:  

Date:  

APPROVED BY:  

Principal:  

Date:  

*Approved if Department Funds Are being utilized*  

Director:  

Date:  

APPROVED  

Assistant Superintendent:  

Date:  

APPROVED  

School Leadership Officer:  

Date:  

SIGNATURES FOR OUT-OF-COUNTRY, OUT-OF-STATE, OVERNIGHT AND/OR OUT-OF-COUNTRY FIELD TRIPS  

Approved  

Chief Academic Officer:  

Date:  

Approved  

Superintendent/Designee:  

Date:
FORM C

Itinerary Form
FORM D

CHAPERONE STATEMENT ACKNOWLEDGING
RESPONSIBILITIES AND DUTIES

(Please check appropriate box.) □ Staff □ Non-Staff

I, ____________________________ will chaperone for:

(Print Full Name)

(Campus Name)

(Field Trip Destination/Group Traveling) to ____________________________ on _____________________________.

(Field Trip Day/Dates)

CHAPERONE DUTIES AND RESPONSIBILITIES AS PER FMG (REGULATION):
Chaperones must be:
1. District employees, or
2. Any other adult approved by the principal and sponsor of the field trip who meets the eligibility requirements to volunteer in the District before the trip is scheduled for departure, including a criminal background check. (*Note—a “cleared” criminal background check is required of all school volunteers and nonemployee chaperones.)

The primary responsibility of the chaperone is to supervise a group of students. Chaperones are responsible for students and are expected to stay with their assigned group and monitor student behavior for the entire field trip from departure time until the students return to school.

Chaperones are responsible for enforcing the Student Code of Conduct and other relevant District policy. The chaperones are additionally responsible for executing the submitted approved plan for student supervision for the entire field trip from the time of departure until the scheduled conclusion of the trip.

Chaperones must adhere to established basic guidelines for District-sponsored functions and additional guidelines as may be developed by the individual school. Chaperones are responsible for attending any designated information or procedural meeting prior to and during the field trip as are required by the school principal, sponsor, or designee.

Chaperones must sign a form acknowledging their responsibilities as chaperones and must not be allowed to smoke, use tobacco products of any type, consume alcoholic beverages or illegal drugs, or be involved in any illegal or immoral activity during the trip. [See FMG (EXHIBIT)]

The ratio of students to chaperones will be no greater than 10 to 1 for elementary and 15 to 1 for secondary.

I, ____________________________, have read and understand all the responsibilities and duties as chaperone. I accept these responsibilities without waiving any applicable immunity that may exist under the laws of the State of Texas or the United States.

_______________________________  ____________________________
Signature                                   Date

Chaperone Cell Phone Number

Witness (Principal, Sponsor, and/or designee)  ____________________________

Date
FORMULARIO D
DECLARACIÓN DE CHAPERÓN RECONOCIENDO
RESPONSABILIDADES Y DEBERES

(Por favor marque la caja apropiada.) □ Personal □ No Personal

Yo, ___________________________ seré chaperón para:

(Nombre de la escuela) ___________________________ a ___________________________

(Destinación para la excursión/Grupo viajando) ___________________________ en ___________________________

(Dia/Fecha de la excursión) ___________________________

RESPONSABILIDADES Y DEBERES DE CHAPERÓN SEGÚN LA REGULACIÓN FMG:
Los chaperones deben ser:
1. Empleados del Distrito, o
2. Cualquier otro adulto aprobado por el director y patrocinador de la excursión que cumple con los requisitos de elegibilidad para ser voluntario en el Distrito antes de que se programe la salida de la excursión, incluyendo una verificación de antecedentes penales. (*Nota—una verificación de antecedentes penales "limpia" es requerida de todos los voluntarios escolares y chaperones que son miembros del personal.)

La responsabilidad principal de un chaperón es supervisar un grupo de estudiantes. Los chaperones son responsables de los estudiantes y se espera que se queden con su grupo asignado y supervisen el comportamiento estudiantil durante toda la excursión a partir de la hora de salida hasta que los estudiantes regresen a la escuela.

Los chaperones son responsables de hacer cumplir el Código de Conducta Estudiantil y otra política del Distrito correspondiente. Además, los chaperones son responsables de realizar el plan aprobado sometido para la supervisión de los estudiantes durante toda la excursión a partir de la hora de salida hasta la conclusión prevista de la excursión.

Los chaperones deben cumplir con las directrices básicas establecidas para las funciones patrocinadas por el Distrito y directrices adicionales que puedan ser desarrolladas por la escuela individual. Los chaperones son responsables de asistir a cualquier reunión de información designada o procedimental antes y durante la excursión como puede ser requerida por el director, patrocinador, o persona designada del Distrito.

Los chaperones deben firmar un formulario de reconocimiento de sus responsabilidades como chaperones y no se les permitirán fumar, utilizar productos de tabaco de cualquier tipo, consumir bebidas alcohólicas o drogas ilegales, o participar en cualquier actividad ilegal o inmoral durante la excursión. [Consulte FMG (EXHIBIT)]

La proporción de estudiantes a chaperones no será mayor de diez a uno.

Yo, ___________________________ he leído y entiendo las responsabilidades y deberes como chaperón. Acepto estas responsabilidades sin renunciar a cualquier inmunidad aplicable que pueda existir bajo las leyes del Estado de Texas o los Estados Unidos.

______________________________ Firma ___________________________

______________________________ Fecha ___________________________

Número celular del Chaperón ___________________________

______________________________ Testigo (Director, Patrocinador, y/o persona designada) ___________________________

______________________________ Fecha ___________________________
FORM E

FIELD TRIP PARENT/GUARDIAN PERMISSION & MEDICAL INFORMATION

ACKNOWLEDGMENT OF RESPONSIBILITY AND PERMISSION FOR STUDENT PARTICIPATION IN FIELD TRIP OR OUT-OF-SCHOOL ACTIVITY

I_________________________ agree to allow my son or daughter, 
(parent/guardian signature)

_________________________, to attend the State VASE, Art Contest fieldtrip. 
(students name)

Destination/Detailed Description Of Activity and Educational Purpose:

Date of field trip/activity: Feb. 16, 2017 
Time of departure: 10:45am 
Time of return: 3:00pm 

Group/Class/School Club: Theatre 3 OAP Cast and crew

Sponsor of the field trip/activity: Mrs. Ebony Humphrey

Transportation Being Provided (Check all that apply):  
X School Bus  □ Commercial/Charter Bus  □ Public Transportation □ Personal Vehicle □ Leased Vehicle 
□ None (provide your own or none needed) 

Drivers of Private or Leased Vehicles (Check all that apply):  
X Teacher or Staff Member □ Parent □ Student □ Other Adult

Health Services "Please list any medications, medical conditions or allergies your child may have and insurance information and doctor(s) contact on the back of this form.

Will your child require the administration of any medication or medical procedure while on the field trip?

□ Yes □ No

If yes, please indicate the medication(s) and/or procedure(s) with times for administration:

Medication/Procedure:

Time:

Student Agreement

While participating on this field trip, I will accept responsibility for maintaining good conduct and appearance, and I will follow directions at all times.

Student's Signature: _______________________________ Date: _______________________________

This is to certify that I authorize the Superintendent or a designated representative to secure any and all emergency medical care and treatment for my child for acute illness suffered or injury sustained while participating in this trip or activity.

I understand that, while student safety is a high priority for the District, under State law, the school is not responsible for medical costs associated with student injury.

In consideration for my child's participation in the above-described field trip or activity, I expressly hold harmless from and waive against the District, its Trustees, employees, agents, and assigns, any and all claims for medical expenses, loss of services, injury to person or property, death, or other claims, actions, or liabilities made against it or them on behalf of my child, regardless of the cause of such claims, actions, or liabilities or any concurrent or contributing fault or negligence of it or them as may result from my child's participation in the trip or activity.

In further consideration for my child's participation in the above-described field trip or activity, I also agree to indemnify and hold harmless the District, its Trustees, employees, agents, and assigns, from and against any and all suits, actions, leases, damages, claims, or liabilities of any character, type, or description, including attorney's fees and court costs, made by third parties against it or them which may result from my child's participation in the trip or activity. I understand that the District, its Trustees, employees, and agents are not waiving any sovereign or governmental immunity, which it or they have under Texas law. I have read and understand this release and sign it voluntarily and with full knowledge of its significance.

Signature of Parent/Guardian: _______________________________ Date: _______________________________

Daytime phone: _______________________________ Emergency contact: _______________________________ Phone: _______________________________
**FORMULARIO E**

**PERMISO DEL PADRE/GUARDIÁN E INFORMACIÓN MÉDICA PARA LA EXCURSIÓN**

**RECONOCIMIENTO DE RESPONSABILIDAD Y PERMISO PARA LA PARTICIPACIÓN DEL ESTUDIANTE EN LA EXCURSIÓN O ACTIVIDAD FUERA DE LA ESCUELA**

Yo, [nombre del padre/guardián], estoy de acuerdo en permitir que mi hijo/a, [nombre del estudiante], asista a todas las excursiones o actividades afuera de la escuela por el resto del año escolar 2016-2017. Si tiene alguna pregunta por favor llame a la señora [nombre].

**Destinación/Descripción detallada de la actividad y propósito educativo:**

<table>
<thead>
<tr>
<th>Fecha de excursión/actividad:</th>
<th>Hora de Partida</th>
<th>Hora de Retorno:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grupo/Clase/Club Escolar:</td>
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<tr>
<td>Patrocinador de la excursión/actividad:</td>
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<tr>
<td>Transportación proporcionada (Marque todas las correspondientes):</td>
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<tr>
<td>□ Autobús Escolar □ Autobús Comercial/Chárter □ Transportación Pública □ Vehículo Personal □ Vehículo Alquilado □ Ninguno (proponer su propia o no se necesita ninguna)</td>
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<td>Conductores de vehículos privados o alquilados (Marque todas las correspondientes):</td>
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<tr>
<td>□ Maestro o Miembro del Personal □ Padres □ Estudiante □ Otro adulto</td>
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**Servicios de Salud** **Por favor, indique todos los medicamentos, condiciones médicas o afecciones que su hijo/a puede tener y de Información seguros y datos de contacto en la parte posterior de este formulario.**

¿Su hijo/a requerirá la administración de cualquier medicamento o procedimiento médico durante la excursión?
- [ ] Sí
- [ ] No
Si es así, por favor indique el medicamento(s) y/o procedimiento(s) con las horas para la administración:

Medicamento/Procedimiento: [ ]
Hora: [ ]

**Acuerdo Estudiantil**
Mientras participo en esta excursión, asumiré la responsabilidad de mantener la buena conducta y apariencia, y seguiré instrucciones en todo momento.

Firma del Estudiante: [ ] Fecha: [ ]

Este es para certificar que autorizo al Superintendente o representante designado para asegurar cualquier y todo el cuidado médico de emergencia y tratamiento para mi hijo/a por enfermedad aguda sufrida o lesión sufrida durante su participación en esta excursión o actividad. Yo entiendo que, aunque la seguridad estudiantil es una alta prioridad para el Distrito, bajo la ley estatal, la escuela no es responsable por los gastos médicos asociados con la herida del estudiante.

En consideración a la participación de mi hijo/a en la excursión o actividad antes descrita, yo expresamente manto que cualquier indemnización o renuncia al Distrito, sus miembros de la mesa directiva, empleados, agentes, y cesionarios, cualquier y todas las reclamaciones por gastos médicos, pérdida de servicios, herida a personas o propiedad, muerte, u otras reclamaciones, acciones, o responsabilidades hechas contra él o ellos en nombre de mi hijo/a, a pesar de la causa de tales reclamaciones, acciones, o responsabilidades o cualquier culpa o negligencia concurrente o contribuyendo de ellos como tal puede ser el resultado de la participación de mi hijo/a en el viaje o actividad.

Bajo más consideración por la participación de mi hijo/a en la excursión o actividad antes descrita, también estoy de acuerdo en indemnizar y mantener indemne al Distrito, sus miembros de la mesa directiva, empleados, agentes, y cesionarios, de y contra cualesquiera y todas demandas, acciones, pérdidas, daños, reclamaciones, o responsabilidades de cualquier carácter, tipo, o descripción, incluyendo las honorarios de abogados y gastos judiciales, hechos por tercera parte contra él o ellos que pueda resultar de la participación de mi hijo/a en el viaje o actividad. Yo entiendo que el Distrito, sus miembros de la mesa directiva, empleados, y agentes no están renunciando a cualquier indemnización soberana o gubernamental, que él o ellos tienen bajo la ley de Texas. He leído y entiendo esta renuncia y la firma voluntariamente y con pleno conocimiento de su significado.

Firma del Padre/Guardián: [ ] Fecha: [ ]

Teléfono durante el día: [ ] Contacto de emergencia: [ ] Teléfono: [ ]
### CHAPERONE ASSIGNMENT/LIST OF STUDENTS

(Please type this form)

**HS Ratio 15:1**

<table>
<thead>
<tr>
<th>Chaperone Name</th>
<th>Student Name/ID #</th>
<th>Circle Male or Female</th>
<th>Emergency Contact Name</th>
<th>Parent Phone Number</th>
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PV Rental Form
Performing and Visual Arts
One form per date

Complete the information required below and return to Sue Maloy at slavikka@springisd.org for approval and to secure your rental. Call 281-891-6125 for any questions.

Contact Name and Title:

Contact Cell Number:

Describe Event/ Contest/ Activity:

Drop off School:
  Date:
  Time:
  Vehicle Parking Location:

Pick up School:
  Date:
  Time:
  Vehicle Parking Location:

Vehicle type and number required:

☐ Suburban (seats 8, including driver) _____ # of vehicles
☐ Minivan (seats 7, including driver) _____ # of vehicles
☐ Mid-size (seats 4, including driver) _____ # of vehicles
☐ 16 ft Truck _____ # of trucks
☐ 16 ft Truck with lift _____ # of trucks
☐ 24 ft Truck _____ # of trucks
☐ 24 ft Truck with lift _____ # of trucks

**Be sure to secure PV Rental keys at all times.**
STUDENT TRAVEL AUTHORIZATION AND EXPENSE REPORT - TRAVEL ADVANCE REQUEST

Note: This request and the supporting document(s) must be submitted to the Finance Office at least 15 days prior to the departure date.

Purchase Order: ___________________________ Date Requested: ___________________________

Sponsor: ___________________________ Vendor#: _______________ School: ___________________________

Event: ___________________________ Destination (City): ___________________________

Departure Date: ___________________________ Return Date: ___________________________

Number taking trip: ___ Sponsors ___ Students ___ Bus Driver (if applicable)

Budget Unit: ___________________________ Account: ___________________________

Fund: ____________ Function: ____________ Org: ____________ Program: ____________ Project: ____________

Object: ____________ Sub-Object: ____________

TRIP ADVANCE FOR:

<table>
<thead>
<tr>
<th>MEAL AND ROOM TOTAL</th>
<th># ATTENDING</th>
<th># OF DAYS</th>
<th>AMOUNT PER DAY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT MEALS</td>
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<tr>
<td>STUDENT ROOMS</td>
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<tr>
<td>SPONSOR MEALS</td>
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<td>SPONSOR ROOM(S)</td>
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<td>BUS DRIVER ROOM</td>
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</table>

OTHER ASSOCIATED TRAVEL COSTS:

<table>
<thead>
<tr>
<th>MEAL AND ROOM TOTAL</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>CAFI RENTAL</td>
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FOR FINANCE OFFICE USE ONLY

Check Number: ___________________________

Date: ___________________________

FINAL EXPENSE REPORT

(DUE 10 DAYS AFTER RETURN DATE)

<table>
<thead>
<tr>
<th>ACTUAL AMOUNT SPENT</th>
<th>ALLOWABLE AMOUNT</th>
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<tbody>
<tr>
<td>STUDENT MEALS</td>
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<td>STUDENT ROOMS</td>
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<td>SPONSOR ROOM(S)</td>
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<td>BUS DRIVER ROOM</td>
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<td>GRAND TOTAL</td>
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* Attach Meal Disbursement Form
* Itemized meal receipt for Employee Sponsor
* Include itemized receipt for the following lodging, car rental, gas, taxi/shuttle, luggage, and other associated cost.

July 2016

Sponsor Signature: ___________________________ Date: / / 

Supervisor Signature: ___________________________ Date: / / 

Budget Manager: ___________________________ Date: / / 

Academic and Support

Signature: ___________________________ Date: / / 

Final Expense Amount: $ ___________

Advance Amount: $ ________

Due to Employee: $ ________

Due to SISD: $ ________

Check Number/ Cash: $ ________

Date: $ ________
Student Travel Cash Disbursement Form

This form should be used if cash is given to students and/or sponsors for meals. STUDENTS MUST SIGN THIS FORM IN THEIR OWN HANDWRITING.

Date of Disbursement: ______________________
Purpose of Disbursement: ______________________

Travel Conference/Location: ______________________ Travel Dates: ______________________

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Amount Rec’d</th>
<th>Student Signature</th>
<th>Amount Rec’d</th>
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Total must match the total on the **STUDENT TRAVEL EXPENSE REPORT WORKSHEET**. Make copies of this form as needed to accommodate the number of students/sponsors.

Signature of Sponsor Distributing Funds ______________________ School / Department / Sponsor Club ______________________
REQUEST FOR SISD TRAVEL RESERVATIONS
(Fill in information electronically, print, get required signatures, scan and e-mail to Travel Coordinator)

Budget Code (1 form per budget code) __________________________ __________________________

Originator’s Name (Print) __________________________ Dept/School __________________________

Supervisor/Principal Signature __________________________
(If other than Budget Manager)

Procedures are listed in SISD Travel Reservation Directions (SISD website) under Procurement Services. Failure to read and follow procedures will not negate traveler’s responsibilities. All forms should be submitted at the same time. *Traveler’s name must be the same as listed on photo identification. Signature of traveler(s) required for reservations.

First Name* __________________________ Middle Name* __________________________ Last Name* __________________________ Male/Female* __________________________ Birth Date* __________________________ Cell Phone __________________________ Traveler Signature __________________________

(Use additional form for more names) __________________________ *(Required by Airlines)

Travel Itinerary: Event __________________________ Day/Date __________________________ Time: __________________________ City/State __________________________

Name of Event __________________________ (Attach copy of brochure/itinerary)

Seating Preferences: Seating: (check one) Aisle ____ Window ____ No preference ____

Earliest time available to travel to destination

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Departing City/Airport</th>
<th>Destination City/Airport</th>
<th>Desired Arrival Time</th>
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<tbody>
<tr>
<td></td>
<td>Houston / IAH</td>
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Earliest time available to book return trip

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<tr>
<th>Day/Date</th>
<th>Departing City/Airport</th>
<th>Destination City/Airport</th>
<th>Desired Arrival Time</th>
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<td>Houston / IAH</td>
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Rental Car: No ____ Yes ____ Van ___ Qty ___ Car ___ Qty ___

SISD carries auto insurance; do not sign for additional insurance coverage when renting the car.

****Payment for rental must be paid for by staff member at time of vehicle drop off. ****

Driver must have valid driver’s license and major credit card.

Hotel: No ____ Yes ____ Number of rooms needed ______ (when appropriate staff will share rooms)

****Room reservations will be guaranteed only. Staff members must pay for the room. ****

<table>
<thead>
<tr>
<th>City</th>
<th>Hotel Preference</th>
<th>Hotel Telephone</th>
<th>Date In</th>
<th>Date Out</th>
</tr>
</thead>
</table>

Code if hotel has special conference rate

Note: Airline tickets will be reserved in the name of the person(s) listed above. **Tickets cannot be transferred to another person.** Any changes/cancellations MUST be submitted on the Change/Cancellation Form and signed by traveler, their supervisor, and Cabinet, and returned to campus/department (changes will increase the cost of the ticket by $200.00). If approval is not granted by Cabinet, traveler is personally liable for all travel related charges.

Send, with attachments to Kay Wurdean - Travel Coordinator (Procurement Services) or FAX to 281-891-6466.

Travel Desk – 281-891-6472 or e-mail kayw@springisd.org

8/9/2016
Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest’s affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

<table>
<thead>
<tr>
<th>Name of exempt entity</th>
<th>Exempt entity status (Religious, charitable, educational, governmental)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Address of exempt organization (Street and number)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>City, State, ZIP code</th>
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</table>

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

<table>
<thead>
<tr>
<th>Guest name (Type or print)</th>
<th>Hotel name</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Guest signature**

**Date**

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

- Texas State Government Officials and Employees. (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.

- Charitable Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

- Educational Entities. Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

- Religious Entities. (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.

- Exempt by Other Federal or State Law. Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident’s right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

*Hotels should keep all records, including completed exemption certificates, for four years.*

_Do NOT send this form to the Comptroller of Public Accounts._


Texas Hotel Occupancy Tax Exemptions

United States Federal Agencies or Foreign Diplomats (exempt from state and local hotel tax)
This exemption category includes the following:
- the United States federal government, its agencies and departments, including branches of the military, federal credit unions, and their employees traveling on official business;
- rooms paid by vouchers issued by the American Red Cross and the Federal Emergency Management Agency; and
- foreign diplomats who present a Tax Exemption Card issued by the U.S. Department of State, unless the card specifically excludes hotel occupancy tax.

Federal government contractors are not exempt.

Texas State Government Officials and Employees (exempt from state and local hotel tax)
This exemption category includes only Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card. State employees without a Hotel Tax Exemption Photo Identification Card and Texas state agencies are not exempt. (The state employee must pay hotel tax, but their state agency can apply for a refund.)

Charitable Entities (exempt from state hotel tax, but not local hotel tax)
This exemption category includes entities that have been issued a letter of tax exemption as a charitable organization and their employees traveling on official business. See website referenced below:

A charitable entity devotes all or substantially all of its activities to the alleviation of poverty, disease, pain and suffering by providing food, clothing, medicine, medical treatment, shelter or psychological counseling directly to indigent or similarly deserving members of society.

Not all 501(c)(3) or nonprofit organizations qualify under this category.

Educational Entities (exempt from state hotel tax, but not local hotel tax)
This exemption category includes in-state and out-of-state school districts, private or public elementary, middle and high schools, Texas Regional Education Service Centers and Texas institutions of higher education (see Texas Education Code Section 61.003) and their employees traveling on official business.

A letter of tax exemption from the Comptroller of Public Accounts as an educational organization is not required, but an educational organization might have one.

Out-of-state colleges and universities are not exempt.

Religious Organizations (exempt from state hotel tax, but not local hotel tax)
This exemption category includes nonprofit churches and their guiding or governing bodies that have been issued a letter of tax exemption from the Comptroller of Public Accounts as a religious organization and their employees traveling on official business. See website referenced below.

Exempt by Other Federal or State Law (exempt from state and local hotel tax)
This exemption category includes the following:
- entities exempted by other federal law, such as federal land banks and federal land credit associations and their employees traveling on official business; and
- Texas entities exempted by other state law that have been issued a letter of tax exemption from the Comptroller of Public Accounts and their employees traveling on official business. See website referenced below. These entities include the following:
  - nonprofit electric and telephone cooperatives,
  - housing authorities,
  - housing finance corporations,
  - public facility corporations,
  - health facilities development corporations,
  - cultural education facilities finance corporations, and
  - major sporting event local organizing committees.

For Exemption Information
A list of charitable, educational, religious and other organizations that have been issued a letter of exemption is online at www.window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at www.window.state.tx.us/taxinfo/exempt/index.html. For questions about exemptions, call 1-800-252-1385.
Spring Independent School District
DIRECT PAY FORM

Vendor Name: ___________________________ PO # _______________________ of ___ pages

Please attach original receipt(s) below. Please tape and secure all sides firmly.

***NO STAPLES***
Travel Checklist

CONFERENCE APPROVAL
- Conference approval
- Request requisition/purchase order for conference registration
- Receive purchase order in eFinance
- Send registration forms to Accounts Payable with purchase order number

RESERVATIONS
- Complete “Request for SISD Travel Reservations” form
- Send completed form to Travel Coordinator (after all approving signatures)
- Hotel reservation only holds the room.
  - The staff member is responsible for payment (include amount on travel advance)
  - If issuing check to hotel – enter requisition for a Pre-Pay purchase order
- Car rental reservation only holds the car rental
  - A major credit card is required for payment
  - If staff member uses debit card, an additional amount will be placed on hold until car rental is returned.

TRAVEL ADVANCE
- Complete “Professional Trip Authorization and Expense Report”
- Requisition/Purchase Order for travel advance
- “Receive” travel advance purchase order in eFinance
- Send Professional Trip Authorization and Expense Report with conference brochure to Accounts Payable

AFTER TRIP
- Complete “Final Expense Report” and submit within 10 days of the return date
- Attach required receipts (hotel, gas, baggage, etc)
- Meal receipts are for budget manager’s review only (do not send to Accounts Payable)
- Send completed Professional Trip Authorization and Expense form with supporting documentation to Accounts Payable
- Include check payable to Spring ISD if money is owed to the district
PROFESSIONAL TRIP REGULATIONS

All staff members planning to take a professional trip out of the Houston area and who are requesting an advance and/or reimbursement of expenses must submit a PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT at least two weeks prior to trip. All applicable signatures must be obtained. A purchase order will be created for the expenses requested. The form will be distributed as follows:

Original
*Yellow
Pink
Returned to staff member with the advance check to be submitted as final expense report.
Returned to staff member with the advance check.
Must be completed and returned to the Finance Office within 10 days after completion of the trip.
Filed in Finance Office with copy of advanced check.

* THE FINAL EXPENSE REPORT SECTION MUST BE COMPLETED AND RETURNED TO THE FINANCE OFFICE WITH APPROPRIATE DOCUMENTATION EVEN IF NO ADDITIONAL REIMBURSEMENT IS REQUESTED.

Trip expenses will be reimbursed on the following basis:

HOTEL: Staff members attending the same event are expected to share rooms whenever appropriate. Staff members must provide the hotel with a Texas Hotel Tax Exemption form. Texas sales tax will not be reimbursed. Reimbursements will be made from an itemized hotel bill only. This is the responsibility of the staff member.

MEALS: An overnight stay is required. Meals will be reimbursed based on the actual amount expended on meals, not to exceed $40.00 per day. Schools and departments may set a lower per diem basis as budget limitations dictate.

TRANSPORTATION: Transportation to an event will be based on a 150 air miles standard. All trips within 150 miles of the GMA Leadership Center will be by automobile and all other trips above 150 miles will be by air, unless the Superintendent, Associate Superintendent, Area Superintendent or Athletic Director determines a special exception exists.

1. PERSONAL AUTOMOBILE: Personal automobile travel will be reimbursed at the annually approved IRS mileage rate. Multiple staff attending the same event is expected to travel in one automobile whenever possible. This will include approved trips exceeding 150 miles.
2. AIRFARE: All airline ticketing will be done through SISD Travel Services. Airfare is reimbursed at the coach fare when extenuating circumstances are pre-approved.
3. TAXI/SHUTTLE: Exact cost with receipt.
4. RENTAL AUTOMOBILE: Rental automobiles of a midsize or lower rate through SISD Travel Services when approved in advance by the Budget Manager.

PARKING AND TOLLS: Parking and tolls will be reimbursed at the exact cost with receipt.

NO REIMBURSEMENT: No reimbursement will be made for non-District fax, cleaning, entertainment, in-room movies, alcohol, souvenirs, or spousal/family expenses.

REGISTRATION: When possible, is to be paid directly to the conference or vendor with a Direct Pay Purchase Order. This is not normally included in a travel advance. Reimbursement to staff member will be made with proof of payment.

26.1102 (11/2012)
Professional Trip Authorization and Expense Report forms can be ordered from the Distribution Center using form # 26.1102 when ordering.

The following information is required to have a complete Professional Trip Authorization and Expense Report form:

- Staff members information
- Purchase order number
- Name of conference with dates
- Budget Unit and Account
- Advance amount requested (Lodging, Food, Mileage, etc)
- Staff Member Signature
- Supervisor Signature
- Budget Manager Signature (If the trip is being funded by a different department)
- Copy of conference brochure
The Final Expense Report is located on the bottom of the form.

<table>
<thead>
<tr>
<th>PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF MEMBER_________________________ VENDOR #________________</td>
</tr>
<tr>
<td>SCHOOL/DEPARTMENT______________________ POSITION HELD__________</td>
</tr>
<tr>
<td>TYPE OF CONFERENCE (POA ATTACHED)_______ CITY/STATE____________</td>
</tr>
<tr>
<td>NAMES OF OTHER STAFF MEMBERS ATTENDING____ DAYS____ TRIP REQUESTED BY____</td>
</tr>
<tr>
<td>SUBSTITUTE TEACHER REQUIRED FOR______DAYS____ TRIP REQUESTED BY____</td>
</tr>
<tr>
<td>BUDGET UNIT_________________________ ACCOUNT___________________</td>
</tr>
<tr>
<td>__________________________________________________________________</td>
</tr>
<tr>
<td><strong>READ REGULATIONS ON REVERSE SIDE</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRIP/ADVANCE AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LODGING $______ Day(s) $$</td>
</tr>
<tr>
<td>FOOD $______ Day(s) $$</td>
</tr>
<tr>
<td>MILEAGE $______ Miles $$</td>
</tr>
<tr>
<td>BAGGAGE FEE** $______ Bag(s) $$</td>
</tr>
<tr>
<td>OTHER*(Be Specific) $______ $$</td>
</tr>
<tr>
<td>TOTAL $______ $$</td>
</tr>
</tbody>
</table>

**FINANCE OFFICE USE ONLY**

| CHECK/ATTACHED AMOUNT $______ |
| DATE ________________________ |

**ADVANCE WILL BE ISSUED NO EARLIER THAN TWO WEEKS PRIOR TO TRIP**

<table>
<thead>
<tr>
<th>FINAL EXPENSE REPORT</th>
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</thead>
<tbody>
<tr>
<td>LODGING* $______ $______</td>
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<tr>
<td>FOOD* $______ $______</td>
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<tr>
<td>MILEAGE $______ $______</td>
</tr>
<tr>
<td>BAGGAGE FEE** $______ $______</td>
</tr>
<tr>
<td>OTHER*(Be Specific) $______ $______</td>
</tr>
<tr>
<td>TOTAL $______ $______</td>
</tr>
</tbody>
</table>

**FINANCE OFFICE USE ONLY**

| TOTAL EXPENSE $______ |
| ADVANCE $______ |
| DUE TO STAFF MEMBER $______ |
| RECEIVED $______ CHECK #______ |
| INITIALS _______ DATE _______

- Under the Final Expense Report/Allowable Expense column, the amounts that need to be recorded are those from the advance requested.
- Under the Final Expense Report/Actual Expense column the amounts that need to be recorded are those actually spent.
- Staff Member, Supervisor, and Budget Manager (if different from Supervisor) signatures are required.

The Final Expense report will need to include the backup documentation for the following items:

- ✔ Itemized hotel lodging receipt
- ✔ Meal receipts for Supervisors review and approval (Receipts to be filed at campus/dept.)
- ✔ Baggage fee receipts
- ✔ Rental car receipt
- ✔ Taxi receipts
- ✔ Any other expense that is being claimed on the form.
PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT

STAFF MEMBER ______________________ VENDOR # ________ PO# ________
SCHOOL/DEPARTMENT ______________________ POSITION HELD ______
TYPE OF CONFERENCE (INFO ATTACHED) ______ CITY/STATE ______ DEPARTURE DATE ______
NAMES OF OTHER STAFF MEMBERS ATTENDING ______ RETURN DATE ______
SUBSTITUTE TEACHER REQUIRED FOR ______ DAYS ______ TRIP REQUESTED BY ______

BUDGET UNIT ______________________ ACCOUNT ______________________ AMOUNT ______________________

READ REGULATIONS ON REVERSE SIDE

<table>
<thead>
<tr>
<th>ADVANCE REQUESTED</th>
<th>SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>LODGING $ x Day(s) $</td>
<td>STAFF MEMBER ______</td>
</tr>
<tr>
<td>FOOD $ x Day(s) $</td>
<td>SUPERVISOR ______</td>
</tr>
<tr>
<td>MILEAGE $ x Miles $</td>
<td>BUDGET MANAGER ______</td>
</tr>
<tr>
<td>BAGGAGE FEE** $ x Bag(s) $</td>
<td></td>
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<tr>
<td>OTHER* (Be Specific) $</td>
<td></td>
</tr>
<tr>
<td>TOTAL $</td>
<td></td>
</tr>
</tbody>
</table>

FINANCE OFFICE USE ONLY
CHECK/EFT NO ______ AMOUNT $ ______ DATE ______

ADVANCE WILL BE ISSUED NO EARLIER THAN TWO WEEKS PRIOR TO TRIP

FINAL EXPENSE REPORT

<table>
<thead>
<tr>
<th>ALLOWABLE EXPENSE</th>
<th>ACTUAL EXPENSE</th>
<th>SIGNATURES</th>
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</thead>
<tbody>
<tr>
<td>LODGING* $</td>
<td>$</td>
<td>STAFF MEMBER ______</td>
</tr>
<tr>
<td>FOOD* $</td>
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<tr>
<td>ADVANCE $</td>
<td></td>
</tr>
<tr>
<td>DUE TO STAFF MEMBER $</td>
<td></td>
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<tr>
<td>DUE FROM STAFF MEMBER $</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>INITIALS ______ DATE</td>
<td></td>
</tr>
</tbody>
</table>

*ATTACH BILLS, RECEIPTS, ITEMIZED LIST, ETC.
COMPLETE ONLY IF PAID BY THE STAFF MEMBER
**COMPLETE ONLY IF FLIGHT TRAVEL REQUIRED

26.1102 (11/2012)
PROFESSIONAL TRIP REGULATIONS

All staff members planning to take a professional trip out of the Houston area and who are requesting an advance and/or reimbursement of expenses must submit a PROFESSIONAL TRIP AUTHORIZATION AND EXPENSE REPORT at least two weeks prior to trip. All applicable signatures must be obtained. A purchase order will be created for the expenses requested. The form will be distributed as follows:

- Original: Returned to staff member with the advance check to be submitted as final expense report.
- Yellow: Returned to staff member with the advance check. Must be completed and returned to the Finance Office within 10 days after completion of the trip.
- Pink: Filed in Finance Office with copy of advanced check.

* THE FINAL EXPENSE REPORT SECTION MUST BE COMPLETED AND RETURNED TO THE FINANCE OFFICE WITH APPROPRIATE DOCUMENTATION EVEN IF NO ADDITIONAL REIMBURSEMENT IS REQUESTED.

Trip expenses will be reimbursed on the following basis:

**HOTEL:** Staff members attending the same event are expected to share rooms whenever appropriate. Staff members must provide the hotel with a Texas Hotel Tax Exemption form. Texas sales tax will not be reimbursed. Reimbursements will be made from an itemized hotel bill only. This is the responsibility of the staff member.

**MEALS:** An overnight stay is required. Meals will be reimbursed based on the actual amount expended on meals, not to exceed $40.00 per day. Schools and departments may set a lower per diem basis as budget limitations dictate.

**TRANSPORTATION:** Transportation to an event will be based on a 150 air miles standard. All trips within 150 miles of the GMA Leadership Center will be by automobile and all other trips above 150 miles will be by air, unless the Superintendent, Associate Superintendent, Area Superintendent or Athletic Director determines a special exception exists.

1. **PERSONAL AUTOMOBILE:** Personal automobile travel will be reimbursed at the annually approved IRS mileage rate. Multiple staff attending the same event is expected to travel in one automobile whenever possible. This will include approved trips exceeding 150 miles.
2. **AIRFARE:** All airline ticketing will be done through SISD Travel Services. Airfare is reimbursed at the coach fare when extenuating circumstances are pre-approved.
3. **TAXI/SHUTTLE:** Exact cost with receipt.
4. **RENTAL AUTOMOBILE:** Rental automobiles of a midsize or lower rate through SISD Travel Services when approved in advance by the Budget Manager.

**PARKING AND TOLLS:** Parking and tolls will be reimbursed at the exact cost with receipt.

**NO REIMBURSEMENT:** No reimbursement will be made for non-District fax, cleaning, entertainment, in-room movies, alcohol, souvenirs, or spousal/family expenses.

**REGISTRATION:** When possible, is to be paid directly to the conference or vendor with a Direct Pay Purchase Order. This is not normally included in a travel advance. Reimbursement to staff member will be made with proof of payment.

26.1102 (11/2012)
Bus Requests

I. Funding

1. Transportation for all activities must be funded through your program’s PVA transportation allotment.
2. Additional bus requests that exceed your program’s transportation allotment must be funded by the campus, campus activity account, or booster club.
3. Special transportation requests may be submitted to the PVA office and may be approved depending on the availability of funds.

II. Access to Trip Direct/School Dude

4. If you are new to the district or need a bus request account, please email Rosalind Goudeau, transportation department field trip coordinator, at rgoudeau@springisd.org.

III. Entering Bus Requests

1. Please see the instructions on the next page.
Field Trips

Transportation in support of field trips and athletic trips may be requested through the Transportation Department. Once services are provided, the cost is charged back to the campus at the rate of $4.98 per mile. (This rate is subject to change annually as a result of the annual Texas Education Agency Transportation Operations Report.) Trip mileage is calculated from the Transportation Department as the departure point back to the Transportation Department upon completion of the trip.

Requests

Requests are entered online through SchoolDude’s Trip Direct module at www.myschoolbuilding.com. Requests must be entered at least ten (10) business days prior to the date of the trip. The Trip Direct system requires that all administrative approvals are completed and an appropriate budget code is entered before the trip can be scheduled.

Field Trip Availability

Home-to-school route services take priority over all other transportation needs. As such, field trip requests should be scheduled in accordance with the following times:

Trips During the School Day  Depart at 9:00 am  Return by 2:00 pm

Trips After School  Depart no earlier than 4:45 pm

Consideration will be given to accommodate trip requests for UIL competitions and CTE programs.

A coach or teacher who is licensed and certified to drive a school bus may be used to drive a trip that conflicts with the time schedule restrictions above. For special considerations/requests, contact Rosalind Goudeau in the Transportation Department.

Confirmations

All field trips must be confirmed by telephone or email with Rosalind Goudeau, Field Trip Coordinator, at least 48 hours in advance of the trip.

Changes and Cancellations

Field trip changes and cancellations must be made in writing via email with Rosalind Goudeau, Field Trip Coordinator at least 24 hours in advance of the trip. Trips that are not cancelled before the bus arrives on site at the campus will incur a charge of $30.00 (for weekday trips) and $45.00 (for Saturday trips).
Re: Field Trip Quick Guide Request
1 message

ROSALIND GREGORY GOUDEAU <rgoudeau@springisd.org> Tue, Jul 25, 2017 at 10:08 AM
To: SUE MALOY <slavikka@springisd.org>
Cc: DAVID LANDGREBE <DLANDGRE@springisd.org>

This is the opening paragraph: Thanks for using our internet service to submit your trip request. With the exception of Coach driven trips, Field Trips that occur during regular school hours Monday through Friday, 9:00 a.m.-2:00 p.m. with the exception of Non-UIL trips that occur after school hours Monday through Friday should be scheduled to depart no earlier than 4:30 p.m. If you must leave during these times, please arrange for a coach to drop the trip and a driver can be assigned to pick up the trip later in the evening if needed. Field Trips should not be scheduled on the days STAARS Tests are administered and the last day of school. (IF THIS IS A COACH OR CDL DRIVER, DRIVEN TRIP, PLEASE ADD THE NAME OF THE DRIVER IN THE EDUCATIONAL OBJECTIVE AREA & PLEASE ALWAYS CONFIRM YOUR TRIP WITH THE TRIP ID#) If you have any questions, please call Rosalind Goudeau at 281-891-6490 my direct EXT 513099 😊 P

On Tue, Jul 25, 2017 at 8:26 AM, SUE MALOY <slavikka@springisd.org> wrote:

Good Morning Rosalind,

Can you send me an updated copy of the Field Trip Quick Guide? We want to put it in our PVA handbook for everyone this year.

Thank you,

Sue

--

Sue Maloy
Secretary to Joe Clark, Director of Performing and Visual Arts
Spring ISD- Gordon M. Anderson Leadership Center
16717 Ella Blvd., Houston, TX 77090

Phone: 281-891-6125 Fax: 281-891-6126

slavikka@springisd.org

--

Rosalind G. Goudeau
Field Trip Coordinator
Spring ISD - Transportation Department
341 E. Rihey Rd., Bldg. B.
Houston, TX 77073
Work Hours are 9:00 a.m. - 6:30p.m.
office 281-891-6490 ext. 513099 fax 281-891-6530
cell 713-884-5007
rgoudeau@springisd.org
FIELD TRIP GUIDELINES & PROCEDURES 2017-18
For Administrators, Sponsors & Coaches

Submitting Field Trip Requests:

1. All field trip requisitions must be entered at www.myschoolbuilding.com, at least 10 business days prior to the date of the event. Last minute trips must be entered by your campus administrator. We cannot guarantee the availability of a driver for trips received after the 10 day window.
2. All requisitions must have the appropriate approvals through www.myschoolbuilding.com, and budget code before they can be scheduled.
3. Trips that occur during regular school hours Monday through Friday should be scheduled to depart and return between the hours of 9:00 a.m. and 2:00 p.m. Regular bus routes must be our first priority. Trips requested that are not scheduled between these times will be approved based on available resources (buses and drivers), and "first come first served."
4. Field Trips should not be scheduled on the days STAAR Tests are being administered.
5. Non-UIL trips that occur after school hours Monday through Friday should be scheduled to depart no earlier than 4:45 p.m. Please arrange for a coach to drop the trip if you must leave earlier than 4:45 p.m. We can arrange for a driver to pick up the trip later in the evening if needed.
6. Trips requested that are not scheduled between these times will be approved on available resources (buses and drivers), and "first come first served." It may be necessary to adjust trip times to accommodate your request.
7. No Field Trips the Last Day of School.

Field Trip Bus Availability:

The Transportation Department will make UIL & CTE buses available between the hours of 7:00 a.m. and 3:30 a.m. and between 2:00 p.m. and 5:00 p.m. Please schedule buses for only the actual time needed for the activity. We will attempt to provide buses for lunch/dinner, etc.; however, we can only guarantee the activity itself. Please do not assume a bus & driver will be available to take you to lunch or dinner unless it has been confirmed by the Field Trip Coordinator in advance.

Field Trip Confirmation, Changes and Cancellations:

Field Trips must be confirmed 48 hours prior to the date of the event, either by phone or e-mail to the Field Trip Coordinator.

Field trip changes and cancellations must be in writing. These must be e-mailed to the Transportation Field Trip Coordinator - Rgoudeau@springisd.org at least 24 business hours prior to the date of the trip. A charge of $30.00 per bus for school days and $45.00 per bus for Saturday's will be charged to the requisitioning campus for all trips that are not cancelled before the bus/buses arrive(s) at the campus.
Bus Trip Costs:

1. All extracurricular trips are currently charged at a rate of $4.98 per mile. This rate is reviewed and subject to change annually.
2. All mileage is calculated from Transportation to destination and back to Transportation.
3. Field Trip buses are now equipped with EZ Tags. If an EZ tag is used, these charges will be added to your field trip billing.

Sponsored Trips:

1. At least one sponsor/coach/teacher must be on each bus. Sponsors are to assist the driver with managing the students and are required to maintain a safe, orderly atmosphere on the bus, and supervise clean-up; post trip. When possible, sponsors should be seated in the front and rear of the bus. A seating chart should be prepared in advance and given to the driver at the time of boarding.
2. The sponsor is in charge of the field trip. The driver is in charge of the bus. Drivers should not be asked to watch over or be responsible for items left on the bus or to sit with students. Students should remain with the group and no items should be left on the bus that may be needed during the event with the exception of lunches.
3. Students should exit and enter through the front passenger door only. The rear door exit is for emergency purposes only.
4. The driver and sponsor should agree on a departure time and location. Departure time should enable the bus/driver to be back in district by 2:00 p.m. for routes. Sponsors should not ask drivers to stay later or go anywhere not pre-approved or designated on the trip requisition.
5. All lunch destinations should be listed on the trip requisition form.
6. Lunches, lunch boxes, uniforms, athletic equipment, etc., should never block the back door, aisle or windows of the bus. If possible, when parents escort the trip in personal vehicles, lunch items should be transported with them.
7. If the driver plans to leave for any reason, he will notify the sponsor where he/she is going and when they will return. The driver and sponsor should exchange cell phone numbers in case of emergency.
8. Sponsors, coaches, teachers, or students may not be picked up at or taken to their home. Trips start and end at the campuses.
9. School age children of sponsors are allowed to ride on the bus with the permission of a School Administrator, on a space available basis. They must follow all safety rules and are the sole responsibility of the parent.
10. Drivers are responsible for destination directions and information. Sponsors, coaches and teachers should discuss any particular concerns with transportation at least 48 hours in advance of the trip.
11. Buses should be returned clean - swept, trash emptied, with windows raised.
12. If the bus has unpreventable cleaning issues such as a muddy floor due to a wet and rainy track meet, etc., and cannot be cleaned upon return, the coach/driver/sponsor should report this to the shop foreman immediately upon return. A $25.00 cleaning fee will be added to the trip charges for failure to comply.
Coach Driven Trips:

All rules listed above apply with the exception/addition of the items listed below.

1. At no time should students disembarking the bus be allowed to exit or jump out of, the back emergency exit doors. If equipment must be loaded or unloaded through the emergency back door exit, one student should remain inside and one should exit through the passenger door and assist from the outside.
2. Any non-emergency mechanical issues noted during the trip should be reported immediately upon return to the transportation center.
3. Any mechanical issue needing immediate attention should be reported to the persons/numbers listed on the trip requisition.
4. Trip buses are also used on routes and should be returned clean - trash emptied, floors swept, windows raised, and in a manner ready for use the next morning/route. A cleaning fee of $25.00 may be deducted from the trip pay for failure to comply. If the bus assigned to you is not clean upon arrival, please report this to the transportation department.
5. Pre-trip and post-trip inspections are required. This form is included in your field trip packet and should be completed & returned with the field trip ticket.
6. State Law requires you have a seating chart and present evacuation procedures to your group before proceeding on your field trip. A seating chart and Evacuation Script is included in your packet.
7. Mileage must be recorded on the field trip ticket. Mileage should begin and end at Transportation.
8. Failure to complete paperwork may result in delayed pay.
9. Any accident or incident should be reported to proper authorities, including Transportation, immediately upon occurring.

Final Reminders:

Please ensure that all sponsors understand and abide by the following reminders:

- The driver is responsible for the safety and well being of the students being transported and all instructions should be adhered to.
- The driver is a fellow professional and should be treated with respect and dignity at all times.
- Students should observe and obey all safety rules posted.
- Students should enter, ride and exit in a safe, orderly manner. The bus driver may refuse to transport any students until all students are safely seated, noise is at an appropriate level for the driver to drive safely and order has been maintained.
- Do not allow eating or drinking on the bus unless pre-approved through the Transportation department. Please plan for proper clean up during and after the trip.
- Do not allow students to change clothing during the trip, be up and moving about, or to spray substances such as hair spray or cologne during the trip. All students and sponsors should be properly seated during the trip.
- Please do not allow students to sing or play musical instruments unless pre-approved by the driver.
- Please plan trips with travel and traffic time in mind so as to arrive promptly and return in time for routes. The maximum speed our buses can travel is 50 m.p.h.
- Please do not request a certain driver. Trips are assigned on a rotation basis.
- Please report any driver/bus concerns to the Director of Transportation.
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Driver Signature

Driver Name (Print)
For further information, questions, concerns, or problems please call:

Rosalind Goudeau
Field Trip Coordinator
281-891-6490
713-884-5007
EXT# 513099

Keith Kaup
Director
281-891-6490

Kathy Barny
Assistant Director
281-891-6490
281-891-6496

Renee Davis
Supervisor
281-891-6490
281-891-6495

Nora Cepda, Tim Pullings, Valarie Blaha
Routing Coordinators
281-891-6490

Kevin Kreitz
Fleet Manager
281-891-6547
281-216-8393

Mechanical Technician
Mike Durr 832-696-3901
Jesse Bankston 936-777-5858
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Driver Signature

Driver Name (Print)
Quick Step Guide for TripDirect Requesters

How to Register/Log in

1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Press the Enter key or click on Go. Enter the account number 312914877 then click on Submit Organization. Or you can use the following link to access the login page:

https://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctNum=312914877

HELPFUL INFORMATION: You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

2) You will be prompted to enter your email address then click Submit. If you have been to this website before and have entered a trip request into the system, you are already registered as a user. Enter your email address then proceed to page 2, “How to Submit a request”.

   Welcome! To begin, please enter your email address below.

   Email Address requester@dude.nett
   Submit

3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click Submit to continue.

   Email Address requester@dude.nett
   We cannot find the indicated email address.
   Please either correct the email address or enter your last name below if you are a new requester.
   Last Name Smith
   Submit

4) Enter your first name then click Submit. The Phone, Cell Number, and Pager fields are optional; however you may be required to enter your phone number on the next page.

   First Name ☑ Requester
   Email Address ☑ requester@dude.nett
   Phone Number
   Cellular Phone
   Last Name ☑ Smith
   Pager
   Submit
How to Submit a Request

- Make sure you are on the Trip Request tab at the top of the screen.

NOTE: ANY FIELD MARKED WITH ☑ IS A REQUIRED FIELD

- The Booked By section will be filled in with your contact information according to how it was entered upon registration.
- Most of the fields within the Booking Details section are "required", such as the Trip Name, departing Location, and Organization. You may also need to select a Budget Code (if available).

- Select the Transportation Type that is needed for your trip. Click on the icon next to the Transportation Type description to select it.

- Enter the Trip Contact. Check the box next to Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information if you are going to be the contact person for the trip.
- Enter the Number of Students.
- You can add additional information for the trip in the Faculty, Supervising Adults, Educational Objective, and Special Needs and/or Trip Requirements boxes.
- Once the trip request form is completed, enter the submittal password of: Trips
- Click on the Submit Request button.
My Requests Tab

You can view any requests that you have entered into the system by clicking on the My Requests tab. Hover your mouse over the Shortcuts link and click on My Trip Requests. You will see a listing of any request that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

On this screen you will see up-to-date information on your request including:

- Status
- Trip ID number for referencing.
- The Departure and Return Dates and Times.
- Estimated and actual costs associated with the trip.
- The trip contact person.

TIPS:

- You can search for any trip request by typing in a keyword in the box next to Search this results for then click on GO. This will pull up any of your requests according to the keyword that you searched for. (Example: If you types in “Athletics”, it would have pulled up any request dealing with Athletics).
- Click on the Trip Request Tab to enter a new request.
Need Help?

There are several ways to get help for any questions that you may have. Click on the Help link located in the upper right hand corner of your screen.

Once you click on Help link, you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the TripDirect Requester Manual as well as being able to access the Online Help page.

If you select the TD Requester Online Help option you can click on the links under the Table of Contents heading. These headings will explain further how to navigate through the MySchoolBuilding.com page.

Entering a request

To enter a field trip request, make sure that you are on the Trip Request tab at the top of the screen. If you are not, simply click on the tab to access the trip request form. *All fields with a red check box[c] are required and must be filled out in order to submit the request:

- The Booked By fields will already be filled in with your information.
- Enter the Trip Name and the Trip Destination.
- Select the departure Location and your Organization from the drop down lists.
- Enter the Departure and Return Dates as well as the Departure and Return Times (remember to select AM or PM.)
- If the Budget Code field is provided, select the appropriate code for your trip.
- Select the Transportation Type that best suits your needs for this trip.
- Enter the Trip Contact information. If it is your Information, check the box to use the Booked By Information.
- Enter the Attendee Information and add any necessary Notes.
- The last step on the request form is to enter the Submit Request Password. Contact your administrator, if you do not already have this password. Click Submit Request at the bottom of the form to enter your request.
Purchasing Procedures

The PVA office will fund some district wide events. Events that involve only your school should be funded by your campus PVA budget or activity account. For purchases made with your PVA budget, please be advised that strict purchasing procedures will be followed. You will be required to follow the procedures listed below. Failure to follow these procedures will place you in violation of School Board Policy.

1. Submit requests to the PVA for approval at least 20 business days prior to ordering need. The requests should be submitted on the electronic purchase order request form.
2. An official quote from a preferred vendor is needed for every purchase order request.
   a. An order form may not replace a quote.
   b. “Shopping cart” quotes are not accepted by the procurement office.
   c. Each quote must include the total cost including a shipping estimate (if needed).
3. You will be notified in writing upon approval/denial of your request from the PVA department.
4. Upon approval of your request, the PVA office will enter a purchase order into the system. This is not a green light to receive merchandise/services. You must wait to receive formal confirmation of your purchase order number.
5. Final approval of a purchase order is given only by the Purchasing Department. This process should be allowed a minimum of 5 business days after the PVA office creates the PO request.
6. Once you receive your approved purchase order, you are responsible for placing the order.
7. All merchandise is shipped directly to your campus. Once you receive the merchandise, you must send all final paperwork including an invoice to the PVA office. Finance will not release payment until all final documents are received and processed. Invoices or receipts received without purchase orders will not be paid by the district.
8. Blanket POs are no longer exist for PVA programs. All purchases (including all music vendors and royalty providers) require the creation of a purchase order prior to placing an order.

Purchasing requirements are district policy and will be adhered to strictly. These procedures insure district payment.
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THIS DOCUMENT IS NOT A PURCHASE ORDER.
ALL REGULAR PURCHASE ORDERS CARRY THE DISTRICT SEAL.

26.1204 (REV.) 10/01
SPRING INDEPENDENT SCHOOL DISTRICT
REQUEST FOR OFFICE SUPPLIES

SCHOOL/DEPARTMENT: DATE:

DELIVERY ADDRESS:

CONTACT PERSON: PHONE: EMAIL:

DANIEL OFFICE PRODUCTS PH: 281-292-3355 FAX: 281-292-3430

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TOTAL

Special Instructions/Comments (if applicable):

BUDGET CODE: ACCOUNT CODE:

APPROVAL NAME / TITLE (Principal or Department Head):

APPROVAL SIGNATURE: ____________________________

Rev. 02/01/2016
WAREHOUSE INVENTORY REQUISITION

NAME ___________________________________ DEPARTMENT ___________________________________

DATE __________________________ BUDGET CODE __________________________

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REMARKS

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ORIGINATOR ___________________ DATE ___________ PRINCIPAL ___________ DATE ___________
Memorandum

To: New Spring ISD Vendors  
From: Paul Young, Director – Purchasing/Contracts  
Re: New Vendor Packet

All new vendors seeking to do business with Spring Independent School District (Spring ISD) must complete and submit a New Vendor Packet prior to engaging with the District. The New Vendor Packet consists of the following documents:

1. **Vendor Information Form** *(required of all vendors)*;

2. **Conflict of Interest Questionnaire – Form CIQ** *(required only if a conflict of interest exists that must be disclosed, as stipulated by Chapter 176, Local Government Code)*;

3. **Felony Conviction Statement Notice** *(required of all vendors, as stipulated by Texas Senate Bill No. 1, Section 44.034)*

4. **Senate Bill 9 Contractor/Subcontractor Certification Form(s)** *(required of vendors and their subcontractors involved in providing a service to Spring ISD within District grounds)*;

5. **Form W-9** *(required of all vendors)*.

The completed vendor packet must be submitted to the attention of Erica Banda (Buyer Assistant) via fax at (281) 891-6466 or email at ebanda@springisd.org. If a Spring ISD representative requested that you submit this vendor packet, please include the name of the individual on your fax or email. Upon receipt of all required documents, you and/or your entity will be set up in the vendor database within Spring ISD’s financial system. Please be aware that being set up as a vendor in this database does not necessarily signify that you or your entity is either an “authorized” or “contracted vendor”.

**Spring ISD e-Bid System Registration:**

Spring ISD uses a Web-based bidding system (e-Bid System) that includes an electronic process for vendor registration and bidding. Existing and potential vendors/suppliers interested in competing in the formal bidding process for competitively awarded contracts must register in the Spring ISD eBid System at https://springisd.inwave.net/Login.aspx, to be included in the Bidders List and to receive automated notifications of new bid opportunities based the categories of commodities they have selected.

To view a list of the contracted goods and/or services normally awarded by Spring ISD through a formal bidding process, please visit the following website: https://web.springisd.org/purchasing/.

Sincerely,

Paul Young  
Director – Purchasing/Contracts
Spring Independent School District
Vendor Information Form

Trade Name (dba): ____________________________________________________________

Legal Name (if different): __________________________________________________

Website: ___________________________________________________________________

Primary Address (Headquarters):
City: ___________________________ State: ________ Zip Code: ________________
Country: ________________________
Phone: (____) _______ - ___________ Fax: (____) _______ - ___________

Remittance Address (For Payments):
City: ___________________________ State: ________ Zip Code: ________________
Country: ________________________
Phone: (____) _______ - ___________ Fax: (____) _______ - ___________

Primary Contact Name (Account Rep.):
Title: ___________________________________________________________________
City: ___________________________ State: ________ Zip Code: ________________
Country (If other than U.S.A.): _____________________________________________
Email: ___________________________________________________________________
Phone: (____) _______ - ___________ Fax: (____) _______ - ___________

Category of goods and/or services provided by your company:
_______________________________________________________________________

Business Type (Check All that Apply):
☐ Retailer
☐ Wholesaler
☐ Manufacturer
☐ Distributor
☐ Independent Contractor
☐ Consultant
☐ Service Provider
☐ Manufacturer Agent
☐ Broker

Years in Business: ________ No. of Employees Nationwide: ______ No. of Employees in Texas: ______

Company name that will be shown on your invoice for payment:
_______________________________________________________________________

Contact name, email address, and phone number where Purchase Orders (P.O.’s) are to be submitted for order processing:
_______________________________________________________________________

Special instructions to be referenced on P.O.’s – if any (e.g. Bid #; Vendor contract #, etc):
_______________________________________________________________________

_______________________________________________________________________
CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

VENDOR INSTRUCTIONS

BACKGROUND:

In accordance with Chapter 176, Local Government Code, the enclosed Conflict of Interest Questionnaire (Form CIQ) must be completed by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A complete copy of Chapter 176 of the Texas Local Government Code may be found at the following website: http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm

VENDOR / INDEPENDENT CONTRACTOR INSTRUCTIONS: The next 2 pages include a copy of the Conflict of Interest Questionnaire (Form CIQ) and further information to assist vendors/Providers in determining whether they meet the criteria that requires them to complete and file this form with the school district.

The following websites are provided to better assist vendors in determining whether a conflict of interest exists with any local government officer of Spring ISD:

- **Board of Trustees:** A current listing of Spring ISD’s Board of Trustees is available on the District’s website at the following URL address: http://www.springisd.org/default.aspx?name=board.trustees

- **Superintendent’s Cabinet:** A current listing of Spring ISD’s Superintendent’s Cabinet is available on the District’s website at the following URL address: http://www.springisd.org/default.aspx?name=cabinet

- **Other District Staff:** A current listing of Spring ISD’s Principals, Assistant Principals, Directors and above is available on the attached EXHIBIT A – SPRING ISD LOCAL GOVERNMENT OFFICERS.

**Form Submission Instructions:** Vendors that meet the criteria for disclosing a conflict of interest must submit a completed questionnaire (Form CIQ) to the District’s Procurement Office either via email at contracts@springisd.org or via U.S. First Class mail to the following address: Spring Independent School District, Procurement Services Office, Attn: Conflict of Interest Disclosures, 16717 Ella Blvd., Houston, TX 77090.

v. 6.29.2016
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who
has a business relationship as defined by Section 176.002(1-a) with a local governmental entity and the
vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later
than the 7th business day after the date the vendor becomes aware of facts that require the statement to be
filed. See Section 176.009(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An
offense under this section is a misdemeanor.

1. Name of vendor who has a business relationship with local governmental entity.

2. □ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated
   completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which
   you became aware that the originally filed questionnaire was incomplete or inaccurate.

3. Name of local government officer about whom the information is being disclosed.
   
   __________________________
   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the
   officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer.
   Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form
   CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income,
      other than investment income, from the vendor?
      □ Yes □ No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction
      of the local government officer or a family member of the officer AND the taxable income is not received from the
      local governmental entity?
      □ Yes □ No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or
   other business entity with respect to which the local government officer serves as an officer or director, or holds an
   ownership interest of one percent or more.

6. □ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts
   as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. __________________________
   Signature of vendor doing business with the governmental entity
   __________________________
   Date

Form provided by Texas Ethics Commission
www.ethics.state.tx.us
Revised 11/30/2015

v. 6.29.2016
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/html/L.G.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:
(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:
(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor;
(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.008(a) and (a-1)
(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
(B) that the vendor has given one or more gifts described by Subsection (a); or
(C) a family relationship with a local government officer.
## EXHIBIT A - SPRING ISD LOCAL GOVERNMENT OFFICERS

- **Provided to Vendors/Contractors for purposes of Form CIQ** -

- Updated July 11, 2016

### Campus Administrators (Assistant Principals and Above) - In Ascending Order by Last Name

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SPRING INDEPENDENT SCHOOL DISTRICT

FELONY CONVICTION STATEMENT NOTICE

State of Texas Legislative Senate Bill No. 1 Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into an agreement with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony".

Subsection (b) states "a school district may terminate the agreement with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a), or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract".

Subsection (c) states "this section does not apply to a publicly held corporation".

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

Contractor's Name/Company Name: ________________________________

Authorized Official's Name (Printed or Typed): ________________________________

You must select one and sign below:

☐ Firm is a publicly held corporation; therefore the above reporting requirement does not apply per Section 44.034, Texas Education Code, Subsection (c).

☐ Contractor/Firm is not owned nor operated by anyone who has been convicted of a felony.

☐ Contractor/Firm is operated or owned by the following individual(s) who have been convicted of a felony:

Name of Individual(s): ________________________________

Detail of Conviction(s): ________________________________

(Aattach additional pages if necessary.)

Signature of Company Official: ________________________________

Date: __________________
SB 9 Contractor Certification: Contractor Employees

Background: Texas Education Code Chapter 22 requires entities that contract with school districts to obtain criminal history records on covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Contractors must certify to Spring ISD that they have complied and must obtain similar certifications from their subcontractors. See SB 9 Contractor Certification: Subcontractor attachment. The law requires each contractor to obtain the criminal histories of its covered employees. For more information or to set up an account, a contractor should contact the Texas Department of Public Safety’s Crime Records Service at 512.424.2474.

Definitions:
Covered employees: Employees of a contractor who have or will have continuing duties related to the service to be performed at a school district and have or will have direct contact with students. Spring ISD will be the final arbiter of what constitutes continuing duties and direct contact with students.

Disqualifying criminal history: (1) a conviction or other criminal history information designated by Spring ISD; (2) a felony or misdemeanor offense that would prevent a person from being employed under Texas Education Code § 22.085(a), that is: if at the time of the offense, the victim was under 18 or was enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense on conviction for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an offense under federal law or the laws of another state that is equivalent to (a) or (b).

On behalf of __________________________ (“Contractor”), I, the undersigned authorized signatory for Contractor, certify to Spring Independent School District (“Spring ISD”) that [check one]:

[ ] None of Contractor’s employees are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that its employees will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

[ ] Some or all of Contractor’s employees are covered employees. If this box is checked, I further certify that:

1. Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

2. If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify Spring ISD in writing within 3 business days.

3. Upon request, Contractor will provide Spring ISD with the name and any other requested information of covered employees so that Spring ISD may obtain criminal history record information on the covered employees.

If Spring ISD objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at Spring ISD.

I also certify to Spring ISD on behalf of Contractor that Contractor has obtained certifications from its subcontractors of compliance with Texas Education Code, Chapter 22. Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

__________________________  __________________________  ________________
Signature                     Title                          Date
SB 9 Contractor Certification: Subcontractor

Background: Texas Education Code Chapter 22 requires entities that contract with school district contractors to obtain criminal history records regarding covered employees. Covered employees with disqualifying criminal histories are prohibited from serving at a school district. Subcontractors must certify to Spring ISD and to the contractor that they have complied. The law requires each subcontractor to obtain the criminal histories of its covered employees. For more information or to set up an account, a contractor should contact the Texas Department of Public Safety's Crime Records Service at 512.424.2474.

Definitions:
Covered employees: Employees of a subcontractor who have or will have continuing duties related to the service to be performed at a school district and have or will have direct contact with students. Spring ISD will be the final arbiter of what constitutes continuing duties and direct contact with students.

Disqualifying criminal history: (1) a conviction or other criminal history information designated by Spring ISD; (2) a felony or misdemeanor offense that would prevent a person from being employed under Texas Education Code § 22.085(a), that is: if at the time of the offense, the victim was under 18 or was enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense on conviction for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an offense under federal law or the laws of another state that is equivalent to (a) or (b).

Subcontractor has entered into a contract with [Contractor name] ("Contractor"), to provide services in connection with the contract between Spring Independent School District ("Spring ISD") and Contractor. I, the authorized signatory for Subcontractor, certify to Spring ISD and Contractor that [check one]:

[ ] None of Subcontractor's employees are covered employees, as defined above. If this box is checked, I further certify that Subcontractor has taken precautions or imposed conditions to ensure that its employees will not become covered employees. Subcontractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

[ ] Some or all of Subcontractor's employees are covered employees. If this box is checked, I further certify that:
1. Subcontractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.
2. If Subcontractor receives information that a covered employee subsequently has a reported criminal history, Subcontractor will immediately remove the covered employee from contract duties and notify Spring ISD in writing within 3 business days.
3. Upon request, Subcontractor will provide Spring ISD with the name and any other requested information of covered employees so that Spring ISD may obtain criminal history record information on the covered employees.

If Spring ISD objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Subcontractor agrees to discontinue using that covered employee to provide services at Spring ISD.

I also certify to Spring ISD and Contractor on behalf of Subcontractor that Subcontractor has obtained certifications from its subcontractors of compliance with Texas Education Code, Chapter 22. Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Subcontractor Signature ___________________________ Company Name, Title __________________________ Date __________________________
**Form W-9**

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

<table>
<thead>
<tr>
<th>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Business name/disregarded entity name, if different from above</td>
</tr>
<tr>
<td>3 Check appropriate box for federal tax classification; check only one of the following seven boxes:</td>
</tr>
<tr>
<td>Individual/sole proprietor or single-member LLC</td>
</tr>
<tr>
<td>Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)</td>
</tr>
<tr>
<td>Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</td>
</tr>
<tr>
<td>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)</td>
</tr>
<tr>
<td>Exempt payee code (if any)</td>
</tr>
<tr>
<td>Exemption from FATCA reporting code (if any)</td>
</tr>
<tr>
<td>Applies to passive assets maintained outside the U.S.</td>
</tr>
<tr>
<td>5 Address (number, street, and apt. or suite no.)</td>
</tr>
<tr>
<td>Requester's name and address (optional)</td>
</tr>
<tr>
<td>7 List account number(s) here (optional)</td>
</tr>
</tbody>
</table>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

### Sign Here

**Signature of U.S. person**

**Date**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irw.

**Purpose of Form**

An individual or entity (from W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-S (proceeds from real estate transactions)
- Form 1098-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1099-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

1. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

2. By signing the filled-out form, you:  
   1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
   2. Certify that you are not subject to backup withholding, or
   3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
   4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

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**Cat. No. 10231X**

**Form W-9** *(Rev. 12-2014)*
Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 to Form W-8332 (see Publication 55, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (and location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 2.5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8288.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 20% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payments and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your interest and dividend income on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II Instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 2 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payers and payments are exempt from backup withholding. See Exempt Payee Code on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payers are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payer if you are no longer an exempt payer and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $100 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Mise of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicants Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ, if you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document terminating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(b)(5)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.
Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the “Limited Liability Company” box and enter “P” in the space provided.

Limited Liability Company (LLC) that is a disregarded entity, do not check the “Limited Liability Company” box. Instead check the first box in line 3 “Individual/sole proprietor or single-member LLC.”

Line 4, Exemptions
If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.
- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(k)(3)
2—The United States or any of its agencies or instrumentalities
3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
5—A corporation
6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
7—A future commission merchant registered with the Commodity Futures Trading Commission
8—A real estate investment trust
9—An entity registered at all times during the tax year under the Investment Company Act of 1940
10—A common trust fund operated by a bank under section 584(a)
11—A financial institution
12—A middleman known in the investment community as a nominee or custodian
13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

<table>
<thead>
<tr>
<th>IF the payment is for...</th>
<th>THEN the payment is exempt for...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 4 and 6 through 11 and all C corporations. Corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $500 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt payees 1 through 5</td>
</tr>
<tr>
<td>Payments made in settlement of payment card or third party network transactions</td>
<td>Generally, exempt payees 1 through 5</td>
</tr>
</tbody>
</table>

Note: Enter “Applied For” means that you have already applied for a TIN or that you intend to apply for one soon.

Cautions: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.
Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-8. You may be requested to sign by the withholding agent even if items 1, 4, 5, or 6 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Except on payee code earlier.

Signature requirements. Complete the certification as indicated in Items 1 through 5 below.

1. Interest, dividend, and banker's exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and banker's exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requestor's trade or business for rents, royalties, goods, or similar services (other than for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network payments, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage Interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA, or HSA, contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:

Give name and SSN of:

1. Individual

The Individual

2. Two or more individuals (joint account)

The actual owner of the account or, if combined funds, the first individual on the account

3. Custodian account of a minor

The minor

4. The usual revocable savings trust (grantor is also trustee)

The grantor-trustee

5. Sole proprietorship or disregarded entity owned by an individual

The owner

6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4b(2)(j) (A))

The grantor

For this type of account:

Give name and EIN of:

7. Disregarded entity not owned by an individual

The owner

8. A valid trust, estate, or pension trust

Legal entity

9. Corporation or LLC electing corporate status on Form 8832 or Form 2553

The corporation

10. Association, club, religious, charitable, educational, or other tax-exempt organization

The organization

11. Partnership or multi-member LLC

The partnership

12. A broker or registered nominee

The broker or nominee

13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments

The public entity

14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4b(2)(j) (9))

The trust

You must show your individual name and you may also enter your business or DBA name on the "business name/disregarded entity" name line. You may use either your SSN or EIN if you have one, but the IRS encourages you to use your SSN.

List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 2.

Note. Grantor also must provide Form W-6 to trustee of trust.

Not if, no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by Identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-909-4440 or submit Form 14039.

For more information, see Publication 4557, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/IDD 1-800-982-4050.

Protect yourself from suspicious emails or phishing schemes. phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common activity is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.govidtheft or 1-877-438-4339.

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to other entities, states, the District of Columbia, and U.S. Commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3408, payees must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.
Texas Sales and Use Tax Exemption Certification
This certificate does not require a number to be valid.

Name of purchaser, firm or agency

**SPRING INDEPENDENT SCHOOL DISTRICT**

74-6002339

Address (Street & number, P.O. Box or Route number)
16717 Ella Blvd.

City, State, ZIP code:
Houston, Texas 77090

Phone (Area code and number)
281-691-6000

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller:

Street address: ___________________________  City, State, ZIP code: ___________________________

Description of Items to be purchased or on the attached order or invoice:

____________________________________________________________________________________

____________________________________________________________________________________

Purchaser claims this exemption for the following reason: **School District**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser:

Ann Westbrooks

Asst. Superintendent of Financial Services

Date:

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier.

Do not send the completed certificate to the Comptroller of Public Accounts.
SERVICES CONTRACT PACKET

Name of Contract Originator and Extension #: _______________________________________
Date(s) of services, if applicable: ________________________________________________

Name/Type of Agreement: _________________________________________________________
Name of Other Person and/or Entity: _______________________________________________

Before routing for review:
Verify you’re using the appropriate procurement method for this contract. If in doubt, contact Procurement Services, Purchasing/Contracts team at x6470 so your purchase is not delayed.

PLEASE COMPLETE REVIEW WITHIN THREE (3) BUSINESS DAYS OF RECEIPT.

Receipt Date: __________ Approving Officer/Asst. Supt.: ___________________ Date Approved: ________
Comments: _____ If Applicable ____________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Receipt Date: __________ Approving Cabinet Chief: ___________________ Date Approved: ________
List as many as applicable:
EVERY CHILD 2020 Key Imperative(s):
Comments: ________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Receipt Date: __________ Chief Financial Officer (approval as to funds): __________ Date Approved: ________
Comments: ________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

When applicable to fingerprinting:
Receipt Date: __________ Chief H.R. Officer (approval as to background check) __________ Date Approved: ________
Comments: ________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Receipt Date: __________ Legal Officer (approval as to form only) __________ Date Approved: ________
Comments: ________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

After final approval and signatures where indicated, please return all documents to the Office of the Chief of Staff.
SERVICES CONTRACT PACKET CHECKLIST

The table below lists the documents contained in this packet that require completion and identifies the party responsible for completing each document. Please maintain the documents in the same order and ensure they are filled out completely and accurately to avoid any delays in the processing of this Contract. **All documents are required unless marked “as applicable” in the table below, in which case such form(s) is to be completed when certain circumstances exist, as instructed on the respective form.**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Page No.</th>
<th>Party Responsible for Completing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Internal Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Services Contract Request Form</td>
<td>A1</td>
<td>Spring ISD Administrator</td>
</tr>
<tr>
<td>2. Local Public Official Conflict of Interest Disclosure Affidavit - Per Ch. 171, Local Government Code</td>
<td>A2</td>
<td>Spring ISD Administrator (Principal, Director, or above)</td>
</tr>
<tr>
<td>3. Local Government Officer Conflicts Disclosure Statement (Form CIS) - Per Ch. 176, Local Government Code</td>
<td>A3 - A4</td>
<td>Local Government Officer / Spring ISD Agent (as applicable)</td>
</tr>
<tr>
<td><strong>B. Services Contract</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Services Contract</td>
<td>B1 - B9</td>
<td>Spring ISD Administrator / Provider</td>
</tr>
<tr>
<td><strong>C. Provider Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Provider Information &amp; Qualifications</td>
<td>C1</td>
<td>All providers must complete</td>
</tr>
<tr>
<td>6. Form W-9</td>
<td>C2</td>
<td>All providers must complete</td>
</tr>
<tr>
<td>7. Felony Conviction Statement Notice</td>
<td>C3</td>
<td>All providers must complete</td>
</tr>
<tr>
<td>8. Conflict of Interest Questionnaire (Form CIQ) - Per Ch. 176, Local Government Code</td>
<td>C4 - C6</td>
<td>All providers must review and completion is required only if a conflict of interest exists that requires disclosure.</td>
</tr>
<tr>
<td>9. Independent Contractor Status Questionnaire</td>
<td>C7</td>
<td>Provider / Spring ISD HR dept (as applicable)</td>
</tr>
<tr>
<td>10. Criminal History Review Requirements &amp; Provider Instructions (Fingerprinting Requirements)</td>
<td>C8</td>
<td>All providers must review the criminal history review requirements associated with providing services involving continuing duties and direct contact with students.</td>
</tr>
<tr>
<td>11. Fingerprinting Documents for Providers Rendering Services through Staff (employees, agents, and/or subcontractors)</td>
<td>C9, C10, and C14</td>
<td>To be completed only by Providers offering services through employees, agents, or subcontractors (does not apply to independent contractors or single-person entities) and who will have an opportunity for direct contact with students.</td>
</tr>
<tr>
<td>12. Contractor Acknowledgement of Criminal History Review Requirements</td>
<td>C11</td>
<td>To be completed by all persons who will be providing services in the District and will have an opportunity for direct contact with students.</td>
</tr>
<tr>
<td>13. Fingerprinting Documents for Providers Rendering Services as Individuals/Sole Proprietors</td>
<td>C12 - C14</td>
<td>To be completed only by Providers offering services as an individual (independent contractors or single-person entities) and who will have an opportunity for direct contact with students.</td>
</tr>
</tbody>
</table>

**District Requirements:** Provider shall refrain from rendering any services to the District until this packet has been completed, the Services Contract has been executed by an authorized representative of both parties, and a duly authorized District Purchase Order has been received by the Provider for the services referenced in the enclosed Contract. Any questions regarding the District’s contracting process or any of the documents contained in this packet may be directed to the Director of Purchasing & Contracts at 281-891-8471 or via e-mail at contracts@springisd.org.
SERVICES CONTRACT REQUEST FORM  
(To be completed by Spring ISD Administrator)

1. School(s) / department requesting services:

2. General Description of services requested:

3. District location(s) where services to be provided (If multiple locations, then list each location involved):

4. Date(s)/date range services to be provided:

5. Provider's information:
   a. Business Name:
   b. Primary Contact Name / Title:
   c. Primary Contact Phone # / Email:

6. Funding information:
   a. Amount to be paid to Service Provider over full term of Contract:
   b. Budget Account Code:

7. Procurement method: Indicate the procurement method to be used to justify the engagement with the Service Provider.

   □ One (1) Vendor Quote (Contracts valued under $3,000)  □ Three (3) Vendor Quotes (Contracts valued between $3,000 and $50,000). Vendor quotes attached.

   □ Interlocal Agreement
     Comments (if any): ___________________________________________________________

   □ Purchasing Cooperative Contract
     Cooperative Name: ___________________________________________________________
     Cooperative Contract #

   □ District-Determined Professional Service (Approval documents attached)

   □ Contracts valued $50,000 and Over (Aggregate value over a 12-month period) - ** Board Approval Required **

8. Criminal history review requirements: Per Texas Education Code, Chapter 22, Spring ISD is required to review the criminal histories of a contractor who has, or will have, continuing duties related to a services agreement with the District AND direct contact with students. Spring ISD considers “continuing duties” to result from services spanning more than one (1) school day and “direct contact” to result from any activity that may provide substantial opportunity for verbal or physical interaction with students and that is not supervised by a professional district employee at ALL times (e.g. unsupervised coaching, tutoring, or other unsupervised services).

   a. Will the Service Provider have an opportunity to be in direct contact with students, as defined above? □ Yes □ No
   b. Will the Service Provider be rendering services beyond one (1) school day (“continuing duties”)? □ Yes □ No
   c. Will the Service Provider be under supervision by a professional district employee at ALL times? □ Yes □ No

---

Campus / Department Authorization – Principal / Administrator (Director or above)

School/Department: __________________________ Date: __________________________

Name (print): __________________________ Title: __________________________

Signature: __________________________
Local Public Official Conflict of Interest Disclosure Affidavit

This form to be completed by the Spring ISD Administrator: (Principal, Asst. Principal, Director, or above) requesting and/or authorizing the services related to the enclosed contract.

Texas Local Government Code Chapter 171

A local public official who exercises responsibilities beyond those that are advisory in nature and has a substantial interest in real property or a business entity considered for a District contract/purchase shall file, before any vote or decision on any matter involving the business entity or real property, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter.

Substantial Interest is defined as:

(1) Owning 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or $15,000 or more of the fair market value of the business entity, or

(2) Receiving funds from the business entity that exceed 10 percent of the local public official's gross income for the previous year, or

(3) Having a substantial interest in real property of the business if the interest is an equitable or legal ownership with a fair market value of $2,500 or more; or

(4) Being related to a person related to the official in the first degree of consanguinity (child or parent) or first degree of affinity (spouse, mother-in-law, father-in-law, son-in-law/daughter-in-law, stepson/stepdaughter, stepmother/stepfather) that has a substantial business interest. [Texas Government Code 573.002]

NOTE: A knowing violation of chapter 171 is a Class A misdemeanor, with a range of punishment being a fine not to exceed $4,000, confinement in jail not to exceed one year, or both.

a. Do you meet any of the criteria stated above?  Yes ☐  No ☐

b. If you answer yes, have you been involved in any part of the process to select the recommended vendor?  Yes ☐  No ☐

I certify to the best of my knowledge that the recommended purchase for goods or services supported by this document are necessary to support District operations.

Signature (Principal, Director, or Above)  Printed Name:  Title:

Date: __________________________

v. 01/31/2017
LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT (FORM CIS)

This form is to be completed only if a conflict of interest requiring disclosure exists, as described on page A4. The criteria for a conflict of interest requiring disclosure must be reviewed by all Local Government Officers (i.e., Spring ISD officers, employees, or agents) who exercised discretion in the planning, recommending, selecting, or contracting (including contract management) of the Service Provider associated with the enclosed contract (refer to next page for further information about this form).

<table>
<thead>
<tr>
<th>LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Instructions for completing and filing this form are provided on the next page.)</td>
</tr>
</tbody>
</table>

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This is to notify the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

<table>
<thead>
<tr>
<th>Name of Local Government Officer</th>
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</table>

<table>
<thead>
<tr>
<th>Office Held</th>
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</table>

<table>
<thead>
<tr>
<th>Name of vendor described by Sections 176.001(7) and 176.003(n), Local Government Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in Item 3 exceeds $100 during the 12-month period described by Section 176.003(a)(2)(B).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Gift Accepted</th>
<th>Description of Gift</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

(attach additional forms as necessary)

<table>
<thead>
<tr>
<th>AFFIDAVIT</th>
</tr>
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</table>

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

______________________________
Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said ________________________ , this the __________ day of ____________________, 20____ , to certify which, witness my hand and seal of office.

______________________________
Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

Form provided by Texas Ethics Commission
www.ethics.state.tx.us
Revised 11/20/2015
LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. **Name of Local Government Officer.** Enter the name of the local government officer filing this statement.

2. **Office Held.** Enter the name of the office held by the local government officer filing this statement.

3. **Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.

4. **Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in Item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.

5. **List gifts accepted, if the aggregate value of the gifts accepted from vendor named in Item 3 exceeds $100.** List gifts accepted during the 12-month period described by Section 176.003(a)(2)(B), Local Government Code by the local government officer or family member of the officer from the vendor named in Item 3 that in the aggregate exceed $100 in value.

6. **Affidavit.** Signature of local government officer.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as these terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:

(I) a contract between the local governmental entity and vendor has been executed; or

(II) the local governmental entity is considering entering into a contract with the vendor.
SIGNATURE PAGE FOR CONTRACTS UNDER $50,000

IN TESTIMONY WHEREOF, having agreed to the foregoing terms and with the intention of being bound, the parties hereto have executed this Agreement as of the dates shown below.

PROVIDER
Business Name: ________________________________

By (signature):

By (Name & Title):

Date: __________________

SPRING INDEPENDENT SCHOOL DISTRICT (SISD)

By: _________________________________________
Rodney E. Watson, Ph.D
Superintendent of Schools

Date

APPROVED AS TO FUNDING/BUSINESS TERMS:

By: _________________________________________
Ann Westbrook
Chief Financial Officer

Date

APPROVED AS TO FORM:

By: _________________________________________
Jeremy Binkley
Legal Officer for SISD

Date
SIGNATURE PAGE FOR CONTRACTS $50,000 AND OVER

IN TESTIMONY WHEREOF, having agreed to the foregoing terms and with the intention of being bound, the parties hereto have executed this Agreement as of the dates shown below.

PROVIDER

Business Name: ________________________________

____________________________________________

By (signature):

____________________________________________

By (Name & Title):

____________________________________________

Date: _____________________

Taxpayer ID Number: __________________________

SPRING INDEPENDENT SCHOOL DISTRICT

By: ________________________________

Deborah L. Jensen
President of Board of Trustees

Date

By: ________________________________

Rodney E. Watson, Ph.D.
Superintendent of Schools

Date

APPROVED AS TO FUNDING/BUSINESS TERMS:

By: ________________________________

Ann Westbrooks
Chief Financial Officer

Date

APPROVED AS TO FORM:

By: ________________________________

Jeremy Binkley
Legal Officer for SISD

Date
SERVICES CONTRACT
BETWEEN
SPRING INDEPENDENT SCHOOL DISTRICT
AND

THIS SERVICES CONTRACT ("Contract") is made and entered into by and between the SPRING INDEPENDENT SCHOOL DISTRICT ("SISD"), with principal address at 16717 Ella Boulevard, Houston, Texas 77090, and ____________________________ ("Provider"), with principal address at ____________________________.

WHEREAS, SISD desires to hire Provider to perform services as outlined in the scope section in this Contract;

WHEREAS, SISD has determined that such services are in support of its educational objectives;

NOW THEREFORE, in consideration of the mutual promises herein contained, and other good and valuable consideration, the parties hereto agree as follows:

I. SERVICES TO BE PROVIDED BY PROVIDER:

Provider agrees to provide to SISD (collectively defined as "Services"):

NOTE: List in bullet form, or as an attachment and noted as "Exhibit A", the specific services to be provided by Provider, including hours and days of work, number and name of staff to be committed, specific jobs to be performed, and objectives to be accomplished.

Where there is any conflict between the terms of this Contract and the terms of any attachments, the terms of this Contract will prevail.
II. SERVICES TO BE PROVIDED BY SISD:

SISD agrees to provide to Provider:

NOTE: List in bullet form, or as an attachment and noted as "Exhibit B", the services and facilities to be provided by SISD.

III. TERM OF CONTRACT

The term of this Contract shall be from ___________________ ("Commencement Date") through ___________________ ("Expiration Date"). The time period between the Commencement Date and the Expiration Date shall be referred to herein as "Term". The contract Term, or any dates of service referenced in this Contract, may be modified if agreed upon in writing by both parties. Notwithstanding the foregoing, this Contract may be terminated prior to the Expiration Date as provided in the Termination Section of this Contract, in which case the term "Term" shall mean the time period between the Commencement Date and the effective date of termination.

IV. TERMINATION

This Contract may be terminated prior to the expiration of the term hereof as follows:

- By SISD upon three (3) days notice if the Services are not provided in a satisfactory and proper manner as determined by SISD.
- By mutual written agreement of the parties;
- By SISD without cause or penalty, upon thirty (30) days prior written notice to the Provider; or
- By SISD immediately if Provider commits a material breach of any of the terms of this Contract.

In the event this contract is terminated because of a violation or breach of the contract terms by the Provider, SISD shall be entitled to all administrative, contractual and legal remedies, including sanctions and penalties as may be appropriate.

Notwithstanding the foregoing, the obligations of SISD to make payments under this Contract constitute a commitment of revenues for the current fiscal year only and do not create an impermissible debt. In the event that the SISD's Board of Trustees fails to obtain and appropriate funds for any fiscal year during the Term, despite its best efforts, then an event of non-appropriation ("Non-Appropriation") shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) SISD will provide immediate notice of such Non-Appropriation and provide written notice of such failure by its governing body at least 45 days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by such date, immediately upon Non-Appropriation; and (ii) this Agreement shall terminate on the last day of the fiscal year for which funds were appropriated without penalty or expense to SISD and SISD shall not be obligated to pay any amounts beyond such fiscal year.
V. COMPENSATION

For and in consideration of the Services to be provided by Provider under this Contract and as a dependent covenant conditioned upon the Provider's satisfactory performance, SISD will pay Provider upon submission of an original invoice(s) in a total amount not to exceed $_____________________ USD.

The parties agree to the following payment details (as applicable):

NOTE: List any applicable payment details, including but not limited to, fees, rates, per diem charges, etc. Any allowable mileage reimbursements shall not exceed the IRS standard mileage rate currently in effect or, if a federally funded Contract, the maximum allowed by federal law. Other allowable travel expenses may not exceed the Provider's actual expenses (receipts required) or that which is allowed by applicable federal, state, or local laws and regulations.

The compensation to be paid should be charged against the following budgets:

<table>
<thead>
<tr>
<th>ACCOUNT CODE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Original invoices should be sent for processing to the Department of Financial Services after Services are performed. The invoice will be processed for payment within thirty (30) days of its receipt.

In the event the contract is terminated prior to the end of the Term, payments will only be made to the extent that Services have been performed prior to termination. Provider will not be entitled to payment for anticipated profits, unabsorbed overhead, interest on borrowing, or any other type of indirect or consequential damages or amount. Provider is only entitled to compensation for Services actually and satisfactorily rendered up to the effective date of termination.

VI. RELATIONSHIP OF THE PARTIES

It is understood and agreed that Provider is a separate legal entity from SISD and neither it nor any of its employees, volunteers, or agents contracted by it shall be deemed for any purposes to be employees or agents of SISD. Provider assumes full responsibility for the actions of its personnel and volunteers while performing any services incident to this Contract, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations.

Nothing in this Agreement shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party to this Agreement.

VII. NO WAIVER OF IMMUNITY

SISD does not waive or relinquish any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Contract and performance of the functions or obligations described herein.
VIII. AUTHORIZATION OF CONTRACT

Each party represents and warrants to the other that the execution of this Contract has been duly authorized, and that this Contract constitutes a valid and enforceable obligation of such party according to its terms.

IX. NO WAIVER

No waiver of a breach of any provision of this Contract shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

X. NOTICE

Any notice required to be given under the provisions of this Contract shall be in writing and shall be duly served when it shall be hand-delivered to the addressees set out below, or shall have been deposited, duly registered or certified, return receipt requested, in a United States Post Office addressed to the other party at the following addresses:

To: ___________________________________________
Attn: __________________________________________
Street Address: ________________________________
City, State, Zip Code: ___________________________

To: SPRING INDEPENDENT SCHOOL DISTRICT
Attn: Rodney E. Watson, Ph.D.
Superintendent of Schools
16717 Ella Boulevard
Houston, Texas 77090

Any party may designate a different address by giving the other party ten (10) days prior written notice in the manner provided above.

XI. NO ASSIGNMENT

No assignment of this Contract or of any duty or obligation or performance hereunder, shall be made in whole or in part by either party without the prior written consent of the other party.

XII. SECTION HEADINGS

The headings of sections contained in this Contract are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this Contract.

XIII. GOVERNING LAW

This Contract is made in Texas and shall be construed, interpreted, and governed by the laws of such state. The parties irrevocably consent to the sole and exclusive jurisdiction and venue of the courts of Harris County, Texas, for any action under this Contract.
In connection with SISD’s defense of any suit against it and/or SISD’s prosecution of any claim, counterclaim or action to enforce any of its rights and/or claims hereunder, in which SISD prevails as to all or any portion of its defense(s), claims, counterclaims or actions, SISD shall be entitled to recover its actual attorney’s fees and expenses incurred in defending such suit and/or in prosecuting such claim or action.

Provider shall comply with executive order 11246, entitled "Equal Employment Opportunity", as amended by executive order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60).

Provider shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (a)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans or facilities included on the EPA list of violating facilities. Violations shall be reported to the Texas Education Agency and to the USEPA Assistant Administrator for Enforcement (EN-329).

Provider shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

Provider agrees to comply with all applicable requirements of all federal laws, executive orders, regulations, applicable guidelines, and policies governing this program, particularly relating to nondiscrimination. These include but are not limited to: (i) Title VI of the Civil Rights Act of 1964, as amended; (ii) Title IX of the Education Amendments of 1972; as amended; (iii) Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and (iv) the American with Disabilities Act, as amended.

XIV. ORIGINALS/COUNTERPARTS

This Contract may be executed in several counterparts, including facsimile or scanned PDF documents. Each such counterpart, facsimile or scanned PDF document, shall be deemed an original instrument, and all of such counterparts, together, shall constitute one and the same executed Contract.

XV. REPORTS

SISD and Provider shall furnish operating reports to designated representatives on a schedule to be mutually agreed upon. No written reports of any kind shall be released to any third parties without prior written approval of SISD.

XVI. INDEMNITY

PROVIDER SHALL HOLD SISD AND ITS PAST AND PRESENT AND FUTURE TRUSTEES, OFFICERS AND employees (COLLECTIVELY "INDEMNIFIED PARTIES") HARMLESS AND SHALL INDEMNIFY ALL SUCH INDEMNIFIED PARTIES AGAINST ANY AND ALL CLAIMS, DEMANDS, AND CAUSES OF ACTION OF WHATEVER KIND OR NATURE ASSERTED BY ANY THIRD PARTY, OCCURRING OR IN ANY WAY INCIDENT TO, ARISING OUT OF, OR IN CONNECTION WITH ANY ACTS OF PROVIDER AND ITS AGENTS, EMPLOYEES, AND SUBCONTRACTORS DONE IN CONNECTION WITH THIS CONTRACT.

SISD will not indemnify the other party under any circumstances, as prohibited by the Constitution and laws of the State of Texas.

Nothing in this Contract shall be construed to create a claim or cause of action against SISD for which it is not otherwise liable, nor to waive any immunity or defense to which the District may be entitled nor to create an impermissible deficiency debt of the District.

XVII. CRIMINAL HISTORY BACKGROUND CHECK

Pursuant to Sections 22.085 and 22.0834 of the Texas Education Code, Provider hereby certifies that all employees, subcontractors and volunteers of the Provider who are hired by Provider on or after January 1, 2008, and who have continuing duties related to the Services; and have or will have direct contact with students have passed a national criminal history background record information review as required by those sections.
Provider shall send or ensure that the employee or applicant sends to the Texas Department of Public Safety ("DPS") information that is required by the DPS for obtaining national criminal history record information, which may include fingerprints and photographs. DPS shall obtain the person's national criminal history record information and report the results through the criminal history clearinghouse as provided by Section 411.0845, Government Code.

Provider must also obtain certifications from all subcontractors that their employees to whom Section 22.0834 applies have also passed a national criminal history background record information review.

Provider must also provide assurances that all of its employees, subcontractors and volunteers, including those hired before January 1, 2008, who have contact with students have passed a criminal history background check current within the last year. If an employee, subcontractor or volunteer of the Provider has a criminal conviction or has received deferred adjudication for a felony offense or a misdemeanor involving moral turpitude, the District may elect not to enter into this contract, or cancel the contract.

WARNING: Section 44.034 of the Texas Education Code requires that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

SISD may terminate this Contract if SISD determines that the person or business entity failed to give notice as required by Section 44.034 (a) or misrepresented the conduct resulting in the conviction. SISD will compensate the Provider only for Services performed before the termination of the Contract as set forth in Article V.

XVIII. RELEASE OF INFORMATION

Unless required by law, the existence and terms of this Contract may not be disclosed by Provider to any third party without the prior written consent of SISD. Provider may not publish or use any publicity materials relating to this Contract or use SISD's name without the consent of SISD.

XIX. RECORDS RETENTION AND AUDITS

SISD or its authorized representative, shall be afforded unrestricted access to and permitted to inspect and copy all the Provider's records, which shall include but not be limited to accounting records (hard copy as well as computer readable data), correspondence, instructions, drawings, receipts, vouchers, memoranda and similar data relating to this Contract. The Provider shall preserve all such records for a period of five (5) years, or for such longer period as may be required by law, after final payment under this Contract. If this Contract is funded from contract/grant funds provided by the U. S. Government or the State of Texas, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency, or the State of Texas and its duly authorized representatives.

XX. STUDENT RECORDS

To the extent that Provider will come into possession of student records and information, and to the extent that Provider will be involved in the survey, analysis, or evaluation of students, incidental to this Agreement, Provider agrees to comply with all applicable requirements of the Family Educational Rights and Privacy Act (FERPA).

XXI. TEXAS PUBLIC INFORMATION ACT

In the event that SISD is required to furnish information or records pursuant to the Texas Public Information Act, Provider shall furnish all such information and records to SISD and SISD shall have the right to release such information and records.

XXII. BUSINESS ETHICS

During the course of pursuing contracts, and the course of contract performance, Provider will maintain business ethics standards aimed at avoiding real or apparent impropriety or conflicts of interest. No substantial
gifts, entertainment, payments, loans or other considerations beyond that which would be collectively 
categorized as incidental shall be made to any employees or officials of SISD, its authorized agents and 
representatives, or to family members of any of them. At any time Provider believes there may have been a 
violation of this obligation, Provider shall notify SISD of the possible violation. SISD is entitled to request a 
representation letter from Provider, its subcontractors or vendors at any time to disclose all things of value 
passing from Provider, its subcontractors or vendors to SISD's personnel or its authorized agents and 
representatives.

XXIII. BUSINESS CERTIFICATES / TAXES

All Provider or professional services providers entering into a contract with SISD must adhere to the following 
applicable Texas laws as they pertain to their individual type of ownership.

**Corporations** (domestic or foreign*) shall be properly registered with the Texas Secretary of State and the 
Comptroller of Public Accounts as required by TITLE 34, Part 1, Chapter 3, Subchapter V of the Texas 
Administrative Code. A current "Certificate of Good Standing" from the Texas Comptroller of Public Accounts 
shall be made available upon request stating that the corporation charter is current and all Texas Franchise 
Reports and Taxes are paid.

**Partnerships and Joint Stock Companies, and Limited Liability Partnerships** (domestic or foreign*) shall 
be properly registered with the Texas Secretary of State in accordance with the Texas Business Organizations 
Code, Title 4 and Chapters 2, 3, and 4 relating to organization and requirements of partnership entities. All 
partners in a limited partnership must file a "Certificate of Limited Partnership" with the Texas Secretary of 
State, which shall be made available for inspection upon request.

The Provider whether corporate, partnership or sole owner must be current on SISD Property Taxes. If 
commercial personal property is located in the SISD jurisdiction, current renditions of these properties must be 
filed with the Chief Appraiser, as required by Chapter 22, Section 22.01, of the Texas Tax Code.

*Note: Foreign means formed under laws of another state; Domestic means formed under Texas laws.

XXIV. CONFIDENTIAL & PROPRIETARY INFORMATION

The parties may provide technical information, documentation and expertise to each other that is either (1) 
marked as being confidential or, (2) if delivered in oral form is summarized in writing within 10 working days and 
identified as being confidential ("Confidential Information"). The receiving party shall for a period of five (5) 
years from the date of disclosure (i) hold the disclosing party's Confidential Information in strict confidence, and 
(ii), except as previously authorized in writing by the disclosing party, not publish or disclose the disclosing 
party's Confidential Information to anyone other than the receiving party's employees on a need-to-know basis, 
and (iii) use the disclosing party's Confidential Information solely for performance of this Contract. The 
foregoing requirement shall not apply to any portion of a party's Confidential Information which (a) becomes 
publicly known through no wrongful act or omission on the part of the receiving party; (b) is already known to 
the receiving party at the time of the disclosure without similar nondisclosure obligations; (c) is rightfully 
received by the receiving party from a third party without similar nondisclosure obligations; (d) is approved for 
release by written authorization of the disclosing party; (e) is clearly demonstrated by the receiving party to 
have been independently developed by the receiving party without access to the disclosing party's Confidential 
information; or (f) is required to be disclosed by order of a court or governmental body or by applicable law, 
provided that the party intending to make such required disclosure shall promptly notify the other party of such 
intended disclosure in order to allow such party to seek a protective order or other remedy.

XXV. DATA AND PROPRIETARY RIGHTS

All Work, as defined under this contract, shall be deemed "Work Made For Hire" as defined by the United 
States Copyright Law, and SISD retains for itself sole ownership of all proprietary rights in and to all designs, 
engineering details and other data pertaining to any discoveries, inventions, patent rights, software, 
improvements and the like made by Provider personnel in the course of performing the Work.
XXVI. DEBARMENT AND SUSPENSIONS

Provider certifies, to the best of its knowledge and belief, that it is not presently debarred, suspended for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

XXVII. SEVERABILITY

If any covenant or other provision of this Agreement is invalid, illegal or incapable of being enforced by reason of any rule of law, administrative order, judicial decision or public policy, all other conditions and provisions shall remain in full force and effect. No covenant shall be deemed dependent upon any other covenant or provision unless so expressed in this Agreement.

XXVIII. COMPLETE UNDERSTANDING

This Contract shall constitute the complete understanding of Provider and SISD, and may not be modified in any manner without the express written consent of both parties.

By signing the Contract, the Provider affirms that there is no personal or financial conflict of interest between the Provider or the Provider's family and the District.

(The remainder of this page intentionally left blank. See next page for signatures.)
SPRING ISD SERVICES CONTRACT PACKET (SECTION C – PROVIDER DOCUMENTS)

Provider Documents Checklist

The Spring ISD Services Contract Packet is composed of three (3) sections: Section A (internal documents), Section B (Services Contract), and Section C (Provider Documents). The table below lists the documents contained in Section C ("Provider Documents") of the underlying Spring ISD Services Contract (the "Contract") that require completion and/or signature by the respective Provider.

Please maintain the documents in the same order and ensure they are filled out completely and accurately to avoid any delays in the processing of this Contract. All documents must be reviewed and/or completed as indicated below.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Page No.</th>
<th>Party Responsible for Reviewing/Completing Form</th>
<th>Completion Status (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provider Information &amp; Qualifications</td>
<td>C1</td>
<td>All Providers must complete</td>
<td>☐ Completed</td>
</tr>
<tr>
<td>2. Form W-9</td>
<td>C2</td>
<td>All Providers must complete</td>
<td>☐ Completed</td>
</tr>
<tr>
<td>3. Felony Conviction Statement Notice</td>
<td>C3</td>
<td>All Providers must complete</td>
<td>☐ Completed</td>
</tr>
<tr>
<td>4. Conflict of Interest Questionnaire (Form CIQ) - Per Ch. 175, Local Government Code</td>
<td>C4 – C6</td>
<td>All Providers must review and completion is required only if a conflict of interest exists that requires disclosure.</td>
<td>☐ Completed or Not applicable</td>
</tr>
<tr>
<td>5. Independent Contractor Status Questionnaire</td>
<td>C7</td>
<td>To be completed only by Providers offering services as an individual (self-employed / single-person entities only).</td>
<td>☐ Completed or Not applicable</td>
</tr>
<tr>
<td>6. Criminal History Review Requirements &amp; Provider Instructions (Fingerprinting Requirements)</td>
<td>C8</td>
<td>All providers must review the criminal history review requirements associated with providing services involving continuing duties and direct contact with students.</td>
<td>☐ Reviewed</td>
</tr>
<tr>
<td>7. Fingerprinting Documents for Providers Rendering Services through Staff (employees, agents, and/or subcontractors)</td>
<td>C9, C10, and C14</td>
<td>To be reviewed/completed only by Providers offering services through assigned staff members, including employees, agents, and/or subcontractors (does not apply to self-employed / single-person entities) and who will have an opportunity for direct contact with students.</td>
<td>☐ Completed or Not applicable</td>
</tr>
<tr>
<td>8. Contractor Acknowledgement of Criminal History Review Requirements</td>
<td>C11</td>
<td>To be completed by all persons rendering services involving duties beyond one (1) school day AND direct contact with students.</td>
<td>☐ Completed or Not applicable</td>
</tr>
<tr>
<td>9. Fingerprinting Documents for Providers Rendering Services as Individuals/Single-Person Entities</td>
<td>C12 – C14</td>
<td>To be reviewed/completed only by Providers offering services as an individual (self-employed / single-person entities only) and will have an opportunity for direct contact with students.</td>
<td>☐ Completed or Not applicable</td>
</tr>
</tbody>
</table>

District Requirements: Provider shall refrain from rendering any services to the District until this packet has been completed; the Services Contract has been executed by an authorized representative of both parties, and a duly authorized District Purchase Order has been received by the Provider for the services referenced in the enclosed Contract.

Any questions regarding the District's contracting process or any of the documents contained in this packet may be directed to the Director of Purchasing & Contracts at 281-891-6471 or via e-mail at contracts@springisd.org.
PROVIDER INFORMATION & QUALIFICATIONS
(To be completed by Provider – required)

This form to be completed by all Providers. All information is required.

a. Provider General Information:
   • Business/DBA name (per Form W-9):
   • Primary address (Headquarters):
   • Remittance address for payments (if different):
   • Main Office Phone #: Web Site:
   • No. of Years in Business: No. of FTE Employees: Nationwide In Texas Only

b. Primary Contact Information (Account Representative):
   • Name and title:
   • Office number: Cell phone:
   • E-mail address:
   • Business address (physical address):
   • Relationship to Provider (check one): ☐ Employee ☐ Independent Agent ☐ 3rd Party Subcontractor
   • Name and Title of Immediate Supervisor:

c. General Description of All Categories of Services Offered by Provider (not limited to those under the enclosed Contract):


d. Provider’s Qualifications to Provide the Services Associated with the Enclosed Contract. Check all that apply:
   • ☐ Experience held in this field. Number of years of related experience:
   • ☐ Past experience providing same or related services to Spring ISD.
   • ☐ Past experience providing same or related services to other Texas public school districts;
     Please name at least one school district:

   • ☐ Certified and/or Licensed in this field. List related primary certifications/licenses held:

   • ☐ Other (Explain):


e. Provider’s Pricing Methodology and Standard Rates Associated with the Enclosed Contract:
   • Primary factors considered in determining resulting contract price (check all that apply): ☐ District size (student enrollment); ☐ Number of Participants (e.g. prof. development sessions); ☐ New customer incentive price – % discount offered: ______; ☐ On-going customer incentive price – % discount offered: ______; ☐ Custom pricing based on unique Scope of Services; ☐ Price based on standard rates (i.e. Daily/Hourly rates); ☐ Other factors
   • Hourly Rate: $_________ /hour. Minimum hrs.: ________; Daily Rate: $_________/day. Hours per day: ______;

By signing below, Provider hereby affirms to the accuracy of the information and statements made in this form.

Provider Name (Print): ___________________________ Title: ___________________________
Provider Signature: ___________________________ Date: ___________________________
FORM W-9

This form to be completed by all Providers. All information is required.

<table>
<thead>
<tr>
<th>Request for Taxpayer Identification Number and Certification</th>
<th>Give Form to the requester. Do not send to the IRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</td>
<td></td>
</tr>
<tr>
<td>2. Business name/disregarded entity name, if different from above</td>
<td></td>
</tr>
<tr>
<td>3. Check appropriate box for federal tax classification; check only one of the following seven boxes:</td>
<td></td>
</tr>
<tr>
<td>□ Individual/sole proprietor</td>
<td>□ C Corporation</td>
</tr>
<tr>
<td>□ Single-member LLC</td>
<td>□ Multi-member LLC</td>
</tr>
<tr>
<td>4. Exemptions (codes apply only to certain entities, not individuals, see instructions on page 4):</td>
<td></td>
</tr>
<tr>
<td>□ Exempt payee code (if any)</td>
<td>□ Exemption from FATCA reporting code (if any)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Address (number, street, and apt. or suite no.)</td>
<td>Requester’s name and address (optional)</td>
</tr>
<tr>
<td>6. City, state, and ZIP code</td>
<td></td>
</tr>
<tr>
<td>7. List account number(s) here (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your Social Security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your Employer Identification number (EIN). If you do not have a number, see How to Get a TIN on page 5.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, accrual or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments, information about developments affecting Form W-9 (such as legislation enacted after the release), is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN). To report an information return, the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1098 (mortgage interest), 1099-C (student loan interest), 1098-T (tuition)
- Form 1099-C (cancellation of debt)
- Form 1099-A (acquisition or abandonment of secured property)
- Form 1098 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding.
3. Claim exemption from backup withholding: if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, you are not subject to the withholding tax on foreign payments of effectively connected income.
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10932X

Form W-9 (Rev. 12-2014)
FELONY CONVICTION STATEMENT NOTICE
(To be completed by Provider – required)

This form to be completed by all Providers.

Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

NOTE: This Notice Is Not Required of a Publicly-Held Corporation

Please mark the appropriate choice below:

☐ My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.
☐ My firm is not owned nor operated by anyone who has been convicted of any felony.
☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name(s) of person(s) convicted of a felony, as applicable:

__________________________________________________________

__________________________________________________________

Details of Conviction(s), as applicable:

__________________________________________________________

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Provider Business (DBA) Name: _______________________________

Full Name of Authorized Company Official (Print): _______________________________

______________________________________  ________________  __________
Signature of Company Official       Title          Date
CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)
(To be completed by Provider – as applicable)

a. In accordance with Chapter 176, Local Government Code, the enclosed Conflict of Interest Questionnaire (Form CIQ) must be completed by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

b. By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed (See Section 176.006(a-1), Local Government Code). A vendor commits an offense if the vendor knowingly violates this statute, and such offense is a misdemeanor under Texas law.

A complete copy of Chapter 176 of the Texas Local Government Code may be found at the following website:
http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm

c. PROVIDER INSTRUCTIONS: The following section and the next 2 pages include a copy of the Conflict of Interest Questionnaire (Form CIQ) and information to further assist Providers in determining whether they meet the criteria that requires them to complete and file this form with the school district.

Spring ISD's Local Government Officers include members of the Board of Trustees, members of the Superintendent's Cabinet, and employees in positions including school Principals and Assistant Principals, and departmental Directors and above. The following websites are provided to better assist vendors in determining whether a conflict of interest exists with any Local Government Officer of Spring ISD.

- Board of Trustees: A current listing of Spring ISD's Board of Trustees is available on the District's website at the following URL address: http://www.springisd.org/Page/249

- Superintendent's Cabinet: A current listing of Spring ISD's Superintendent's Cabinet is available on the District's website at the following URL address: http://www.springisd.org/Page/949

- Other District Staff: A current listing of Spring ISD's Principals, Assistant Principals, Directors and above is available on the District's website at the following URL address: (NOTE: web page is currently in development)

Form Submission Instructions: Vendors that meet the criteria for disclosing a conflict of interest at the time of completing the enclosed Contract must submit a completed questionnaire (Form CIQ) along with the other Provider Documents associated with this Contract. Otherwise, completed questionnaires (Form CIQ) may be submitted to the District's Procurement Office either via email at contracts@springisd.org or via U.S. First Class mail to the following address: Spring Independent School District, Procurement Office, Attn: Conflict of Interest Disclosures, 16717 Ella Blvd., Houston, TX 77090.
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 33, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1. Name of vendor who has a business relationship with local governmental entity.

2. [ ] Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.
   ___________________________________________
   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

      [ ] Yes   [ ] No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

      [ ] Yes   [ ] No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6. [ ] Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. ____________________________ ____________________________
   Signature of vendor doing business with the governmental entity   Date

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 11/30/2013

Page C5
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.004(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:
(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:
(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:
(i) a contract between the local governmental entity and vendor has been executed;
or
(ii) the local governmental entity is considering entering into a contract with the vendor;
(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
(i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1):**
(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
(3) has a family relationship with a local government officer of that local governmental entity.
(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:
(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
(2) the date the vendor becomes aware:
(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
(B) that the vendor has given one or more gifts described by Subsection (a); or
(C) of a family relationship with a local government officer.
INDEPENDENT CONTRACTOR STATUS QUESTIONNAIRE

(To be completed by Provider – as applicable)

This form to be completed only by a Provider who is an independent contractor (either an individual or single-person business entity). The purpose of this form is to verify the working status of the Provider associated with the enclosed Contract as an independent contractor and not an employee (in accordance with IRS requirements).

- Legal Name (as shown on tax return): ________________________________
- Business (DBA) Name (if different than above): __________________________
- General Description of Services to be Provided to District under this Contract: _____________________________________________________________

Questions to be responded by Provider:

1) Profit or loss. Can you make a profit or suffer a loss as a result of your services, aside from the money earned from this particular contract?

2) Investment. Do you have an investment in the materials, supplies, tools, equipment, and/or workspace used to do the work?

3) Works for more than one firm. Do you work for more than one organization at a time and/or have the discretion to provide services to others simultaneously?

4) Services Offered. Do you offer similar services to the general public and/or to other organizations other than Spring ISD?

5) Instructions. Are you free to decide how, when, or where to complete the services to be performed under this contract, while within predetermined specifications that may be requested by Spring ISD?

6) Training. Are you being trained by Spring ISD on how to do the work under this contract?

7) Assistants. Do you have the discretion to hire and fire your own assistants, should you determine assistants are necessary, in the course of providing your services?

8) Experience. Will Spring ISD rely upon your particular expertise in accomplishing the services?

9) Expenses. Are you responsible for paying any business expenses associated with providing your services to Spring ISD?

Please contact Legal Services at 281-891-6372 with any questions related to this particular questionnaire.

By signing below, you hereby affirm the above information is true and accurate to the best of your knowledge.

Printed Name: __________________________________________________________

Signature of Individual/Representative Providing Service: __________________________ Date: __________

Tax ID / EIN #: __________________________________________________________

Spring ISD Legal Services Use ONLY

Approved: _________  Denied: _________

Reason for Denial: __________________________________________________________

Legal Services Representative: ____________________________________________ Date: __________
CRIMINAL HISTORY REVIEW REQUIREMENTS & PROVIDER INSTRUCTIONS

All Providers must review the information on this page. This document informs Providers of the criminal history review requirements associated with rendering services to Spring ISD under a contract in which the Provider will have continuing duties and direct contact with students.

I. Criminal History Review Requirements:

Texas Education Code, Chapter 22, requires school districts to review the criminal histories of contractors and independent contractors who have, or will have, continuing duties related to a services agreement with the District and direct contact with students.

a. Spring ISD considers "direct contact" with students to result from any activity that may provide substantial opportunity for verbal or physical interaction with students and that is not supervised by a professional district employee (e.g. unsupervised coaching, tutoring, or other services). Spring ISD retains the sole right to determine if engagement with a contractor/independent contractor (including subcontractors) requires review of criminal histories, in accordance with Texas law.

b. Spring ISD considers "continuing duties" to result from any contract whose term of service spans beyond one (1) school day. Continuing duties may include, at the District’s sole discretion, contracts involving services to be rendered over multiple single-day engagements.

If at any time over the effective term of this Agreement Spring ISD determines that engaging with the Contractor requires a criminal background check, the Contractor will be provided with further instructions. If required, criminal background checks must be completed, reviewed, and approved by Spring ISD either prior to services being provided or prior to continuation of services, as determined by Spring ISD.

II. Instructions for Providers:

a. Providers not requiring fingerprinting: Providers whose services will not involve continuing duties and direct contact with students do not require fingerprinting. Such Providers need not review any of the fingerprinting documents provided beyond this page C8; however, all Providers must still comply with existing campus policies and procedures regarding visitors.

b. Providers requiring fingerprinting: Providers whose services will involve continuing duties and direct contact with students require fingerprinting and must review this section for further direction:

i. Providers who are entities that will be rendering services to the District through employees, independent agents, and/or subcontractors must review and follow the fingerprinting instructions provided in the following documents, as applicable:

   1. (p. C9) – Provider Fingerprinting Certification
   2. (p. C10) – Establishing an Account with TX DPS
   3. (p. C11) – Contractor Acknowledgement of Criminal History Review Requirements
   4. (p. C14) – Fingerprinting Letter to TX DPS office, authorizing fingerprinting prior to receipt of contract

ii. Providers who are individuals/self-employed and who will be rendering services to the District on their own (not through an employee, independent agent, or subcontractor) must review and follow the fingerprinting instructions provided in the following documents:

   1. (p. C11) – Contractor Acknowledgement of Criminal History Review Requirements
   2. (p. C12) – Fingerprinting Instructions for Individuals/Self-Employed Providers
   3. (p. C13) – Spring ISD Texas Fingerprint Service Code Form
   4. (p. C14) – Fingerprinting Letter to TX DPS office, authorizing fingerprinting prior to receipt of contract
PROVIDER FINGERPRINTING CERTIFICATION
(To be completed by Provider – as applicable)

This form is to be completed only by a Provider who will provide services to the District through its employees, agents, and/or subcontractors (does not apply to individuals or single-person entities) AND whose services will involve continuing duties AND direct contact with students (as defined on page C8).

Introduction: Texas Education Code Chapter 22 requires service contractors and subcontractors ("Provider") to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district. Criminal background check results are to be received through the DPS criminal history clearinghouse (Fingerprint-based Applicant Clearinghouse of Texas – FACT). See next page for details.

Definitions:

- **Covered employees:** All employees (including agents and subcontractors) of a Provider who have or will have continuing duties related to the service to be performed in District grounds and have or will have direct contact with students (The District will be the final arbiter of what constitutes direct contact with students).

- **Disqualifying conviction:** One of the following offenses: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an offense under the laws of another state or federal law that is equivalent to an offense under (a) or (b); and at the time the offense occurred, the victim of the offense was under 18 years of age or enrolled in a public school.

On behalf of ________________________________ ("Provider’s Business Name"), I certify that [check one]:

☐ **None** of Provider’s employees are covered employees, as defined above.

Or

☐ **Some or all** of Provider’s employees are covered employees, as defined above. If this box is selected, I further certify that:

1. Provider has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction. Provider has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.

2. If Provider receives information that a covered employee has a disqualifying conviction, Provider will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

3. Upon request, Provider will make available for the District’s inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee on the basis of the covered employee’s criminal history records information, Provider agrees to discontinue using that covered employee to provide services at the District.

Noncompliance by Provider with this certification may be grounds for contract termination.

Provider’s Signature (authorized signatory) ____________

Title ____________________________

Printed Name ____________________________

Date ____________________________
establishing an account with Texas DPS

NOTE: The instructions on this document apply only to Providers that will render services to Spring ISD through its employees, agents, and/or subcontractors (does not apply to independent contractors / single-person entities) and whose contract with Spring ISD will require a national criminal history review due to involving continuing duties beyond one (1) school day AND direct contact with students.

This document provides instructions for Providers to establish an account with the Texas Department of Public Safety (Texas DPS or DPS) for processing a national criminal history review on those individuals that will be involved in providing services to the District under a contract requiring fingerprinting.

Texas Education Code Section 22.0834 directs school district contractors to obtain state and national criminal history background searches on their employees who will have continuing duties and direct contact with students, and to receive those results through the DPS criminal history clearinghouse (Fingerprint-based Applicant Clearinghouse of Texas – FACT).

In order for contractors to receive the information through FACT, they must first establish an account with the DPS for FACT clearinghouse access. The business owner must sign a user agreement with the DPS. To obtain the user agreement and more information, please contact:

Access and Dissemination Bureau
Texas Department of Public Safety Crime Records Service
P.O. Box 4143
Austin, TX 78765-4143

- Phone: (512) 424-5079 (choose option #2 to set up new account for school district contractors)
- Email: fingerprint.service@dps.texas.gov
- Website: https://www.dps.texas.gov/administration/crime_records/pages/contact.htm

For fastest service please call or email or call. State in the message that you are a school district contractor and need to have an account established for DPS FACT clearinghouse access. Please include:

a. Business (DBA) Name
b. Business Physical Address
c. Business Phone
d. Full name of primary point of contact
e. Phone number for primary point of contact
f. Business email address to be used for notification of FACT records and messages

The information in the DPS FACT Clearinghouse is confidential, and access must be restricted to the least number of persons needed to review the records. The account must include at least one designated supervisor to make necessary changes and to monitor the site's security and the access to the criminal history data retrieved. Additional users must be limited to those who need to request, retrieve, or evaluate data regarding the individual applicants.

After you sign the DPS User Agreement for FACT, DPS will provide you with a generic Texas Fingerprint Service Code Form that you will provide to your employees to schedule their fingerprinting appointment at an authorized location.

For questions regarding this matter, please contact the Access & Dissemination Bureau of the Texas DPS Criminal Crime Records Service at (512) 424-5079.
CONTRACTOR ACKNOWLEDGEMENT OF CRIMINAL HISTORY REVIEW REQUIREMENTS

(To be completed by Provider if Providing Services involving Direct Contact with Students)

This document to be completed by any and all individuals ("Contractor") that will provide services to Spring ISD in connection with a services contract involving continuing duties beyond one (1) school day AND direct contact with students. Spring ISD considers "direct contact" with students as having an opportunity for substantial verbal or physical interaction with students (Make copies for each individual involved in providing services under this contract, as needed).

a) Provider Information:
- Provider's business name (per Form W-9):
- Contractor's Full Name (as shown on Driver's License):
- Relationship to Provider (select one): [ ] Employee [ ] Independent Agent [ ] Subcontractor [ ] Self-employed
- Work Address:
- City: ___________________________ State: _______________ Zip Code: _______________
- Birth Date (mm/dd/yyyy): __________________________
- Driver's License Number: __________________________ State Issued: __________________________
- Work Phone: __________________________ Cell phone: __________________________
- Work e-mail address: __________________________

b) Have you ever been fingerprinted by any public school district in Texas? [ ] Yes [ ] No [ ] Don't Know
- If "Yes", you do not require additional fingerprinting. Please provide the name of at least one such school district that has fingerprinted you:
- If "No" or "Don't Know", you must be fingerprinted prior to Spring ISD engaging in a contract with you. Please refer to the "Fingerprinting Instructions" enclosed in this packet and follow the required instructions.

c) Have you ever been arrested or convicted of a felony offense or an offense that requires you to register as a sex offender?
- [ ] YES [ ] NO
- If "YES", please explain:

Texas Education Code, Chapter 22, requires school districts to review the criminal histories of contractors and independent contractors who have, or will have, continuing duties related to a services contract with the District and direct contact with students. Spring ISD considers "continuing duties" to result from services spanning more than one (1) school day and "direct contact" to result from any activity that may provide substantial opportunity for verbal or physical interaction with students and that is not supervised by a professional district employee at all times (e.g. unsupervised coaching, tutoring, or other unsupervised services). Spring ISD retains the sole right to determine if engagement with a contractor/independent contractor (including subcontractors) requires review of criminal histories, in accordance with Texas law.

If at any time over the effective term of this Agreement Spring ISD determines that engaging with the Contractor requires a criminal background check, the Contractor will be provided with further instructions. If required, criminal background checks must be completed, reviewed, and approved by Spring ISD either prior to services being provided or prior to continuation of services, as required by Spring ISD.

By contracting with the District, I hereby acknowledge understanding of the criminal history review requirements and authorize the District to conduct any further criminal history review, as needed.

Contractor Name (Print): __________________________

Contractor Signature: __________________________ Date: __________________________

Human Resources Use ONLY

Approved: __________________________ Denied: __________________________ Date: __________________________

Reason for Denial: __________________________ HR Representative: __________________________
FINGERPRINTING INSTRUCTIONS
FOR INDIVIDUAL/SELF-EMPLOYED PROVIDERS ONLY

The instructions on this document apply only to individual/self-employed providers requiring fingerprinting because their services will involve continuing duties and direct contact with students (this form does not apply to entities providing services through employees, agents, or subcontractors).

IMPORTANT INFORMATION FOR PROVIDERS SEEKING A CONTRACT WITH SPRING ISD:

Providers who have not already been fingerprinted in accordance with the requirements stipulated in Texas Education Code, Chapter 22, are not authorized to provide services until such fingerprinting requirements have been met and the criminal history has been reviewed and cleared by the Spring ISD Human Resources department.

NOTE: If you have undergone the fingerprinting process with the Texas DPS office through a contract with another Texas public school district, then you do not need to be fingerprinted again; in such case, you need only to complete the Contractor Acknowledgement of Criminal History Review Requirements form (page C11) provided in this packet.

In order to complete the required fingerprinting process, please refer to the following instructions:

1. Enclosed in this packet are the following two (2) documents required for the fingerprinting process:
   a. A Spring ISD generic Texas Fingerprint Service Code Form (see page C13), which you must have in your possession when contacting the Texas DPS office in order to schedule your fingerprinting appointment.
   b. A letter (see page C14) notifying the Texas Department of Public Safety (Texas DPS) office that you need to be fingerprinted prior to executing a contract with Spring ISD.

2. Follow the instructions within the Texas Fingerprint Service Code Form to schedule your fingerprinting appointment. The Texas DPS office may ask you for a copy of your services contract with Spring ISD. If so, you will provide the letter referenced in Section 1a above (Spring ISD does not execute a contract until the independent contractor's criminal history has been reviewed and cleared).

3. Upon completion of your fingerprinting process, the Texas DPS office should provide you with a receipt, confirming completion of your fingerprinting. You must submit a copy of the fingerprinting receipt via email to the Spring ISD Procurement Services department at the attention of Contracts at contracts@springisd.org.

4. The Procurement Services department will then coordinate a review of your criminal history record through the Spring ISD Human Resources office. Assuming your criminal history record does not contain any felonies or convictions which would prevent you from being able to contract with Spring ISD, the Human Resources department will inform Procurement Services that you are approved to provide services to the District.

5. The Procurement Services department will then continue to route your Services Contract through the District's contract routing process.

6. Once your Services Contract has been signed by all necessary parties within Spring ISD, a fully executed copy of your Services Contract will be provided to you for your records.

7. Soon after your Services Contract is fully executed, you should also receive a duly-authorized district Purchase Order for any amounts that will become due upon rendering of your services to the district, in accordance with the terms, conditions, and payment schedule (if applicable) referenced in the Services Contract.

For questions related to this matter, please contact the Spring ISD Procurement Services department via email at contracts@springisd.org or via phone at 281-891-6465.

Sincerely,

Procurement Services Department
Spring Independent School District
TEXAS FINGERPRINT SERVICE CODE FORM: This form applies only to an independent contractor (individual / single-person entity only) that has not already undergone a fingerprint-based criminal background check through the Texas DPS office and who requires fingerprinting because they are seeking a services contract with Spring ISD that will last beyond one (1) school day AND that will involve either direct contact with students or a substantial opportunity for verbal and/or physical interaction with students.

Local Education Entities - Spring ISD

Texas Fingerprint Service Code Form

Service Name: Local Education Entities - Spring ISD
To schedule your ten-minute fingerprint appointment, simply visit https://uenroll.IdentoGO.com and enter the following Service Code

11FJ6N

When prompted, please provide or enter the following Agency Number: TX923091Z

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and an authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI’s permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

If you don't have access to the internet? You can still schedule an appointment by calling 888.467.2080
Access and Dissemination Bureau
Texas Department of Public Safety
Crime Records Service
PO Box 4143
Austin, TX 78765-4143

Note to Spring ISD Contractors: This letter to be provided to the Texas DPS office or the entity processing fingerprinting process. The letter authorizes the fingerprinting process while Contractor is pending completion of the Spring ISD contracting process.

RE: Contractor / Independent Contractor Pending Fingerprinting to Contract with Spring ISD

To Whom It May Concern,

This letter is to certify that the individual referenced below is either an individual owner ("Independent Contractor") or an employee, agent, or subcontractor ("Contractor Agent") of a contracting organization (the "Contractor") seeking to be fingerprinted by the Texas DPS office in order to be eligible to provide services to the Spring Independent School District ("Spring ISD" or "District").

Per Spring ISD’s contracting process, an Independent Contractor or Contractor Agent who will have continuing duties at the District and direct contact with students must undergo the fingerprinting process prior to the District providing a signed contract to the Independent Contractor or Contractor.

In lieu of a signed contract, please accept this letter to allow the individual referenced below to proceed with the fingerprinting process:

- **Business Name (DBA Name)** of Independent Contractor or Contractor seeking a contract with the Spring Independent School District:

- **Full Name of Person to be Fingerprinted (as shown on Driver’s License):**

- **Physical Address of Person to be Fingerprinted (as shown on Driver’s License):**
  - Street Address:
  - City, State, Zip Code:

For questions related to this matter, please contact the Contracts team at 281-891-6465 or via email at contracts@springisd.org.

Sincerely,

Paul Young
Director -- Purchasing/Contracts
Procurement Services Department
SPRING ISD
ELIGIBILITY CALENDAR
2018-2019

<table>
<thead>
<tr>
<th>Six-Weeks Grading Period</th>
<th>Six-Weeks Ending Date</th>
<th>Regain/Lose Eligibility</th>
<th>Ending Date Three Weeks</th>
<th>Regain Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Six-Weeks</td>
<td>September 20</td>
<td>September 27</td>
<td>October 12</td>
<td>October 19</td>
</tr>
<tr>
<td>2nd Six-Weeks</td>
<td>November 2</td>
<td>November 9</td>
<td>November 30</td>
<td>December 7</td>
</tr>
<tr>
<td>3rd Six-Weeks</td>
<td>December 18</td>
<td>January 14</td>
<td>January 28</td>
<td>February 4</td>
</tr>
<tr>
<td>4th Six-Weeks</td>
<td>February 22</td>
<td>March 1</td>
<td>March 22</td>
<td>March 29</td>
</tr>
<tr>
<td>5th Six-Weeks</td>
<td>April 12</td>
<td>April 19</td>
<td>May 3</td>
<td>May 10</td>
</tr>
</tbody>
</table>

The following items are important to remember:

♦ The last grade that may be used to calculate the three weeks regaining of eligibility must be entered on the ending date. Grades recorded after the ending date cannot be used for eligibility.

♦ Students will become eligible or ineligible at the end of the school day seven days from the ending date of the grading period.

♦ Students can regain eligibility at the end of the three-week grading period. They cannot lose eligibility.

♦ The third six-week grading period ends on Thursday, December 18, 2018. All students are eligible during the Christmas Holidays.

♦ Students are eligible during a school holiday of a full calendar week or more (Thanksgiving, Christmas, Spring Break).

♦ Students lose eligibility for a three school week period. For purposes of the law, “three school weeks” is defined as “15” class days. Exception: One, but only one, of the three school weeks may consist of only three or four class days, provided school has been dismissed for a scheduled holiday period. Two class days do not constitute a “school week” for purposes of this law except Thanksgiving week if schools are on holiday Wednesday, Thursday and Friday.

♦ A seven calendar day grace period to lose eligibility, and a seven calendar day waiting period to regain eligibility, are still in effect.

Example:
♦ School begins 8/15.
♦ First six-weeks ends on 9/20.
♦ Students regain eligibility seven calendar days later on 9/27.
♦ Students lose eligibility seven days later on 9/27.

Ineligible students’ grades are checked on 10/12. If they are passing all courses, they will regain eligibility seven calendar days later on 10/19 at 2:30 p.m (end of the school day).
INSTRUCTIONAL CALENDAR

District of Innovation

2018 - 2019

Student Holidays
Sept. 3........................ Labor Day
Sept. 21........................ Staff Development
Oct. 8........................ Fall Holiday
Nov. 9........................ Staff Development
Nov. 19-23........ Thanksgiving Break
Dec. 19 - Jan. 7........ Winter Break
Jan. 7........................ Staff Development
Jan. 21......Martin Luther King Jr. Day
Feb. 15......................... Staff Development
March 11-15.............. Spring Break
April 5....................... Staff Development
April 19..................... Spring Holiday
May 27......................... Memorial Day

Important Dates
Aug. 7........................ Teachers Report to Work
Aug. 15........................ First Day of School for Students
Dec. 18........................ Last Day of First Semester
Jan. 8........................ First Day of Second Semester
May 30........................ Last Day of School for Students
May 31........................ Last Day for Teachers

Staff Professional Development Days
Embedded in School Year
Sept. 21, Nov. 9, Jan. 7, Feb. 15, Apr. 5

Key
- Holiday
- Staff Professional Development Day (no students)
- Early Dismissal Day
- Staff Professional Development Day
- Teacher Preparation Day (no students)
- Make-up Day (if needed)
- Summer Professional Development Opportunities

Prekindergarten Grading Periods
3 Cycles
Aug. 15 - Nov. 9
Nov. 12 - Feb. 22
Feb. 25 - May 30
Report Card Dates
Nov. 16
Mar. 1
May 31

Elementary Grading Periods
4 Cycles
Aug. 15 - Oct. 19
Oct. 22 - Jan. 11
Jan. 14 - Mar. 22
Mar. 25 - May 30
Report Card Dates
Oct. 26
Jan. 18
Mar. 29
May 31

Secondary Grading Periods
6 Cycles
Aug. 15 - Sept. 20
Sept. 24 - Nov. 2
Nov. 5 - Dec. 18
Jan. 8 - Feb. 22
Feb. 25 - Apr. 12
Apr. 15 - May 30
Report Card Dates
Sept. 28
Nov. 9
Jan. 11
Mar. 1
Apr. 18
May 31 MS
June 6 HS
• 11
  ○ Laylat al Kadr * - Islam
• 15-17
  ○ Eid al Fitr - Ramadan ends * - Islam
• 15
  ○ Saint Vladimir Day - Christian
• 16
  ○ Guru Arjan martyrdom - Sikh
• 19
  ○ New Church Day - Swedenborgian Christian
• 20
  ○ Waqf al Araf - Hajj Day * - Islam
• 21 Solstice
  ○ First Nations Day - Canadian Native People
  ○ Litha - Yule * - Wicca/Pagan Northern and Southern hemispheres
• 29
  ○ Feast Day of Saints Peter and Paul - Christian

Definitions

JULY 2018

• 9
  ○ Martyrdom of the Bab * - Baha'i
• 11
  ○ St Benedict Day - Catholic Christian
• 13-15
  ○ Obon (Ulambara) ** - Buddhist - Shinto
• 15
  ○ St. Vladimir the Great Day - Orthodox Christian
• 22
  ○ Tish'a B'ay * - Jewish
• 24
  ○ Pioneer Day - Mormon Christian
• 25
  ○ St. James the Great Day - Christian
• 27
  ○ Asalha Puja Day ** - Buddhist

Definitions

AUGUST 2018

• 1
  ○ Lammas - Christian
  ○ Fast in Honor of Holy Mother of Jesus - Orthodox Christian
• 2
  ○ Lughnassad - Imbolc * - Wicca/Pagan Northern and Southern Hemispheres
• 6
  ○ Transfiguration of the Lord - Orthodox Christian
• 15
  ○ Assumption of Blessed Virgin Mary - Catholic Christian
Dormition of the Theotokos - Orthodox Christian

- 22-25
  - Eid al Adha * - Islam

- 29
  - Beheading of St. John the Baptist - Christian
  - Raksha Bandhan ** - Hindu

Definitions

SEPTEMBER 2018

- 1
  - Religious year begins - Orthodox Christian

- 3
  - Krishna Janmashtami ** - Hindu

- 8
  - Nativity of Virgin Mary - Christian

- 10-11
  - Rosh Hashannah * - Jewish

- 12
  - Hijra - New Year * - Islam

- 13
  - Ganesh Chaturthi ** - Hindu

- 14
  - Elevation of the Life Giving Cross (Holy Cross) - Christian
  - Paryushana Parva ** - Jain

- 19
  - Yom Kippur * - Jewish

- 21
  - Ashura * - Islam

- 22 Equinox
  - Mabon - Ostara* - Wicca Northern and Southern hemispheres

- 24-31
  - Sukkot * - Jewish

- 27
  - Meskal - Ethiopian Orthodox Christian

- 29
  - Michael and All Angels - Christian

Definitions

OCTOBER 2018

- 1
  - Shemini Atzeret * - Jewish

- 2
  - Simchat Torah * - Jewish

- 4
  - St Francis Day - Catholic Christian
  - Blessing of the Animals - Christian

- 8
  - Thanksgiving - Canada - Interfaith

- 9-16
• Navaratri ** - Hindu
• 18
  ○ St. Luke, Apostle & Evangelist - Christian
• 19
  ○ Dasara ** - Hindu
• 20
  ○ Birth of the Báb * - Baha'i
  ○ Installation of Scriptures as Guru Granth - Sikh
• 28
  ○ Reformation Day ** - Protestant Christian
  ○ Milvian Bridge Day - Christian
• 31
  ○ All Hallows Eve - Christian
  ○ Reformation Day - Protestant Christian

Definitions

NOVEMBER 2018

• 1
  ○ All Saints Day - Christian
  ○ Samhain - Beltane * - Wicca/Pagan  Northern and Southern hemispheres
• 2
  ○ All Souls Day - Catholic Christian
• 7
  ○ Diwali - Sikh - Jain - Hindu
• 8
  ○ Jain New Year ** - Jain
  ○ Vikram New Year ** - Hindu
• 12
  ○ Birth of Baha'u'llah * - Baha'i
• 15
  ○ Nativity Fast begins - ends Dec. 24 - Orthodox Christian
• 21
  ○ Mawlid an Nabi * - Islam
• 22
  ○ Thanksgiving USA - Interfaith
• 23
  ○ Guru Nanak Dev Sahib birthday - Sikh
• 25
  ○ Christ the King - Christian
• 26
  ○ Day of the Covenant * - Baha'i
• 28
  ○ Ascension of 'Abdu'l-Baha * - Baha'i
• 30
  ○ St. Andrew's Day - Christian

Definitions

DECEMBER 2018
- 2-24
  o Advent - Christian
- 3-10
  o Hanukkah * - Jewish
- 6
  o Saint Nicholas Day - Christian
- 8
  o Bodhi Day (Rohatsu) - Buddhist
  o Immaculate Conception of Mary - Catholic Christian
- 12
  o Feast day - Our Lady of Guadalupe - Catholic Christian
- 16-25
  o Posadas Navidenas - Hispanic Christian
- 21
  o Yule - Christian
- 21 Solstice
  o Yule - Litha * - Wicca/Pagan Northern and Southern hemispheres
  o Saint Thomas the Apostle - Christian
  o Yule - Christian
- 24
  o Christmas Eve - Christian
- 25
  o Christmas * - Christian
  o Feast of the Nativity ** - Orthodox Christian
- 26
  o Zarathosht Diso (Death of Prophet Zarathushtra)** - Zoroastrian
  o St Stephen's Day - Christian
- 28
  o Holy Innocents - Christian
- 30
  o Holy Family - Catholic Christian
- 31
  o Watch Night - Christian

Definitions

Updated on August 23, 2017

Return to Interfaith Calendar Home Page
2019

Note: 1. * Holy days usually begin at sundown the day before this date.
   2. ** Local or regional customs may use a variation of this date.
   BOLD CAPITAL LETTERS - Most important holy dates for religions

JANUARY 2019

• 1
  ◦ Mary, Mother of God - Catholic Christian
  ◦ Feast Day of St Basil - Orthodox Christian
  ◦ Gantan-sai (New Years) - Shinto
  ◦ Feast of the Holy Name of Jesus - Orthodox Christian
• 5
  ◦ Twelfth Night - Christian
  ◦ Guru Gobind Singh birthday - Sikh
• 6
  ◦ Epiphany - Christian
  ◦ Feast of the Epiphany (Theophany) - Orthodox Christian
  ◦ Dia de los Reyes (Three Kings Day) - Christian
  ◦ Nativity of Christ - Armenian Orthodox
• 7
  ◦ ** Feast of the Nativity - Orthodox Christian
• 8
  ◦ Feast of the Holy Family - Catholic Christian
• 13
  ◦ Maghi - Sikh
  ◦ Baptism of the Lord Jesus - Christian
• 17
  ◦ Blessing of the Animals - Hispanic Catholic Christian
• 18-25
  ◦ Week of Prayer for Christian Unity - Christian
• 19
  ◦ Timkat - Ethiopian Orthodox Christian
• 20
  ◦ World Religion Day - Baha'i
  ◦ Tu BiShvat * - Jewish
• 21-23
  ◦ Mahayana New Year ** - Buddhist
• 25
  ◦ Conversion of St. Paul - Christian
FEBRUARY 2019

- 2
  - Candlemas - Presentation of Christ in the Temple - Christian
  - Imbolc - Lughnasad * - Wicca/Pagan - Northern and Southern hemispheres
  - Saint Brighid of Kildare - Celtic Christian
- 3
  - St. Blaze Day - Christian
  - Setsebun-sai (beginning of spring) - Shinto
- 3
  - Four Chaplains Sunday - Interfaith
- 5
  - Chinese New Year - Confucian, Daoist, Buddhist
- 8
  - Nirvana Day - Buddhism
- 10
  - Cheesefare Sunday
    - Orthodox Christian
- 12
  - Triodion - Orthodox Christian
- 14
  - St. Valentine's Day - Christian
- 15
  - Nirvana Day ** - Buddhist - Jain
- 17
  - Triodion begins - Orthodox Christian
- 26
  - Intercalary Days begin - Baha'i

Definitions

MARCH 2019

- 1
  - St. David of Wales - Christian
  - Intercalary Days end - Baha'i
- 2 - 20
  - Nineteen Day Fast * - Baha'i
- 3
  - Meatfare Sunday - Orthodox Christian
  - Transfiguration Sunday - Christian
- 5
  - Shrove Tuesday - Christian
- 6
  - Ash Wednesday - Lent begins - Christian
- 10
  - Orthodox Sunday - Orthodox Christian
- 11
  - Clean Monday - Great Lent begins - Orthodox Christian
- 13
  - Birthday of L. Ron Hubbard - Scientology
- 17
- St. Patrick's Day - Christian
- 19
  - St. Joseph's Day - Christian
- 20 Equinox
  - Ostara - Mabon * - Wicca/Pagan Northern and Southern hemispheres
- 21
  - Norooz (New Year) - Persian/Zoroastrian
  - Naw-Rúz (New Year) * - Baha'i
  - Hola Mohalla - Sikh
  - **Magha Puja Day** - Buddhist
  - Lord's Evening Meal - Jehovah's Witness Christian
  - Purim * - Jewish
- 25
  - Annunciation of the Blessed Virgin Mary - Christian
- 28
  - Khordad Sal (Birth of Prophet Zarathushtra) ** - Zoroastrian

**Definitions**

**April 2019**

- 3
  - Laylat al Miraj * - Islam
- 9
  - **Mahavir Jayanti** ** - Jain
- 14
  - Baisakhi (Vaisakhi) - Sikh
  - Palm Sunday - Christian
- 17
  - Orthodox Sunday - Orthodox Christian
- 18
  - Maundy Thursday - Christian
- 19-21
  - Theravadin New Year ** - Buddhist
- 19
  - **Good Friday** - Christian
- 20-27
  - Pesach * - Jewish
- 20
  - Lazarus Saturday - Orthodox Christian
- 21
  - **Easter** - Christian
  - First Day of Ridvan * - Baha'i
  - Lailat al Bara'ah * - Islam
  - Palm Sunday - Orthodox Christian
- 23
  - St. George's Day - Christian
- 26
  - **Holy Friday** - Orthodox Christian
- 28
  - Pascha - Easter - Orthodox Christian
• 29  
  o Ninth Day of Ridvan - Baha'i
• 30  
  o St. James the Great Day - Orthodox Christian

Definitions

MAY 2019

• 1  
  o Beltane - Samhain * - Wicca/Pagan  Northern and Southern hemispheres
• 2  
  o Last day of Ridvan * - Baha'i  
  o National Day of Prayer USA - Interfaith  
  o Yom HaShoah - Jewish
• 3  
  o Saints Philip & James - Christian
• 6  
  o Ramadan begins * - Islam
• 9  
  o Yom Ha'Atzmaut * - Jewish
• 18  
  o Visakha Puja - Buddha Day ** - Buddhist
• 23  
  o Declaration of the Bab * - Baha'i  
  o Lag B'Omer * - Jewish
• 29  
  o Ascension of Baha'u'llah * - Baha'i
• 30  
  o Ascension of Jesus - Christian

Definitions

JUNE 2019

• 1  
  o Laylat al Kadr * - Islam
• 5-7  
  o Eid al Fitr * - Islam
• 6  
  o Ascension of Jesus - Orthodox Christian
• 9  
  o St. Columba of Iona - Celtic Christian  
  o Pentecost - Christian
• 9-10  
  o Shavuot * - Jewish
• 15  
  o Saint Vladimir Day - Christian
• 16  
  o Guru Arjan martyrdom - Sikh  
  o Trinity Sunday - Christian
• 19  
  o New Church Day - Swedenborgian Christian
• 20  
  o Corpus Christi - Catholic Christian
• 21 Solstice  
  o Litha - Yule * - Wicca/Pagan Northern and Southern hemispheres
• 22  
  o First Nations Day - Canadian Native People
• 23  
  o All Saints - Orthodox Christian
• 28  
  o Sacred Heart of Jesus - Catholic Christian
• 29  
  o Feast Day of Saints Peter and Paul - Christian

**Definitions**

**JULY 2019**

• 9  
  o Martyrdom of the Bab * - Baha'i
• 11  
  o St Benedict Day - Catholic Christian
• 13-15  
  o **Obon** (Ulambana) **- Buddhist/Shinto**
• 15  
  o St. Vladimir the Great Day - Orthodox Christian
• 16  
  o **Asalha Puja** Day **- Buddhist**
• 24  
  o Pioneer Day - Mormon Christian
• 25  
  o St. James the Great Day - Christian

**Definitions**

**AUGUST 2019**

• 1  
  o Lammas - Christian
  o Lughnassad - Imbolc * - Wicca/Pagan Northern and Southern hemispheres
  o Fast in Honor of Holy Mother of Jesus - Orthodox Christian
• 6  
  o Transfiguration of the Lord - Orthodox Christian
• 10  
  o Tish'a B'Av - Jewish
  o Waqf al Arafah * - Islam
• 12-15  
  o **Eid al Adha** * - Islam
• 15  
  o Assumption of Blessed Virgin Mary - Catholic Christian
  o Dormition of the Theotokos - Orthodox Christian